

Action Items

Motions Voted On

Minutes for OHSET State Board Meeting June 6, 2015 9:30 AM

In Attendance: Marty Hopper – Central, Scott Chauncey – Northwest, Catrina Avalon – Northwest (Youth), Donna Espelien – Northwest, Angela Martin – Southern, Sue Lowe – South Valley, Sherri Henry – South Valley, Erica Henry – South Valley (Youth), Monica Lovenburg – Tri-River Valley, Kassandra Lovenburg – Tri-River Valley (Youth), Isaac Wilkinson – Tri-River Valley (Youth), Paulanna Wilkinson – Tri-River Valley, Nick Meuret – Tri-River Valley, Wendy Bernards – Willamette, Katie Renner – Willamette, Bill Weir – Eligibility and Co-Ops, Denise John – State Treasurer, Candi Bothum – State Chair, Karissa Dishon – State Vice Chair, Jan Harer – State Secretary

Vote Count – 13 (Those underlined above are voting members.)

C – 1
 NW – 3
 S – 1
 SV – 3
 TRV – 3
 W – 2

Minutes –

- Minutes from phone conferences dated May 5, May 7, May 14 (with one correction), and May 22, 2015.
 - Scott motioned to accept these phone conference minutes with the one correction. Wendy seconded the motion.
 - No discussion.
 - Vote – Unanimous. Motion passed.
- Minutes from the April 11, 2015 state board meeting.
 - Scott motioned to accept these minutes. Angela seconded the motion.
 - No discussion.
 - Vote – Unanimous. Motion passed.

Treasurer Report –

- Denise sent out all reports prior to meeting.
- Please let Denise know if you have any new district treasurers. She is more than willing to help them out.
- Would like to have another round table at one of the coaches training for all the district treasurers.
- Year-end reports will be coming out soon – towards the end of June.
- Team accounts after team has disbanded –

- Team checking account needs to be closed and money goes back to the district.
- Any equipment also needs to go back to the district.
- Need to provide a bank statement documenting that account is closed.
- That money needs to be held in trust by the district for 2 years for the team. In case they form a team again. That money would go back to the team.
- **Need a policy written for what happens if a team does disband.**

Old Business

Raffle –

- All districts have turn in money.
- Approximately \$32,000 income this year.
- Have not paid out \$10,000 for 2014 (\$5,000) or 2015 (\$5,000) travel vouchers.
 - Does the \$5,000 have to be used in on lump sum?
 - Did we stipulate how it was to be paid out?
 - We use a travel agent and the winning party has to work through them.
 - There is a deadline for the use of the travel voucher.
- We did talk about awarding a 2nd and 3rd place winner for the raffle. Did that happen?
No.
- Still have to pay for district medals and other expenses associated with raffle.
- Did better than we did last year.
- Went a lot smoother this year.
- Candi has a listing of winning raffle ticket sellers by district.
 - Those prizes will be awarded at the state meet.
- Teams would like to see some of the money from the selling of the raffle tickets go back to the teams.
 - Would be a large chunk out of our profit if we would do this.
 - Would like to see something go back to the teams for selling the raffle tickets.
 - Could do away with other incentives to offset the cost.

Medical Insurance –

- American Income Life Insurance Company claims we didn't have a policy in place when a medical claim was filed by us.
- Candi communicated with a supervisor at the company who said documentation was sent several times. Candi has not received any of it.
- We did not receive notification that the policy had increased from \$3 per athlete to \$10 per athlete. Nor did we receive a renewal notice.
- We did not receive anything that stated that our policy had been cancelled.

- Insurance company claims to have no copies of anything that they stated were sent.
- We should have caught the mistake when no renewal notice was sent.
- We need to renew the policy or pay these outstanding claims (1 has been filed, 1 mailed, and 1 pending).
- We still have the state meet and teams are still practicing.
- Do we pay the \$10 per athlete to cover for the state meet?
- If paid, would be good for one (1) year. And no refund from American Life if only using for state meet.
- Could this cover PNWIC for next year? Yes. Would cover all next year (this state meet, all next year including state meet and PNWIC).
- Denise will call our insurance agent and see if we can get something to cover us before the state meet.
- Don't want to pay \$10 per athlete. Can contact the school for additional coverage – if we don't provide anything.
- Are there other insurance companies out there that we can use?
- Need to tell families that we will not have insurance at the state meet.
- We provide the additional supplemental insurance as a courtesy to the athletes.
- Don't want to spend \$9,000 to cover the state meet. But it would continue for the next year.
- Scott motioned that OHSET to pay the outstanding and pending 3 medical claims. Wendy seconded the motion.
 - No discussion.
 - Vote: Unanimous. Motion passed.
- Are we going to provide supplemental medical insurance until the state meet?
- Donna motioned to as of now (starting today) that there will be no supplemental medical insurance for practices or the state meet. Scott seconded the motion.
 - Discussion:
 - Can get additional insurance if needed through the school.
 - However, most schools will be out next week.
 - Our insurance company may come up with something – we need to give them time to see.
 - Don't want to pay over \$5 an athlete.
 - Vote: 12 Yes, 0 No, 1 Abstain. Motion passed.
- If we can get something before the state meet – how much do we want to spend?
- Nick motioned to spend up to \$5 per athlete for supplemental medical insurance for a year. Wendy seconded the motion.
 - Discussion:

- Denise will contact our insurance agent to find out if we can get anything.
- Medical insurance is not required if an athlete.
- Will this increase our athlete fees? No, don't want to raise fees.
- Current team roster form still has a place to list medical insurance information. Will change form.
- Medical insurance is available to anyone in the U.S.
- Concern about athletes not having any medical insurance. Is OHSET at risk? No we are not.
- Need to make it the parent responsibility.
- Vote: 10 Yes, 2 No, 0 Abstain (One voting member stepped out of the room during the vote.)

State Meet –

- Work Assignments –
 - Match up to new schedule with previous one.
 - Did not send new ones.
 - Assumption is that you will be responsible for what is listed.
 - We will manage with what we have.
 - Do have announcers.
 - Will need someone to help at the Tough Enough To Wear Pink table.
 - Nick is available to help.
 - Candi will send out new schedule.
- Flag Ceremony –
 - Donna and Nick will be coordinating this.
 - Make sure athlete can carry flag and that the horse is safe with a flag.
 - Every district chair needs to be responsible for who is carrying a flag and make sure that athlete is safe. Safety is the priority.
 - Team flag followed by any riding seniors.
 - When do you need flag ceremony information?
 - Needs to be typed please.
 - Need to know who is carrying the flag and name of seniors.
 - Teams will be in alpha order within the district.
 - Stay in Drill order.
 - Donna will send out a form that she will need back – completed.
- Music needs to be brought to the Tuesday night state board meeting.
 - Needs to be on a CD or USB with only one song.
 - Will need to provide a USB for your Drill team – for comments. Please label and turn into office.

- District registration information needs to be turned into the office on Tuesday.
- Check January state board minutes for draw orders.
- Challenges –
 - There is a Morgan Horse show before us.
 - Stalls will be dirty and need to be cleaned before we can move in.
 - Portable stalls will need to be set up.
 - Will have to spray stalls.
 - Stall provider is working with us and thinks can make it happen.
 - Still not sure how many stalls we need – waiting for final numbers.
- Hotel Rooms and Camping –
 - Filling up fast.
 - Prices have gone up – tourist season now.
 - How many camping spots will have electric? Not sure until everything comes in and will be tight.
 - How will those spots be decided? Not sure.
 - Please get everything in by the due date – very important.
 - Should district officers/chairs have first priority to electric spots?
 - Please let Marty know if any special needs.
- Vendors –
 - Coastal will not have a booth at the meet.
 - Have picked up some new vendors.
 - Some of the original have taken larger spaces.
- EHV-1 Update –
 - Only the one new case. That’s all we know about.
 - Will go forward with the meet.
 - Nick has a product that is USDA approved and organic for the use in killing the virus. Do we want to use it on the stalls? Nick will send info to Candi.
 - Marty has a sprayer that can be used.
 - Plan on spraying all the stalls.
- Food –
 - Karen will not be there.
 - Lani would like to help – but not take the lead.
 - What do we want to do?
 - If cater – will have to pay a 12% to fairgrounds.
 - Food vendor is basically the same.
 - Does Sue’s husband want to help?
 - Would only need two meals a day. Most can get breakfast in the hotels.
 - Would be 4 lunches and 3 dinners.

- Karen had already worked up menus – **Karissa will forward those to Sue.**
- Central district will ask at their next meeting if anyone would like to step up and help with the food.
- Will continue to have the tent.
 - Is a gathering place for everyone. Same place.
 - **Will get refrigerator and stove.**
- Other –
 - Vet will be coming.
 - EMT's have been contacted and are working on filling our schedule.
 - Judges –
 - Emails went out.
 - Rooms have doubled in price for them and staff.
 - All are coming.
 - Are we going to pay the difference if not working the same as the previous contract?
 - **Please bring all the equipment that you were going to bring.**

PNWIC –

- Will be about \$45 to fix the buckles for next year.
 - Will be cheaper than buying new buckles.
 - PNWIC will need to budget for this.
- Other awards are OK – were not yet labeled.
- Will send requests to judges on what we need to pay them.
 - Most are saying nothing even though there was a contract.
 - Still waiting to hear back from a few.

District Equipment Insurance –

- Denise had requested a listing of equipment by districts. Have not heard back from everyone.
- Do we still want to pursue this?
- The average per district for equipment value is between \$6,000 - \$10,000.
- Insurance will cover depreciated costs. All equipment has value even if depreciated.
- Some districts don't have storage trailers.
- Are those facilities that district equipment is stored at – covered?
- **Please get this information to Denise – a listing of all district equipment and where it is stored.**

- Both TRV and W are having issues with gaining ownership of trailers. Still working on them. **Will provide information to Denise when sorted out.**
- **Denise will get a listing of all insurance renewal dates to Candi.**

Nominations –

- Remain Open for:
 - State Chair – Candi Bothum nominated.
 - State Vice Chair – Karissa Dishon and Wendy Bernards nominated.
- Karissa Dishon declined the nomination for State Vice Chair today.
 - Still wants to help out with OHSET.
 - Has a new job.
- Scott Chauncey was nominated for State Vice Chair.
- Is there a rule and/or by law about being a state office and continuing on as a district chair?
 - No rule or by law listed.
 - Candi has no concern on this.
- Work load for people is a concern.
- At state board meetings – needs to be clear on who we are representing and what our position is.
 - This can be hard for some people – but need to be clear on who and what we are representing.
 - District chairs need to be able to handle the roles when coming to the state meetings/meet. Can be very hard to do both.
 - We as the board need to step up and help out when needed.

New Business

OHSET Patches and PNWIC Patches –

- Candi brought the OHSET patches.
- **Please let Candi know how many of the 2014 and 2015 PNWIC patches you need.**
- OHSET Medals –
 - Lanyards? Athletes were disappointed that they didn't receive a lanyard with the medal.
 - Will have for next year.
 - There were some sorting issues this year. Not every district received what they ordered.
 - The districts will work directly with the company next year.
 - Yes you can order blank medals.
 - **Let Candi know if you need more medals.** Will have them available at the state meet.

Other Business –

- Newly elected district officers need to attend the state board meeting on Tuesday, June 23rd at the state meet. Will be having state board elections.
- Will schedule more state board meetings after new state board is in place.
- Angela volunteered to update the district and district vice chair handbooks. Candi will forward those changes – that were discussed at the last district officers work session – to her.
- Please remember – it is OHSET. Not SOHSET, COHSET, etc. Need to keep is OHSET for marketing purposes. You can list district after OHSET.

Meeting adjourned at 11:40 AM.

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

- State Board Meeting; Tuesday, June 23, 2015; 7:30 PM; Hospitality Tent; State Meet; Deschutes County Fairgrounds
- Rescheduled State Meet; Wednesday - Saturday, June 24 – June 27, 2015; Deschutes County Fairgrounds
- State Board Meeting; Saturday, August 22, 2015; Place: TBD
- Judges Training; Friday – Sunday, September 11 – 13, 2015; Deschutes County Fairgrounds
- Coaches Training; Saturday, October 17, 2015; Deschutes County Fairgrounds
- District Chair/Vice Chair Work Session; Saturday – Sunday, November 7 – 8, 2015; Place TBD
- Annual Opening Meeting; Saturday, December 12, 2015; Place: TBD
- Coaches Training; Saturday, December 12, 2015; Place: TBD