



**VADA/Nova Board Meeting
May 11, 2020 Minutes
(via Zoom)**

The meeting was called to order at 7:15 pm. Diann Carpenter, Anne Harrington, Michelle Lachner, Dilly Jackson, Sheli King, Lisa Rice, Jessie Ginsburg, Lisa Rowe, Carol Thomas, Rachel Rice, Mary Callan, Maloree Razzino, Judy Grass, and Diane Landau; Licensed Show Management - Dianne Boyd.

Special Issues

1. Continuing Impact of COVID-19

- a. In terms of re-starting 2020 competitions, VADA/Nova will follow guidance in the following order:
 - i. Morven Park
 - ii. Loudoun County Government
 - iii. Virginia State Government
 - iv. USEF
 - v. USDF
- b. The Executive Board made a proposal to the full board to cancel the tentative June 27 show at Morven and to discontinue discussion of an end of July activity at Frying Pan. After some discussion to see if there might be any way to organize something for the members, the Board decided that with Northern Virginia county governments planning a slower re-opening it would be difficult to plan something confidently. A motion by Rachel Rice was made to accept the Executive Board proposal with the Frying Pan Park deposit rolled over to 2021; Diane Landau seconded. The Board approved unanimously and further emphasized that the dressage camp would roll over to 2021.
- c. Diann Carpenter offered that we may be able to offer a clinic in the October timeframe with auditors attending via Zoom or some other way to be interactive. We may need to use that approach in 2021 as well. Education and Clinics Committee to follow up.
- d. The Executive Board made a further recommendation to take the time between now and August to create a full plan following the USEF licensed show guidelines, any USDF guidelines, and in coordination with Morven Park and test the implementation of that plan at our August Schooling Show scheduled for 1 August which will allow for adjustment and refinement prior to our Licensed Shows at the end of August. To that end, we are working with our Licensed Show Management teams to have them run the schooling show. We are also looking to hire either a certified First Responder or contract our Licensed Show EMT for



this first schooling show. The board will check into the requirements from a legal and liability perspective if it is possible to have volunteers versus contract employees provide this service at future schooling shows. We will also contact our Licensed Show EMT to obtain his input and recommendations.

- e. Action Plan for August schooling show – The Executive Board recommends hiring the licensed show management to develop a plan, including purchasing PPE, sanitization plan, etc. We also will need to develop necessary processes and procedures. Dianne Boyd said that she hoped that USDF will publish the checklists they promised soon, which will simplify the planning process. If we can accomplish the schooling show successfully, then the main differences between that and the licensed show will be stabling and having multiple competition days.
- f. The Licensed and Schooling Show committees will need to consider the cost of these additional measures and that we may need to adjust show fees as a result.
- g. Sheli King reported that USDF is expected to issue some guidelines that are still TBD that may involve some rule changes. Any plans that we develop before they are released will need to be realigned with the USDF guidelines when they are available.

2. Board Activities

- a. Zoom is now available for the Board to use to schedule mini-clinics, discussions, etc. The Board agreed to add funding for two more accounts. All agreed that doing events with Zoom auditors would be a good idea. A proposal to do video and Zoom clinics was discussed (ideas included an Inside Out clinic (skeleton/muscles painted on the outside of the horse/rider) and something on natural horsemanship for dressage). The Board will follow up on those ideas; board members and VN members should feel free to suggest other ideas.
- b. Melinda Freckleton has agreed to do a Zoom session – preference is for biosecurity for the horse, rider, and barn and to do it before DAL. Anne to follow up.

Regular Agenda Items

1. Board Items

- a. Review and Approval of Minutes of April 13 minutes
 - 1. Minutes were unanimously approved via email and were posted on the website.
- b. **Treasurer's Report**
 - 1. Reconciled balances as of 04-30-2020:
 - Savings acct: \$45,160.14
 - Business acct: \$82,132.15
 - Paypal: \$ 1656.47. Some reconciliation needed with membership.



2. Permission was asked to move \$1000 to savings so the account won't go dormant. The Board approved unanimously.

2. **Review/Update of Action Items**

- a. The Secretary reminded everyone to check the list and complete any actions still open. In particular, we still do not have all conflict of interest waivers. This is a requirement if you intend to stay on the Board. An updated version of the form will be provided and completed forms will be consolidated by the Board President.

3. **Membership Committee (Anne Harrington)**

- a. 157 members as of 5/11/20
- b. Committee Report: A Zoom conference to discuss the transition of membership management to a web-based platform took place May 1 that included a sub-group of the Board. The discussion was a good beginning, but enough questions were raised that the decision was made to proceed with two follow up activities:
 - a) Develop a requirements list/flow chart of data and how it is used
 - b) Ask another dressage organization (PVDA or NEDA) to join a Zoom meeting and walk us through how their membership management platforms work and answer questions. A Board member reached out to PVDA but didn't receive a response; another Board member has reached out to NEDA, which uses the same platform as PVDA and is in the process of doing an update.

4. **Publications Committee Report (Diann Carpenter)**

- a) Newsletter – The May newsletter was completed and has been posted on the website and should be mailed on Thursday of this week.
- b) All board members are working on the structure and content of the newsletter including the regular features that have been historically present and to develop content we want to include on a regular basis.
 - a. Ideas for more standard content.
 1. Bring back Member of the Month
 2. Provide Views from all aspects of competition (judge, TD, competitor, volunteer, show management)
 3. USEF/USDF updates
 4. Favorite links (videos, podcasts, blogs, etc)
 5. Input from Members on content they would like to see would be appreciated
 - b. June newsletter – input due May 20
 - c. The committee continues to look at different ways we can communicate with our members. The following are under consideration:
 1. Adding a Blog to the current website that will unify our connection to other social media
 2. Adding a user-friendly user interface to the existing website
 3. Reviewing other dressage groups integrated websites/membership platforms

5. **Schooling Shows – August Schooling Show – see discussion above**



6. **Licensed Shows** -- August Licensed Show – see discussion above
7. **Clinics and Education**
 - a) The Board stressed rolling over the dressage camp to 2021 and looking into possible activities before the end of the year.
8. **What can VADA/Nova Do During Lockdown**
 - a). Per the Board decision in April, a check for \$100 was sent to VHC in response to its fundraising effort