



**Wisconsin Dressage and Combined Training Association
(WDCTA)
State Board Meeting—Minutes
Nov 9, 2020**

Call to Order: 7:02pm

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	Y	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	N	UP Chapter Alternate – Tina Ozanich	N
Member-At-Large – Sue Genin	Y	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	N
Central Chap Alternate- Corey Winkler	N	Past President – Mary Hanneman	Y
Kathy Caspary	N	Awards Committee – Joann Williams	Y

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

Agenda

Mary Hanneman moved to approve agenda with the addition of an update on the SW chapter and state bank account separation. Motion seconded by Donna, passing unanimously.

Reports

A. Treasurer – Mary Hanneman

The following reports were reviewed:

- Check register to-date
 1. Check register reviewed
- Income Statement to-date
 1. Reviewed. Income and spending nearly equal at this time.
- Balance sheet
 1. Reviewed
- **Action Items:**
 1. Taxes due May 15, 1099s due to be mailed by Jan. 31
 2. W-9 forms need to be sent to Mary Hanneman before Dec 31 .

3. Chapter treasurer reports need to be sent to Mary Hanneman by middle of February. Chapter Treasurers and Presidents should watch for an email with details from Mary H in early January.

- Website private registration was paid on PayPal.
- Banking:
 1. Bylaws require chapter bank accounts to be separate from the State account. SW and state accounts will be separated after elections and new membership year (Dec 1st), plan to complete in December after chapter and state elections finalized and meeting minutes are approved.
 2. Mary H reported for the club to have a credit card, the Board would need to agree to take on debt on behalf of association, and bylaws would need to be update to state such. Mary estimates we would need at least a \$5000 limit to cover charges that happen at year end such as membership renewals with USDF and the purchasing of awards for the awards program. She recommends we put the credit card acquisition on hold for now and instead, open up a separate savings or money market account for the State in order to protect our cash reserves while we continue to use the debit card or PayPal to make purchases online.
 3. Mary Hanneman moves: “to move state WDCTA checking account to a separate account from the SW chapter, and open a state saving account (or money market) account.” Carol seconded the motion. Mary H reported that a detailed discussion with both SW members and some board members occurred previously at a SW meeting, so the SW Chapter is aware this is coming. Motion carried.
- Diane moved to approve the Treasurer report. Haley seconded the motion. Motion carried.

B. Secretary—Melinda DeLuca

- Mary Hanneman made a motion to approve the Oct 12, 2020 minutes. Seconded by Carol. Motion carried to approve the minutes.

C. Membership – Diane Brault

- Diane moves to change the Help Grow Our GMO annual date to Dec 1st and ending Nov 30th with the same rules as previous year. Mary H seconded. Diane abstained from voting. Motion carried.

D. Governance—Stephanie Severn

- Chapters need to conduct elections for chapter officers by November 15.
- Board of Directors Elections will be held in another November meeting. **Post Meeting Note:** Meeting scheduled Nov 19, 2020 via email, meeting will be a conference call.
- Awards Committee to determine date and time of Annual meeting and Awards Presentation. **Post Meeting Note:** Caryn moves via (email Nov 13th) that: “WDCTA has its 2020 virtual awards and annual meeting at 3:30 pm, Saturday, Mar. 6, 2021.” Melinda seconded motion on Nov 13th. Motion carried via email voting ending by Nov 24th.
- Strategic & Succession planning

- A review of each board member job description was requested to add critical dates and details pertaining to the position so that if a replacement individual is needed it is clear as to what is required.
- Job descriptions contained in the WDCTA Policies. **Action Items:**
 - President – Add “President to submit to USDF by required date for membership and GMO awards applications.”
 - Treasurer – Revise to include adherence to currently being written Financial Policies and Procedures.
 - Policy Change - Correct the first sentence to include both Board members and Executive Officers.
 - Membership – Add information about USDF deadlines about initial roster, timeframe for payments and updates of roster. Delete sentence about sharing roster information.
 - Newsletter – Add to item 9 social media coverage
 - Member- at- Large – no change
- GMO officials update and initial roster are due to USDF before December 1. **Action Item:** Stephanie to send WDCTA 2021 officials update to USDF after WDCTA elections, Diane to send initial 2021 membership roster. **Post Meeting Note:** Both completed.

E. Website.

- Additional web domain and private registration renewals are coming due for renewal in early 2021 for widressage (org and com) and wisconsindressage (org and com).
- 2 renewals already occurred (Nov 6) as they were set to auto-renewal with our registrar due to that wdcta.org is our main domain used for the association:
 1. Wdcta.org domain renewed for 3 years; \$119.97
 2. Wdcta.org private registration renewed for 2 years; \$29.98

F. Newsletter

- Please send in articles or photos

G. Awards Program

- Joann reported on the number of award scores submitted to date.
- 2021 Awards committee volunteers confirmed as Mary H, Caryn V, and Joann W, to be confirmed with board elections. The chairperson needs to be decided prior to Nov 19th meeting. **Post Meeting Note:** Chairperson is recommended to become Joann Williams

H. Chapter Reports (due to COVID-19 pandemic, most events have been cancelled or postponed and meetings either conference calls or virtual.)

- SW
 1. Working on possible date for Laura Graves symposium
- KM
 1. Meeting for elections planned tomorrow
- Central
 1. Planning on Annual 2021 schooling show
- UP
 1. Planning schedule

- I. Jr/YR – Mary Barr
 - Tentative date for 2021 Ride-a-Test is May 16th
 - Considering natural horsemanship clinic
- J. Communications
 - No updates
- K. Wisconsin Horse Council- Stephanie
 - WHC board questions if 2021 Midwest Horse Fair will happen due to situation with Dane county and the facility, we should know no later than early December.
Post Meeting Note: The fair has been cancelled for 2021.
- L. Scholarship – Haley
 - No activity

On Going Business

- A. Financial Policies and Procedures – Donna, Stephanie, Mary H
 - Work continues – no updates at this meeting
- B. 2021 Midwest Horse Fair
 - No update on whether the Midwest Fair will be held 2021. The Alliant Energy Center Pavilion One is currently being used for public COVID testing location for Dane County.

New Business - none

2020 Future Meeting Dates

- A. Nov 19th
- B. Dec 10th

Future Dates

USDF Conventions:

- 2020 Omaha, NE – Changed to all-virtual event
- 2021 Houston, TX

Adjournment

Mary H made motion to adjourn meeting, seconded by Carol passing unanimously.

Minutes respectfully submitted by: Melinda DeLuca