



**Wisconsin Dressage and Combined Training Association  
(WDCTA)  
State Board Meeting—Minutes  
April 19, 2023**

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

**Location: Zoom Meeting**

<b>Attendee</b>	<b>Y/No</b>	<b>Attendee</b>	<b>Y/No</b>
President – Melinda DeLuca	Y	SW President – Becky Bebbler-Wells	N
Vice President – Sandra Malott	Y	SW Chapter Rep – Susan Walsh	Y
Secretary – Melinda DeLuca	Y	SW Chap Alternate – Marie Stewart	Y
Treasurer – Mary Hanneman	Y	KM Chapter President – Becky Rutkowski	Y
Membership – Diane Brault	Y	KM Chapter Alternate – Cindy Husar-Marschke	N
Newsletter – Caryn Vesperman	Y	UP Chap President – Donna Destrampe	Y
Webmaster- Stephanie Severn	N	UP Chapter Alternate – Lynne Madison	N
Member-At-Large – Cindy Riffle	N	JR/YR Rep – Open	N/A
Member-At-Large – Morgan Winter	Y	Communications (WHC rep)- Melinda DeLuca	Y
Member-At-Large – Carol McKinnon	N	Awards Committee Chair – Joann Williams	N
Central Chapter President – Jenna Staffaroni	N		
Central Chapter Alternate- open	N/A		

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

Sandra made a motion to approve agenda. Motion seconded by Mary Hanneman, passing unanimously.

**1. Treasurer - Mary Hanneman**

The check register, Investors Advantage register, income statement and balance sheet were reviewed. The WDCTA yearend financial summary, which included all the chapters plus State, was also reviewed. Each chapter is responsible for managing their own chapter funds but all are combined in the financial summary for tax purposes and reported under one Tax ID number.

Sandra purchased the member of the year award and will send the receipt to Mary for reimbursement.

**2. Secretary – Melinda**

Shelly Reichart made an email motion to approve the Annual meeting minutes. The motion was seconded by Jacqueline Zimmerman. Email voting passing the motion occurred from March 24<sup>th</sup> to March 27<sup>th</sup>.

3. Educational Zoom Meetings –Melinda

The “Changes to the 2023 Tests” zoom presentation is scheduled for Tuesday April 25<sup>th</sup> at 7 pm Central time. The presentation by USDF was available for GMO’s to download for use. Caryn as a “r” judge volunteered to make the presentation. Work will need to begin on other ideas for Zoom education presentations.

4. Volunteers

Mary Hanneman has been the State treasurer for the last 4 years and plans to continue until the end of 2023. We thanked Mary for all her volunteer work. Morgan Winter volunteered to become the State treasurer beginning with the 2024 membership year. Morgan, Mary, Donna and Melinda will continue work on the financial policy which will describe the details of the treasurer’s volunteer work. Joann Williams has been the awards committee chair for several years and will continue until the end of 2023. Thanks to Joann for her work on the awards program. Mary also helped by making an Excel spread sheet with the award results. She sends it every year to Melinda to help her make the awards presentation. Sandra Malott has volunteered to be the awards committee chair beginning with the 2024 awards program.

5. Policy Revisions – Melinda

- A. Financial Policy – WDCTA’s Financial Policy as a guide to oversee the financial aspects of the organization and a guide for the Treasurer. No update was made.
- B. Privacy Policy – Consider to only send rosters to Presidents (state and chapter), State VP, State Secretary, Newsletter, Treasurer and Webmaster as a way to improve privacy policy. Work on this issue will need to continue in the next board meeting.

C. Membership Refund Policy

The current policy refund statement is as follows:

- 1. Over-payment of membership dues will be considered a donation to WDCTA; therefore, no refunds will be given.

The refund policy needed to be discussed so appropriate refunds of payments could be made. The over-payment issue refers to a member paying more for the membership fee than required. One example of a situation where a member might be granted a refund is if a member joins twice during a membership year by mistake. The policy was discussed and a motion was made by Sandra to approve the revision as noted below. Diane seconded the motion. The motion passed unanimously.

**Revision:** 1. Over-payment of membership dues will be considered a donation to WDCTA unless a payment error is made; otherwise, no refunds will be given.

Melinda will update the policy and send to Stephanie to post on the website.

6. Virtual Horse Show - Melinda

Melinda developed a draft virtual show document which was reviewed. Additional information and clarifications were made on the document during the meeting. Other GMO's are contracting with Virtual show companies. Since we do not know how many riders may participate, a volunteer (Melinda) will manage the show. To use PayPal payments would require several hours of website revision work, therefore mail in checks will be used for payment for now. A judge, either a WDCTA member or non-member, may be paid \$10/ test to review the videos, score the tests and provide written score sheets. It was then discussed that Caryn Vesperman will be the judge for the first virtual show in June. The virtual show entry form will be posted on Facebook, the website and in the newsletter.

Post meeting note: Caryn and Melinda added additional clarifications on the virtual show entry form after the meeting. Melinda and Donna reviewed the WDCTA bylaws to confirm a member may be paid after it is presented to the board of directors and approved.

Post Meeting Online business: Marie Stewart made an online motion on May 4<sup>th</sup> that we approve paying Caryn Vesperman and the various fees listed (the judge \$10/score sheet, buying ribbons and paying for mailing the score sheets with the ribbons) for the virtual show. The motion was seconded by Sandra on May 4<sup>th</sup>. The board meeting attendees of the April 19<sup>th</sup> meeting carried the motion.

7. Membership - Diane

The updated roster with the added memberships was reviewed. The current membership is 133 members.

The USDF volunteer program was briefly discussed. Diane may write an article about the program for the newsletter.

8. Website

Stephanie was able to set up the use of a password for the WDCTA website. The use of a website password is under consideration for a privacy policy.

9. Newsletter- Caryn

Letters to the Editor for inclusion in the eQuester newsletter are welcomed and encouraged, when a signed letter is submitted to the editor on a topic that concerns or may interest our membership. Caryn received a letter in which the writer wanted published in the newsletter, while remaining anonymous. The Letter to the Editor was negative about an issue WDCTA has no control over. The board decided this proposed Letter to the Editor on a topic WDCTA isn't involved with, nor has any control over, will not be included in the newsletter.

10. This was the first year we did not charge members for attending the Annual meeting and 2022 Awards presentation. The total cost was \$270.

## 11. Chapter Updates

### Southwest Chapter – Marie Stewart

- a) 11 riders for Laura Graves symposium event,
  - 1. need volunteers for weekend,
  - 2. Diane will be taking photos

### Kettle Moraine Chapter – Becky Rutkowski

- a) Working on a July clinic

Central – no Central chapter member attended the meeting to provide information

### Upper Peninsula – Donna Destrampe

- a) Nothing to report at this time

Sandra made a motion to adjourn the meeting. Motion was seconded by Mary. Motion carried.

Minutes submitted by Melinda DeLuca Secretary and President

### Post Meeting Notes:

Susan Walsh made a motion to approve the minutes with an email on May 11<sup>th</sup>. Donna Destrampe seconded the motion on May 11<sup>th</sup>. Becky Bebber- Wells abstained from voting since she did not attend the meeting. The motion passed by voting from May 14<sup>th</sup> to May 16<sup>th</sup>.