

## **WDCTA State Meeting Minutes**

For Regular Business Meeting

Grand Geneva Resort, Lake Geneva WI

**Date:** February 20, 2010

The meeting was called to order at 12:25 PM by Board President Pamela Doolittle.

### **Attendees:**

Pam Doolittle, SW (president); Martha Flury, KM (vice president); Mary Hanneman, SW; Stephanie Severn, SW (member at large); Sue Genin, SW (secretary); Karin Steffen, UP; Tracee Horn, UP; Anne Zaharias, UP; Marie Caldwell, SW (visitor); Chet Thomas, SW, (member at large); Erin Whalen, SW, (member at large); Donna Thomas, SW.

Association Note: other members visited for portions of the meeting but did not sign in.

### **Secretary's Report (*Sue Genin*):**

Approval of WDCTA State Board meeting minutes for January 2, 2010 was done electronically by email.

### **Treasurer's Report (*Given by Pam Doolittle for Angela Genin*):**

Angela Genin, state treasurer, was unable to attend therefore Pam reported on Angela's behalf. Pam presented the check register from UW Credit Union dating from 1/12/10 to 2/18/10.

Balance in Checking at UW Credit Union: 12,161.26

Balance in Checking at M&I Bank: 100.00

Pam reported that there are still no bank statements from the state treasury for 2009. Angela continues to go through the boxes from the previous treasurer and is creating spreadsheets in order to track the credit/debits of the previous board. Angela and Pam have already set up a new bank account, the old account is still open with a small balance in it.

### **Dressage Recorder Report (*Given by Pam Doolittle*):**

A committee has been formed to update the schooling show rules and regulations for launch in 2011. Committee members are Pam Doolittle, Erin Whalen, Rita Pultz, and Nicole Trapp. Committee Chair is Pam Doolittle. The State board handled the following immediate business relevant to the 2010 Awards program.

Donna Thomas made a motion to eliminate the rule (explained in the rules document for WDCTA recognized shows) that the schooling show contact person must be a WDCTA member for the show to be recognized by WDCTA. Seconded by Erin Whalen

Discussion: Currently the schooling show rules indicate that the show contact person must be a member of WDCTA in order for the show to be recognized. WDCTA recognizes the importance of schooling shows for the members.

Motion passed unanimously.

Chet Thomas moved to change the non-WDCTA charge for advertising in the newsletter to a flat charge. Seconded.

Discussion: ensued that WDCTA chapter events would receive free advertising.

Friendly amendment made by Martha Flury stated that non-WDCTA sponsored events would not receive free advertising in the newsletter where as WDCTA chapter sponsored events would receive free advertising in the newsletter. Stephanie Severn seconded.

Amendment passed, motion passed unanimously.

Pam summarized the traveling awards that are currently being given out.

Stephanie Severn made the motion to retire the traveling awards unless there are funds to keep them going as of 2010. Sue Genin seconded.

Discussion: The 2009 Board chose to take half of the money, which sponsored the Greg Foran Award. NEWDA took the money donated for the award and left WDCTA with the plaque. None of the other awards have funds dedicated to their maintenance and distribution. It was discussed that the plaque did not have any more room on the front for nameplates of the winners and that there are no longer funds to continue the award. There are no funds left for the other traveling awards either.

Stephanie Severn called the question and the motion passed.

**Combined Training Recorder Report (*Given by Pam Doolittle*):**

Pam reported that there has been no CT awards applied for or given out for the past two or three years. No action was taken.

**Membership Recorder Report (*given by Mary Hanneman and Donna Thomas*):**

Donna Thomas reported that currently there are 113 WDCTA members that have been sent to USDF for recording. Also, every chapter currently has some member in it. Donna has sent out email reminders to past members to renew their memberships. Erin reported that 46 people have downloaded membership applications off the web site.

Mary Hanneman reported on a program through USDF for Going Green. She proposed that WDCTA participate in the program for the 2010/2011 membership year, which begins in December 1, 2010. She handed out the program requirements and pointed out how we are currently already doing some of the requirements.

Karin Steffen made a motion to accept Mary's proposal to participate in the USDF program "Going Green." Chet Thomas seconded. Motion passed.

Action Item: Erin Whalen brought up the further possibility of using Pay-Pal and E-Commerce. Pam suggested tabling this idea until the board could include Angela Genin.

**Bylaws Committee Report (*Given by Pam Doolittle*):**

Pam reported that the committee would be getting together to get input from members regarding what they value about WDCTA, and what things WDCTA could to improve upon their experiences. She would like information from the chapters about this as well as input over a proposed change in structure. One WDCTA member, who runs a nonprofit consulting company, has expressed interest in helping WDCTA with improving services, structure, and bylaws. This member could potentially present a proposed plan at the April board meeting.

**Newsletter Editor Report (Given by Caryn Vesperman):**

Caryn Vesperman would like profiles of state board members for the newsletter. She encouraged people to send in stories and articles. There have been favorable reactions from several people with the new format and the electronic newsletter. Caryn reported that the “You-send-it” program she has been using to publish the newsletter has been working well, however it would be better to use the Pro-version.

Martha Flury made a motion to pay for the Pro-version of “You-send-it” of \$9.99 per month to send the newsletter. Sue Genin seconded. Sue Genin made a friendly amendment that the amount for a full year at approximately \$120 is paid in full. Seconded. Amendment passed. Motion passed.

Caryn printed 20 hard copies of the newsletter for members who requested them at a cost of \$165.08. Caryn will be reimbursed for the costs.

Mary Hanneman made a motion to lock in the advertising rates as published in the newsletter. Stephanie Severn seconded. Motion passed.

Action Item: People who are getting hard copies will be asked monthly if they would like to switch over to the electronic version.

**Website Coordinator Report (Given by Stephanie Severn and Erin Whalen):**

Stephanie Severn indicated there will be a market place for member’s ads. Submissions for ads need to go to Caryn, who will forward to Stephanie, and Stephanie will forward to Erin for the website. Chapters are asked to send in minutes, events, and chapter news items. Erin’s husband Steve will take pictures of award winners with write-ups for the website. There are links to the WDCTA “Facebook” page on the website. Erin reported that the hits on the website have more than tripled since the new board took over and the website is in the top ten for hits for Dressage in Wisconsin.

Action Item: Caryn, Stephanie, and Erin will get together to discuss ideas with the goal of competing in the USDF website award program.

**Historian Report (Given by Ann Zaharias):**

Donna Thomas and Ann Zaharias reported that they are working on going through the information and that there is still a need for old newsletters dated from 2007-2009. As of February 20, 2010, Cindy Ruetten has not given important historical documents to either Pam or Ann. Ann will do her best to retrieve them.

**Business:**

**Email Accounts:** Currently the previous President, Cindy Ruetten, is using the wdcta president yahoo email address to communicate with WDCTA members. Although the 2009 Board (via Stephanie Morgan and Cindy Ruetten) promised to give the yahoo accounts to the 2010 WDCTA board at the end of 2009, they have not done this. There has been confusion by the use of these accounts and concern that these

accounts can be used to make contacts not authorized by the 2010 State board, as these individuals are not longer affiliated with WDCTA. Cindy has been asked to stop using the accounts and has refused to do so. She claims that she had set up the accounts and that she "owns" them. There is no access to these accounts by the current board and no way to see the correspondence being done on them. This could potentially be detrimental to WDCTA, as USDF would not know if emails from this account were legitimate or not.

Action Item: Martha Flury suggested sending letters to the people using these accounts to submit missing information and to discontinue using these accounts in the name of WDCTA. Mary Hanneman suggested sending registered letters.

**Board communication outline:** Caryn, Stephanie, and Erin will create a communication tree for contact information and create a document PDF file for the board. Members will be asked if they want information printed in the newsletter that is directly related to board business (such as minutes, by-laws changes, etc).

Action item: A communication policy draft will be presented at the next board meeting.

**Directors and Officers/Event Insurance:** Pam reported that the D & O Insurance has been paid. The Event insurance premiums are more expensive than previous years. This is because we have included our events on the front end of the policy rather than posting them at a later date. The club saves a little money doing it this way. The quote was \$1,359.00.

Stephanie made the motion to pay the insurance premium of \$1,359.00. Caryn seconded. Stephanie made a friendly amendment that chapters will be required to pay a per day fee to reimburse the state for insurance coverage for chapter events. Seconded. Amendment passed. Motion passed.

**Letter to members:** In order to bring closure to the events of 2009, Pam presented a letter she drafted to clear the names of members in good standing and explain as best we could what happened in 2009 to the members. Pam proposed the letter be published in the newsletter and on the website.

Stephanie made the motion to post the letter in the newsletter and on the website as written. Chet Thomas seconded. Motion passes with two abstentions, Mary Hanneman and Caryn Vesperman.

**New programs for N, NE, C, and E chapters:** Tabled to next meeting.

**Announcements:**

The State board meeting dates will be organized by email and posted on the website.

**The meeting adjourned at 2:17 PM.**

**Submitted by Sue Genin, SW, State Secretary**