

Action Items

Motions Voted On

Minutes for OHSET State Board Meeting September 17, 2016 10:00 AM Shilo Inn, Salem, OR

In Attendance: Candi Bothum – State Chair, Scott Chauncey – State Vice Chair, Denise John – State Treasurer, Jan Harer – State Secretary, Bill Weir – Eligibility & Co-Ops, Karissa Dishon – Executive Assistant

Barb Wally – Central (by phone), Chris Dinsmore – Northeast, Tina Carlson – Northeast, Corinne Dimick – Northwest, Michelle Michelson – North Valley, Sherri Henry – South Valley, Chris Smith – Tri-River Valley, Nick Meuret – Tri-River Valley, Kelly van Baggen – Tri-River Valley, Stella Davenport – Tri-River Valley (Youth), Wendy Bernards – Willamette, Sonya Kunkle - Willamette

Vote Count – 11 (Those underlined above are voting members)

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

Minutes –

- One correction for June minutes – Added Donna to Scholarships.
- Wendy motioned to accept the June 2016 minutes with the one correction. Chris S seconded the motion.
- Discussion –
 - Donna will need to update webpage to reflect changes to scholarships.
- Vote: 11 Yes, 0 No, 0 Abstain. Motion passed.

Treasurer –

- Denise sent out all reports including budgets prior to meeting.
- Will discuss budget below.
- Sitting well for the organization financially.

Old Business –

- Judges Training –
 - September 24-25th in Redmond.
 - Do we need to include anything not listed?
 - How to set up timers for cattle.
 - How to count spins in Reining.
 - Who is in charge of things? We need to know who these people are.
 - Figure 8 concerns –
 - ❖ How to judge event.
 - ❖ 30 second rule.
 - ❖ Judges are judging it differently.
 - ❖ Need to re-clarify the rules for this event.
 - What to do about animal welfare – in case of a tragic happening.
 - 30 second rule for all events.
 - Patterns will be ridden and will learn how to set patterns up.
 - Chairs and Vice Chairs are welcome both days.
 - Anyone can come on Sunday.
 - What happens to the evaluations?
 - Go to JoAnn.
 - She reviews them.
 - Will communicate with judges as needed.
 - Will communicate with Candi if needed also.
 - Need more versatile judges.
 - Makes things easier for districts to hire.

- Budget –
 - Went over Actual vs Budget for 2015-2016.
 - Discussion on various line items.
 - Denise answered questions.
 - Our fiscal year is July 1 – June 30.
 - Sponsorships covered most of the state meet awards.
 - Awards Discussion –
 - ❖ Do we want to “up” the awards now that we are able to?
 - ❖ Do we want to change some things?
 - New chair style?
 - Frames?
 - Jackets are reasonably priced.
 - Sometimes takes a while to get ordered items to athletes.
 - ❖ Awards are designed to pay for themselves with sponsors.
 - ❖ Go to 5th place?
 - ❖ Need to remember this is a varsity sport.
 - ❖ Awards at state meet felt rushed – Sonya will work on that.
 - ❖ Sponsor provide the photos and organization provide the frames for 3rd place.

- 2017 Raffle –
 - Approved at June meeting.
 - Tickets will be handed out at Annual Meeting on December 3rd.
 - Candi will order tickets.
 - Denise will get permit.
 - Final report from Denise?
 - Is there anyone who would like to handle the raffle?
 - Contact Jenny again.
 - Candi will do it if needed.
 - Sonya will help.

- Website –
 - Doesn't seem to be getting updated.
 - Need to add maps of where districts and schools are.
 - Needs to be updated – the maps.
 - Send separate emails to Kim for changes – not in one big email.
 - Please cc Scott on those emails.
 - Scott needs district scholarship winners from last year.
 - Please get your meet dates to Kim.
 - Have not received an invoice from Kim for her services lately.
 - Website needs to be updated often – is our #1 source for information.
 - Karissa will share with Scott how to access certain areas on the website.
 - Will be a proposal from Karissa for functional updates.

- Hiring Judges –
 - Too early to hire judges?
 - Concern about hiring before the judges training.
 - Need to maybe try new judges.
 - Once the district sets their meets – like to hire judges.
 - Have to hire early to get judges we want.
 - What if judge doesn't come to the training and should have and is hired?
 - Will not break contract if already hired.

- AYHC – 2017
 - Do we want to send youth this year?
 - See discussion below under proposed budget.

- Re-Districting –
 - Finish discussion.
 - Will table this until later date.
 - Look at it again in March for the following year.

- Will wait and see what the marketing campaign effect is.
 - NE district fees are high –
 - Raised fees last year – will not this year.
 - Teams prefer to raise their own funds.
 - Discussion on fees at the district level –
 - Some districts have set monies aside to help those athletes that can't afford the registration fees.
 - What if OHSET budgeted \$2000 to provide 20 \$100 scholarships for those new 1st year athletes that need help?
 - ❖ An application process would be required.
 - ❖ Would be spread between the districts.
 - ❖ Based on need of the athlete.
 - ❖ Would have a deadline for application.
 - ❖ Candi will manage the process and produce application.
 - ❖ Sonya motioned to add this \$2000 line item to the 2016-2017 proposed budget for 20 \$100 scholarships for new 1st year athletes based on need. Corinne seconded the motion.
 - ❖ Discussion –
 - Needs to have some criteria.
 - Will need application.
 - Will have a committee to review the process and applications.
 - Candi will manage it.
 - Concern not many athletes will participate because of the application process.
 - Extra monies could be used for hardships.
 - What does each district charge for their fees?
 - ✓ Hard to compare when we don't know what all districts are charging.
 - ✓ Candi will put together a spreadsheet of that information.
 - Application will hopefully be ready by October 15th and most approvals will be by December 1st.
 - Districts need to be sure they have a process documented if they do have hardship scholarships.
 - Candi will send out an email with process and application review.
 - ❖ Vote: 10 Yes, 0 No, 0 Abstain. Motion passed. (One voting member left the room during the vote.)
- **NO Coaches Training at Annual Meeting!**
 - Please, please be sure all your advisors and coaches know this.
- Coaches/Advisors Handbook –
 - Are Sherri and Sue working on this?
 - Was this the handbook discussed at the work session several years ago?

- Need to find out where the Coach/Advisor Handbook is and also where the District Chair Handbook is.
- Jan will look up past work session notes to see where this was discussed at a work session.

New Business

- Coaches Training –
 - Saturday, October 8th.
 - Roseburg High School, Roseburg, OR
 - Commons Area
 - Corinne will get a portable sound system to Denise to use at the training.
 - Registration starts at 9:00 AM
 - Schedule –
 - Wendy – Team Management.
 - ❖ Don't need 45 minutes.
 - Bill – Eligibility and Co-Ops.
 - ❖ Add Combo Teams.
 - Candi – Dealing with Difficult People.
 - Denise – Finances and Insurance.
 - ❖ Two separate talks.
 - ❖ Don't need 45 minutes.
 - Candi – Random Topics.
 - Candi – Risk Management and Safety.
 - ❖ Add Equine safety.
 - ❖ Plan for animal welfare.
 - Board – Question Panel.
 - Candi – Communications.
 - Wendy – Meet Management and Expectations.
 - ❖ What to expect at a meet.
 - ❖ Volunteers.
 - ❖ Parents.
 - ❖ Please email Wendy what is important to/for your meets.
 - Round Tables – 20/30 Minutes
 - ❖ Course Set Up – Both performance and gaming.
 - Nick
 - ❖ Cattle Events.
 - Nick
 - ❖ Team Practices for Different Skill Levels.
 - Candi
 - ❖ Social Media.
 - Kelly
 - ❖ First Aid Basics.
 - Michelle
 - Split out maybe at end something for Rookie Coaches and Seasoned Coaches.

- ❖ Jan
 - Need to talk about when appropriate to have a stewardship meeting.
 - SV is having a Coaches/Advisors training “Boot Camp”.
 - This is a great idea!!
- Proposed 2016-2017 Budget –
 - Need to increase the budget for some things –
 - Horse Expo.
 - Advertising.
 - Executive Assistant position for full year including travel and sponsor percentage.
 - AYHC –
 - ❖ Going to cost more money.
 - ❖ Want to do it every other year?
 - ❖ Take only one athlete?
 - ❖ Are we seeing anything that comes back from sending athletes?
 - ✓ May not be obvious – but do see some things.
 - ❖ Our presence is important at the conference.
 - ❖ The experience is good for the athletes.
 - ❖ Send board members only?
 - ❖ It is recognition for the athletes to attend.
 - ❖ Not doing a good job of spreading the information about AYHC.
 - ❖ Don’t limit it to certain age/class groups – let all classmen go.
 - ❖ We don’t do a lot of education for our youth off the horse.
 - ❖ Do see changes in these athletes.
 - ✓ Opens lots of opportunities for them to see.
 - ❖ Figure out a way for those attending to present some of what they learned.
 - ✓ At state meet.
 - ✓ At a state board meeting.
 - ✓ Could compile a video presentation while at the conference.
 - ✓ Could make a CD and give it to districts to play at their meetings/meets.
 - ✓ Did have a presence at the state meet this year.
 - ✓ On social media.
 - ❖ Can districts approve to send one of their athletes (with district funds)?
 - ✓ As long as OK with chaperone(s).
 - ❖ Need to increase the budget to help pay for the added expenses.
 - ✓ Up to \$1000 per athlete (instead of \$750).
 - ✓ Up adult (chaperone) expense.
 - ✓ Athletes need to help with some of the costs.
 - ✓ Chaperones do not raise the funds.
 - ✓ Up chaperone to \$2000.
 - ❖ Will be in Massachusetts this year.
 - ❖ April 19-23rd.
 - ❖ Will add \$4000 into the budget line item.
 - ❖ At this time, we can afford to up the budget.

- Equipment needs –
 - ❖ State secretary needed a new computer.
 - ❖ All districts need to be running on the most current QuickBooks.
 - ❖ State board needs to purchase and districts can use the license.
 - ❖ Will add \$600 to the budget line item for QuickBooks.
 - ❖ State Chair will be needing a new computer.
 - ✓ Will be approximately \$1000.
 - Discretionary Expenses for the State Chair –
 - ❖ To purchase various items not in the budget.
 - ❖ Sonya motioned to allow the State Chair to spend up to \$1500 on discretionary expenses. This will be added to the budget. Wendy(?) seconded the motion.
 - ❖ No additional discussion.
 - ❖ Vote: 10 Yes, 0 No, 0 Abstain. Motion passed. One non-voting member voiced that it was too much for these expenses.
 - Chris D motioned to approve the budget with the changes/additions discussed and noted. Chris S seconded the motion.
 - No additional discussion.
 - Vote: 11 Yes, 0 No, 0 Abstain. Motion passed.
- Teen Mustang Partnership –
 - Oregon Teen Mustang program contacted Candi.
 - Candi shared a little background with what is happening with the BLM and the wild horses.
 - What Oregon Teen Mustang is proposing would match our OHSET season.
 - There is an Oregon Teen Mustang program that runs parallel with the 4-H season.
 - Do we want to consider this?
 - Would have a “program” that allows the athlete to show at each district meet and then at the state meet for the process of adoption.
 - Usually the teens involved do a wonderful job and the horses end up as great horses.
 - Most athletes probably will not take on a mustang – already have their horse(s).
 - The Oregon Teen Mustang program has a process that matches (fits) the horse with the youth.
 - OHSET would need to add some classes.
 - Liability – they have insurance.
 - Could bring more athletes into the OHSET program.
 - Need some process to progress through the meets – how do we handle this?
 - Most of the teens move forward in their training of the horse.
 - Need some sort of benchmarks for the showing of the horse at each meet.
 - Time involved with the athletes/horse at practices.
 - The teens are supposed to have a mentor assigned to them to help them out.
 - Need more information about the application process and mentor(s) that are assigned.
 - Could showcase them at the meets.
 - Not sure we should partnership with another organization.
 - Add classes for them – probably won’t be a lot to add at the meets.
 - How do these athletes play into the team aspect of OHSET?
 - Could have the horse as a “team effort” with one main athlete as the “manager” of the horse.

- Could complicate the program.
 - How could this benefit OHSET?
 - Media attention – both good and bad.
 - Have a teen mustang representative come to the work session to explain/answer questions from our board.
 - They would not necessarily be competing – showcasing the horse/program.
 - Could allow them to compete in some events at the district meets.
 - Would have to qualify to compete at the state meet in those events.
 - However, all mustangs would be allowed to come to the state meet to participate in the adoption/auction process.
 - More information on the Oregon Teen Mustang website.
 - Take back to your districts and get feedback.
 - Candi will do more research.
- Rules –
 - Candi handed out the proposed rule changes.
 - Take back to your districts for discussion.
 - Bring back feedback to the work session board meeting.
 - Candi will email out the proposed rule changes in an attachment.
- Hard Look –
 - Are we in a rut?
 - Do we need some change?
 - New leadership changes?
 - Haven't had much change in the last couple of years.
 - Have added the PNWIC meet.
 - Have hired an executive assistant/marketing person.
 - These marketing tools are on the way.
 - Are starting to progress in the right direction.
 - Need to develop contact with the younger riders and bring them up through the program.
 - Need to keep the momentum going.
 - Timelines and accountability needs to happen.
 - Need to add more classes?
 - When do we do this?
 - What can we do to be more attractive to:
 - Donors
 - Youth
 - Volunteers
- Work Session –
 - Friday evening October 28th – Sunday afternoon October 30th.
 - Board meeting on Saturday morning October 29th.
 - Items for the work session –
 - Final review of the By Laws.

- ❖ Candi will get this out to the districts.
 - ❖ These have been revamped – please read through them.
 - ❖ Will be voted on at the October 29th board meeting.
 - Working as a Team –
 - ❖ Impacts.
 - ❖ Issues.
 - ❖ Things to work on.
 - Organizational Leadership –
 - ❖ Discussion on how to work together.
 - ❖ Looking at us as an organization.
 - Prioritize Organizational Needs.
 - What else –
 - ❖ Look at our events.
 - ❖ Need to change/add events.
 - ❖ Youth representation for the organization.
 - Want small groups meetings on Friday night and work on specific items?
 - Will be done on Sunday by 12:30 or so.
- Patterns for 2017 –
 - In the proof reading stage now.
 - Can we do patterns at the work session?
 - Will approve at the October 29th meeting.
 - Co-ops –
 - Reminders of what the expectations are surrounding co-ops.
 - Please get all your co-op requests to Bill as soon as you can by email.
 - Districts need to follow the steps and follow through on the things listed on the form(s).
 - Look at all the options with wanting a co-op.
 - Any eligibility issues also need to be emailed to Bill as soon as you can.
 - Please do your homework when submitting these.
 - Standard Co-Op –
 - NE District –
 - ❖ Sam Barlow/Gresham School District.
 - ❖ Gresham will not approve a team.
 - ❖ Has already been approved by district and schools.
 - ❖ Chris D motions to accept this standard co-op between Sam Barlow and Gresham. Wendy seconded the motion.
 - ❖ Discussion –
 - ✓ Never have been able to get a team at Gresham since Sam Barlow and Gresham are in the same school district. Gresham just would like the kids to ride with Sam Barlow.
 - ✓ The activities director at Gresham not ready to take on an equestrian team yet.

❖ Vote: 10 Yes, 0 No, 0 Abstain. Motion passed. (One voting member had to leave.)

- PNWIC –
 - Will have our first committee meeting on October 23rd.
 - Will be back in Oregon this year.
 - Want to see more cohesiveness.
 - Need to identify those rules and “things” that are different.
 - Debrief was a disappointment for those that did participate.
 - Working on buckles from the meet.
 - Please let Candi know who these athletes are.
 - Need to update PNWIC website with correct contact information – Sonya needs to be the contact point person.
 - Scheduled dates are an issue.
 - Currently schedule for June 29, 30, July 1, 2.
 - Could move PNWIC to another facility.
 - Candi will contact other facilities to see if available earlier in June.

- Executive Assistant/Marketing –
 - Karissa handed out several items that she has created for the organization.
 - Two posters.
 - Brochure.
 - Media Fact Sheet.
 - Social Media SOG.
 - Will be able to download off of the website and print.
 - Use these tools to reach potential coaches/advisors/parents/athletes.
 - Working on a specific packet for the AD and activities director at schools.
 - This will be a packet that is directed to them.
 - Will need more attention getting items to help.
 - Currently working with some AD’s to get some soundbites to include in the packet.
 - Please contact Karissa if you have anyone (AD or activities director) who would like to contribute to the packet.
 - Can very easily make all the items “custom” by putting district contact information on them.
 - These can be posted anywhere.
 - Will be available by Sunday.
 - Working on another brochure for other avenues – trade shows, conferences, etc.
 - Social Media Guidelines (SOG) –
 - This is a rough draft only.
 - Went through the various social media outlets that OHSET uses –
 - ❖ Facebook –
 - ✓ Outreach mainly
 - ✓ Marketing purposes
 - ✓ Sharing
 - ✓ Have a group page.

- ✓ Have to ask to join.
 - ✓ Most district pages are run this way.
 - ❖ Other social media platforms are not very well attended at this time. Depends on the age group.
 - ❖ Will use some of the other platforms for big pushes during some of our bigger events.
 - Please let Karissa know of any changes/correction as soon as you can. This will be included in the rule book.
 - Media Fact Sheet –
 - Please let her know of any changes to this also.
 - Candi received a report from Karissa – will email out to everyone.
 - Coastal Farm and Ranch did renew their sponsorship. Working on the detail as to what will be available.
 - PNWIC would like Karissa to do a brochure as well – can that happen?
 - Potentially yes – will try and work on it.
- Other –
 - Reminder about practicing outside of the season.
 - November 1st is the start.
 - Get details if somethings are happening.
 - Will get state board involved if needed.
 - What do we do if we see a person “coaching” a team but know that the person has not been to the coaches training?
 - Hard to track.
 - What do we do?
 - Usually this is seen at the district level.
 - Combo Teams –
 - What is the board’s stand on co-op teams?
 - There are no rules that say you can’t co-op.
 - Would like to lessen the need for co-ops.
 - It is the team’s job to get coaches/advisors.
 - ❖ District chairs and vice chairs can help with finding the right person for the team.
 - ❖ Can be a coach for two different teams with another person being the advisor.
 - Need to let athletes/parents know that it is ok to co-op, but eventually that may need to change.
 - Teams need to only have an advisor to do paperwork, financing, etc. Can be coached by another team.
 - In SV situation – take back discussion above to the team/parents with the options discussed. Need to find an advisor and can still be coached by another team coach.
 - Be careful of wording to teams – advisor vs coaches. A team only needs to have an advisor.

- 3-Man Sorting Vs Team Penning –
 - Like team penning.
 - Panels are expensive.
 - Team Penning gives greater option for performance riders.
 - Use less cattle with Sorting.
 - Will need to train judges for Sorting.
 - Hard to find practices/clinics for 3 Man Sorting.
 - Set up is a lot for Sorting.
 - 2 Man Sorting is the up and coming event.
 - Not a lot of kids might know about Sorting.
 - Takes more skill and horsemanship to Sort.

- Cattle Schedule Changes –
 - Days of cattle have changed for several districts. Sometimes even different days within the 3 meets.
 - Most districts have agreed to change their dates and schedules.
 - It is Matt's job to arrange schedules between districts.
 - Can we coordinate with other districts on dates and work with Matt that way?

- Insurance renewal –
 - Denise emailed out to the districts the spreadsheet of all the locations of meets and/or practice arenas.
 - **Please review, make any changes, corrections, additions and/or deletions.**
 - Denise needs this back asap.

- Dressage –
 - What are we going to do this year?
 - Would like to see Training Level Test back – short court.
 - Arena sizes are an issue for a couple of districts – for the large court.
 - **Take back to the districts for discussion.**
 - Do same test – First Level?
 - PNWIC – Dressage will need to be discussed.
 - Will stay with First Level for one more year.

Meeting adjourned at 4:00 PM.

Future Important Dates on Next Page

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

2016

Coaches Training #1	Saturday, October 8th	9 AM	Roseburg High School
Work Session	Fri (eve)-Sun, October 28-30		TBD
Board Meeting	Saturday, October 29 th	8 – 9 AM	TBD
Coaches Training #2	Saturday, November 12 th	9 AM	The Dalles
Board Meeting	Saturday, December 3 rd	8-10 AM	Linn Co FG, Albany
Annual Meeting	Saturday, December 3 rd	10 AM	Linn Co FG, Albany

2017

Board Meeting	Saturday, January 21 st	10 AM	TBD
Board Meeting	Saturday, March 11 th	9:30 AM	Yamhill Co FG, McMinnville
Board Meeting	Saturday, April 22 nd	9:30 AM	TBD
AYHC	Wednesday-Sunday, April 19-23		Wakefield, Massachusetts
Board Meeting	Wednesday, May 10 th	TBD	Deschutes Co FG, Redmond
State Meet	Thursday-Sunday, May 11-14 th		Deschutes Co FG, Redmond
Board Meeting	Saturday, June 3 rd	9:30 AM	TBD
PNWIC	Thursday-Sunday, June 29-July 2 nd		Deschutes Co FG, Redmond