

## **OHSET State Board Meeting March 19, 2011**

### **In Attendance** (Underline denotes voting)

Karren Cholewinski (Treasurer), Katie Case (Central), Kathy Russell (Central, State Vendors), Jaleesa Mobley, Ethan Keeney, Dawn Keeney (SV), Don Pack (NV), Chris Dinsmore (NE), Karenza Martin, Wendy Bernards, Denise John (Willamette), Bill Weir (Co-ops), Donna Espelien, Scott Chauncey (NW), Candi Bothum (State Chair), Karissa Dishon, (State Vice Chair), Debi Ferrer (Secretary)

### **Approval of January Minutes**

It was moved and seconded to approve the minutes from January 2011. Approved unanimously.

### **Treasurer's Report**

Karren sent some reports out earlier and asked if there were any questions. There weren't. She thanked Thank those who have been chasing down judges and timers to get them their W9 forms. Karren has gotten most of the forms needed for taxes taken care of.

### **Website**

Send announcements and photos to Karissa because she can upload things like that herself so we don't have to pay the webmaster to do that. Everyone is pleased with the usefulness of the website.

### **Points**

- Latest update is out now. High Point calculations are now in it with some options, depending on how district selects their high point awards. Don still plans to add a couple more specialty awards that Southern District gives.
- Some people asked if we need to have Varsity and JV designation on the forms that get posted because kids sometimes don't like having that designation public. Consensus was that we need to have transparency. In other sports, athletes know if they're playing Varsity or JV, our athletes should know, too. Coaches should discuss this ahead of time with them.
- Should we have a common order of go procedure that can be built into the program?
  - Different districts have different procedures, some are a bit more random, some are very ordered and same school ends up going first in every event for a meet.
  - Should we try to do it more like we do it at state in every district? At state, each district goes first in different events.
  - Does the order of go affect success? Most people seemed to think that, while the first participant certainly does win sometimes, in general footing deteriorates as an event proceeds in timed events, and even with great judges in performance events, scores tend to get a little higher toward the end of the order of go.
  - Candi asked if Scott could put together a proposal of what a common district scheduling procedure might look like, or maybe two proposals. Scott asked if

everyone would send him a note describing what they do so he can incorporate those ideas.

### **Scholarships**

- Donna asked if districts would send her names and contact info of volunteers who will read the state scholarship applications by April 1. She recommended that those volunteers have high speed internet and up-to-date computer systems because there will be a lot of emails. Chris asked if there was a way to consolidate the emails. Donna said she would head the emails differently so it's clear which athlete the various pieces of the application go with.
- Deadline – emailed or postmarked by midnight April 23<sup>rd</sup>. Judges would have until May 2<sup>nd</sup> to get their decisions back to Donna.
- What if district chairs know of someone who would not be a good candidate for a scholarship? Candi suggested that if there are some major issues with an athlete – for example some legal issues or lack of participation in meets, inform the state scholarship chair, but try to avoid reporting problems that may be personality issues.

### **Editorial Article on Service Animals**

There are new ADA rules clarifying what service animals are. Candi read an editorial she found regarding the changes. According to the article, service animals are dogs or occasionally miniature horses. They are house-broken, they are connected to their owner by a leash unless disability prevents connection to leash. If animals are out of control or causing a problem they can be asked to leave, but the owners must be accommodated in some other way. Candi will do some checking on the actual changes, because this is an editorial, but it seems that these rules will be more practical for us.

### **Logo**

- We looked at some samples from a new artist. Horse is hand-drawn (no clip art), OHSET letters are emphasized, because it seems that people like the recognizability of the OHSET acronym. What OHSET stands for isn't on these samples. Can we include that? Yes. Candi asked how these would work for screen printing and embroidery. Donna and Wendy both said she thought it would work fine. Should we consider what other states might look like with a similar logo? Karissa said our first priority should be to provide instant recognition to promote our state organization.
- The ones that the board liked the most had OHSET below the outline of the horse and the state outline either the same size as the letters or a little smaller.
- Candi suggested they would tweak these a bit, then send them out to districts to be sent out to athletes for feedback. Athletes and teams should definitely be part of the decision.
- Timeline – We want a decision before state so we can “unveil” it there if possible. Donna said she thinks we shouldn't rush it.
- After we have a logo, we'll need to make decisions about who can use it, what colors or variations will be allowed, etc.

### **Timed Events – Gaming SOG**

- Candi will work to fix some of the things we've discussed about this earlier and will get it posted asap. Districts aren't consistent now so we need to get this done.
- Chris said to make sure it's clear that it's not for roping and daubing.
- This year, Candi will be working with judges to create our own rules for gaming events and not just go with WHO like we've done in the past. We should do this for cattle events, too. It will be submitted with the rules changes this summer. Our organization is unique and it is now experienced enough to have its own set of rules.
- Chris suggested that we need to stick with industry standard. Candi said, absolutely, and that using just one set of rules from another organization may not necessarily be following industry standard.
- Bill suggested we get rid of the reference to OHA on p. 25 of our rule book since we really don't use them much anymore.

### **American Youth Horse Council, Youth Horse Leadership Conference**

- Candi said they had a lot of good interaction with people from other states who have similar organizations. They are working to put together a distribution list of known state organizations with goal of getting together once a year to share information and concerns and learn from each other. They all seem to have the same challenges.
- Joanna said she had a great time, got to see some amazing horses and riders, got to ride a professional reining horse. There were a lot of opportunities to learn. One thing she brought back was that everyone can learn something from everyone else, old or young.
- Candi spent two hours with an attorney about risk and liability (a national equine attorney). Candi learned that we are doing a lot of things right. She'd like to have this attorney review our SOPs and rules, though it would be expensive. The two main legal issues the attorney said she deals with are equipment issues and horse issues. If you loan somebody some equipment and it is faulty, you could be considered negligent. Second thing is when riders are overmounted or put into situations that they are not ready for. There was a program about training youth leaders. Dogs are the next biggest liability. Candi and Karissa taught classes on OHSET and conflict management.
- Karissa went to a class on collegiate teams to try to help youth find a good match. She commented on her feelings that OHSET really needs to participate in this every year, as OHSET can contribute and can bring away things that will benefit our organization.
- Bill asked what the responses were after their presentation about OHSET and what did they bring away after talking to other state organizations.
  - Other organizations were impressed with the diversity of our events.
  - Some urban areas thought maybe what we do wouldn't work for them, but after the presentation, they thought maybe it could.
  - We all have the same issues and continued dialogue with them will benefit all our organizations.
  - Karissa said we don't necessarily have to have a national organization with all the same rules, but we can have a group that shares information and supports each

- other. This could lead to a small national competition resulting from a coalition rather than a top-down type of organization.
  - Michigan's state championship was given a 2-hour time slot in a multi-state national competition to have some of their state championship events in front of 40,000 spectators.
  - The Michigan folks may come to see our state meet.
- The display board looks great. The flyer looks great. Candi will email us a pdf file and a Publisher file that has a section unlocked so you can add your own contact information and use as promotional literature for teams.
- Karren suggested that Joanna write a piece about her experiences that we can post on the website. Dawn said she will ask her to do it.

### **Conflict of Interest Policy**

- By non-profit rules, the only required consideration is for situations in which there is a financial gain. For example when we hired Don to do Points program, he acknowledged he would not be voting. Consensus was that we need a policy about this.
- Do we need policies about other kinds of conflict of interest? For instance, some organizations require a 90-day separation between a training situation and judging. Should people on the board be allowed to judge? Should a coach be allowed to judge?
- Our policy at state has been that a judge cannot judge an event that someone on her team is in.
- Are we showing a lack of confidence in our judges that they can be honest enough not to show favoritism? Or are we just protecting the perception?
- Denise suggested that a district should be able to decide if they think a particular judge is qualified and fair enough to judge, even if they are in the same district. And it also should be up to the judges to decide if they can do so without favoritism.
- Bill also suggested that we need to consider a conflict of interest policy that includes circumstances that are not financial, but might also involve a conflict of interest. For instance if there is a disciplinary action that involves immediate family, or team members.
- Currently, we don't have a policy, but it has been a practice to have board members not vote if the issue involves their family.
- Candi reminded us that we are setting policy for the future of the organization, not just for who is on the board currently.
- Donna said if you're a coach or advisor, you shouldn't judge in the same district, but if you're a district chair or vice chair with no connection to a team, it shouldn't matter.
- Denise said that she thinks it would be a good idea to have a policy regarding board members voting on issues involving family members. She also said that it would be impossible to determine if any judges had connections with somebody in their district.
- Karissa said if you are a judge and a district officer, might you be judging when you have other duties? Also, if there is a conflict, who does someone go to complain? In AQHA, the judges have more training, and are not allowed to judge within 500 miles of their home. They do this to make sure there is no perception of favoritism.
- Consensus seems to be that whatever we do should be a policy, not a rule.

- Don said if judges turn out to not be very professional, they don't get hired back.
- In summary, we need a financial policy. For judging, we will leave things as they are for now. For issues involving family of board members, consensus is that they should not vote (can designate another representative to vote) but may stay in the meeting. If it is a stewardship meeting, family would have to leave after presenting concern.

### **51 Varsity Rides**

- Donna suggested that varsity rides should not have to be picked ahead of time, but instead wait till after events, take 50 highest scores.
- Candi said some teams use it as leverage – you have to do certain things to be on varsity. And it may affect how teams determine lettering.
- Chris suggested it be submitted as a rule change.
- Bill asked why even have a Varsity and JV designation at all? Since we have different size designations, it doesn't really matter anymore. Consensus was, yes, we want to change this rule.

### **Safety Vests**

Donna tried this and she really liked them. They are bright green and say "OHSET Staff." It helps protect gate keepers, etc. and helps identify important people easily. Candi will order some for all districts and for us to have at the state meet.

### **Dealing with Issues – Candi's Process**

- Candi gets many many phone calls from parents about concerns on their team or in their district. Her first response is always to ask how they got her name? Usually it is from the website. Her second questions is usually which district are they in? Usually they don't know, so she'll help them figure it out.
- Sometimes they are calling about a coach or district chair. She will listen, but then usually she will ask them to go to the coach or chair and talk to them first. Often, she never hears back so she assumes that they have talked to the coach or district chair and worked things out.
- If that person comes back to Candi, she will tell them that her next step will be to talk to the coach or district chair.
- Some district chairs have said they'd like to know every time someone makes a complaint. She said that most of the time, they do, either through the original person or through her. She said she sometimes makes mistakes and she apologizes, but she asked if the process seems to be going well. The consensus was that yes, it is.
- She said that if there is anything that potentially could involve litigation, please don't try to handle it yourself. Anything such as a letter or an email that has OHSET on it, could be subpoena'd and the state board may be held accountable for those actions.
- Situation 1 – In a parental custody issue, one parent wouldn't let child participate because grades fell. Then there was a custody change and the other parent sent child to live with grandparents which allowed child to participate. The original parent initiated a

legal action. A district chair was asked to write a letter explaining what they had seen and that letter has gotten OHSET involved in the legal action.

- Situation 2 – Sprague HS parent board is having some challenges. Candi, Karissa, and Denise will be working with them tonight to try to reorganize to help eliminate some of the problems they are having.
- Situation 3 – Someone called a board member to complain that Candi, while judging at a district meet, had set up a Figure 8 course incorrectly. Allegedly, the board member replied that they shouldn't do or say anything because when it was discovered, all the athlete times would be invalid. If this happened, it was an intentional attempt to make judges look bad at the expense of the athletes. There was some feeling that it is a result of changing the rules to only hire OHSET judges. We have to make sure everything we do puts athletes first, and that we are not doing anything that is a result of a personal agenda. Generally, this board has improved in being able to work together and hopefully that will continue.
- Situation 4 – In Central District a student going to Sisters High School wanted to move to Redmond for one term after Sisters lost their FFA program. So she wants to switch to Redmond's team. Central District didn't approve this.

### **Executive Session**

Denise asked if we should consider going into an executive session when we have people's personal issues to deal with. Bill said that may create other issues. Generally, the minutes that go to the website do not include names if the issue is personal or sensitive. And, board members should not talk about what happens at meetings.

### **Northwest Timed Event Record**

At a Northwest District meet, the judge doing back-up timing cleared their stopwatch before it was written down and before the other judge saw it. Neither judge was willing to sign off on it, because they couldn't verify the time. They had a stewardship meeting and most people felt that the team got robbed. Donna said that because the judges didn't want to sign, they didn't measure the course. Donna said that she thinks our rule, which clearly requires back-up times for a record, was written when most districts were doing hand-timing for both times. These were written according to WHO rules. Their district voted to grant the team the district record, and want to see if the state board will agree. Consensus was that since the time that was good was the electronic time, we should feel more comfortable with that. However, in this case, since course wasn't measured, so this record has two strikes against it.

Scott moved to accept this as a record time. Donna seconded. Vote – In favor 0, Opposed 9, Abstentions 2

### **WAHSET Wants Points Program**

Someone from WAHSET contacted Scott and is interested in our new Points Program. In talking to Don, they'd rather not offer them an open version that could be changed enough so they

could sell it. Consensus was that we are comfortable letting Don and Scott move forward on this and do what they think is right.

### **Timed Event Records**

- How many to keep or show? Keep them all for records purpose, but only show the last three on the website.
- Karissa asked if we can make all the spreadsheets look the same. Scott said yes, but not till after the season.
- Do we have a distinction between old hand timed records and new electronic eye records? No, but we did change records when we changed physical dimensions of events. Do we want to make all records from this point on have the requirement that they were set with an electronic eye? Scott said we could go back and look at when each district bought their timers. Candi said some districts borrowed timers before they bought their own. Donna asked if we might want to start over next year? Problem would be that every time that's faster than the previous would have to be measured. It would be a challenge. Something to think about.
- We need to change SOG for cattle events to deal with break-out times.

### **State Meet**

- Big R is donating \$4000.
- Candi isn't sure about numbers. Big R wants us to use different numbers so they don't have to have 2000. We're not willing to change the athlete numbers for this event.
- Candi wrote a local community grant and they'll be giving us \$1500.
- Awards – Plan is to do the same as we've done the past couple of years, providing some useful item for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, for individual events. We may not be able to do the same for teams. We may not have enough sponsorships. Also, some people suggested they'd like to see a Reserve Hi-point award in each category.
  - The cost for sponsoring a class is \$150 for an individual event.
  - Team events have been traditionally more for the school recognition and we've given trophies. Karissa suggested we do a sign or banner that can be displayed at district and state meets. Denise moved to buy banners instead of trophies for all team events and leave all other awards up to the discretion of the awards committee. In favor 10; 1 opposed, no abstentions.
  - We need to have some equity in how we recognize class sponsors. Individual class sponsors spend \$150, same as the high point sponsor, but the high point sponsor gets more recognition.
  - Bill suggested we need to have further discussion; maybe we can't iron out all the details this year.
  - Maybe we could charge \$200 for team events and sponsor gets name on banner. We'll buy for all, whether we get sponsors or not.
  - Karissa has been doing awards alone so far....Debi, Denise, and Wendi volunteered to help on awards.
- RFP for EMTs – if you know of someone who wants to bid, get the contact info to Candi.
- Cattle – Matt is doing the cattle

- Golf carts – we'll do something similar again this year. Candi will check on hiring a vendor.
- Shirts – We'll probably only do shirts for one day. Maybe Red on Fridays because it is nationwide "support" your serviceman. Candi will try to get sponsorships for shirts for board members.
- Points – Draw order
  - Random draw first events, but after that, second district is first in next event, and so on. But then we look to fix conflicts. Don's program should now do a lot of that conflict resolution.
- Drawing for drill – Order of go
  - Freestyle 4s - NV, C, SV, NW, TRV, S, NE, W
  - Freestyle 6+ - NW, TRV, NV, W, S, SV, NE, C
- Flags
  - US - NV, State - NW, OHSET - TRV, TEP – NE, Big R – C, Wrangler – S, Flag A – SV, Flag B – W, National Anthem – Southern, alt 1 – NV, alt 2 – TRV
- Order of go first event – NV, S, NE, SV, NW, C, TRV, W
- Grand Entry – Wendi volunteered to help Donna work on this. The biggest problem seems to be that people don't send in their information. Seniors should get preference for the specialty flags and district flags. Opening ceremonies is at 4 on Friday. Order of go should be same as order for Drill so riders first in for drill can be done early.
- Points information deadline for state is May 1<sup>st</sup>. If you have to make changes to an alternate, send that information as you get it.
- Arena drag – one of Donna's volunteers built a small drag to pull behind a quad that really worked the ground well during gaming events. It was suggested that he consider how much it might cost to make them; there are a number of people who might be interested – districts and individuals.
- Vendors – Kathy has the inside full and about 10 more for the outside.

**Next meeting is in Eugene – April 23<sup>rd</sup> 9:30**