



**Wisconsin Dressage and Combined Training Association  
(WDCTA)  
State Board Meeting—Minutes  
Sept 15, 2020**

**Call to Order: 7:01 pm**

**Location: Conference Call**

<b>Attendee</b>	<b>Y/No</b>	<b>Attendee</b>	<b>Y/No</b>
President – Stephanie Severn	Y	SW Chapter President – Haley Madden	Y
Vice President – Haley Madden	N	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	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		

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

**Agenda**

Mary Hanneman moved to approve agenda with slight change in the order. Motion seconded by Carol, 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. Berkley Equine insurance to provide a refund for canceled October events. Post meeting Note: Completed.

**B. Secretary—Melinda DeLuca**

- Nicki made a motion to approve the June 8, 2020 minutes. Seconded by Carol. Motion carried to approve the minutes.

### C. Membership – no update

### D. Governance—Stephanie Severn

- Chapter presidents were reminded the chapter officers need to be elected in October with election results sent to Stephanie by Nov 15<sup>th</sup>.
- Accounting and Policies Procedure
  - Reviewed an initial rough draft document provided by Donna on Financial Policies and Procedures. The decision was made to separate this document from the other policy document due to the importance of IRS regulations on non-profits. The presented document overlaps current issues in the existing policy procedure. The best approach therefore may be to refer to the financial policy within the current policy so that information is checked and validated in only one location.

Need to also include information about a fraud protection plan and separation of financial duties.

Information about PayPal payments and banking information needs to be included. Consider changing from debit card to a credit card. A credit union bank is approved for use by a non-profit. **Action Item: Mary H to provide PayPal and banking information.**

- Strategic & Succession planning
  - A review of each board member job description was requested. **Action Item: Melinda to send out the WDCTA policy for board members to review their job description. Word document will be set up to track changes.**
- The Dressage Foundation
  - An email was received by Stephanie requesting that each GMO create a TDF GMO Liaison to help spread the information about the Foundation. The concern is that we have already have a difficult time recruiting volunteers for WDCTA activities let alone the ability to recruit volunteers for another organization. It was decided to make a posting in the newsletter. **Action Item: post information in newsletter about TDF request for volunteers.**
- COVID Liability (discussion of issue took place during chapter updates but noted under Governance for follow-up purposes.)
  - The WDCTA waiver may need to be reviewed to include coverage for “any communicable disease”. **Action Item: Stephanie to see about adding to waiver. Mary to discuss with Excalibur. Post meeting note: Excalibur stated that “insurance companies do not get involved with making suggestions on Release Forms. They only suggest that you consult an equine attorney for the best release possible. Whenever you have decided on the language you will use, please forward a copy to send to StarNet for your file.**

As you know, all insurance policies have an exclusion for communicable diseases.” Copy of updated WDCTA release has been sent to StarNet ,

E. Website

- Advertising rates for the website and newsletter were reviewed. No changes are recommended at this time.
- Various website software was renewed. Our website hosting company merged with another, creating some difficulties during their transition, and some changes had to be made.

F. Newsletter

- No lead article for next month. Please send in articles or photos.

G. Awards Program

- The awards committee was corrected to include Marie Caldwell, Caryn Vesperman, Joanne Williams, and Mary Hanneman.

**Action Item:** Confirm awards income of \$1,245. **Post Meeting Note:** Completed/Confirmed.

H. Chapter Reports (due to COVID-19 pandemic, most events have been cancelled or postponed)

- SW
  1. Laura Graves Symposium postponed until 2021. Still working on confirming a final date with LG and Alliant Energy Center.
  2. Capital Mini Event scheduled for Oct 17-18 and the format for this year will be an eventing derby.
  3. 2<sup>nd</sup> Young Rider eventing clinic went well with a few more riders than the previous clinic.
- KM
  1. No further activities
- Central
  1. Held two eventing clinics with three riders each.
  2. Schooling show cancelled.
- UP
  1. No activities

I. Jr/YR – Mary Barr

- To Date no applications have been received for the 2020 Youth Challenge program.
- Ideas to increase Young Rider memberships included:
  1. Market GMO so becomes more interesting to kids.
  2. Consider “Meeting with Judge” to help improve dressage scores.
  3. Consider offering a Ride a Test and Fix a Test with a judge:
    - Caryn offered to be the judge. Mary Barr to work with Caryn on ideas for next spring.

J. Horse Council- Stephanie

- Not able to get on call last month (August)

K. Scholarship – Haley

- No updates

**On Going Business**

A. Policies and Procedures

- Overdue account policy may need to be added to accounting policies.

B. 2021 Midwest Horse Fair

- Sent in application will hear back if accepted 1<sup>st</sup> week of November.

**New Business**

**2020 Future Meeting Dates**

- A. None at this time, watch for email for doodle poll to schedule future dates.

**Future Dates**

USDF Conventions:

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

**Adjournment**

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

Minutes respectfully submitted by: Melinda DeLuca