



**VADA/Nova Board Meeting
February 10, 2020 Summary Minutes
(via Teleconference)**

The meeting was called to order at 7:15. All members present other than Carol Thomas (proxy to Diann Carpenter); Jessie Ginsburg left slightly before the end of the meeting.

1. Board Items

- a. Review and Approval of Minutes
 1. Minutes of January 11, 2019 circulated for comment
 2. Sheli made a motion to approve; Rachel seconded; no objections
- b. Treasurer's Report – will circulate next week once statements are reconciled

2. Review/Update of Action Items

- a. The Secretary thanked everyone for addressing the action items promptly and asked those whose items were not completed to please report any progress

3. Membership Committee (Anne Harrington)

- a. 108 members as of 2/10/20; 41 used PP; 3 used Event Clinics
- b. Committee Report: Anne and Lisa Rowe discussed membership management challenges and ideas for streamlining current processes. Lisa is familiar with Weebly (<https://www.weebly.com>) and knows someone who has structured membership under Wild Apricot (<https://www.wildapricot.com/home-d>, a software package that can do membership management, database, online events, payments & disbursements, email, website, volunteer management etc). Anne attended a Wild Apricot webinar and Anne and Lisa saw a demo of the software on February 7. There are many tools available, some at no to low cost (\$50/month) and others at higher cost (>\$90/month). The good ones offer a free demo so you can test the product to see if it is what your organization needs.
- c. Following some discussion, Diann C said that we need to have an expanded committee meeting to look at what we have today and what we need to add, and how to prioritize
 - a) Michelle L said that if this might affect volunteer tracking and other topics then make the meeting inclusive
 - b) Anne/Lisa will work with relevant committees to set up a meeting

4. Publications Committee Report (Diann Carpenter)

- a. The January Newsletter went out thanks to a group effort.
- b. The next publication out (March) will be Green Book part 1. We need to include a description of the adult camp (clinician bios, tentative program, etc), as well as a full page for the low stress fix a test
- c. The publication schedule for the year will be as follows:
 - a. Paper newsletters – 2 newsletters in January and July
 - b. Green Book – 2 editions in March and October
 - c. Electronic newsletter publication should be on a regular basis – newsletter every other month between paper editions – Rachel to provide schedule with reminders for content submission deadlines

5. Licensed Show Committee Report

- a. Diann C. report that Dianne Boyd (show manager) had no significant questions about the upcoming licensed shows and provided written comments on the Morven contracts (along with Michelle L).



Diann C needs to talk to Morven to share the comments and discuss any changes so we can execute the contracts.

- a) Dianne B and Michelle L to meet with Morven in the next couple of week – Diann C to join if possible.
- b) Dianne B expects the first prize list to be available in the next few days.
- c) Dianne B also asked about buying new tents for the ring stewards (approximately 2). Rachel asked if it might be possible to have Evo add our logo to the tents; Michelle L w/Dianne B will reach out to EVO to see if this can be done at a reasonable cost.
 - Michelle made a motion to approve \$300 for new tents; Anne seconded; all approved
- b. Michelle L reported that the judge (Carter Bass) and all positions are filled for the May one-day show; EMT covered; Rachel will manage volunteers for May and August
- c. Committee Meeting date – TBD – probably after the Morven contract meeting – early March (Diann C out March 6-14)

6. **Schooling Show Committee Report**

- a. March show – entries have started to come in through all 3 channels (hard copy, vadanova.com and Event Clinics)
- b. Lisa Rice getting volunteers coming in, but still needs experienced scorers – several board members offered to provide names
- c. Status of USDF Regional Schooling Shoe program – the 3 VADA/Nova shows have been registered and VADA will reimburse the registration cost.
- d. CDCTA – joint schooling show – discussion deferred until after Banquet

7. **Education and Clinics Report**

Diann C highlighted that we need to have a standard financial format for all clinics/shows to be able to track how we spend our money so we can be more transparent in explaining to explain to our members how funds are used. Anne will circulate any current formats, including the USDF template.

- a. March 4 – Judges Roundtable – 6:30-9:30 pm at the Best Western Leesburg – Heidi Berry (recently received FEI certification) will lead the discussion; the session will offer judge continuing education credit as well as USDF university credit (\$5 fee from USDF);
 - a) Publicity – Dilly to get to Judy
 - b) Registration will go directly to Dilly
 - c) No volunteers needed – Dilly will bring fruit and light snacks
 - d) Insurance info already provided to USDF
- b. March 7 – Sport Psychologist clinic
 - a) Attendees – Diann C noted that we have to have a consistent policy to encourage people to become members and attend events so members see value for what they pay each year; we have a significant amount of money in the bank for the size of membership; need to spread the wealth. Dilly noted that we have gone up with our dues and people are questioning what are they getting. Following discussion, the board agreed that members come for free, but it would be reasonable to ask to cover food (USDF grants don't cover food)
 - The following policy was agreed by the Board: members will be able attend clinics for free, but will be asked to cover food and drinks (\$10 for the March clinic)
 - (i) Need to edit the webstore and event clinics to reflect the above policy



- b) Publicity – the clinician is willing to post something on her website; need to promote at Banquet, judges roundtable
- c) Volunteers - a couple people are needed to help for the day with food and registration
- c. July Adult Camp – Mary researched hotels in the Frying Pan Park area and concluded that the Hilton Dulles was best choice in terms of location and cost. She was able to secure a rate for clinicians of \$431.20 for 3 nights. Hotel rooms will not be included in the camp fee as some participants may prefer to stay at home and commute, but a block of 6 rooms/2 queens each will be booked for campers at same rate if people wish to stay at the Hilton. Reservations have to be cancelled by July 1 to avoid charges. Mary was authorized to hold the rooms on her credit card.
 - a) Other issues to be addressed are having Jim Koford sign his contract and decide what to do about night watch or some kind of security for the horses that will be staying at Frying Pan. Board members were asked to provide ideas to Mary for further discussion at the March meeting.

8. Awards Committee Report

- a. **Banquet** - Attendees currently at 60-65, about the same as last year. Award winners have been notified via email; all awards and prizes have been received and labeled; Mare Challenge award being sponsored by VN for 2019 (gift certificates from Dover); Diann and Megan Carpenter will sponsor that award beginning in 2020.
- b. Program – Diann C and Rachel working on final details – Anne to MC
- c. Silent Auction and Basket Raffle – Mary reported that we have lots of trainer lessons and other items.
 - a) Sheli made a motion that a portion of the silent auction money and raffle baskets be put toward the adult dressage camp; this can reduce overall cost of the camp and support having members audit and attend unmounted sessions free.
 - b) Following discussion, the motion was to approve a maximum of \$1000 to defray camp costs; Anne seconded; all approved
- d. Board members were asked to be at River Creek Country Club by 3:30 pm to set up.
- e. Sponsor and schooling show partner outreach completed.
- f. Several more volunteers are needed for the banquet to assist with the silent auction; other volunteers for the front table are already arranged.
- g. Other – Dilly has to be out of town just before the banquet and will leave cash box with a board member in case she is late returning.

9. Announcements/Other Business/Topics

- a. VADA/Nova Topics - none
- b. Other VADA topics – Rachel attended VADA banquet and reported that a number of people moving into **new positions.**
 - 1. On the issue of reporting members to USDF using their electronic roster, Tina said she would contact USDF, but Anne should email Tina to remind
- c. Other Region 1 topics – Sheli noted that there is a March 8 phone meeting if anyone is interested

10. Upcoming Dates

11. Other Business

12. **Adjournment** – Meeting was adjourned at 9:06 pm. The next meeting is March 9, 2020.