



**Wisconsin Dressage and Combined Training Association  
(WDCTA)  
State Board Meeting—Minutes  
7:00 pm November 18, 2025**

**Call to Order: 7:04 pm**

**Location: Zoom Meeting**

<b>Attendee</b>	<b>Y/No</b>	<b>Attendee</b>	<b>Y/No</b>
President – Melinda DeLuca	Y	Member-At-Large – Celeste Pauli	N
Vice President – Stephanie Severn	Y	Member-At-Large – Donna Destrampe	Y
Secretary – Melinda DeLuca	Y	Member-At-Large - Heather Klopp	N
Treasurer – Morgan Winter	Y	Eastern Chapter President - Nicole Trapp	Y
Membership - Diane Brault	Y	Eastern Chapter Alternative - Tammy Risseuw	N
Newsletter - Caryn Vesperman	Y	Eastern Chapter Representative - Jessica Kaczmarek	Y
Webmaster- Stephanie Severn	Y	Communications (WHC rep) - Carol McKinnon	Y
Member-At-Large – Cindy Riffle	Y	JR/YR Rep – Open	N/A
Member-At-Large - Mary Hanneman	Y	Awards Committee Chair – Sandra Malott	N
Member-At-Large – Carol McKinnon	Y		

**1. Call to Order and Approval of Agenda**

Mary moved to approve the agenda. Cindy seconded. **Motion passed unanimously.**

**2. Treasurer - Morgan**

- Membership fees are being deposited.
- The association name change is in progress with the bank and IRS.
- Signers on the association's bank accounts will be updated to remove the exiting president as signer on the accounts and add the incoming president. The necessary paperwork to make this happen will be completed via DocuSign, a Digital application.
- No other significant changes to the financial report.

### 3. Secretary - Melinda

- Mary moved to approve the October 20, 2025, board meeting minutes as amended. Jessica seconded. **Motion passed unanimously.**
- Melinda has several boxes of historical notes, photos, and trophies.
  - Melinda and Carol will review the contents together, determine what should be retained or discarded, and consult the board with any questions.
  - Carol will continue storing what is left in the boxes.
  - Old trophies will be offered to sponsors; if not claimed, they will be discarded.
- All meeting minutes, rosters, newsletters, and annual meeting records from the past 12 years are saved on flash drives. Melinda will transfer these to Carol.
  - Recommendation: Board meeting minutes should be retained permanently; IRS requires financial records for 7 years.
- Carol will take over the Zoom account and will be responsible for sending meeting links, starting meetings, sharing documents, and (in the future) using Zoom AI Companion to assist with note-taking and drafting minutes.
  - Carol's new Zoom email: secretary@widressage.org
- Diane has communicated the association's name change to USDF.
- Members-at-Large elected by the membership for two-year terms: Cindy Riffle, Mary Hanneman, Celeste Pauli, Heather Klopp, and Melinda DeLuca.

### 4. Membership – Diane

- Membership roster is updated.
- A fillable PDF membership renewal form is available on the website.

### 5. Policy Reviews

#### Financial Policy

The updated financial policy was emailed to all board members for review.

Carol moved to approve the revised financial policy. Jessica seconded. **Motion passed unanimously.**

#### Voting Policy

- The new policy will be titled "Voting Policy" and placed after Section H (Expenses) and before Section J (Meeting Minutes).
- A test ballot will be sent to board members via the survey tool before distribution to the full membership.

Mary moved to approve the Voting Policy as presented. Diane seconded. **Motion passed unanimously.**

### 6. Newsletter

Caryn and Stephanie will advertise the open position of newsletter editor on the website, Facebook, and in the newsletter.

Caryn will remain listed as the USDF contact until a replacement is found.

### 7. USDF Convention – Nicole Trapp

Nicole will attend as the WDEA representative (Wednesday afternoon through Saturday afternoon).

- She will rent a car and submit fuel receipts for reimbursement.
- Proposed convention budget: \$1,695.60

Cindy moved to approve the budget. Jessica seconded. **Motion passed unanimously.**

Nicole is assembling a WDEA gift basket (large grooming tote filled with horse items and Wisconsin mementos).

### 8. Eastern Chapter Update – Nicole

No new updates since the October meeting.

### **9. Logo and Name Change Update – Caryn**

The rollout of the new name (Wisconsin Dressage and Eventing Association) and logo is progressing well. Board members should notify Caryn or Stephanie of any missed updates on the website or documents.

### **10. Survey Update – Caryn**

The membership survey will first be tested with board members via SurveyMonkey before being sent to the full membership.

### **11. Show Awards Program Revisions for 2026 – Celeste & Caryn**

(Celeste not present – deferred)

### **12. Website Update – Stephanie**

- Website and Facebook pages are being updated with the new name and logo.
- wdcta.org domain renewal: January 2027
- The other four domains are due for renewal in March 2026.

### **13. Communications / Wisconsin Horse Council (WHC) – Carol**

- WHC membership dues are due in January.
- Carol has notified the WHC secretary of the association's name change effective December 1, 2025.

### **14. Annual Meeting Planning – Jessica and Nicole**

Two venue options were presented (both with on-site spas):

- **The Osthoff Resort & Spa (Elkhart Lake):** Food & beverage minimum of \$4,000 (negotiable down to \$3,500). Room rate approximately \$160 per night.
- **Grand Geneva Resort & Spa (Lake Geneva):** Food & beverage minimum of \$4,000. Room rate approximately \$199 per night. Jessica may be able to negotiate better rates.

The board discussed seeking business sponsors to help offset food costs in exchange for advertising in the newsletter and/or on the website. A date will be finalized as soon as availability is confirmed so a "Save the Date" notice can be distributed.

### **Next Meeting**

Mid-January 2026 (date TBD)

### **Adjournment**

Stephanie moved to adjourn. Jessica seconded. **Motion carried.**

Meeting adjourned at 8:44 PM.

### **Minutes respectfully submitted by:**

Carol McKinnon, Member-at-Large