



**Wisconsin Dressage and Combined Training Association
(WDCTA)
State Board Meeting—Minutes
June 8, 2020**

Call to Order: 7:07 pm

Location: Conference Call

Attendee	Y/No	Attendee	Y/No
President – Stephanie Severn	Y	SW Chapter President – Haley Madden	Y
Vice President – Haley Madden	Y	SW Chapter Rep – Mary Barr	Y
Secretary – Melinda DeLuca	Y	SW Chap Alternate–Rachel Olson	N
Treasurer – Mary Hanneman	Y	KM Chapter President – Melinda DeLuca	Y
Membership – Diane Brault	N	KM Chap Rep – Morgan Winter	Y
Newsletter – Caryn Vesperman	Y	KM Chapter Alternate – Becky Rutkowski	N
Webmaster- Stephanie Severn	Y	UP Chap President – Donna Destrampe	Y
Member-At-Large – Nicki Butler	Y	UP Chapter Alternate – Tina Ozanich	N
Member-At-Large – Sue Genin	N	JR/YR Rep – Mary Barr	Y
Member-At-Large – Carol Hines-Stroede	Y	Communications (WHC rep)- Stephanie Severn	Y
Central Chap President –Cari Schmidt	Y	Awards Chair– Marie Caldwell	Y
Central Chap Alternate- Corey Winkler	N	Past President – Mary Hanneman	Y
Kathy Caspary	N		

SW- Southwest, KM – Kettle Moraine, UP – Upper Peninsula

Agenda

Carol moved to approve agenda. Motion seconded by Donna, passing unanimously.

Reports

A. Treasurer – Mary Hanneman

The following reports were reviewed.

- Check register to-date
 1. Check register was reviewed noting that insurance refunds for umbrella policy, Laura Graves Symposium and June Ishoy clinic have not yet shown on check register. (Insurance for chapter events are prepaid by the state then reimbursed by the chapter holding the event.)
- Income Statement to-date
 1. Income was down slightly which may be due to members joining later in the year when show season starts.
- Balance Sheet
 1. Check register balanced with UWCU (bank) balance as of 6/6/2020

Insurance

- Cancelled umbrella policy reducing insurance costs from \$1800 to \$1340.
- Insurance requests for events must be submitted at least 2 weeks in advance. W-9 submittals are to be mailed (not emailed) to Treasurer to ensure confidentiality of information.

Awards Expense Summary

- The cost summary for the awards program was reviewed. The cost was slightly under budget.
- The annual meeting and awards presentation was a conference call in March due to state COVID-19 shutdown. Typically awards are presented during the awards presentation. Awards therefore were obviously not presented to award winners since the awards presentation was a conference call. Most of the awards were hand delivered to avoid shipping costs. One award needed to be shipped due extensive drive time.

B. Secretary—Melinda DeLuca

- Nicki made separate motions to approve Feb 17, March 15 and March 25 minutes. Seconded by Carol (Feb 17), Mary H (March 15) and Mary Barr (March 25). All motions carried to approve the minutes.

C. Membership – no update

D. Governance—Stephanie Severn

- Mission statement committee was established for the purpose of developing a mission statement. The committee includes Haley, Caryn and Mary Barr.

Action item: Develop mission statement.

- Strategic Succession Planning

The concern is that if a volunteer is unable to perform the tasks of their position would another person be able to step-in to perform the required tasks. Key positions include President, Membership Chair, Webmaster and Newsletter Editor. A review of the job descriptions in the WDCTA Policies document may be needed to determine if additional information is required. Committee established is Donna, Melinda and Stephanie.

- **Action Item:** Donna D, Stephanie, and Melinda to start to develop preliminary financial procedures for either job description or policy & procedures.

E. Website

- Advertising rates to be reviewed to determine if an increase is in order. Discussion tabled until next meeting.
- A trial was run on the website to determine usage.

F. Newsletter

- Receiving positive emails regarding articles.
- Continue to need more submissions

G. Awards Program

- Three main changes and clarifications were presented.
 1. Two of the three scores for dressage must be recognized USDF shows.
 2. Clarify that the Maiden award refers to the horse.
 3. Will not require that schooling show be recognized by WDCTA but you must ride under the appropriate level judge.
- Schooling show calendar submission form requires some changes for clarification.
- Nicki moved to approve the awards program changes for 2020 as presented. Motion seconded by Marie. Motion carried.
- **Action Item:** Caryn to write article for posting on the website. Completed

H. Chapter Reports (due to COVID-19 pandemic events being cancelled)

- SW
 1. Laura Graves Symposium rescheduled until 2021
- KM
 1. Clinic with Emily Rose – Activate your Horse Core (completed)
 2. Painting social event – cancelled.
- Central
 1. July schooling show
- UP
 1. Meeting to develop plan for 2020 events.

I. Jr/YR – Mary Barr

- To Date no applications have been received for the Youth Challenge program.

J. Communications

- **Action Item:** Cari to update Facebook policy to allow posts for other GMO events.

K. Horse Council- Stephanie

- June meeting likely to be cancelled.

L. Scholarship – Haley

- No updates

On Going Business

A. Policies and Procedures

- Event Guidelines - Incident Report Form
Nicki moved to approve the incident report as presented. Motion seconded by Carol. Motion carried.
Action item: Melinda to update WDCTA Policy procedure to include the incident report.

B. Annual Meeting & Awards – Cari Schmidt

- Include information in the newsletter

C. Making of Banners – Mary Barr

- Discussed the idea of making banners for WDCTA events. Due to shutdown banners are not available for being made.

New Business

A. Midwest Horse Fair- Cari

- Applications are now being taken for 2021. Melinda made a motion for the submittal of an application for 2021 Midwest Horse Fair. Seconded by Mary H. This motion does not confirm or commit funding only the application. Motion carried.

2020 Future Meeting Dates

- A. None at this time

Future Dates

USDF Conventions:

- 2020 Omaha, NE
- 2021 Houston, TX

Adjournment

Nicki made motion to adjourn meeting, seconded by Melinda passing unanimously.

Minutes respectfully submitted by: Melinda DeLuca