



State Board Meeting Minutes

Date: January 20, 2026

Time: 7:00 pm

Location: Zoom meeting

ATTENDEE	PRESENT	ATTENDEE	PRESENT
President & Newsletter Editor: Caryn Vesperman	Yes	Member at Large & WHC Representative: Heather Klopp	Yes
Vice-President & Webmaster: Stephanie Severn	Yes	Member at Large & Awards Committee Chair: Celeste Pauli	Yes
Secretary: Carol McKinnon	Yes	Member at Large: Cindy Riffle	No
Treasurer: Morgan Winter	Yes	Eastern Chapter President: Nicole Trapp	Yes
Membership Recorder: Diane Brault	Yes	Eastern Chapter Alternate: Tammy Risseeuw	No
Member at Large: Melinda DeLuca	Yes	Eastern Chapter Representative: Jessica Kaczmarek	Yes
Member at Large: Mary Hanneman	Yes	GUEST(S):	No

Call to order : 7:01 pm

Approval of Agenda

Jessica K moved to approve the agenda. Celeste seconded. **Motion passed unanimously.**

Secretary's Report - Carol

Minutes from the November meeting were reviewed with one correction.

Diane moved to approve the November 18, 2025 minutes as corrected. Mary seconded.

Motion passed unanimously.

Treasurer's Report - Morgan

Morgan presented the financial status and recent expenses.

- Recent expenses included website renewal, insurance renewal, Midwest Horse Council membership renewal, and reimbursement for Nicole's USDF conference expenses.
- The 14-month special certificate is coming up for renewal in April 2026.
- The association ended the year with a small net loss of \$130.
- Adding cyber security protection to the insurance for \$150 annually was discussed.

Stephanie moved to add cyber protection for \$150 to the insurance policy. Jessica K

seconded. **Motion passed unanimously.**

Membership Recorder's Report - Diane

Diane reviewed membership status and administrative challenges.

- There are currently 62 members.
- Members who lapse for one year will be considered new members when they rejoin.
- There are ongoing issues with not receiving all online membership applications despite receiving PayPal payments.
- Morgan will check with the insurance company about requirements for code of conduct acknowledgement. Would publishing a code of conduct in the newsletter be sufficient?
- Diane and Caryn will review the membership roster and decide what minimal personal information is necessary to send to the appropriate board members.

Annual Meeting and Banquet Planning - Nicole & Jessica K

Nicole and Jessica K presented a preliminary schedule and budget for the annual meeting and banquet at Osthoff Resort, Elkhart Lake on March 14, 2026.

- The schedule was revised to remove the morning state board meeting and add a 30-minute annual membership meeting at 5:30 pm.
- Three speakers are planned for the afternoon, each will talk for 45 minutes with a 15 minute break in between sessions.
- A yoga session is planned for Sunday morning.
- Confirmed vendors include a tack shop, a boot vendor, a bodywork practitioner, and a custom saddle fitter.
- A flyer and a registration form will be created for the event.
- Options are being explored for signage and promotional items with the new association logo.
- Registration will be handled via check rather than an online payment.
- Budget estimates were presented with proposed costs of \$25 for members/\$45 for non-members for the education portion of the event and \$40 for members/\$60 for non-members for the banquet.
- A subsidy from the state board of \$4000 was requested to keep costs affordable for attendees.
- Board members' help soliciting silent auction items and sponsors for the event was encouraged.
- Jessica K will send to the board members a letter explaining sponsorship opportunities to hand out to potential sponsors.

Jessica K moved to approve a \$4000 WDEA subsidy for the annual meeting and banquet. Mary seconded. **Motion passed unanimously.**

Awards Program - Celeste

Celeste provided an update on the awards program.

- It was noted that enrollment was down considerably from previous years.
- There have been no recent entries for eventing awards.
- Some members have given feedback that they find the awards program rules complicated.

Tabled for a future meeting: Discussion on expanding to breed shows.

Member-at-Large Position - Caryn

The board discussed appointing Jessica Sims to the vacant member-at-large position. Stephanie made a motion to accept Jessica Sims as member-at-large upon her application and payment of membership. Jessica K seconded. **Motion passed unanimously.**

Caryn proposed a new approach to the member-at-large role.

- Suggested having the six members-at-large divide the state geographically and serve as liaisons to members in their assigned areas. The idea is that doing so could help members outside the Eastern Chapter feel more connected.
- Caryn will arrange a meeting with the members-at-large to discuss implementation.

Webmaster - Stephanie

Stephanie discussed website maintenance and the need for a website privacy statement.

- There is an upcoming Joomla upgrade and a template subscription renewal for \$69.
- A draft website privacy statement adapted from USDF's website was presented.
- Suggested having a lawyer review the statement pro bono.
- Suggested the possibility of having members sign releases for photos and information.
- Celeste will research the language for photo/information consent to be added to forms.

Caryn made a motion to reimburse Stephanie for \$69 for the Joomla template subscription.

Diane seconded. **Motion passed with Stephanie abstaining.**

Newsletter Editor - Caryn

- The Newsletter Editor position is still open.
- The annual meeting registration form will be included in the next newsletter.
- Board members are encouraged to write a profile of themselves and send to Caryn to be included in up-coming newsletters.

Member Survey Update - Caryn

Caryn will share results at the next board meeting.

- A drawing for a Dover Saddlery gift certificate worth \$50 will take place for members who filled out the survey and wanted to be in the drawing.

Next Meeting

February 2026 (date TBD)

Adjournment

Jessica K moved to adjourn. Mary seconded. **Motion passed unanimously.**

Meeting adjourned at 8:53 pm.

Minutes respectfully submitted by:

Carol McKinnon, Secretary