

WDCTA State Board Meeting
November 20, 2012
Culver's South – 2102 W. Beltline Hwy
Madison, WI 53713
Final – approved 3/2/13

Call to order: President Pam Doolittle at 7:05 pm

Attendees: Pam Doolittle, Caryn Vesperman, Stephanie Severn, Nicki Butler, Donna Thomas, Heather McManamy, Caitrin O'Shea, Carol Hines-Strode, Diane Brault, Mary Hanneman, Joann Williams and Kathy Caspary via Skype.

Agenda: Nicki moved to approve agenda. Seconded. Motion passed.

Reports

- Treasury: Pam provided Angela's report: Checking \$23,764.03*; receipts \$31,745.88*; disbursements \$15,839.99; and net income \$15,905.89*. *NOTE: Checking balance, receipts and net income reflect prepayment for all three sessions by Instructor Certification Program candidates.

ACTION ITEMS:

- 1) Chapters should provide Angela 2013 event dates for insurance purposes by 12/1/12.
 - 2) Pam will confirm with Angela that insurance was provided for JR/YR clinic and that Kate Van Sicklen's \$250 scholarship was credited to the Instructor Certification Program.
- Secretary: Caryn moved to approve version 2 of the minutes for the Sept 20, 2012, meeting. Seconded. Motion passed.
 - Membership: Diane Brault reported that 70 members have already renewed for 2013. In tabled business from the Sept 20 meeting, Diane pointed out that we have a significant number of members in the Central Chapter area and would like to develop a plan to encourage the reorganization of that chapter. Ideas to explore include: 1) email members living in the Central Chapter area asking for volunteers to lead a reorganization; 2) dissolve inactive chapters; 3) create a subcommittee to come up with action plan.

ACTION ITEM: Diane will head a subcommittee consisting of chapter presidents to explore the various ideas. The committee will also look at the bylaws to determine whether we need to adjust number of Members-At-Large and Chapter Reps.

It was also discussed that in past years a membership was provided to Heather McManamy in exchange for use of her images on the club website banner. Caryn moved that WDCTA provide Heather with her 2013 membership in exchange for the use of her images for marketing purposes. Seconded. Motion passed. Heather abstained from the vote. [post meeting note: Heather paid for her membership for 2013.]

- Governance: Pam provided her suggested changes to the bylaws to all Board members in a document with tracked changes. A subcommittee was formed to review bylaws with the goal of voting on any changes at the March 2, 2013, annual meeting. Subcommittee members are Donna Thomas, Diane Brault, and Kathy Caspary. Pam Doolittle serves as advisor.

Kathy moved that Alternate Chapter Representatives be included in all Board correspondence so they can stay current on Board business. Seconded. Motion passed.

- Instructor's Certification Program: Stephanie reported that the first session (lungeing) went well, with 14 paying auditors, and should be close to break-even. The next session (riding/training) will be held on March 23 – 24, taught by Sarah Geikie with volunteers provided by Kettle Moraine Chapter. Stephanie noted that Vicki O'Neil did an outstanding job as the session instructor and she would recommend her to any chapter looking for a clinician. The Board members extended a big thank you to Stephanie and her committee on a job well done.
- Jr./Yr Clinic: Pam gave an update on the Region 2 JR/YR Clinic with Jeremy Steinberg. Overall she felt it was a great experience for the riders. Katie Hiller has volunteered to write an article about the event. Rosie Julian-Simoes emailed Mary to thank WDCTA for the experience and to ask the club to provide links and information about the JR/YR program on its website.

ACTION ITEM: Mary will get back Rosie and work with Stephanie to make this happen.

- Awards Program: Caryn made a motion that the Board remove the following from the schooling show recognition guidelines: *H. Schooling show results must be sent to the Dressage Recorder within 2 weeks after the show.* She believes this rule isn't necessary because competitors receive tests signed by the judges as proof of their score and it might discourage show organizers from having their shows recognized to be required to complete the extra task. Seconded. Motion passed.

ACTION ITEM: Pam will contact Cindy Riffle and ask her to update the forms with this change for 2013.

ACTION ITEM: A subcommittee of Caryn and Caitrin was formed to review the rules for combined training awards.

Ongoing Business

- 2012 Annual Meeting: Mary provided a proposal with recommendations to select the Quality Inn & Suites in Madison as the location and to hire Anke Johnson as our keynote speaker. Mary's proposal was accepted.

ACTION ITEM: Mary will prepare the annual meeting registration form and information for the newsletter and website for distribution in January.

- 70% Club: Stephanie presented a certificate template and added documentation to the WDCTA Dressage & In-Hand and Eventing Score Report Forms to enable the 70% Club idea to move forward. Carol moved to adopt the 70% Club for 2013. Seconded. Motion passed.

Scores for the 70% Club can be earned at any USDF/USEF/USEA sanctioned show or any WDCTA recognized show. The 70% Club will be administered by the WDCTA Awards Chair. Scores will be reported using the newly updated 2013 Dressage and In-Hand Score Report Form. A rider does not need to apply in advance to become a member of the 70% Club. There will be no fee to become a member of the 70% Club

- Officer Position Descriptions & Policy Manual: Pam emailed a document with tracked changes showing her comments and suggestions for updates. A job description for the Webmaster is still needed.

ACTION ITEM: All Board members should review their job description(s) and send any changes to Mary by 2/1/13. Stephanie will draft a job description for the Webmaster.

Tabled Business

- Member of Year Award: From the April 19 meeting where Nicki made the motion to have the WDCTA VP responsible for the Member of the Year (MOY) Award, this motion was tabled until Pam could write a procedure for nominating and selecting the MOY. At the June 19 meeting, Diane moved to adopt the draft of the procedure presented by Pam. Carol moved to table the motion until Donna could provide information to Pam about how other GMO's handle MOY. After reviewing other ideas, Diane moved to adopt the procedure for nominating and selecting the MOY with minor changes in the draft to allow for selecting more than one MOY by adding wording to say the Board could select "no more than four Members of the Year." Seconded. Motion passed.
- Reimbursement Policy/Procedure for Volunteers: Tabled from the Sept 20 meeting where Donna made a motion stating that WDCTA chapters or the state organization will reimburse volunteers for expenses incurred when volunteers travel outside their home area (a distance of greater than 50 miles from home) to help with WDCTA-sponsored programs designated for reimbursement by the chapter or state Board. Reimbursement amounts for mileage and stipends for daily expenses (meal, lodging) to be determined annually, at the beginning of each fiscal year. The hotel allowance assumes room sharing and the mileage reimbursement requires carpooling, if possible. Mary suggested referring this to a subcommittee, consisting of Donna, Angela and Mary, to come up with a proposal for the Board to consider.

New Business

- WDCTA State Inventory Exercise: Donna proposed that we develop a formal inventory of items owned by WDCTA under the State Board umbrella. She provided a draft inventory of items she was aware of. She also recommended that chapters create their own inventory system of items owned and where they are stored.

ACTION ITEM: Chapters should inventory items they own or any State Board-owned items stored by chapter members. Send inventory list to Mary.

- 2013 Officer Positions: Mary provided a roster of Board members/officers for 2013, noting that we still needed candidates for VP, Secretary and one Member-At-Large. Anyone interested in filling one of these positions should contact Mary. [Post meeting note: Melinda DeLuca offered to serve as Secretary.]

Nicki made the motion to adjourn. Seconded. Motion passed.

Meeting adjourned at 9:15 pm.

Post-Meeting Electronic Business

- Dec 16, 2012: Motion was made by Nicki and seconded by Andrea to approve the proposed slate of officers and appointed committee chairs for the membership year Dec 1, 2012 - Nov 30, 2013 (see list below). 12 voted in favor; motion passed.

President – Mary Hanneman
 Vice President – Open
 Secretary – Melinda DeLuca
 Treasurer – Angela Genin
 Membership – Diane Brault
 Historian – Sue Genin
 Newsletter – Caryn Vesperman
 Webmaster – Stephanie Severn
 Member-At-Large – Nicki Butler
 Member-At-Large – Caitrin O'Shea
 Member-At-Large – Open
 SW Chapter President – Andrea Mitchell
 SW Chapter Rep – Heather McManamy
 SW Chapter Rep – Mary Hanneman
 Kettle Moraine Chapter President – Joann Williams
 Kettle Moraine Chapter Rep – Melinda DeLuca
 UP Chapter President – Kathy Caspary

Past President (Advisor) – Pam Doolittle

Committee Chairs:

Awards – Cindy Riffle

Communications (WI State Horse Council Rep) – Caryn Vesperman

JR/YR Rep – Open

- Dec 16, 2012: A Doodle Poll was sent to all Board members to determine best meeting dates for 2013. Most favored dates for 2013 Board meetings were:
 - March 2 (in conjunction w/ Annual Meeting & Awards Lunch)
 - April 18 (prior to Horse Fair weekend)
 - Sept 24
 - Oct 24
- Jan 3, 2013: A motion was made by Stephanie to accept the updated slate of officers to include a new Vice President (see list below). Seconded. 11 voted in favor. Motion passed.

President – Mary Hanneman
 Vice President – Stephanie Severn
 Secretary – Melinda DeLuca
 Treasurer – Angela Genin
 Membership – Diane Brault
 Historian – Sue Genin
 Newsletter – Caryn Vesperman
 Webmaster – Stephanie Severn
 Member-At-Large – Nicki Butler
 Member-At-Large – Caitrin O'Shea
 Member-At-Large – Open
 SW Chapter President – Andrea Mitchell
 SW Chapter Rep – Heather McManamy
 SW Chapter Rep – Mary Hanneman

Kettle Moraine Chapter President – Joann Williams
Kettle Moraine Chapter Rep – Melinda DeLuca
UP Chapter President – Kathy Caspary
Past President (Advisor) – Pam Doolittle
Committee Chairs:
Awards – Marie Caldwell
Communications (WI State Horse Council Rep) – Caryn Vesperman
JR/YR Rep – Open

- On 1/31/13 Heather moved to approve the updated slate of officers for 2013, which are listed below. Seconded by Angela. 10 voted in favor. Motion passed.

President – Mary Hanneman
Vice President – Stephanie Severn
Secretary – Melinda DeLuca
Treasurer – Angela Genin
Membership – Diane Brault
Historian – Sue Genin
Newsletter – Caryn Vesperman
Webmaster – Stephanie Severn
Member-At-Large – Nicki Butler
Member-At-Large – Caitrin O’Shea
Member-At-Large – Megan Dischler
SW Chapter President – Andrea Mitchell
SW Chapter Rep – Heather McManamy
SW Chapter Rep – Mary Hanneman
Kettle Moraine Chapter President – Joann Williams
Kettle Moraine Chapter Rep – Melinda DeLuca
UP Chapter President – Kathy Caspary
Past President (Advisor) – Pam Doolittle
Committee Chairs:
Awards – Marie Caldwell
Communications (WI State Horse Council Rep) – Caryn Vesperman
JR/YR Rep – Katie Foster

Submitted by,
Mary Hanneman