

## Action Items

### Motions Voted On

#### Minutes for OHSET State Board Meeting September 20, 2014

**In Attendance:** Marty Hopper (Central), Scott Chauncey (North West), Donna Espelien (North West), Sue Lowe (South Valley), Sherri Henry (South Valley), Tyler Wright (South Valley) – Youth, Paulanna Wilkinson (Tri-River Valley), Isaac Wilkinson (Tri-River Valley) – Youth, Katie Renner (Willamette), Wendy Bernards (Willamette), Teresa Hoffman (North Valley), Dave Haring (North Valley), Chris Dinsmore (North East), Jenny Byrne (North East), Allison Byrne (North East) – Youth, Angela Martin (Southern), Rebecca Lynn Martin (Southern) – Youth, Danell Garaziano – Youth, Karen Haring, Bill Weir (Eligibility and Co-Ops), Candi Bothum (State Chairperson), Karissa Dishon (State Vice Chairperson), Jan Harer (State Secretary)

Voting Members Present – 17

Minutes –

- No corrections or additions.
- Wendy motioned to approve the June minutes. Scott seconded the motion.
- No discussion.
- Vote – Unanimous. Motion passed.

Treasurer Report –

- All reports were emailed out prior to meeting by Denise.
- Denise was unable to attend this meeting.
- The listing of items that need to be kept by each district – can be kept with the district or the state.
- Are adult representatives part of the state board?
  - The meetings are open to the public.
  - The rule book describes what a board member is.
  - An adult representative that is sitting in for another district board member – is considered a board member for the meeting. Please be sure to let Candi know if you can't make a meeting and who your replacement is.
- Budget will be discussed in New Business.

#### Old Business

State Raffle Status –

- Final break down by districts:
  - North East – \$3,950
  - North West – \$4,235
  - Tri-River Valley – \$2,070
  - North Valley – \$4,970

- Willamette – \$4,665
  - South Valley – \$2,830
  - Southern – \$1,145 + \$680 to come
  - Central – \$5,780
- Southern still owes over \$800 for tickets not turned in. There is a \$200 credit also.
  - These tickets need to be returned or the bill needs to be paid.
  - Jenny made a motion that all outstanding accounts for the 2014 state raffle be settled by November 1, 2014. Sue seconded the motion.
  - No discussion.
  - Vote – Unanimous. Motion passed.
- Denise needs to provide a written reconciliation to each district for the \$200 “incentive” check that was sent.
- The organization made \$30,325 gross for the raffle. Net profits are about \$25,000 (less the \$5000 vacation voucher) and some expenses.

#### De-Brief of the Regional Meet –

- Need to change the rotation of all the events – especially gaming.
- Should be a random draw for all events – mix the states up.
- Schedule was good.
- Costs –
  - Some of the expenses have not been paid yet.
  - Please get any receipts to Denise.
  - Came out ahead on the budget for the meet.
  - Can give the seed money back to OHSET.
  - Will still be using OHSET tax ID for the non-profit.
  - Costs need to try and be kept the same for each venue and the athletes.
  - There was no listing of the Regional Meet expenses in the financial information that Denise sent out. Karissa will send out to state board.
  - The net income for the Regional Meet was about \$10,318. There are still some expenses outstanding.
- Need an award chairperson for the Regional Meet committee.
- 2014-2015 Regional Meet Committee members –
  - Candi Bothum
  - Karissa Dishon
  - Sonya Kunkle - Chair
  - Scott Chauncey
  - Angela Martin
  - Rebecca Lynn Martin – Youth
  - Wendy Bernards
  - Katie Renner
  - Breanna Renner
  - Denise Johns
  - Jan Harer

- 2015 Regional Meet will be in Monroe, WA. The dates are June 26 – 28, 2015.
  - The new dates came as a surprise to everyone at the state board meeting.
  - It was announced at the 2014 Regional Meet (in Redmond, OR) that the 2015 Regional Meet would be held in Moses Lake, WA and would be June 19 – 21, 2015.
  - The decision to change the dates of the 2015 Regional Meet was made without any approval from the OHSET state board or the Regional Meet Committee.
  - Karissa read an email from the Monroe, WA venue staff to Bev (past WAHSET State Chairperson) about the dates that were booked for the meet – June 26- 28, 2015.
  - Another email was read from Bev to Candi about the confusion of the dates.
  - What does the OHSET state board want Candi to do about this? The contract has been signed.
    - Let the WAHSET state board know that the OHSET state board is disappointed that the (OHSET) state board did not have any input in the decision to move the venue and the date of the 2015 Regional Meet.
    - There was no authority given to the new Regional Meet Committee to make these changes.
    - Every decision needs to be a joint decision between the two organizations (OHSET and WAHSET).
    - We (OHSET) needs to go ahead and honor the contract.
    - Future contracts will need to have signatures from both organizations.
    - Future dates need to be set earlier.
    - There needs to be a SOG for the state board (OHSET). And a MOU with WAHSET. **Candi will work on a MOU.**
    - Was a lot of discussion about the ramifications of the changed dates.
      - County fairs have been scheduled based on previous dates.
      - OHSET judges have been hired for some of those county fairs.
      - When 2015 date (June 19 – 21) was announced at 2014 Regional Meet (in Redmond, OR) – that was the date most planned for.
    - The OHSET state board would like to change the 2015 Regional Meet dates back to June 19 – 21, 2015. **Candi will see what she can do.**
- Will the athletes be getting patches for participating and qualifying for the Regional Meet? **Candi will work on getting these.**
- An email was forwarded to everyone about a parent asking for a refund for the Regional Meet. The athlete's horse was lame and was not able to participate – after they had paid the fees.
  - The districts need to work on communicating these changes so this doesn't happen.
  - The request for the refund will be forwarded to the Regional Meet Committee for discussion. That committee will make the final decision regarding the refund.

#### November Work Session –

- There will be a lot of information to be shared from our attorney.
- Bill and Candi need to meet before the work session to discuss what the attorney has suggested. **Candi will send a highlighted copy.**
- There needs to be a short state board meeting before the work session.
- **Candi will notify the board of the venue for the work session.**
- Items to be discussed at the work session –
  - Attorney Recommendations for By-Laws and other documents
  - Debit Card Procedures.
  - Different topics for the Coaches Training.
  - SOG's –
    - Raffles and Fundraising.
    - Districts to turn in minutes of their board meetings. Post on the website.
    - Meet schedule comparison between districts.
    - District Chairperson Manual – needs to be the website.

#### Judges' Training –

- Went well.
- Liked the clinicians.
- Liked the videos.
- **JoAnn will send out the listing of those judges that attended.**
- There were 4 new apprentices that attended.

#### Coaches Training #1 –

- Went well.
- Round table discussions were good.
- Asked how often to have the trainings. Most said every 2 years.
- Can get a lot of information from each training.
- Next Coaches Training will be December 6, 2014.
  - Schedule – Board Meeting, Annual Meeting, Lunch, Coaches Training.
  - Karen will go over new rule changes and Karissa and JoAnn will go over patterns.

#### New Business

##### Changing Banks move to Washington Federal –

- The signers will be the same on the account –
  - Candi Bothum – State Chairperson
  - Karissa Dishon – State Vice Chairperson
- This is the same financial institution for the Regional Meet.
- Will be easier for Denise to conduct banking needs.
- This is a better fit for our organization.
- Have had problems in the past with customer service.

- Will be a slow process to move all of the CD's to the new bank. Need to move them when they mature.
- Chris motioned to change our banking institution to Washington Federal. Dave seconded the motion.
- Discussion –
  - Are there any new tools offered by this bank that we can use or need to know about?
  - Do have a debit card from the old bank. This there a credit limit on this debit card? No – however, there is a single day limit.
  - Agree it is necessary for Candi to have a debit card.
  - Denise has access to online banking.
  - Need to set up the alerts system for Denise to be notified when the debit card is used.
- Vote – Unanimous. Motion passed.

#### PNWIC (Regional Meet) –

- Points Program –
  - Do we need a new points program for the meet? Yes.
  - Would cost about \$600-\$650 to have.
  - Scott will bring the exact cost of a new program to the next meeting.
- New Committee –
  - Dave motioned to approve the new committee members (listed above) for the 2014-2015 season. This committee will be the OHSET representatives and are given the authority to make decisions for the OHSET state board. Jenny seconded the motion.
  - No discussion.
  - Vote – Unanimous. Motion passed.
- The new committee will need to formulate a budget with the \$10,000 working capital.
  - The committee will not need the OHSET state board approval for costs.
  - Will need the approval if more money is needed beyond the working capital.
- WAHSET needs to also vote in their new 2014-2015 committee.
- Candi will create a new MOU for the Regional Meet committees.

#### Coaches Training Requirements –

- Do they need to stay the same? Different topics.
- Requirements the same?
  - OSAA training for all new Head Coaches/Advisors
  - All registered coaches and advisors are to take the OHSET training every other year.

- Like the round table discussions. Continue those.
- Can we shorten the training?
- Change up some of the topics for the December Coaches Training.
- Coaches vs. Clinicians? Individuals need to decide what they want to do.
  - Candi will resend out the email about what a clinician is. Was a good definition.
- Need to talk about the raffle and why we do it.

#### State Raffle for 2015 –

- If we decide to do this again – need to set some strict guidelines.
- Who is responsible for the raffle tickets in each district? Chairperson of the state raffle needs a listing of these individuals.
  - Need to have one point person per district and one point person per team.
- Need specific days for ticket turn in. Would like an early deadline.
- Don't release all of the tickets at one time. Release tickets at different times throughout the season.
- If we don't have a state raffle – will need to raise the state fees at some point in the future.
- The state board members need to be 100% behind the raffle. Even if you don't want it, agree with it, or want to participate – every board member needs to support the state/district decision.
  - District Chairpersons need to be more pro-active for the raffle.
  - Will be a stated expectation of everyone if we do the raffle.
- Suggestions –
  - Can we charge schools to participate? Sell tickets or pay state fees?
  - Do we want to “kick back” some money to the districts that sell over and above the requirement?
  - Continue with incentives to encourage the sale of tickets.
- Need to have resources on the website – what are the expectations, rules, guidelines, etc.
- Budget for the raffle needs to reflect the real number of what will be collected.
- Dave motioned to have the state raffle for the 2014-2015 season. Scott seconded the motion.
- Discussion –
  - Do we want the vacation as the prize for the winner? Yes.
  - Do we need a second and third place prize? Yes.
  - Details will come later on how we will administer the raffle.
  - Proceeds from the raffle are used to keep the costs down for the athletes.

- Katie amended the motion to include the vacation as the grand prize for the raffle. Scott seconded the motion.
- No discussion.
- Vote on amendment – Unanimous. Motion passed.
- Vote on original motion – Unanimous. Motion passed.
- Other raffle discussion –
  - Need to have numbered tickets.
  - Karen willing to be the chairperson for the state raffle – if she has full cooperation from all the districts.
  - Need to provide tools to the district to help them sell tickets.
  - What does the state meet cost? Need to get this information out to the districts so they can communicate to the teams.
  - Candi will create a small flyer to hand out with the tickets on what the state meet costs.
  - Bring proposals back to the next meeting on how to facilitate the raffle.
  - Need to have tickets available at the Annual Meeting.
  - Need a time-line from Karen so Candi can put together the proposals.
  - Could we get Wilco and Coastal to help with other prizes?
  - Get other individuals to donate prizes – condos, cruises, etc.

#### Rule Book –

- Still happy with format? Yes
- Still an annual rule book? Yes

#### State Board Meeting Place –

- Meeting place OK? Yes
- Still every 6 weeks? Yes
- Agree on place and time.
- Going to need to have a short state board meeting before the November work session.
- The January state board meeting may have to be a “Go to Meeting” – video meeting. More information to come.

#### North East District Facility Challenges –

- Mt. Hood Equestrian Center is now closed and will not be re-opening.
- Oregon Equestrian Center (on Pete’s Mountain – West Linn) is under a new major renovation.
- Not sure if it will be ready for the 2014-2015 season.

- Matt Richards is going to the facility to look to see if he can run the cattle events there.
- If renovations are completed – can do performance and gaming events at the facility. May have to have cattle events elsewhere – Tri-River district.

#### North Valley District and Sheridan/Willamina Challenges –

- Sheridan and Willamina have co-oped with Perrydale in the past years.
- They each now have their own teams. Willamina is doing OK.
- Sheridan has had issues.
  - There is a parent and coach that are at odds.
  - Principal at Sheridan doesn't want to allow the team with these parent/coach issues.
  - Can we move the parent/students for another team?
  - Principal will not allow team if this parent/family is on the team.
  - The parent is willing to go to another team – the Willamina team.
  - Can another coach come on team to keep current coach and family separate?
  - Can we say that the family can't participate in OHSET?
  - Teresa has been to all practices, taken notes, and has kept everyone on the straight and narrow for last season. There may have been some Code of Conduct violations.
  - Will the board allow this exception?
  - The team needs to get along. Can the coach deal with the athletes only?
  - If parent out of OHSET – the kids will not participate.
  - Coach seems to be the issue with this family.
  - Need to go to the principal and state – want a team at the school, coach needs to communicate with the athletes, the parent can't interact with the coach. The coach is the deal with the athletes only. All the kids need to be on the team.
  - If this is a coach problem – need to go to the school and get them on our side.
  - Want to keep the Sheridan team. Will do whatever needs to be done to keep the team.
  - **Go to the principal at the Sheridan High School with how to resolve this.**

#### Points Program –

- Still working? Need anything?
- Scott has talked to Don about a couple of things.
- Nothing to present to the board yet.
- Still having to enter the team events manually.
- Let's pay to get things done to make it easier and with less errors.



- Kim will need to set up something on the website so districts can upload results rather than emailing to Scott. The files are getting to large to email. Scott can then get information off website.
- If the district has a new point's person – need to get together with Scott for some training.
- Scott will send out an email to point's people to direct them to Access.
- Please send new points people email addresses to Scott.

#### Horse Expo 2015 –

- We are already registered for a booth.
- Will be in Albany at the Linn County Fairgrounds.
- Dates are March 19-22, 2015.
- Wendy will send out a volunteer sign up list.
- Will be selling raffle tickets at the Expo.

#### AYHC 2015 –

- Will be in Redmond at the Deschutes County Fairgrounds.
- Dates are March 27-29, 2015.
- Will table discussion until the October meeting.
- Candi will make up an application and get on the website. Please give her a couple of weeks to do this.
  - If any athlete is interested in attending the event – needs to fill out an application. Also send an email to Candi expressing their interest.
  - What would it cost to attend? How many athletes can we send?

#### Other –

- Please get your meet dates to Kim so she can put on the website.
- Please also get the listing of your hired judges to JoAnn.
- Can a team have tryout to be on the team?
  - Amity is having tryouts to be on the team. Can this be done?
  - No, can't have tryouts to be on the Amity team.
  - Can have tryouts to be on one of the teams for an event.
  - Teams can have rules that state what events you are allowed to compete in (for safety reasons, etc.).
- Budget –
  - The proposed budget for the raffle is \$45,000. Would suggest that it be \$25,000.
  - State meet awards expense went up because of new team awards.
  - Are looking for a new medal vendor. Why are the proposed medal expenses so different from last year?

- Some of the income needs to be separated out to list the expensed associated with that income. **Candi will talk to Denise.**
  - Will approve the budget at the October meeting.
- USEF athlete equestrian program –
  - They have asked to consult with Candi on their program.
  - This program may become the governing body of our organization in the future.
  - How can we work together? Do we want to work together?
  - We want to grow our program – can USEF encompass our program?
  - **Please look up the USEF website and think about how this might work.**
- Re-Districting –
  - Yamhill-Carlton team wanted to move from the North Valley district to the North West district after North Valley moved two of their meets to the Linn County Fairgrounds in Albany.
    - The re-districting committee did not approve this request.
    - **Marty motioned that we do nothing with this request – not approve the request. Paulanna seconded the motion.**
    - No discussion.
    - **Vote – Yes – 14, No – 2. Motion passed. Yamhill-Carlton will stay in the North Valley district.**
  - North East district proposed to re-district the teams in that district for the 2014-2015 season only if the Oregon Equestrian Center is not ready by the December 1<sup>st</sup> deadline date. **(See Re-Districting Committee Meeting Minutes).**
    - The re-districting committee accepted this for the 2014-2015 season only.
    - **Jenny motioned that this proposal go back to the districts for approval. Katie seconded the motion.**
    - No discussion.
    - **Vote – Unanimous. Motion passed. Please take proposal back to your districts and come to next meeting with suggestions and district vote.**
- Please try to get all Co-Ops finalized. Need to try and get voted on at the October meeting.

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

- State Board Meeting; Saturday, October 25, 2014; Albany Golf
- PNWIC Meeting; Sunday, October 26, 2014; Place TBD; 10am
- State Board Meeting; Saturday, November 1, 2014; Before the Work Session, Place TBD
- District Chair/Vice Chair Work Session; Saturday – Sunday, November 1-2, 2014; Place TBD
- State Board Meeting; Saturday, December 6, 2014; Linn County Fairgrounds; Albany
- Annual Meeting; Saturday, December 6, 2014; Linn County Fairgrounds; Albany
- Coaches Training; Saturday, December 6, 2014; Linn County Fairgrounds; Albany; following the annual meeting
- State Board Meeting; Saturday, January 10, 2015; TBD

- State Board Meeting; Saturday, February 21, 2015; Yamhill County Fairgrounds; McMinnville; 10 am; TRV Meet
- State Board Meeting; Saturday, April 11, 2015; Yamhill County Fairgrounds; McMinnville; 10 am; NW Meet
- State Board Meeting; Wednesday, May 13, 2015; Deschutes County Fairgrounds, Redmond; 7:30 pm; VIP/Hospitality Tent
- State Championships Meet; Thursday – Sunday, May 14-17, 2015; Deschutes County Fairgrounds; Redmond
- Regional Invitational Meet; Friday – Sunday, June 26-28, 2015; Monroe, WA