

## WDCTA State Board Meeting

June 19, 2012, 7-9 PM

Culvers South – 2102 W Beltline Hwy

Madison, WI 53713

Call to order: Pam Doolittle, 7:07

Attendees: Pam Doolittle, Caryn Vesperman, Caitrin O'Shea, Stephanie Severn, Nicki Butler, Donna Thomas, Heather McManamy, Carol Hinds-Strode, Sue Genin, Angela Genin, Mary Hanneman, Diane Brault.

Agenda: Items to be added to the agenda;

- Report from Jr/Y Rider Symposium
- Standard of Conduct
- Closed session discussion

Nicki made the motion to approve the agenda. Motion Passed.

### Reports

- Treasurer - Angela provided the treasurers report; checking - \$14,972.37, receipts - \$15,918.25, disbursements - \$8,804.02, and net income - \$7,114.23.
- Secretary – Sue Genin
  - April minutes.
    1. Discussion was held to the matter of deletions from the minutes without the entire board's approval. It was decided that sensitive topics will be moved to a closed session.
    2. Discussion of what is to be included in the minutes. Suggestions were that only the motion, the person who made it and the resulting vote be recorded. The decision was made that there needs to be some discussion items added.
    3. On 06/14/2012 Stephanie made a motion via electronic business, this will be moved to the June 19, 2012 minutes in Old Business.  
Carol moved to approve the amended minutes. Motion passed.
- Governance – Pam Doolittle
  - Standard of Conduct document proposal.
    1. Pam presented an amended version of the previous Code of Conduct with the name of the document being changed to Standard of Conduct. Nicki made the motion to accept the changes. Discussion was held that # 11 was

appropriate, # 12 was not accepted due to wording of the line. Nicki withdrew her previous motion. Nicki moved to accept the amended document. Motion passed.

- Approval of positions for the policy manual – Minutes format will be added to the secretary's job description. Mary questioned #9 of the VP description.

**ACTION ITEM** - Pam will continue to work on the policy manual.

- Develop a statement describing timeframe for board members to respond to electronic business.
  - Pam solicited a motion for electronic business procedure. Caitrin made a motion that there is to be a procedure for on-line business to be conducted with a 48 hour wait period between the second of the motion and the president's call for a vote. The discussion was that some members do not like all of the emails. Stephanie made a friendly amendment to take out the president's call for the vote; any member can call the question for a vote. Friendly amendment passed. Motion passed
- Instructors Certification - Stephanie Severn, Chair; committee members; Caitrin O'Shea, Nicki Butler, Heather McManamy, and Joann Williams.
  - Stephanie made the motion to revise and accept the new date for the USDF Instructor Certification Lunging Workshop to 11/10-11/2012. Motion passed.
  - Stephanie made the motion to accept the date commitments from two faculty for the Riding and Teaching workshops as follows:
    - March 23-24, 2013 – Riding Workshop with Vicki Hammers-O'Neil
    - April 27-28, 2013 – Teaching Workshop with Cindy Sydnor Motion passed
  - Stephanie presented a proposal for fee's for participants for the workshops to be; \$400 per weekend for members and \$425 for non-members, with all 3 sessions to be paid in advance. Auditor fees for pre-registration will be \$65/weekend for members, \$75/weekend for non-members, \$40/day members, and \$50/day for non-members. These prices include lunch, with no handouts. Auditor fees for walk-in silent auditors will be \$75/weekend for members, \$85/weekend for non-members. Walk-in per day will be \$50/day for members, \$60/day for non-members.
  - Stephanie provided a detailed budget based on USDF recommendations. Angela made the motion to approve the budget, without the adding in the possibility of grants; to add in two hotel rooms, with a 75% accuracy of budget, meaning that it can go up or down %25. Motion passed.
  - Stephanie will go on record as the organizer with USDF.

- Awards Program – Pam Reported for Cindy Riffle. There currently are 45 entries for awards, ten more than last year. There are currently six approved schooling shows. ACTION ITEM Pam will work with Cindy that the approval of shows needs to be clearer.
  - 70% club – There needs to be a document that states all of the requirements for the award. Angela made the motion to table this until no later than October.
- Junior/Young Rider Reports – Pam reported that all of the requirements are being handled by USDF. WDCTA’S obligation will be with insurance. The budget is being done by Erika Minks through USDF. Pam is listed as the organizer.

#### Old Business

- Annual Meeting – March 2, 2013. Chapter presidents do not want to do the annual meeting. Mary will chair a committee to plan the meeting in the Madison area. The committee consist of; Angela, Sue, and Caitrin. ACTION ITEM – Chapter presidents will go back to their chapters for volunteers.

#### Tabled Business

- The motion made by Angela to raise the fees of the awards by \$5.00 for 2013, Nicki called the question, motion passed. The new fees will be \$25.
- Stephanie withdrew the motion to tie volunteer hours to awards.
- From April 19, 2012 – Nicki made the motion to have the WDCTA vice president to be the person in charge of the Member of the Year Award. Motion was tabled until Pam has written a procedure for nominating and selecting the Member of the Year. Passed. On 6/19/12 Diane made the motion to adopt the draft of the procedure. Carol moved to table the motion. ACTION ITEM – Donna will forward information of how other GMO’s handle this to Pam.

#### New Business

- Caryn made the motion to expand the newsletter and website policy regarding WDCTA’s calendar of events to include other GMO’s educational events such as symposia, GMO-sponsored USDF educational programs, and recognized shows.
- De- accession of library holdings and rehome library assets – Donna. Stephanie made the motion to offer the holdings to Three Gaits and Blackhawk Pony Club and what is left over to give it away via the newsletter. Motion passed.

At this time Stephanie made the motion to move to a closed session. Motion passed.

Following the closed session the motion to adjourn was made by Nicki. Motion passed.  
Meeting adjourned at 9:55.

Respectfully submitted,

Sue Genin

