

## Minutes for OHSET State Board Meeting June 16, 2012

**In Attendance:** Bill Weir (Co-ops, By-Laws), Scott Chauncey, Donna Espelien, Jan Harer (NW), Dave Haring (NV), Mandi Hanson, Lori Grimmitt (SV), Dru Sloop (TRV), Phil Armstrong (NE), Heather Loveall, Denise John (W), Karren Cholewinski (Treasurer), Candi Bothum (State Chair), Karissa Dishon (Vice Chair), Debi Ferrer (Secretary)

**Vote Count – 9 voting members present**

### May Minutes:

- Correction to May 5 minutes – Emily Bernards was voting for Willamette District (she had not been underlined as a voting member on the minutes).
  - It was moved and seconded to approve the minutes with this correction. Motion was passed unanimously.
- State Championship Meeting Minutes – Phil was at the Wednesday and Saturday meetings but wasn't listed on the rosters because he had missed the sign-up sheets. Probably a few other people also missed the sign-up sheets that went around.
  - It was moved and seconded to approve the minutes with this correction. Motion was passed unanimously.

### Treasurer's Report:

- Karren went over financial details. She will get reports out to everyone by email. She also went over State Meet budget. We ended up about \$10,000 under budget.
- District Chairs – please get financials wrapped up by the end of July and sent in to Karren so she can get taxes done. She will send out the form that we have been using.
- There will be about a two-month transition period as we change over to a new treasurer, Denise John.

### State Meet Debrief

- **Awards** – Nothing had been done since the state meet until about 2 days ago. Our awards person had some personal issues and so Karissa has picked it up again and is taking care of it. Donna will be filling the orders within 10 days. Karren Cholewinski volunteered to take over as Awards chairperson for next year.
- **Thank You cards** – There seems to have been a problem with the Thank You cards. Not very many of them have been sent out. Apparently the thank-you cards didn't get delivered to the awards ceremony in time so not all of the kids got them to send them out.
- **Team Contributor Award** – There was a tie for the third place team contributor award that didn't get recognized at the State Meet. We'll make sure it gets on the website and Karissa will contact the young lady and apologize for the oversight on behalf of OHSET, and let her know she'll be getting the actual award soon.

- **Judges**
  - One judge had to be terminated during an event.
  - Candi emphasized how critical it is to fill out judges evaluations for every district meet.
  - Candi said she feels very strongly that we need to have the very best judges at state, even if that means that we have the same judge for a particular event for ten years in a row, we need to have the best.
  - Donna suggested that each district nominate their two best judges for each event. Then Candi could look at that and then see which judges are considered the best.
  - Phil suggested we start earlier in the season making a list of judges for the state meet but make it a dynamic list that we add to or subtract from all during the year.
  - Bill suggested that we make it a state board agenda item to vote on the state meet judges list. We have to use discretion with this because the minutes are public records, so we may have to black out names for the copy of the minutes that goes out to the public.
  - Some discussion about the process of removing the judge from the state meet.
    - Denise said she was satisfied with the outcome, but didn't feel comfortable with the process in that there was a lot of discussion out in the arena where the public could have picked up on what was going on.
    - Donna said she was comfortable with the process. But we need to be very specific when we fill out evaluations so the Judges Chair knows why certain judges are
  - Heather said the problem goes back to the eight different districts which often run events somewhat differently.
  - Jan said our form isn't really conducive to more specific feedback; there were some suggestions about making the forms more helpful. Candi will work on that.
- **Grand Entry** – Donna said there were some problems with Grand Entry, mainly that there were some dangerous situations. Next year, she will spend more time educating the kids about how to do their run around the arena. Karren suggested that maybe we should have a mandatory meeting for all athletes riding in the Grand Entry. Denise said that might be tough since the athletes may have events. Maybe Donna can make a list of all the “rules” that she would go over with athletes in a mandatory meeting, give it to district chairs, and they have the responsibility to go over them with every athlete who is riding in the Grand Entry. This idea seemed the best solution to everyone.
- **Arena conditions** – There were some problems with the grounds, for gaming it was worked too deep, but it got better by the end of the meet. That caused us to get a bit of late start.
- **Cattle** – Matt has never signed his contract. It was sent to him months ago. Candi asked him for it at the state meet but he didn't have it. She will send him another copy and have him sign it for the year remaining on the contract. The consensus of the group was that Matt and his crew were very accommodating for OHSET. People were generally satisfied with the cattle.

- **Equipment** – Can we do with less portable lights, particularly in the area of the stalls next to Sagebrush? Probably
- **Dusty Stalls** - The stalls near Sagebrush were really dusty, so maybe we could water the grounds before setting the stalls. The shavings were really dusty, too. We need to be able to hook up hoses to the water trucks in those stall areas to water the aisles. Candi said the state owns hoses so we can definitely do that. Phil suggested putting the shavings in places so that they are downwind. We could suggest to people that they bring backpack sprayers to water their shavings in their stalls. The water hadn't been turned on much before the meet, so when they did turn it on, there were some broken pipes. The grounds people were very apologetic.
- **Other**
  - Jan said people in her district commented that they wished there was more room for longing their horses. Candi and Karissa said they felt they could work this into next year's schedule.
  - Denise said some people in her district were concerned that the stalls were set up so that horses could touch noses. Candi said people do need to bring tarps to put up to protect their horses.
  - Denise said they liked the schedule.
  - One complaint Candi got was that we announce every gaming event but no performance events. She thinks it's a valid complaint and suggested we do it for all events. Dave suggested we use the portable microphones and have the gate person do it, since they have to announce to the judge anyway.
  - The young lady who was DQ'd in driving because she had her cavalesan on the outside of her bridle would have been the gold medal winner. Apparently the equipment had been used in the same way all season and even last year, and no one caught it. Do we want to change our score sheet to have a way to give a penalty for improper use of equipment if it's not a safety issue? The problem might be that it's going to be hard to draw a line to say what is safe and what is unsafe. We need to do a better job with our judges and make sure they are more aware of equipment issues so the kids don't go through several meets with improper equipment.
  - Candi shared a letter that JoAnn gave her from a parent of an athlete in Steer Daubing. The issue was that the judge made an error in not dropping her flag as soon as the steer was daubed, because she thought the barrier had been broken. The official time for that run was about 3.5 seconds, but it was clear that it should have been much lower if the judge had dropped her flag on time. It was not that judge's responsibility to call a broken barrier. The judge whose responsibility it was said the barrier had not been broken. The athlete was offered a re-ride and accepted it. The parent felt the judge's mistake cost the athlete a state record and a state championship, because the break-out time of 0.055 flashed on the reader board and people thought that was the actual time from the back-up timer. It wasn't. Heather Loveall was here at the meeting today and she was the back-up timer. She explained that, yes, the time was fast, and yes the head judge made a mistake, but the actual time was not 0.055 and would

not have been a state record. So, the consensus of the group was that this was another unfortunate situation, but there is nothing we can do about it after the fact.

### **Coaches Certification**

- The consensus of the group is that we have to have this. Candi said that most of the problems that come across her desk have to do with team issues and how coaches and advisors deal with them.
- How do we implement it? What will we require? OSAA online training? Our actual coaches' training?
- Discussion
  - OSAA online training is \$90.
  - Donna suggested we design a test that every single coach or advisor has to complete every year, to be turned in every year with their paperwork, or the test could be online. And further, we could require them to attend actual training every other year, or something like that.
  - Phil suggested we provide multiple trainings at low cost.
  - Karren said we also need to clarify what the role of the advisor and the coach is. A new SOG that Candi is working on is "How to Hire and Fire Coaches and Advisors."
  - We could require either OSAA or our own training or both. Phil said one head person (coach or advisor) should do the training, then they have the job of making sure all other people who deal with the kids get the information, and they would be required to take the OHSET test, submit it when they turn in the paperwork.
  - Heather said some "advisors" have no real role with the team, other than that the school requires them to have a school employee in order to have a team. Bill said different teams have different types of advisors. Donna said she thinks at least one person on each team should do the OSAA training, too, and everyone should do the OHSET test. Denise suggested we change our team registration form to include "school appointed" advisor on the form. We could also include the roles of the coaches/advisors on the team registration form and a place on the form that defines who is taking the required training.
  - Most people felt that both head coach and head advisor need to be OSAA certified. Every coach, assistant advisor needs to take OHSET test. What about our OHSET training?
  - Bill asked what is biggest issue – Candi said team relationships. Bill asked if that is covered in the OSAA training, and Candi said she felt it was.
  - It was suggested we develop an online video training so people could either attend the live training or do the video training and test.
  - Suggestion was to require live training first year, then every other year after that.

- Bill said we will need to add it to our rules, whatever we decide. Since rules are official until December meeting, we could probably only say they need to have training before first meet. However, we'll start publicizing it now so that people can get started on it right away. We should require this of district chairs and vice chairs and all state board members. Donna suggested we require the OSAA portion before they submit the registration. District registrar could monitor this.
- Denise moved that both head advisor and head coach be required to go through OSAA training, before they can register their team. Every asst coach/asst advisor must have OSAA info shared by head coach and advisor and must complete an OHSET test which we will develop. Head coach and head advisor also will be required to complete OHSET training first year and every other year after that. OHSET and OSAA training will also be required for district chairs and vice chairs, and any other state board officers. The motion was seconded by Dave.
  - Discussion – Some coaches might not make it to the training, since it will be in the fall, and coaches might not be established on some teams until after that.
  - Denise moved and it was seconded, that we make OHSET training requirement effective starting in 2013.
  - Amendment: 9 in favor, 0 opposed, 0 abstentions
  - Original Motion: 9 in favor, 0 opposed, 0 abstentions
- Bill suggested Candi talk to Peggy about the person she knows who helped do the test for OSAA, to see if we can get something more specific to OHSET.
- Mandi suggested having everyone start submitting potential questions to Candi that could be part of our test.

#### **AYHC**

- Candi and Karissa reported that the youth that attended were outstanding, very respectful, very eager to learn, and are planning to present at the open meeting. Their cost was subsidized by their 4H leaders association. They actually had money left over and they had money left over and returned it to 4H leader's association.
- Candi and Karissa both taught presentations there and attended others. Most were excellent. Candi taught biosecurity to youth, and a couple of others.
- Candi said the best thing about the event was the contacts that are made. They took a stack of our rulebooks to set on our display, and they were the first things to disappear. The display is set up the entire time.
- Bill asked what is the benefit for OHSET? Candi said that she doesn't think there is a huge direct benefit to OHSET, but the benefit may be down the road when we reach a point where we may have some national organization. Also, the youth do bring a lot back to their teams and districts.
- Date for next year is April 12-15 in Connecticut. Denise said she'd like to have the athletes who attend come back to other districts. Candi said it's not totally realistic to expect the kids to travel to eight other districts due to time and travel expenses.

- Consensus was that this is how our organization grows and improves, and we want to continue sending leadership and youth.
- It was moved and seconded to budget \$3500 for sending at least one adult and one youth, though it could be divided up between more. Vote: 9 in favor, 0 opposed, 0 abstentions

### **Official Timer Sheets**

- Donna asked everyone to follow through on this since we decided as an organization to certify timers. JoAnn does have a stack of them, but hasn't done anything with them yet because we need to give her some direction. Not every district did turn in timer sheets.
- Candi suggested we create a spot on our Judges list for Official Timers and we can keep adding to it as more people get certified. Phil said there is a lot more to being an official timer than having some good stopwatch skills, which is all that the official time sheets show. Candi asked, can we add it to the Judges' training? We decided earlier that the timer sheets, if they were accurate, would be our starting point. But now, we need to go further and do training and certification.
- Candi summed it up as follows – back up timer sheets that we have already will go to Donna for her, Trig and Tryn to analyze and make our first list. According to discussion at the November work session, we can also include some certified WHO timers and possibly some high school rodeo timers. It was suggested that if there are others out there who have timed in several districts with success, they may be added to the list.
- Donna said she was uncomfortable with adding someone to this list unless the timer is approved by multiple districts. Then we need to offer training in conjunction with the Judges' training which has both gaming and cattle timer training, and after that, there will need to be some apprenticeship piece as well.

### **Officer Nominations**

- Candi and Karissa were nominated at the last meeting for State Chair and Vice Chair, respectively.
- Candi called for any additional nominations. There were none.
- Donna moved to approve the slate. Denise seconded. Vote: 9 in favor, 0 opposed, 0 abstentions.

### **OHSET Online Store**

- It's going well. People are using it. Not a lot right now because it just got going at the end of the season. Donna said she thinks it will pick up next fall and at Christmas time. It's really visible on the website.
- We could do online registration, too, since we have a store. There may be some complications with tracking and getting money back to districts. Karren and Denise will work on this and see if it could be worked out.

**Logo** – lots of compliments! It's very popular.

## **Insurance**

- American Income Life Policy for accidents – we purchase for coaches, advisors, and athletes for about \$2 each.
- Jan said that some districts are turning in quite a few accident reports, but some districts are not turning in any. It's critical that anytime someone has ANY accident, a claim gets filled out immediately and sent in. If we don't have that report, we can't process any claims. The insurance company has a 30 day policy, so our people really need to get those forms sent to Jan immediately.
- This is supposed to be a secondary insurance, but for many, it's the only insurance they have.
- This year, we had 51 accident reports. Candi said this seems way too high. We need to be working with our coaches to reduce this number. Coaches training session about watching for athletes who might be overmounted was good and needs to be repeated every year.

**Annual Meeting** – Consensus was to have it in Corvallis at Benton Co. Fairgrounds again.

## **Work Session**

- Do we need to have it? Consensus was yes, we need to keep working to get all the districts on the same page.
- We also could have a short board meeting then to vote on co-ops.
- Work Session is specifically for district chairs and vice chairs and state board officers. Board meeting is for everyone as usual.

## **Appointments to State Board**

- Points – Scott Chauncey
- Secretary – Jan Harer
- Judges – JoAnn Oswals
  - Donna suggested we may want to add another person to help her who has more experience in timed events.
- Treasurer – Denise John
- Rules – Karen Bragg
- Co-ops, Process, Eligibility – Bill Weir

It was moved and seconded to accept these appointments. All were approved unanimously, with individuals abstaining from the positions for which they had been appointed.

## **SOGs that need to be added**

- Hiring and firing coaches
- Treasurer
- Timers – needs modifications

### **Fees 2013**

- It's been 3 years since we raised the fees.
- Karren said, based on her calculations, we would need to raise fees by about \$15 per athlete to cover expenses.
- Bill said we also need to consider reducing expenses.
- We have been spending some of our cash carryover the past couple of years.
- It was suggested that since much of the extra expense is to cover state meet expenses, is there some way to charge the fees to those who go to state, rather than charging everyone? Maybe we could raise fees for all members \$10, then raise stall fees at state to cover expenses at state.
- Denise moved to increase state fees by \$10 for 2013 to \$60 then increase state stall fees or some other state fees as needed to help meet expenses. Motion was seconded. Vote: 9 in favor, 0 opposed, 0 abstentions

### **Dates to Remember**

- Saturday September 15 – State Board Meeting followed by Rule Committee Meeting #1, 9:30 AM, Gateway Mall, Springfield
- September 21-23 – OHSET Judges Training, Deschutes County Fair and Expo, Redmond
- Saturday October 13 – Rules Committee Meeting #2
- Saturday October 27 – State Board Meeting, 9:30 AM, TBD
- Saturday December 1 – State Board Meeting 9:00 AM, followed by General Meeting 10:00 AM, tentatively at Benton County Fairgrounds
- Candi will get back to us with dates for Nov work session
- Denise and Candi will work on date for Coaches Training