

WDCTA State Board Meeting
September 20, 2012
Culver's South – 2102 W. Beltline Hwy
Madison, WI 53713

Revised 11/12/12

Call to order: President Pam Doolittle at 7:00 pm

Attendees: Pam Doolittle, Caryn Vesperman, Stephanie Severn, Nicki Butler, Donna Thomas, Heather McManamy, Carol Hines-Strode, Sue Genin Diane Brault, Mary Hanneman, Joann Williams and Kathy Caspary via Skype and Ann Zaharias via phone.

Agenda: Stephanie Severn moved to approve agenda. Motion passed.

Pam solicited motion to go into closed session. Stephanie made the motion. Motion passed.

Move to closed session. [Separate document]

Resume Open Session at 7:15 pm

Reports

- **Treasury:** Pam provided Angela's report and thanked SW Chapter for their contribution to the treasury from the Peter's/Foy Symposium. Checking \$7,858.14; receipts \$18,734.25; disbursements \$9,912.08; and net income \$8,822.17.
- **Secretary:** Sue Genin reported that Pam requested the spelling of USDF staffer, Erica Minks be corrected. Minutes were accepted with correction.
- **Membership:** Diane Brault reported that we had 292 members. There was a discussion about half-year memberships. Motion made by Caryn to have half-year business memberships at half the full year price. Stephanie moved to accept the friendly amendment to begin offering half-year business memberships beginning 12/1/12 and that we offer for new business members only in order to align with our individual half-year membership policy. Second. Motion passed. [Post meeting note: Diane confirmed with USDF that USDF memberships are accepted through November 30; therefore members joining WDCTA through November 23 will also become a Group Member of USDF.] A motion was made by Diane to come up with a plan to reach out to Eastern Chapter members to reorganize. Carol moved to table until November meeting. The motion was tabled.
- **Governance:** Pam began the discussion about officer roles for 2013. Sue provided electronic business dated February 22, 2012, that outlined the 2012 slate of officers which had been omitted from previous minutes. Donna cited Roberts Rules indicating that corrections to the minutes can be made at any time. Caryn moved to make the electronic business from February 22, 2012, part of the February 25, 2012 meeting minutes. Second. Motion passed.

Sue Genin resigned her position on the Board, effective immediately. Mary stepped in as temporary Secretary.

Nominations were opened for the position of President for the term beginning December 1, 2012 – November 30, 2013. Pam Doolittle was nominated and accepted the nomination.

Mary Hanneman was nominated and accepted the nomination. Voting was completed by written ballot. Diane, serving as teller, reported 7 votes for Mary, 3 votes for Pam and 2 abstentions.

Pam asked for volunteers to serve on an ad hoc committee to clean up the bylaws.

- Instructor's Certification Program: Stephanie reported that there were two open spots for all three workshops and 1 spot for the lunging workshop. Planning is going well with SunFlower Farm and Sarah Geikie, the instructor. There will be a call for volunteers and home-baked treats.
- Jr./Yr Clinic: Pam clarified the role USDF will play in the clinic due to an unplanned medical leave by the USDF clinic liaison. We may need to handle transportation for Jeremy and walk-in registration.

ACTION ITEM: Pam will work with Angela on 9/21/12 to secure WDCTA day insurance. Pam will put out a call for volunteers in her October president's message.

- Awards Program: Pam reported on behalf of Cindy Riffle that we have 52 members participating in the awards program for 2012.
- Scholarships Program: Two scholarship requests were submitted and were reviewed by the Scholarship Committee. The committee recommended granting a \$250 scholarship to Kate Van Sicklen to be used for the Instructor Certification Program. The committee recommended the second request not be granted at this time. Nicki made a motion to accept the committee's recommendations. Seconded. Motion passed.

The Scholarship Committee also recommended adding the following underlined language to the current scholarship program eligibility description "Any WDCTA member, who has been a member for at least two full consecutive membership years and completed at least 10 hours of volunteer service is eligible to apply for the scholarship." Nicki made a motion to accept the language addition. Seconded. Motion passed.

ACTION ITEMS: Mary will revise scholarship documents to reflect new language. Angela will provide Kate Van Sicklen with \$250 credit for the Instructor's Certification Program.

- Newsletter: Caryn and Stephanie reported that some past newsletters are now on the website. There was discussion about how much information to share online and how to handle calendar requests for non-WDCTA sponsored events. Caryn made a motion that any non-WDCTA sponsored event needs to have Board approval before being posted on the Calendar of Events. Seconded. Motion passed.

Old Business

- 2012 Annual Meeting: Mary reported that she has been gathering cost information from two Madison hotels and two WI Dells hotels for our previously established date of March 2, 2013. She recommended inviting Hilary Clayton as our keynote speaker. Nicki made a motion that we consider adding a speaker to our 2012 annual meeting plans. Seconded. Motion passed.

ACTION ITEM: Mary to contact Hilary. [Post meeting note: Dr. Clayton is not available for the 2012 annual meeting; however would be willing to work with us on a date for first quarter 2014.]

- 70% Club: Discussion tabled until November.
- Officer PDs & Policy Manual: Discussion tabled until November.

Tabled Business

- Member of Year: Pam provided a draft of a nomination/selection procedure. Donna provided another idea from the Virginia Dressage Association featuring awards for anybody who volunteered a certain number of hours. Nicki made a motion to table discussion until November. Seconded. Motion passed.

New Business

- Volunteer Service for Members from Ken Borden Jr.: Mary reported that Ken has volunteered his services to present WDCTA member horses in-hand at shows and inspections that he will be attending in 2013 at no charge. The Board expressed appreciation for Ken's offer, noting the very limited number of members with this need. The Board asked if Ken would be willing to, instead, present a Ride & Review Clinic or a Jr/Yr clinic, which would be available to a wider audience. ACTION ITEM: Mary will check with Ken.
- Open Officer Positions: Pam reported that we need nominations for one Member-At-Large position for 2013. She would like to see nominations from an un-represented or under-represented part of the state.
- USDF Annual Meeting: Pam presented a budget for our representative to attend the 2012 USDF meeting in New Orleans. Nicki made a motion that the Board approved expenses not-to-exceed \$2000.00 (which includes \$100 for the GMO basket). Seconded. Motion passed.
- GMO Basket for USDF Meeting: Pam asked the chapters to get their donations for the basket to Mary or, if cash, to Angela. State has budgeted \$100 for basket. [Post meeting note: SW donated \$100; KM donated a Penzey gift basket; UP donated their chapter cookbook.]
- Reimbursement Policy/Procedure for Volunteers: 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 (meals, 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. Seconded.

Angela provided written concerns reimbursing beyond mileage at the charitable rate.

Mary made a motion to table discussion until a future meeting when Angela could be present. Seconded. Motion passed.

- Global Dressage Forum: Pam presented a proposal from Andreas Stano offering WDCTA an "educational partnership" in exchange for advertising the event in our newsletter and on our website. In exchange, WDCTA members will receive a 15% discount on their tickets

and WDCTA will receive advertising before and during the event. Donna made a motion that WDCTA become an “educational partner” for the event. Seconded. Motion passed. ACTION ITEM: Pam will sign contract and provide copy to Mary.

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

Meeting adjourned at 9:50 pm.

Post-Meeting Electronic Business

- Sept 20, 2012: Caryn submitted a request to post the four 2013 Gerd Zuther clinic dates at Touchstone Farm on the non-WDCTA sponsored event calendar. Request approved by majority.
- Oct 24 & 25, 2012: Stephanie made a motion to prepay for the domain name WDCTA.org for 5 years, at a cost of \$250.00. Seconded by Caitrin. Motion passed.

Electronic Business Omitted from February 25, 2012 Meeting Minutes

- Feb 22, 2012: Stephanie made the motion to accept the 2012 slate of officers as listed in Pam’s email:
 - President – Nominated: Pam Doolittle, accepted for a period of one year
 - Vice President – Mary Hanneman
 - Secretary – Sue Genin
 - Treasurer – Angela Genin
 - Membership – Diane Brault
 - Historian – Anne Zaharias
 - Newsletter – Caryn Vesperman
 - Webmaster – Stephanie Severn
 - Member-At-Large – Nicki Butler
 - Member-At-Large – Open
 - Member-At-Large – Open
 - SW Chapter President – Donna Thomas
 - SW Rep – Heather McManamy
 - Kettle Moraine Chapter President – Carol Hines-Stroede
 - Kettle Moraine Chapter Rep – Joann Williams
 - UP Chapter President – Kathy Caspary
 - Central Chapter President – Open
 - Eastern Chapter President – Open
 - Northeast Chapter President – Open
 - Northern Chapter President – Open
- Seconded. Motion passed.

Submitted by,
Mary Hanneman