

Action Items

Motions Voted On

Minutes for OHSET State Board Meeting May 4, 2014

In Attendance: Scott Chauncey (NW), Corinne Dimick (NW), Hannah Gray (NW) – Youth, Nick Meuret (TRV), Paulanna Wilkinson (TRV), Paige Kapelski (TRV) – Youth, Wendy Bernards (W), Sonya Kunkle (W), Brianna Renner (W) – Youth, Teresa Hoffman (NV), Dave Haring (NV), Sue Lowe (SV), Sherri Henry (SV), Leah Lowe (SV) – Youth, Chris Dinsmore (NE), Jenny Bryne (NE), Ally Bryne (NE) – Youth, Anne Geser (C), Marty Hopper (C), Peggy Smith (S), Katie Renner (W), Danielle Kunkle (W) – Youth, Emily Hankins (NW) – Youth, Pam Anderson (NW), Karen Haring (State Raffle Coordinator), Bill Weir (Co-Ops & Eligibility), Denise John (State Treasurer), Candi Bothum (State Chair), Karissa Dishon (State Vice-Chair), Jan Harer (State Secretary) (Those underlined are the voting members from their respective districts.)

Vote Count – 20 Voting Members Present

Minutes –

- March minutes –
 - There were no corrections or additions to the March minutes.
 - Wendy motioned to accept the March minutes. Scott seconded the motion.
 - No discussion.
 - Vote: Unanimous. Motion passed.
- Conference Call April 14, 2014 Minutes –
 - There were no corrections or additions to the Conference Call minutes.
 - Chris motioned to accept the Conference Call April 14, 2014 minutes. Peggy seconded the motion.
 - No discussion.
 - Vote: Unanimous. Motion passed.

Treasurer Report –

- Denise had sent out all the reports.
- On the Budget vs. Actual report – if you see a red triangle in the corner of the cells – these are comments that go along with that cell.
- Please let Denise know if you would like to see any other reports.

Old Business –

- Scholarships –
 - Donna was not present at the meeting.
 - Those that are judges – please get everything back to Donna by May 8th.

- Change Meet Dates –
 - If for some reason the district meet dates are changed – it is important to let everyone know.
 - Those date changes need to be corrected on the website calendar.
 - Denise also needs to know of those changes for insurance purposes.

State/District Records –

- Currently in the rule book – a state record is broken at the state meet and/or at a district meet.
- As of now the interpreted rule(s) is –
 - A state record is broken at the state meet and/or broken at a district meet.
 - A district record is broken only at a district meet.
 - A record broken at the state meet does NOT become a new district record (for the district that the athlete rides for).
- The above process has been used all of the OHSET years.
- Why is there a need to change? Some would like to see the new state record also become the new district record.
- The process needs to be in the rule books.
- What other OSAA sports do (Track and Swimming) –
 - State records are those broken at the state meet.
 - District records are those broken at the district meets.
 - Schools can also have their own school records – which can be the same as those listed above.
- The process needs to be submitted as a rule change.
- Why don't we have records for team penning?
 - This is also a timed event.
 - Fastest time on most number of cows, etc.
 - Submit a rule change.

Coaches Training –

- OHSET Coaches Training is required every two years.
- The OSAA on-line training is required to be done at least once.
- Currently we have one OHSET Coaches Training scheduled for Saturday, September 13, 2014 in Redmond.
- Do we need to add another training? One after the annual meeting? Consensus is yes.
- Discussion:
 - Was on a Sunday after the annual meeting this year.
 - Is it too late in the year for a training? Can't practice, turn in registrations, etc. until training is completed.

- Can we have the two trainings one on each side of the mountains? How far south would the training be?
- Annual meeting (opening meeting) is already scheduled for Saturday, December 6, 2014.
- Will add an OHSET Coaches Training to be held AFTER the annual meeting.
- Location will be announced later.

Confirm Phone Votes from the Conference Call on April 14, 2014 –

- Eligibility mid-year transfer for the athlete to compete with The Dallas team.
 - Motion passed to allow this mid-year transfer.
- Scott motioned to accept the phone votes for the conference call. Wendy seconded the motion.
- No discussion.
- Vote: Unanimous. Motion passed.

State Raffle –

- As of the meeting – we are currently at \$15,000. The projected sales from the tickets is \$44,000.
- Please continue to sell those raffle tickets.
- Karen would like to have the majority of the tickets before arriving to the state meet.
- Please send the money to Denise.
- Those tickets that were not sold – need to be returned to Karen.
- What about those tickets that are lost? Who pays for these?
 - All tickets are like cash and treated as such.
 - If tickets are lost – money needs to be turned in for those tickets.
 - Turn in unsold tickets or cash only.
 - No one was forced to sell tickets – however, tickets are like cash.
 - There are districts that have turned in money for lost tickets.
 - TRV District stated that they were not going to pay for any lost tickets from their district.
 - The dollar amount has been recorded and documented for the tickets that have been lost.
 - This documentation has been sent to Karen along with all the sold tickets and money.
 - They have also stated that they (the district) feel very strongly about not paying for the lost tickets.

- Again, it was explained that the tickets need to be returned or cash sent in for all the lost tickets.
- Having the state raffle was a decision that was made by the state board. All districts are part of the board and need to abide by those decisions made by the board.
- The state board decided to have this raffle instead of raising fees. If we don't get the intended money – fees might have to be raised.
- Each district is responsible for all tickets that were given to them.
- **Please make sure all paperwork is turned in to Karen as well.**

Horse Expo Booth –

- Went well. Sold raffle tickets.
- Met lots of future athletes.
- Telling potential athletes the process for joining a team.
- Made connections with potential future sponsors.
- Thanked our sponsors who were at the Expo.
- Sold other merchandise at the booth.
- Exposure was good for the organization.

Regional Meet –

- **Please share with your districts about the Regional Meet.**
 - June 27 – 29 in Redmond at the Deschutes County Fairgrounds.
 - Top 5 (five) placers in each event are eligible to attend.
 - **Patterns will be posted on the website June 1st.**
- How is the meet to be supported by the district chairs, coaches, parents, etc.?
 - The district chairs and the vice chairs should be at the meet to help.
 - **All district chairs and vice chairs need to let Candi/Karissa know if you will be attending the regional meet. Need to let them know at the next state board meeting (May 14 in Redmond).**
 - Who will be the “go to person” at the meet?
 - Will need to have district representation at the meet. If the chair and/or vice chair is not able to attend – need to have someone from the district as a representative.
- There will be a state board meeting before the Regional Meet.
- List of judges from Washington have been received and Candi has the list for Oregon judges.
- Award sponsorships are coming in. Most are coming from Washington.

- Candi sent a letter off to Wilco to see if there is any interest in sponsorship of the Regional Meet.
- There will be a program (for purchase) that will have advertisements. There was a flyer/form that went out.
 - Candi will email out again.
- Each district (from both states) needs to contribute \$400 to the Regional Meet. Please send check to Denise.
- There is a form for sponsorships that went out. Candi was asked to draft up a letter to go along with the form.
 - Candi will email out the form and letter.
- The deadline to get the sponsors in is June 1st. Checks can be sent to Denise.
- There is an estimate of about 250 athletes to attend the meet.
- Stalls will be \$100 and that includes bedding. If bringing more than one horse – extra stall will be \$50 (including bedding).
- Camping will be \$40 per night.
- It was approved at the last Regional Meeting – to use the same rule for alternates at a state meet. This rule will be applied and used at the Regional Meet.
- Matt will provide the cattle for \$2000.
- The new logo for the meet – which is now called the Pacific Northwest Invitational Championships. The logo was designed by Brianna Renner from the Willamette District.
- There is a very large dog show at the fairground the same weekend as the meet. Signage will be important and will need to adhere by both groups using the facility.

Medals –

- Have all districts received their medals? If not, please contact the vendor.
- Will be using a different vendor next year for our medals.
- If you know of any vendors – please let Candi know. A RFP will be issued.

State Meet –

- Cattle –
 - Sent contract to Matt. He will bring to the meet.
- Awards –
 - All awards are fully funded.
 - Awards (in addition to medals) for Individual Events –
 - Jackets for 1st place.
 - Chairs for 2nd place.

- Picture Frame and picture for 3rd place.
 - Awards (in addition to medals to each team member) for Team Events –
 - Each team will get a trophy (1st, 2nd, 3rd place).
 - Each individual on the team will receive –
 - Bronc halter for 1st place.
 - Some sort of tote/grooming bag for 2nd place.
 - Picture Frame and picture for 3rd place.
 - High point teams will receive a trophy.
 - High point district will receive a banner.
 - High point individuals (performance, timed, versatility, and team contributor) –
 - Belt buckle for 1st place.
 - Heavy horse blanket for 2nd place.
 - Light weight sheet (horse) for 3rd place.
 - Alternates that participate at the state meet or participated at all practices will receive awards. We are prepared for this.
 - Assignment of Work Duties –
 - Candi sent out.
 - If districts switch – please let Candi know.
 - Please help each other out – if a district needs help – step in to help.
 - Central district will man the welcome booth Wednesday (from 12 noon on) and Thursday morning.
 - Sue will provide contact information to Candi for an announcer.
 - Drill Practice –
 - First 9 teams will practice Thursday night (in drill draw order).
 - Others will practice Friday morning (again in drill draw order).
 - Equipment –
 - North Valley will bring chain for Dressage court.
 - Tri-River Valley will bring the gate for Equitation Over Fences.
 - Central will provide the quarter round for Equitation Over Fences.
 - South Valley will bring the flower box (with flowers) for Equitation Over Fences.
 - Central (Candi) will provide boom box and microphone for drill practice.
 - North West will bring drag for Gaming events.
 - Denise will bring quad for Gaming events.
 - Schedule –
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- General schedule is on the website.
- Detailed schedule was sent out to the district chairs and district points person. They were to look it over and get back to Scott with any changes/corrections.
- Right now there are no athlete conflicts in any event.
- Process for switching an athlete at the meet –
 - Needs to go through the district chair/vice chairs only. Parents, coaches, advisors, and anyone else can't make changes.
 - Can switch an athlete with another athlete – do not have to switch the whole district.
 - Please wait till at the meet and the day of the event to switch athletes. Right now may look tight – but at the meet, things usually work out.
 - If districts are switching with another district prior to the meet – please let Scott know by email. He will make the change on the detailed schedule.
- Which events take priority?
 - Team events take priority. If not a team event – Event Center events take priority.
- Music –
 - Nick will run music for Working Pairs and Drill.
 - If your music doesn't work/play – Nick will pick something to play. Please let your athletes/coaches know.
 - Please make sure all music (on a CD) is turn in at the state board meeting Wednesday night.
 - Please bring 2 (two) CD's. One to turn in on Wednesday night and one for your practice.
 - If there is someone who wants to put all music on a computer – please let Candi/Karissa know.
 - Please also bring a flash drive (one for each team) for judges' comments. Will be downloaded onto your provided flash drive.
- Other Miscellaneous Information –
 - Senior Bios –
 - Please bring to state meet.
 - Will be attached to lattice "boards". Bring clips to attach.
 - Golf Carts –
 - If you have not received an invoice for your golf cart – please contact him.

- Or if you haven't heard from him regarding a golf cart.
- Only licensed drivers may use the golf carts.
- Stalls –
 - Requests are in.
 - Karissa will send out to district chairs by Tuesday.
 - Please get back to Karissa by Friday.
- Name Tags and Shirts –
 - Please bring your name tag and wear at the meet.
 - Candi collected names and sizes of those that need shirts. Will send information to Donna.
 - Days for shirts –
 - Thursday – Green.
 - Friday – Red.
 - Saturday – Pink
 - Sunday – Blue.
- Grand Entry –
 - Please make sure you have all your rider information to Donna by Wednesday at the state board meeting.
 - Seniors should carry the school flag.
- TETWP –
 - State board youth reps need to get together at the Wednesday meeting to discuss the Tennis Ball Toss.
 - Will take place after the drill on Saturday night.
 - Tennis balls can be purchased for \$1.
 - Winner will receive a very nice saddle rack.
 - Money raised will go to the Ride for Taylor Kopecky Fund.
 - Do we need merchandise for the TETWP booth? Denise said there is not much left. Candi will order some more.
- District Basket Raffle/Drawing –
 - Each district needs to provide a basket for the drawing.
 - If basket includes alcohol – only those over 21 can purchase raffle/drawing tickets.
- Signage –
 - Do we need to let the public know where they can and/or can't be?
 - Outside the Sagebrush Arena can get crowded with people, kids, strollers, etc.
 - Need to separate the public from the warm up area.
 - As volunteers we need to step up and say something if not safe.

- Signs to say – “Adults and Athletes Only”.
- Marty has other signs that need to be made. **Will contact Candi with that information.**
- Past Financial Records –
 - All old district financial records need to be brought to Denise.
 - These records are stored in our trailer. Need to save most of these records for at least 7 (seven) years.
 - If your district does any kind of raffle – those records also need to be turned into Denise.
 - If there are any schools that use the OHSET tax ID for their own checking accounts (they don’t go through the school) – those schools also need to turn in all of their old financial records.
- Practice Obstacles –
 - How do we handle these?
 - Athletes need to come to the office to ask.
 - Everyone needs to be able to use the obstacles.
 - An announcement will be made over the radios to the chairs and vice chairs.
 - District chairs can authorize the set-up of obstacles. Will need to announce over radio.
 - State equipment can’t be used. Will need to bring own.
 - Can this please be added to website? **Yes it will be added.**
- Dogs –
 - Only allowed in the camping areas.
 - No dogs are allowed where horses are.
 - Comfort, emotional dogs are not service dogs.
 - **Candi will find out if we can ask what kind of service dog.**
- Other –
 - It is our responsibility to make sure things are running smoothly and safely.
 - Your state board shirts will make you a “go to person”.
 - All chairs and vice chairs will have radios.
 - Please let your coaches and advisors know that they need to go through the district chair/vice chair for anything. They are not to come to the office.
 - Remember to look at the revision dates on the state patterns. Working Rancher pattern had a major revision.

- Bicycles are only allowed in front of the event center. They are not allowed behind or anywhere there are horses.
 - There are also no ATV's or scooters allowed.
- No horses are allowed in front of the event center.
 - Kris Stalnaker has special permission to have horse(s) out in front for photography purposes.
- All horse trailers are to be parked in the upper parking lot – there is plenty of room.
- All day haul-ins are to park behind the Juniper Arena.
- There will be a file box in the office for all score sheets.
 - Please pick up your score sheets often and get to your athletes ASAP. This is a good double check for the addition of the score sheets.
- If anyone wants to go back onto the BLM property off the fairgrounds – it is recommended that you not go by yourself. Please take someone with you.
- Please see procedure in the rule book for Stewardship meetings.
- It is a good suggestion to remind your advisors and coaches to read the section in the rule book about the state meet. And to check the website often for announcements concerning the state meet.
- Matt's (the cattle contractor) dogs are working dogs and are employees. They are to be kept away from any horses.
- There has been a confirmed case of EHV-1 in Northern California.
 - Be sure to use biosecurity measures at the meet.
 - Remind your athletes about these measures.
 - There is some information on the website.
 - Remember – each district will be responsible for spraying their own stalls. You can use a bleach solution of 10 to 1.
- The state meet is a high school event.
 - Volunteers may consume alcohol in their own RV.
 - If do consume alcohol – please do not coach the athletes.
 - The fairgrounds is a tobacco free facility.
 - Any athlete caught chewing tobacco will be sent home from the meet.
- **The Wednesday state board meeting time will be changed to 7:30 pm.** Dinner will be available before that.

Officer Nominations –

- The state chair and state vice chair are elected positions. All other positions are appointed.
- Wendy nominated Candi for state chair and Karissa for vice chair. Sonya seconded the nomination.
- The nominations will stay open until the voting at the June state board meeting.
- New district officers need to be voted and in place by the June state board meeting.

District/School Fundraisers and Insurance –

- Additional insurance is needed for team or district fundraisers that are using the OHSET name.
- District chairs need to be on top of this.
- Teams need to follow the rules.
- If the schools have insurance – and can provide in writing – then the team can use the school insurance. But there needs to be proof of insurance for any fundraiser.
- Is a good idea to send your fundraising events to Denise at the beginning of the season so she can verify if insurance is needed.
- There needs to be a SOG in the rule book with regards to insurance for team/district fundraisers.
- The average cost for insurance is \$45 per event.
- Denise will check to see if insurance is needed when a restaurant is giving back a portion of the proceeds to a team.
- Will also check into finding other insurance companies for event insurance.

Oregon City High School Donkey Basketball Fundraiser –

- Candi had received an email from an individual concerned about the donkey basketball fundraiser at the school.
- This was not an OHSET fundraiser. This was a fundraiser for another sports program at the school.
- This individual wanted our organization to make a statement about the donkey basketball. Do we want to make a statement? No.
- The fundraiser was eventually cancelled.

Opening a Bank Account for the Pacific Northwest Invitational Championships –

- A separate checking account needs to be opened for the Championships. It was decided (at a past meeting) to run this account through the OHSET account.
- Denise will monitor the account.
- Do we want a new 503c non-profit status for the Championships? Not at this time. It is a lot of work and takes a lot of time.
- Scott motioned to set up this separate checking account for the Pacific Northwest Invitational Championships and run it through the OHSET account. Candi Bothum (Oregon State Chair for OHSET) and Carol L. Brizek (Washington State Treasurer for

WAHSET) will be signers on the account. Denise John (Oregon State Treasurer for OHSET) will monitor the account. Wendy seconded the motion.

- Discussion:
 - How are the funds coming and going?
 - Fundraising money is put into the account.
 - If there is a deficit of funds in the account – OHSET and WAHSET will be equally responsible for those monies.
 - When writing checks to be deposited into the account – please make checks out to “OHSET for the use for the PNWIC”. Send those checks to Denise.
- **Vote: Unanimous. Motion passed.**

Neat Desk Scanner –

- Denise would like to purchase one to be used by the treasurer.
- Discussion about the specific scanner and the downfalls of it.
 - Seems to have lots of problems with intuitive for documents.
- Denise will check to see if her new printer can scan multiple documents and if she truly needs one.

District Chair and Vice Chair Work Session –

- The dates have been changed for the work session. They are now **November 1 – 2, 2014**. Place still to be determined.
- This is a work session for district chairs, vice chairs, committee chairs, and the state board.
- One of the things to go over –
 - Attorney Recommendations.
 - By Laws.
 - Other documents.
 - Candi and Bill will need to meet beforehand to discuss what to bring to the work session.
- The goal of these work sessions is to bring all the districts together.
- Some of the topics that need to be discussed –
 - When to cancel a meet.
 - Please let Candi know of any other topics that need to be discussed.

Other –

- Molalla school district –
 - Nick brought up that the principal and the school district superintendent (of Molalla) have concerns about athletes spending the nights at the meets.
 - He needs to go before the school board to discuss this and get their OK to have athletes spend the night at the meets.
 - How do other schools handle this?
 - All school districts are different.
 - Several people discussed what was used/done at their school and suggestions.

- Nick will get back to Candi with more information.
- Why are 2 man teams not allowed to use alternates?
 - What is the history behind this?
 - Submit a rule change to get it changed.
- Please submit rule changes now.
- Candi will check with Karen Bragg to schedule the rule committee meetings for the next season.

Future Important Dates – State Board Meetings begin at 9:30 AM unless otherwise noted

- State Board Meeting; Wednesday; May 14, 2014; 7:30 pm; Deschutes County Fairgrounds; Redmond, OR
- State Meet; Thursday – Sunday; May 15 – 18, 2014; Deschutes County Fairgrounds; Redmond, OR
- State Board Meeting; Sunday; June 22, 2014; Albany Golf Club; Albany, OR
- Pacific Northwest Invitational Championships; Friday – Sunday; June 27 – 29, 2014; Deschutes County Fairgrounds; Redmond, OR
- Judges Training; Friday – Sunday; September 12 – 14; Deschutes County Fairgrounds; Redmond, OR
- Coaches Training; Saturday; September 13, 2014; 9:00 am; Deschutes County Fairgrounds; Redmond, OR
- State Board Meeting; Saturday; September 20, 2014; Albany Golf Club; Albany, OR
- State Board Meeting; Saturday; October 25, 2014; Albany Golf Club; Albany, OR
- District Chair/Vice Chair Work Session; Saturday – Sunday; November 1 - 2, 2014; Place: TBD
- Annual Meeting; Saturday; December 6, 2014; Place: TBD
- Coaches Training; Saturday; December 6, 2014; Following the Annual Meeting; Place: TBD