



VADA/Nova Board Meeting Summary
January 11, 2021
7:15 pm ET

BOARD Present: Diann Carpenter, Michelle Lachner, Anne Harrington, Kathy Curtis, Sheli King, Jessie Ginsburg, Judy Grass, Mary Callan, Lisa Rice, Maloree Razzino, Rachel Rice, Carol Thomas, Kathy Hibbard

Excused: Diann Landau (proxy to Michelle Lachner)

The meeting was brought to order at 7:15 pm.

Meeting Topics

The Board members introduced themselves to the new members.

- 1. Officer Elections:** The following were elected unanimously as officers for 2021:
 - a. President: Diann Carpenter
 - b. Vice-President: Michelle Lachner
 - c. Treasurer: Kathy Curtis
 - d. Secretary: Lisa Rice
2. A motion was made and seconded that the Nova representatives to VADA for 2021 be Jessie Ginsburg, Sheli King, and Diann Carpenter; all approved.
- 3. Licensed Shows**
 - a. Based on input from Dianne Boyd, the Board had a follow up discussion of show secretary fees for when we have two shows in one weekend. A new proposed system for calculating the show secretary fee would simplify the processing for the show secretaries without significant impact on the cost. A motion was made and seconded to adopt the new structure; all approved.
- 4. Board Information**
 - a. **Minutes** – the September and December minutes are still pending. They will be finished and posted as soon as possible.
 - b. **Treasurer's Report**
 - i. Checking balance - \$78,820.25

- ii. Savings balance – \$45,168.46
- iii. The transfer of checkbooks and Wells Fargo signature updates can be done now that the officers have been elected.
- iv. VN PayPal Accounts Financial Report as of 12-11-20
 - 1. In PP - \$787.55 (from memberships & donations)
 - 2. In the VN PP Acct at Wells Fargo -\$1,301.35
 - a. PP TOTAL = \$ 2,088.90
- v. Grand Total: \$126,077.60
- vi. There are a number of products and services available that have matured over recent years that could benefit the organization for shows and activities, as well as make finances more transparent to the Board and the membership. The new treasurer proposes to develop a set of procedures for treasury management. Some near-term opportunities include online banking (remote deposit, vendor and bill payment, funds movements, etc) that can be made available through our current bank. Docusign is already being used, and we can also look at the use of credit and debit cards so Board members and show managers aren't out of pocket for required expenses. The Board will have to set limits on amounts and access to any cards we have. In the context of the finances, the Board all operates under its Code of Conduct and it is good to remind ourselves of our fiduciary responsibility. In particular, we need to make a list of recurring expenses that can be moved to a regular payment system rather than reimbursements. Another option is to explore having VN be able to accept credit card payments. To bring everything together, we are looking at QuickBooks, which seems to have reasonable costs for the capabilities we need at a reasonable cost/year. It would also make tax returns easier to prepare. A motion was made and seconded to allow the treasurer to make the decision (in consultation with Jessie Ginsburg, who also serves as the VADA treasurer) about what version will be best and to make the necessary purchase.

c. Members Report:

- i. **2020 final** - 192 members
- ii. **2021** – 193 as of 1/10/2021
- iii. Discussion on Donations:
 - 1. Several members who were carried over from 2020 processed either PayPal or mail renewals. They were given the option of a refund or to donate the money (for which they receive a tax letter). To date, 4 have donated the funds.
 - 2. Suggestions from donating members on how to use the money included for awards and youth/needs-based grants.
 - 3. The Board will need to decide: 1) how it wants to use the funds; and 2) who is authorized to sign the tax letter.
 - a. There was a brief discussion of how the funds could be used, but any decisions were deferred until the next

meeting. We can also look at how to incorporate information in the Green Book.

- b. Normally the President signs the tax letters.

5. Management Platform

- a. Contacts with Dawn Bellinger to organize the ClubExpress trial will be initiated this week.

6. Schooling Shows

- a. The February Piaffe & Passage issue will be on schooling shows to highlight the beginning of the season. Board members and partner show managers all provided input.
- b. 2021 Partners – Program status - once we have all the information confirmed for schooling and licensed shows and other activities, it can go up on the website and be posted under Events on FB.

7. Status of Insurance:

- a. Our current company did respond and we will try again to get a quote. Insurance is required by USDF and by most venues for any events we host. We are also going to reach out to Markel to get a quote.

8. Publications Discussion

- a. Newsletters - we would like someone to volunteer to take over driving the newsletter for 2021. Michelle can assist with the transition.
- b. Status of Greenbook draft – The Board will continue to update the version from 2019. We also need to consider what sponsors will be included. The cover and the back pages were usually auctioned off at the banquet, but one of our sponsors may be interested. Board members were asked to look for high resolution photographs to be used for the covers and to provide back edits within a week if possible (January 17). Alternatively, we may reach out to Pics of You for the photos.

9. Education and Clinics

- a. The Dressage Camp is still on the Frying Pan schedule for the last weekend in July. However, with the changes in management at Frying Pan, we may also want to think about other venues.
- b. We will host a virtual Judges Round Table this year. Alison Head (S) has agreed to do the session and will provide some date options. Rachel Rice will assist in setting it up as a virtual meeting. We will also work with USDF to have the event approved for judge continuing education and for USDF University credit.
- c. Other plans for 2021
 - i. Ideas from USDF Annual Convention
 - 1. Virtual Trivia Night - Sheli received a link to a video of the demo described during the USDF virtual convention and is happy to answer any questions we have. The documents and links have been uploaded into the Google Drive Education & Clinics folder.
 - 2. Virtual Scribe Training - Anne is trying to get more information from the person who talked about this at the USDF Annual Convention. Anne will do more research.

10. Announcements/Other Topics

- **Awards**
 - Schooling Show Scoreboard was posted in the December newsletter. No new scores or hours to be reported since then. We will double check the volunteer hours again and then it can be posted on the website and notified on FB.
 - Above and Beyond Volunteers were notified of their award levels and the store is open.
- For Year End Awards, all awards criteria have been posted on the website and in the newsletter with the January deadline.