

OHSET State Board Minutes September 2009

Present (underline denotes voting):

Jim Roper (Southern); Chris Dinsmore (NE); Denise John, Ray Hickman, Amanda Larkin (Willamette); Megan Holden, Glen Sparkman, Todd Gary (TRV); Anne Geser, Pam Steinke (Central); Donna Espelien, Scott Chauncey (NW); Don Pack, Laurie Pack (NV); Dawn Keeney, Jill Burnette, Cody Fulkerson, Kyra Turner (SV); Paul Roney (guest); Karren Cholewinski (State Treasurer); Karissa Dishon (State Vice Chair); Candi Bothum (State Chair); Debi Ferrer (State Secretary)

Corrections to June Minutes

There were two corrections:

- On page 9 under Drill – Working Fours Consideration, Bill said there are currently point restrictions so schools only get team points for their highest scoring team, Short Program or Working Fours, at a meet. This rule may need to be reviewed if we establish a “new” Working Fours event that is a totally different event than the Short Program.
- Also on page 9 under Drill – Working Fours Consideration, Karen Friend said she doesn’t know what her drill **coaches** (not judges) might think and doesn’t want to vote on this motion without asking them.

It was moved and seconded to approve the minutes as corrected. Approved unanimously.

State Meet Debrief

- Jim said he felt everyone worked together well.
- Matrix should have a couple of changes for next year to make it flow more smoothly.
- Jim said they have had problems with the Expo agreeing to something before-hand, but not following through. In hindsight, he thought it might be better not to allow the Expo to agree to volunteer services because they haven’t always followed through. We had an unexpected \$2000 bill for three generators because they committed to providing one at no charge, but then that fell through so they made arrangements to rent them. Also, they committed a large part of the parking lot to another organization, which was an inconvenience. Jim said he has been disappointed enough that unless they can be more reliable, he’d rather not have a state meet there again (though we are committed for 2010).
- Chris said NE felt the meet went well, except that some events started earlier than the listed time. If we don’t give times, kids don’t know when to warm up. Others said it’s the job of coaches and advisors to help them know when to get ready. Candi said she would take responsibility for that because she tried to keep the meet moving. Paul said we could avoid listing exact times, maybe list that morning events will start at 8:00 and afternoon events will start at noon, and everything else goes in order, not necessarily at a specific time. Denise said we could set a time for example, for the Main Arena event, and the next event in that area will start 20 minutes after the first one finishes. Some districts set exact times for events, others run things in a sequence and expect athletes to keep track of where we are. Donna said maybe we should discuss this at a District Chairs Workshop, so if we’re doing it one way at the district level, kids aren’t unprepared for no set times at state level.
- Candi said she felt that the leadership and stewardship groups worked very well together.

- Candi asked if the issues with the Expo could be minimized if she and Jim met together with the management? Jim said he felt that the new management at the Expo has been part of the problem as they are learning their job. Probably things could go better.
- Dawn said her district was billed for renting golf cars and she doesn't know who rented them. Do we have records? Karren said she'll send what records we have, but some people just signed them out under the district's name.
- Jim said next year we'll just bring in a golf cart vendor and people can rent their own. Same with shavings if we can't get them in bulk piles.

Treasurer / Financial

- Only one district showed up to put things in the storage unit. Karren said all financial documents should go in here. She recommended putting minutes in there, too. She purchased some storage drawers to go in there, too. Athlete records
- Karren had to rent it in her name, but she put "For the benefit of OHSET" on the top of the form. Cost of the unit is about \$800 per year.
- In addition to the documents Karren sent out by email, she passed out a document that showed the actual expenses and income for the 2008/2009 fiscal year. It does not include income from any previous years. She did this so we can see what it really costs to run this organization for a year.
- She asked who had district computers. Candi has list and will get it to Karren. Karren asked if people are using these computers and they are a little slow, maybe we can upgrade by adding some more RAM. We may want to consider updating the Points computers and any that are running new versions of QuickBooks. Karren will check on what upgrades make sense and districts will be responsible for paying for any upgrades they want or need.
- Karren explained a few items on the budget. In general, we spent less in almost every area than we budgeted for, so we did well. Only the state championship was a little over budget, and that wasn't much.
- Karren said she would like to do future budgets this way, so that we have a more realistic idea of what we're bringing in and what we're spending each year. She passed out a proposed budget. She said since our fiscal year is from July to June, we should be doing this process in May, but it's impossible since our numbers from the state meet are not in by then.
- Candi suggested maybe we can operate on a 2-year budget, so that we are always operating on approved funds. Karren said that should be manageable.
- It was the consensus of the group to take time to look at this proposed budget and ask any questions we have, and vote on it today.
 - Chris asked if our insurance would be increasing. Candi said she doesn't know yet, but she does need everyone to start collecting practice locations and let her know if anyone needs special certificates of insurance. She needs them by Dec. 1. If any facility needs a special certificate of insurance, there will be no added cost if the request is made by Dec. 1. After that, there may be an additional charge. Also, Chris asked if judges fees will remain the same. Candi said she thought so.
 - Jim asked if clinic fees would remain the same. Probably. On golf cart rental, if we have a vendor, then our income and expenses won't be as shown. Denise pointed out that we did have some expense from golf cart rentals from last year,

so we need to include that. Jim also asked if maybe we should include for computer upgrades and equipment expenses. We talked a little bit about buying electronic eyes for each district. Consensus was that it should be the expense of each district. Maybe we could purchase an electronic reader board or two for the state meet. But then those would have to be hauled to State. Dawn from SV volunteered to haul it/them because they're close. Candi said she'll check into the costs.

- Chris asked where we are in re-developing the Points system. Candi said, yes, we will be doing that. This should be added to the budget, probably about \$1000. Karissa said Karen Friend may be working to get a new program for 2011. We still need some fixes for this year's program.
- Consensus was to add \$5000 for equipment, and \$1000 for repairs. Ray said they bought 1'x3' reader boards for \$1800 each from Farm Tech. If we can get such a deal, we could buy two, one for each arena. Candi checked on prices – 7 in lettering would cost \$969, 10 inch is \$1249, 18-inch is \$1749. Ray said they have the 7-inch kind and you can see it from far away. Candi suggested we buy one and see how we like it and if we want another one next year, we can get it. The group agreed. If any districts want timers or equipment, let her know and she might be able to get a better deal if we buy several things.
- Do we want to add some money for OHSET memorabilia? Yes – keychain lanyards, coffee mugs, insulated travel mugs, posters, decals, (we still have some posters left, not sure who has them, maybe Debbie L.) Those things can be ordered in bulk and stored in our new storage facility. Candi and Donna will check on prices and bring to next meeting. Districts can order more if they want to sell in their own districts. How much should we budget for this? \$2500 (add to income and expense side, so we can give some away).
- Can districts use the logo? Yes, but Candi is waiting for Anne Moscicki to get some camera-ready artwork. Then we'll put them on the web.
- Dawn said we could probably use some OHSET identification because some places require ID that verifies they are part of OHSET. Candi said we can do this. We'll take photos today and Candi will make them the ID cards. There may be some minimal expenses because the equipment belongs to 4H.
- Candi revisited her request to have nametags for all district. Everyone agreed that would be helpful.
- Jim moved to accept the budget with the changes discussed. Jim amended his motion to make it for two years. Both were seconded. Vote on amendment – in favor - unanimous. Vote on original motion – in favor unanimous.
- Jan 24, 2009 OHSET board voted to change the payout date for the 5% raffle disbursement to start of the season, so she has checks for everyone! See handout with amounts... \$2,270.87
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- Karren gave us a handout showing various accounts. Some of them are earning so little interest, that we need to rearrange the funds.
 - In the Chase (WaMu) account, after we take out the funds for the raffle payout checks and set aside the money for the 2010 state meet, we have a balance of about \$24,000. Chris moved to transfer this to a CD at NWCU for a better interest rate. Vote – all in favor.
 - We have a pretty large balance in checking account, but it is an interest-bearing checking account. Karren will check into moving some into our savings if we get a better interest rate.
- Reminder to get records into storage unit. Dawn asked about athlete registrations. Candi said those should be shredded before we start the new season.

SOG for Awards

Please look over SOG on Awards and be ready to vote on it at next meeting. We do have a new awards person – Brenda Ferry, who was a district VC.

Scholarship – Donna

Currently, State gives one \$500 scholarship to every district if there are athletes meeting the criteria. If we don't promote this in some districts, we may not be giving it to the best candidates. Donna said the form does not indicate how the scholarship will be decided. It should. Historically, the scholarship committee was set up so that someone in each district judged the applicants for another district, but not their own. But that has changed over the years. Donna would like to go back to that process. She would like it to require 2 letters of recommendation (instead of one) and a signature of the district chair and team advisor or coach. Candi said maybe there should be something like "by signing this, I certify that this athlete is in good standing with the district as of state meet." Elements also need to be weighted. Donna wants to develop a scoresheet to use in evaluating.

- There is a question that asks about conflicts the applicant has had in OHSET which Donna doesn't like. The consensus was to change the word to "challenges."
- Should there be a place for coach and chair to add comments – consensus was yes.
- Jim asked if district chairs could just get a list of who applied rather than signing each form, with a note telling chairs to notify scholarship committee if they recognize any problems.
- The importance of GPA was questioned. There is a place for it on the form, but no verification is required. Kyra suggested requiring a transcript. There was some discussion about how important it should be. Some felt it should be somewhat important, others felt horsemanship skills should be more important.

- Form should say that scholarship is good for college or trade school.
- Candi suggested that we not pay out until 2nd term. This may help avoid the issue of including GPA as a requirement, since the recipient would have to pass the first term of their higher education to be eligible, and that should be good enough.
- Donna will bring back a scoresheet back to the board to vote on.

Gail Wright Memorial Scholarship - \$750 to OHSET

Karissa read a letter offering a one-time \$750 scholarship in honor of Gail Wright to an OHSET athlete. Karissa suggested giving this to the top scoring of the 8 recipients from each district. So top recipient would get \$500 from OHSET plus \$750 from this one-time scholarship. Paul said he knew Gail for many years and that his family supported this way of awarding it. Jim moved that we do this, and it was seconded. Discussion: Problem might arise if different people are judging each district the scores may be higher in one district than another. Candi suggested having all 8 district scholarship judges judge ALL state applicants. One person can't skew in favor of their athletes this way. This would allow us to average for the GW Memorial. We should also post notice of this to the website with a little bio and promote it. Vote – all in favor.

Portland Winterhawks Fundraiser

- If we sell tickets to games, we get a certain % of proceeds.
- Scott asked if this would be by district or by the state? We would have to decide. Scott said it would probably be better off as a district fundraiser. Candi suggested districts could do this if they want. It might be a better opportunity for districts. So go back to your districts and talk about it and get back to her so she can let the Winterhawks know who is interested.

State Meet 2013/2013 Back to Redmond

- Deschutes Co Fairgrounds offered its facility for the same rates as the 2007/2008 meets. It was moved and seconded to go back to Redmond. All in favor – unanimous.
- Candi will get dates on website.

Website Update - Karissa is working with webmaster.

- At judges' training they talked about ways to help DCs know more about judges before hiring. Each judge will fill out a profile ranking their opinions of their own skills. This will have parts implemented this season and all in place next season. You will be able to enter keywords on website like Performance Events, and see who is skilled at what. For this year, it will be in pdf format, but it will be up-to-date and it will include judge's profile ranking. That should be on website this weekend.
- Coaches/Advisors handbook will be updated Monday.
- Karissa asked districts to check on their district rosters to see if there are missing spots and let her know.
- The SOGs are going to be continuously updated and posted as we approve them.
- Sponsors – Potential sponsors can fill out a simple online form that sends an email to one of us for notification. The sponsors will be divided into different categories and the request for more info will automatically go to the appropriate person on the board for action.
- Alumni – talk this up with your athletes. It will only work if lots of people do it.

- Links – Let us put your link on our website, and you put our link on yours. Send Karissa or Kim an email if you want to exchange links.
- Fan page – Karren asked if we've thought of this. This might be a good way to link alumni, too. Karissa will look into this.
- Karissa pointed out that the state website email needs to be checked and cleaned up from time to time.
- All registration materials are up-to-date. The registration form has a new check-box that allows for use of school name only. Some schools requested this, so they can reduce their liability for tier 1 and tier 2 sports.
- Are there other things people want on the website – let Candi and Karissa know.

By-Laws Update

Expect some major changes. Bill isn't here today, but changes will have to go out to the public before we vote to approve them at the annual meeting.

Judges' Training

- Not a lot of people attended, but those who did felt it was very valuable. About 40 judges were there plus some apprentices. Not very many coaches and advisors. Maybe we will discontinue this strand.
- Someone asked if other districts pay for their chairs to go? The consensus was that they should. Teams should pay for coaches/advisors.
- Could go a week later so as not to coincide with the start of school. Candi will look into that.
- Note: First year judges should not have apprentices. They need more experience before having apprentices.

District Chairs Workshop

- Candi said she'd like to see the main agenda items to move district SOGs into better alignment. We want to have consistency in the districts but at the same time maintain autonomy.
- Dates – Karissa will send out a Doodle for people to vote on weekends (Oct. 31-Nov 1, Nov 14-15, Nov 21-22)

Annual Meeting

It will be at the Benton County Fairgrounds in Corvallis on Saturday December 5. We will go over rule changes, go over patterns, may have riders, maybe OSU drill team, and we will have to vote on by-laws. We may want to bring in a vendor or have a local team do something for a fund-raiser as there is no food on the grounds.

Next Meeting: Saturday November 7, 2009 at 9:30 am