

Action Items

Motions Voted On

Minutes for OHSET State Board Meeting August 22, 2015 9:30 AM

In Attendance: Wendy Bernards – Willamette, Emily Bernards – Willamette, Kelly van Baggen – Tri-River Valley, Donna Espelien – Northwest, Michelle Michelson – North Valley, Katelyn Salzberg – North Valley – Youth, DeAnn Fettig – North Valley, Angela Martin – Southern, Sherri Henry – South Valley, Chris Dismore – Northeast, Allison Byrne – Northeast – Youth, Jenny Byrne – Northeast, Candi Bothum – State Chair, Scott Chauncey – Vice Chair, Denise John – State Treasurer, Bill Weir – Eligibility & Co-Ops, Jan Harer – State Secretary, Others: Kari Salzberg – North Valley, Teresa Hoffman – North Valley (Those underlined are voting members.)

Vote Count – 12

Willamette – 2
 Tri-River Valley – 1
 Northwest – 1
 Southern – 1
 South Valley – 1
 Northeast – 3
 North Valley – 3
 Central – 0

Minutes –

- Wendy motioned to approve the phone conference minutes from June 19th and June 20th; and the state board meeting minutes from June 6th, June 23rd, and June 25th (AM and PM). Angela seconded the motion.
- No discussion or corrections.
- Vote: 12 Yes, 0 No, 0 Abstain. Motion passed.

Treasurer Report –

- June reports were emailed out.
- Preliminary Profit & Loss includes PNWIC.
 - When budgeting – PNWIC is broken out.
- Want to be completely transparent with the organization’s financial information.
 - Candi and Scott are signers for all checks.
 - They will never sign a check to themselves.
 - Denise does not sign checks.
 - Have a good “checks and balance” system in place.
 - Budget every year.
 - Reconciliations are sent out each month to everyone on the state board.
 - Once a quarter a checkbook reconciliation will be sent out.

- Should districts be following the same guidelines, procedures, processes the state does?
 - Yes, they should be.
 - They also need a system of “checks and balances”.
 - Need transparency.
 - Person who writes the checks – should never sign the checks.
 - We are a public entity – anyone can see our reports.
 - Need a process of how things should be done.
- Schools that no longer have a team – what happens to their checking account/money/inventory?
 - Money from checking account(s) goes back to the district to hold in trust.
 - All inventory needs to be listed and given to the district to keep in trust.
 - The above are to be held by the district until the team forms again.
- Question about sponsorships – where does it show up in the reports?
 - Is it under donations or sponsorships?
 - Is it included with the Coastal Farm and Ranch donation?
 - **Denise will break out those donations for Wendy.**

Ethics, Perception, Representation –

- We all represent OHSET.
- Perception is important – with regard to what you are doing as a representative of OHSET.
- As district chairs/vice chairs – better be following the rules.
 - Following the rules, but also the intent of the rule.
 - Think about it before doing it.
 - How is this going to impact the organization?
- We all make mistakes – own up to them and move on.
- Districts should mirror the state.
- Athletes/Kids look up to the leadership.
- Communication is necessary.

Name Tags –

- Please let Candi know if you need a name tag – by email.

Old Business –

State Meet De-Brief –

- Not a single sick horse!!
- Everyone stepped up to make it happen!!
- Thank you to everyone who did step up to make the State Meet happen.
- Schedule –
 - Did not like it.
 - The athletes could not enjoy the whole experience.
 - Please go back to old schedule.
- Costs –

- The organization never makes money on the State Meet – we budget for how much we need to run the meet.
- State fees pay for the meet.
- \$7000 in refunds were sent back to the districts for those athletes that couldn't come to the first meet.
- Typically “lose” money – cost of putting on the meet.
- Did probably lose some money on the rented stalls at the rescheduled meet – there were some empty ones.
- Coastal Farm and Ranch donation really helped.
- **Denise will send out what the athlete fees pay for with regard to the state meet.**
- The Profit & Loss shows we are up \$22,000.
- Awards –
 - Hand out nightly?
 - Doesn't encourage people to stay.
 - Might be different if the schedule was like the old schedule.
 - Did not encourage comradery amongst the athletes.
 - Lots of comments – liked the awards at the end of the day.
 - Post the placings at the end of the day?
 - To encourage people to stay.
 - Posting them is a good way to catch mistakes.
 - Don't want to hold people hostage.
 - Does encourage coaches/athletes to stay and support their team.
 - Don't want to see parents have to make the choice on whether to stay or not (end of meet awards).
 - Most fellow athletes can see their teammates receive an award if at end of day.
 - Need to work on logistics of awards.
 - Can we get stairs from stands down to arena? Took a long time for athletes to get down.
 - Was easier to organization the awards – by day as opposed to all of them.
 - Need to work on a way to recognize the volunteers.
 - Break up some of the “big” (scholarship, etc.) awards – not have them all on last day.
 - Consensus is to have awards at the end of each day for the State Meet.
- Judges –
 - Can send judges evaluations for state judges to JoAnn at any time.
 - The state board hires the judges.
 - Need to make sure that you speak up at the meetings when discussing judges to hire for state meet.
 - We need to hire our state judges before all the district meets are completed – can make it harder in knowing who to hire.
 - Would like to start hiring in January if possible.
 - Need to be specific when filling out the evaluations.
 - These are used for teaching.
 - Every district needs to fill out judges evaluations for each judge at each meet.

- How can we find out what judges are hired for districts/meets?
 - Call JoAnn. She is the resource for you.
 - Encourage to change judges for your meets.
 - Don't use the same ones all the time.
 - Give new judges a chance.
 - Best interest of your district – use different judges for each meet.
- Healthy Horses –
 - Do we need to do health checks for every state meet?
 - Most everyone brought healthy horses.
 - Have had horses show up at past state meets that shouldn't have been there.
 - Makes us more responsible if we do health checks.
 - Make the coaches/district chairs more responsible for this.
 - Some coaches do require athletes to show proof of vaccinations prior to practices.
 - Make some sort of requirement before district meets.
 - Can't catch all viruses with temp checks – but can catch some.
 - Not so sure we want to do health checks every year for the state meet.
 - What we did was more for the public – do we need to do every year?
 - Could give a false sense of security to everyone.
 - Need to educate our athletes.
 - Biosecurity is very important.
 - Vaccine schedule is necessary.
 - Spray stalls.
 - If horse looks sick at a meet – send it home.
 - If space – set up some isolation stalls for this purpose.
 - Can get a vet opinion – but needs to be away from the meet.
 - This was a great education experience for the athletes.
 - Will not be doing health checks next year at the state meet.
 - How much did we pay for those that did the health checks?
 - Had \$500 budgeted for the state meet vet.
 - Paid \$1385 for all of those that did health checks.
- Other –
 - Fairgrounds staff was awesome!!!!

November Work Session –

- Need to be present. Can't send a proxy.
- Need to finish the By-Laws.
 - Candi, Scott, and Bill will meet prior to the work session and finish up the By-Law changes.
- Need to work on a couple of SOG's –
 - Team money accounts – how to handle these.
 - Co-ops.
- Website updated –
 - Allison Byrne will go through the website and make a listing of changes, updates, etc.
- Coaches/Advisor Handbook –

- Needs to be updated.
- Candi will check with Karissa about this and get back to Angela.

New Business

Banking/Team Checking Accounts –

- Make sure bank has current and correct team contact person for the team.
- Make sure the bank understands that several teams could bank at the same location and have the same tax ID number.
- The team checks should have:
 - Oregon High School Equestrian Teams, Inc.
Team Name
Address

Facilities –

- Sonya will be handling all facility scheduling for state board (not districts).
- She will let us know of the upcoming facilities for meetings, work sessions, etc.
- Sherri will look into a Roseburg facility for the Annual Meeting/Coaches Training on December 12th.

Judges Training –

- September 12-13th in Redmond at the Deschutes County Fairgrounds.
- Things to relay to the judges –
 - Have the judge ask at the meets who is the point contact person for any questions.
 - Cattle – pushing horses.
 - Please state reason/rule for DQ.
- Challenges –
 - Judges better than 10 years ago?
 - Yes, somewhat.
 - Maybe not for specific events – Jumping, Dressage, Cattle.
 - Consistency can be a problem.
 - Midway through the pattern.
 - Within the class.
 - Between athletes.
 - Can we reach out to other organizations for judges?
 - Still have to go through our training.
 - Still need to apprentice at least once.
- Discussion on how patterns and events are set up and run.
 - Individual examples of judging challenges were brought up.

Coaches Training –

- 9:30 AM, Saturday, October 17th in Redmond at the Deschutes County Fairgrounds. Also Saturday, December 12th, place and time TBD.
- Itinerary –
 - Team Funds.
 - Breakouts/Round Table discussions?
 - Would like to have everyone listening at the same time.
 - Or have everyone be able to attend each breakout session.
 - Have someone take notes/minutes during breakout session to share with everyone after.
 - Interaction/questions are good for networking.
 - Most teams have more than one person attending – can split up and go to different sessions.
 - Condense topics and have large group discussion/questions after the sessions.
 - Take questions from coaches/advisors prior to the training – at sign-in. What do they want to know and/or ask?
 - First year coaches do not need to take the training – grace year.
 - HOWEVER, they have to take the OSAA online coaches training.
 - Make sure to make this the “Coaches AND Advisor” training.
 - Need to have attended the October training in order to register your team for November 1st practices.
 - Topics and presenters –
 - Wendy/Donna – Team Management, Team Communication, Social Media.
 - Bill – Co-ops and Eligibility.
 - Denise – Financial, Team Accounts.
 - Candi – Dealing with Difficult People.
 - Donna – Timed Events.
 - Jenny/Denise – Fundraising.
 - Jan – Accidents.

2016 Raffle –

- Do it this year?
- Was much better response this year.
- Was better organized.
- Use raffle money for something else if Coastal Farm and Ranch continues to help.
 - Scholarships for example.
- Some schools don’t allow the selling of raffle tickets.

- Sell through social media.
- There are other ways to sell the tickets.
- Have some portion of the ticket sale go back to the district/team.
 - More motivation for the athletes to sell tickets.
- The state paid for all the district medals last year.
- Take the top \$5000 and put it into the scholarship fund and try to get that endowed.
- Tickets are \$5.
 - Could have \$4 go to state and \$1 go to district.
 - District can then decide if money goes to teams or stays in the district.
 - How do we market this?
- Jenny motioned to have the \$5000 vacation raffle for the 2015-2016 OHSET season. Sherri seconded the motion.
 - Discussion –
 - Add another other prizes?
 - Vote: 12 Yes, 0 No, 0 Abstain. Motion passed.
- Jenny motioned that for the 2015-2016 State Raffle \$5000 be used for state scholarships, \$1 per ticket goes to the district based on ticket sales, the state will pay for district medals, and the remainder will go into the general fund. DeAnn seconded the motion.
 - Discussion –
 - Candi will ask Karen Haring if she is willing to come back, organize, and run the raffle.
 - Will need detailed instructions on how to report the final report for each district (Willamette district – example).
 - Vote: 12 Yes, 0 No, 0 Abstain. Motion passed.

Team Accounts –

- See above discussions on team accounts.
- REQUIRED to have receipts/invoices for any reimbursement payments.
- Need to conform to all rules – could jeopardize our non-profit status.
- Debit Cards –
 - NEVER to get cash back.
 - Set up with bank so this is not allowed.
 - NO payment for personal items.
 - Shouldn't use reward points when purchasing for team items.
- Every account should have two signers.
 - NEVER write a check to yourself and sign it.
- Have several issues right now that are prompting these reminders.
- We need to have access to these non-profit accounts that are using our non-profit tax ID status.

- District treasurers are supposed to be receiving copies of bank statements from those schools that do not run their funds through the school.
- Candi read the letter that states what a school takes to the bank to open up a team account.
- Need to add these processes/rules/guidelines to the coaches/advisor handbook.
- Are working on an SOG for team accounts.
- Discussion on how school accounts work and how to handle this.
- Use the form from Denise when setting up team accounts.
 - Makes it much easier when having to submit reports.
 - There will be reports due in December – as well as the end of the year.
- District register needs to let Denise know if the team has their own account.
 - Good idea – when turning in paperwork to register, ask for bank, signers, and let them know a copies of statements need to be turned in also.

Rule Books –

- Happy with format? Yes.
- Still annual? Yes.

Promotional Goodies –

- Do have some. Let Candi know what you need.
- Will get on website –
 - Coffee Mugs.
 - Hydro Flasks.
 - Candi would like to order the above items.
 - Could contact Dutch Brothers about helping pay for them – sponsoring.
- Jenny motioned to let Candi order promotional items – including coffee mugs and hydro flasks – up to \$2000 and to get on the website. Donna seconded the motion.
 - No discussion.
 - Vote: 11 Yes, 0 No, 0 Abstain. Motion passed. (One voting member had to leave the meeting.)

Meetings –

- Still every 6 weeks? Yes.
- Probably will need to have a short board meeting before the November work session.
- NW meets are on the scheduled March and April state board meetings.
- Need to get meet dates on the website. PLEASE GET THIS DONE!!!!

Insurance and Fundraisers –

- Do not need insurance for some fundraisers if NO horses are involved or on the premises.
- If horses are at events – must get the extra insurance.
- Still need to send all requests for fundraisers into Denise.
 - She forwards on to our insurance agent for approval and if additional insurance is needed.

Hiring of Judges –

- Please get your judges to JoAnn ASAP.

Points Program –

- One bug found – has been fixed.
- Some modifications have been done.
- PNWIC points program – haven't had a chance to use it yet.

PNWIC –

- Board Members were volunteers assigned (and voted on) at one time.
- Are there others interested in joining?
- Buckles –
 - Can be fixed and will be sent in to get new date on them (2016).

AYHC 2016 –

- Will be April 22-24, 2016 in Lexington, KY.
- The IEA (Interscholastic Equestrian Association) Hunt Seat Finals will be also taking place.
- Yes still want to send 2 youth and 1 chaperone.
- What is the benefit for OHSET being there?
 - Contacts.
 - Networking.
- Someone new want to go and take the youth?
- Donna motioned to send 2 athletes and 1 adult to the AYHC with the same funding as has done in the past. \$3000 total - \$1500 for the youth, \$1500 for the adult. Jenny seconded the motion.
 - Discussion –
 - Will need applications for both the athletes and the adult.
 - Will have those out soon.
 - Candi will take care of OHSET details.
 - Others are free to go – but must make their own plans.
 - Vote: 11 Yes, 0 No, 0 Abstain. Motion passed.

Other –

- Rules Committee Meetings –
 - Please send the same board member(s) to both rules meetings.
 - Please get rule changes in ASAP – forms are on the website.

Meeting adjourned 1:30 PM.

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

2015

- Judges’ Training Sat/Sun, Sep 12-13 Redmond, DCFairgrounds 8:30 AM
- Rules Meeting #1 Sun, Sep 20 Place TBD 9:30 AM
- State Board Mtg Sat, Oct 10 Salem **1:00 PM**
- Coaches’ Training Sat, Oct 17 Redmond, DCFairgrounds, South Sister 9:30 AM
- District Chair Vice Chair/Officer Work Session
 - Sat/Sun, Nov 7-8 Place TBD Time TBD
- Rules Meeting #2 Sat, Nov 21 Place TBD 9:30 AM
- State Board Mtg, Sat, Nov 21 Place TBD Following Above
- State Board Mtg, Sat, Dec 12 Place TBD 9:00 AM
- Annual Mtg Sat, Dec 12 Place TBD 10:30 AM

2016

- State Board Mtg Sat, Jan 23 Place TBD 10:00 AM
- State Board Mtg Sat, Mar 12 Place TBD 9:30 AM
- State Board Mtg Sat, Apr 9 Place TBD 9:30 AM
- State Championship Meet
 - Thu-Sun, May 12-15 Redmond, DCFairgrounds
- PNWIC Fri-Sun, June 17-19 Moses Lake, WA