

# **Equestrians Institute Board of Director Meetings 2012, 2011, 2010, 2009**

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## **EI Board Meeting Minutes -- 4/1/2012**

### **Attendees:**

Diana Axness, Rebecca Chatfield, Gunn Cooper, Meika Decher, Maren Jensen, Indra Krastins, Lynn McGrew, Alison Moss

The Board meeting was called to order at 3:10.

### **2012 Budget**

#### **1. General Budget - Gunn Cooper**

Gunn reviewed the proposed General Budget for 2012 and compared it to the actual 2011 budget.

The Board discussed whether USDF dues should be in the General Budget or the Dressage Budget. Rebecca explained that, of the standard \$50 annual membership fee, \$20 goes to USDF and \$10 to Flying Changes. The consensus of the Board is that USDF dues remain in the General Budget. The Board discussed whether the ADS and USEA affiliate fees should also be included in the General Budget. Alison moved that the ADS and USEA affiliate fees be included in the General Budget; Meika seconded the Motion.

Vote: The attending Board members unanimously approved the motion.

The Board by consensus reaffirmed the \$3000 budget for software fees approved in 2010 but not yet spent.

Rebecca explain that the item for "Rental" is for the meeting room rented for Board meetings so that the meetings are more readily open to the membership.

The Board discussed the 2011 tack sale and the tack sale committee's desire to have some sort of automated inventory/tracking system. Net proceeds from a tack sale would supplement the General Budget.

E.I. does not yet have an estimate for the annual awards event. The consensus of the Board was that the budget should reflect a net cost not exceed to \$5000.

Rebecca moved that the Board approve General Budget as revised; Indra seconded the Motion.

Vote: The attending Board members unanimously approved the 2012 General Budget as revised.

#### **2. Eventing Division Budget - Meika Decher**

Gunn explained that she added insurance to the draft budget prepared by Eventing Division.

Based on the Board's earlier discussion, the \$125.00 fee for USEA affiliate was moved to the General Budget.

Meika and Gunn explained that the item described as "\$20,000 facility fees" is the lease with the Washington State Horse Park. The consensus of the Board was that this entry should reflect E.I.'s entire \$30,000 commitment since it may occur this year.

#### **3. Driving Division Budget - Diana Axness**

Gunn explained that the Driving Division's Budget is exactly as the Driving Division turned in, with exception of the ADS affiliate fee which, based on the Board's earlier discussion, is moved to General Budget.

Diana explained that the \$1,000 item described as "Other - auction" is donations, an not auction.

Dressage Division Budget – Lynn McGrew

Gunn explained that she added insurance and grants to the Dressage Division's proposed budget.

Alison moved that the Board approve E.I.'s 2012 Budget as revised; Meika seconded the Motion.

Vote: The attending Board members unanimously approved the 2012 Budget as revised.

Rebecca and Gunn reviewed the fact that the following actions require Board approval: (1) any deviation of more than 20% in a Division's entire budget; or (2) acquisition of a capital item of \$2,000 or more not included in the Division's approved budget.

The Board discussed whether E.I. should acquire a cargo trailer and if so, whether it should be cross-discipline. The Driving Division is also considering buying cargo trailer for its own use. The trailer could also function as a storage unit.

#### **4. P & P manual – Rebecca Chatfield**

Rebecca reviewed her goal to post the Policies & Procedures Manual on E.I.'s website by May 1. Some clean up and formatting changes are required. We need to compile the numerous attachments and include them.

When revisions are proposed, we will send an eFlash to the membership.

Because the standard Services Contract will be part of the Manual, it needs to be posted on the website for comment.

#### **5. Fundraising Opportunities – All**

The Board discussed various fundraising options, including a tack sale, an in person auction, an on-line auction, and a casino party.

#### **Division Updates**

#### **6. Eventing – Meika Decher**

Planning for the May Schooling Show is going well. The Division may need to buy some radios.

Meika gave an update on progress as the Washington State Horse Park, which is going well. The Pony Club has paid for a water jump. E.I. has provided portable jumps. The arenas have been fenced.

Meika reviewed the calendar for eventing events. The Eventing Division now has a Facebook page.

#### **7. Dressage – Lynn McGrew**

E.I. has entered into a contract with a Manager and a Show Secretary for the 2012 Chablis/Beaujolais and Champagne Classic shows. LouAnne McKown is the Manager; Kaye Phaneuf is the Show Secretary. Invitations are out for a Technical Delegate.

### **8. Driving – Diana Axness**

Diana asked whether E.I. needs insurance to cover attendees at shows who arrive before the official show time start. Gunn will check with E.I.'s insurance broker.

The TREC event on April 14-15 going well; it may be oversubscribed. The Driving division would like to work on the 2013 calendar to minimize conflicts between with the other Disciplines.

The Division is developing a hospitality plan, including a banner and a tent for volunteers.

The Division may have an opportunity to acquire a dressage arena through a donation or buying it at reduced cost. The Division has acquired cones.

### **9. Membership data sharing**

The Membership List does not always reflect individuals who have joined very recently. If a Division needs an update, it should contact Rebecca.

### **10. Donors and sponsors**

Rebecca reviewed the distinction between donors and sponsors. Donors give goods or funds; sponsors are buying a package of services.

If a donor contributes more than \$250 in value, E.I. needs to provide a tax receipt.

There will be a space on E.I.'s website where it can recognize donors and sponsors.

### **11. Archive project - Rebecca**

The archive project would interview E.I. "old timers" get stories, photos, etc. to produce a 30 minute video. It would require a good interviewer, an organizer/project manager, and a video production person. E.I. could show the video at its annual meeting.

### **12. Checkbook Authority**

The following individuals have authority to sign the indicated accounts:

Dressage Division Account: Lynn McGrew, Gunn Cooper

Driving Division: Diane Axness, Gunn Cooper

Eventing Division: Meika Decher, Gunn Cooper

General Account: Rebecca Chatfield, Gunn Cooper

### **13. Review of 2011 Tax Return**

The consensus of the Board is that it can review the 2011 tax return and communicate by email; an additional Board meeting is not necessary.

## 14. Facebook

The Board discussed who needs to be in administration on E.I.'s Facebook page. If one is not an administrator, he/she can still post items, but the new "timeline" format moves those posts to the side.

## 15. Insurance

Gunn reported that she asked E.I.'s insurance agent to contact American Bankers to try to obtain insurance for independent contractors who run E.I. shows. The agent did contact American Bankers, but American Bankers does not offer this coverage. Independent contractors wishing to have insurance will need to obtain their own professional liability insurance. The cost of such a policy is reported to be \$300-500/year, depending on the specifics of the coverage sought. The agent suggested that E.I. ask that it be named an additional insured on any such policy.

**Adjourned: 6:01 pm**

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## **E.I. Board Meeting Minutes      2/05/2011 Meeting**

Attendees:

Diana Axness, Rebecca Chatfield, Gunn Cooper, Meika Decher, Maren Jensen, Indra Krastins, Peter Larsen, Lynn McGrew, Alison Moss

### **1. Contact Information**

Rebecca passed out contact information for the Board and sidebar information for Flying Changes.

### **2. Review of Board of Directors Duties**

Rebecca reviewed the Board's duties which are described in the Policies & Procedures (P & P) Manual. The Board is responsible for overseeing legal, tax, and financial matters, including budgets, and the strategic vision of the organization. Several Board members discussed the need to report payments centrally so that E.I. can ensure 1099 tax forms are appropriately prepared.

### **3. Overview of Final Year End Financial Statements**

Gunn reviewed the 12-31-11 balance sheet for E.I., Profit and Loss for E.I., and the Profit and Loss for each Division.

**Dressage Division** - The General expense category was greater than budgeted due to allocating the cost of awards to each Division. The Board implemented this change in 2011, but awards were not included in the Division budgets for 2011.

**Driving Division** - The Driving Division made a small profit as compared to its break even budget.

**Eventing Division** - The Eventing Division made a greater profit than projected.

**General Division** - The Gerd Heuschmann clinic was included in the General budget because it was not discipline-specific. In addition, the expenses and income were run through the General account.

Rebecca explained that E.I.'s membership fees are not sufficient to cover the General Account (primarily Flying Changes, insurance, legal, postage, stationary, storage). The Board discussed fundraising options (e.g. auction,

tack sale, membership drive). Maren asked that discussion of fundraising options be placed on a future agenda.

#### **4. Master Calendar**

Rebecca reviewed the 2012 Master Calendar. The Board discussed venues for an awards banquet. Several Board members felt that the 2011 venue, the Northwest Arts Center, was somewhat "dry." The Board will discuss this item in more detail at its next meeting.

#### **5. Membership**

Peter moved that E.I. allow on-line membership joining/renewal. Peter explained that Paypal charges a 3% fee. He believes that the convenience is well worth the cost. It will be transparent to Kelsey Pritchett, our membership coordinator. Rebecca seconded the Motion.

Vote: The attending Board members unanimously approved the motion.

#### **6. Driving Division**

Diana gave the update. E.I. has re-joined American Driving Society (ADS) as an affiliate. Diana will gauge interest in Paypal at the ADS membership meeting on February 25, 2012.

The Division is busily planning its 6 events for 2012. One person will act as Secretary for all of the events. The Board discussed venues for Driving events and the acreage needs. Rebecca explained that E.I. will need to change insurance if the venue changes and that such a change generally requires 6 weeks.

#### **7. Eventing Division**

Meika gave the report and presented the Division's proposed budget.

Recognized shows will start at the Washington State Horse Park (WSHP) in 2013. In 2012, the Division will hold only schooling shows: two at WSHP and one potentially at Polestar.

Several revisions were made to the "fixed costs" category in the proposed budget, which reduced the projected net profit from \$4,302 to \$1,419. Alison moved the budget as revised be approved; Rebecca seconded the motion.

Vote: The attending Board members unanimously approved the Eventing Division's budget as revised.

Meika gave an update on the WSHP. E.I. money will be used primarily to construct the connector road.

Maren reported on USEA membership. E.I. members who indicate a discipline interest in eventing will receive USEA benefits. The Board discussed sending out an E-flash announcing this benefit. The Board discussed adding the USEA logo to E.I.'s website.

#### **8. Dressage Division**

Lynn presented the proposed budget. The budget is for 6 recognized shows and 1-2 schooling shows.

The Chardonnay show was initiated in 2011. Either the USDF or USEF requires that a recognized show be run for at least two years. The 2012 budget is based on the number of entries that are needed for the Division to break even and retain this event after 2012. If the event is not financially successful in 2012, it may be changed to a schooling show.

To be conservative, the L'Apertif show is reduced to one ring rather than two. The Division does not intend to cancel the show based on reported EHV occurrences in California.

Lynn moved that the Dressage budget be approved as proposed; Rebecca seconded the motion.

Vote: The attending Board members unanimously approved the Dressage Division's budget.

### **9. General budget**

The Board reviewed the budget for volunteer merchandise prepared by Colleen Jones. The budget Colleen prepared did not reflect the number of events the Driving Division now has planned. The Board determined that the budget should be increased to \$3,000. Maren moved that a \$3,000 budget for volunteer merchandise be approved; Rebecca seconded the Motion.

Vote: The attending Board members unanimously approved the motion.

### **10. Event Services Contract**

Rebecca reviewed the proposed standard form Event Services contract that she had circulated to the Board earlier in the week. Maren and Rebecca developed for the Board's consideration a standard contract that makes clear that the individuals E.I. pays to help run events acts as independent contractors, not employees, agents, or consultants. Pages 1-2 of the contract will be used by all Divisions. The appropriate Scope of Work will be attached. Each discipline will need to develop appropriate scopes of work for its events. At this time, the contract is not intended to be used for Technical Delegates or Judges.

Rebecca moved approval of the form contract. Meika seconded the motion. The Board discussed when the contracts should be used. The majority of the Board concurred that it should be used immediately.

Vote: The motion to approve the use of the form contract for any paid position starting immediately passed 8-1 with Peter voting against.

The contract will become part of the P & P Manual which will be posted on E.I.'s website and available for a 30 day comment period.

### **11. Agenda Items deferred to future meetings:**

P & P Manual.

**Meeting adjourned at 4:40 p.m.**

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## **E.I. Board Meeting Minutes 10/23/2011 Meeting**

### **Attendees:**

Rebecca Chatfield, Gunn Cooper, Meika Decher, Maren Jensen, Indra Krastins, Peter Larsen, Penny Leggott, Alison Moss

### **Present by Proxy:**

Tracy Garland (Rebecca Chatfield); Lynn McGrew (Rebecca Chatfield)

### **Others:**

Pam Connolly, Cindy Lee

## **1. Year End Financial Overview**

Gunn reviewed the 9-30-11 balance sheet for E.I., the 9-30-11 Profit and Loss for E.I., and the 9-30-11 Profit and Loss for each Division. In 2011, the costs of awards were included in the General budget. In the future, the costs of all awards will be included in each Division's budget. Insurance costs for events will also be included in each Division's budget beginning in 2012. Insurance costs attributable to the organization as a whole, such as Directors & Officers insurance will remain in the General budget. The results to date indicate that the Dressage Division broke even for the year. The Driving Division made a small profit. The Eventing Division made a profit. Penny had questions about some of the Eventing costs. Gunn will send her details. The Board also reviewed the upcoming Gerd Heuschmann clinic. 121 seats of 125 have been filled.

## **2. 2012 Board Nominations**

Tracy Garland is resigning at the end of her term in 2011. The Board expressed its appreciation for her contributions to the Board. Pam Connolly and Cindy Lee, both of whom participate in Combined Driving, expressed an interest in serving on the Board. Rebecca has reviewed with each of them the responsibilities of a Board member. The Board discussed whether E.I. should send a broadcast email to the membership soliciting interest in serving on the Board. The consensus of the Board was that E.I. has a sufficiently large and diverse Board at this time and that it should initiate that practice in 2012 at mid-year.

## **3. Overview of November 19, 2011 Events**

- a. Tack Sale. Rebecca advised that approximately 3,000 items have been donated or consigned. The Board discussed whether E.I. should accept payment in forms other than cash and agreed that it will accept checks.
- b. Educational talks. There will be education talks on the following topics: saddle fit, rider fear, biomechanics.
- c. Region 6 Mini-convention. The agenda is still in the works. Expected items include a discussion of whether there should be a national dressage competition and committee reports.
- d. E.I. Annual Meeting and Party.

## **4. WSHP Lease**

The Board reviewed the draft lease between E.I., the Washington State Horse Park, the Washington State Horse Park Foundation, and the Washington State Horse Park Authority. Meika explained that the 19 portable jumps to be installed in November, 2011 will allow E.I. to run events such as a derby and hunter pace, both of which have been scheduled. A schooling show and hunter pace are scheduled for May 5 2011; a schooling show and derby are scheduled for September 15, 2011. The Eventing Division's first recognized show at the Horse Park will be in 2013.

In order to place the draft lease on the table for discussion and possible amendments, Rebecca moved that the Board approve the draft lease. Maren seconded the motion. The Board then discussed amendments to the contract. Alison moved that the lease be amended to define the term "derby course." Meika offered to provide the definition. Maren seconded the motion. The Board unanimously approved the motion. Alison moved that maps of Parcels A and B be added to the lease as exhibits. Maren seconded the motion. The Board unanimously approved the motion. Alison moved that Section 2 of the lease be amended to state that the lease will run for 5 calendar years beginning in January of the year following suitable completion of the cross-country course. Maren seconded the motion. The Board unanimously approved the motion. Alison moved that a provision be added that the WSHP maintain the 19 jumps and courses in good working order for the term of the lease. Maren seconded the motion. The Board unanimously approved the motion. The Board discussed the Motion and by consensus agreed that, if WSHP has concerns with this provision, the Board will communicate electronically about a satisfactory resolution of the need for maintenance of the jumps and courses. With this understanding, the Board unanimously approved the motion. Alison moved

that the lease specify that a remedy for a breach of the contract by WSHP be return of the jumps. Maren seconded the motion. The Board unanimously approved the motion. The Board then voted on the lease as amended. The Board unanimously approved the lease as amended. The Board directed Alison to add standard contract provisions, such as venue, and provide red lined and clean copies to the Eventing Division.

### **5. Member Renewal Updates**

Rebecca reviewed 2012 membership form. The consensus of the Board (yea, verily) is that we should allow members to pay dues through PayPal.

### **6. Youth Dues**

The Board has on many occasions discussed its desire to recruit youth members. Reduced fees may one means of doing so. Peter expressed the view that providing benefits to youth members would be a more effective means of recruiting youth than reduced fees. The Board concurred and discussed the potential of putting on low cost events. Tina Wolfe may be a good resource for Driving events. Each Division is encouraged to develop events for youth for discussion in the first quarter of 2012 as part of the annual budget process. Pam and Cindy observed that the biggest challenge for driving is finding a space large enough, especially in the winter.

### **7. USEA Affiliation**

Maren reviewed her analysis of the pros and cons of E.I. becoming an affiliate of USEA. The cost would be \$125 annually. E.I. would have a liaison to USEA. The liaison would be on the Affiliate Eventing Association standing committee, whose chair is on the Board of Governors. Thus, E.I. could have a "voice" on its Board of Governors. The USEA Affiliate Program Manager advised that E.I. would not have to provide membership information on all of its members. E.I. could provide USEA with the names of eventing members only. Alison suggested that E.I. could also use its membership form to determine which members may be interested in receiving information about eventing. Maren moved that E.I. become an affiliate member of USEA. Meika seconded the motion. The Board unanimously approved the motion.

### **8. Membership Status for EI Organizers**

Maren proposed that any person with the authority to write checks, sign contracts, handle funds or handle membership data on behalf of E.I. be required to be an active E.I. member for the current year, prior to handling such data. Her proposal was not framed as a formal motion. Peter asked how such a requirement would apply to events where certain functions are contracted out. Peter asked what having the person be a member achieves for E.I. Maren explained that the concern is misuse or misappropriation of data or funds. Indra and Penny observed that many people volunteer for E.I., but have no interest in being a member. Rebecca suggested that we should address the stated concerns through the applicable contract, which should include a confidentiality provision. Alison suggested that contracts also have an Indemnity provision and that these procedures should be added to the P&P Manual. Rebecca identified the need to develop a standard contract template for use by every Division. The Board discussed possibility of granting honorary memberships for event organizers where necessary to satisfy insurance requirements. The Board discussed offering Lothar Pinkers a lifetime membership.

Secretary's Note: In a follow-up electronic vote, the Board votes unanimously offer Lothar Pinkers a lifetime membership in recognition of his extraordinary service to E.I. The consensus of the Board is the concerns Maren expressed can be adequately addressed through contract provisions.

### **9. Discussion - Strategic Planning**

Peter reviewed the process used to develop the E.I. Strategic Plan for 2009. By consensus the Board agreed to finalize by November 15, 2011 a schedule to update the Strategic Plan.



## **10. Good of the Order**

The Board discussed the concerns Susan Miller expressed at the 9-11-11 Board meeting. It acknowledged that accounting is now organized by Division, but that does not detract from the Board's support for E.I. embracing all of its disciplines. Alison observed that several actions the Board took at today's meeting reflect that support.

**Meeting adjourned at 5:52 p.m.**

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## **EI Board Meeting Minutes 09/11/2011**

### **Attendees:**

Rebecca Chatfield, Gunn Cooper, Meika Decher , Tracy Garland, Indra Krastins, Penny Leggott, Maren Jensen, Peter Larsen, Lynn McGrew, Alison Moss

### **Items Not on the Agenda**

### **Review of Public Involvement in Development of Revised Bylaws and Policies & Procedures Manual.**

At a special meeting of the membership immediately preceding the Board meeting, the members approved adoption of new Bylaws recommended by the Board. The Board meeting began with a discussion of the steps the Board took to engage members in development of the new Bylaws, including: eflashes, a town hall meeting, and a booth at several shows, and publication of relevant documents on EI's website for several months in advance of the special meeting.

Day to day procedures are moved from the Bylaws to the Policies and Procedures Manual (P&P Manual), which is in an early draft form. The Board discussed how to get members engaged in the development of the P&P Manual. The appropriate level of detail for each topic should be whatever amount of detail is helpful.

### **Member Comment.**

Susan Miller expressed a concern about E.I. "operating in a silo," commenting that the equestrian discipline with the least cost has most revenue. She asked whether E.I. is structured in the best way to support its mission. Should we support disciplines without regard to their level of membership?

Should E.I. should engage in a capital campaign for jumps, land etc. for the Washington State Horse Park? Does the organization have a responsibility to raise resources to make this happen? She observed that the jumps E.I. owns were slowly built up over time at Donida and that some cannot be moved.

### **Banking Business.**

Rebecca announced that E.I.'s mailing address is now P.O Box 1437 Bellevue, WA 98009-1437. This new PO address should be referenced as needed in all future E.I. general mailings including bulk mail permit.

The Board decided that the following individuals are authorized to sign for the indicated checking accounts:

General Account: Gunn Cooper; Rebecca Chatfield.

Dressage Account: Gunn Cooper; Rebecca Chatfield; Lothar Pinkers; Kellie Larsen.

Eventing Account: Gunn Cooper; Rebecca Chatfield; Meika Decher; Penelope Leggott.

Driving Account: Gunn Cooper; Rebecca Chatfield; Tracy Garland.

## **November 19, 2011 Events**

Rebecca reviewed the calendar for the events on November 19.

### **Tack Sale**

The Tack Sale has a 7-person committee actively planning this event. Some items will be accepted on a consignment basis with the proceeds split 50/50 between E.I. and the consignor.

Vote: Maren moved that for items for sale at prices of \$500 or more, the split can be up to 30/70 split with 30% going to E.I. and 70% to the consignor. Meika seconded the motion. The Board unanimously approved the motion.

### **USDF Region 6 Mini-convention.**

For 2011, E.I. is hosting the Region 6 mini-convention for the Organizer Donna Longacre, the Region 6 USDF Director. Rebecca explained that the mini convention provides an opportunity for E.I. to crystallize its input on regional dressage interests, which our delegate conveys to the national USDF convention later in the year.

Peter raised the issue of how the USDF furthers our GMO mission. Should we seek to have an item placed on the agenda of the mini-convention? Rebecca explained that we do not yet have the agenda for the mini-convention and will communicate with Donna Longacre on this matter. Tracy suggested that the Board move on to issues of interest to all disciplines. The Board concurred.

### **Marketing**

Peter has frequently urged Board members to post information about events on E.I.'s website. He requested input from the Board on how to get people engaged in publishing such information. For example, he observed that there is a wealth of photographs from our 2010 banquet that have not been posted. Several Board members acknowledged that they had been somewhat remiss in posting information. They also commented that they had, on occasion, had difficulty negotiating the website, that it seems a little busy in appearance, and that it can be confusing to have many paths to finding the same information. Peter put on a tutorial for Board members in 2010 and volunteered to put on another tutorial to assist those Board members who have encountered difficulty navigating the website do navigate it more easily. Many Board members indicated they would like to attend such a tutorial.

### **Update on Eventing Division Decisions.**

Meika explained that we had received very few entries for the Combined Test and clinic scheduled for September 17-18, 2011 at the Washington State Horse Park (Horse Park), resulting in a significant projected loss for the event. Consequently, the Eventing Division elected to replace the event with a one-day schooling show on Saturday September 17, with Friday jump courses available at \$10/round. . The Horse Park dramatically reduced its facility fee. The revised budget reduced the overall financial risk for this event. The Board with acclaim applauded the Eventing Division for rapidly dealing with a difficult decision.

The Eventing Division would like to contribute funds to the Horse Park. However, it cannot afford to make the approximately \$30,000 investment originally planned while still being able to put on an event in 2012. Therefore, Meika recommended that the Division invest a portion of the funds in the Horse Park in the near future and set a benchmark for disbursement of the remaining funds.

Meika recommended that a portion of the funds should be allocated to beginner novice through

training level cross country tracks directly adjacent to the existing stalls. This would benefit both the Horse Park and the Division/E.I. because it provides an immediate benefit and would allow the Division to host an event more quickly. The funds would prepare all of the tracks, but not build the jumps. The remaining funds would come from the eventing community. There is a strong incentive for the eventing community and Horse Park to raise these funds as the Pony Club nationals are scheduled at the Horse Park in June, 2012.

The Board discussed donation versus lease and how the Division's funds could best be used to support E.I.'s mission while leveraging funds for the Horse Park. Board members observed that this discussion ties into Susan Miller's argument that E.I. should support the capital campaign for the Horse Park.

The Board also discussed whether there are other places in which the Division should invest. Meika expressed the opinion that a location such as the Horse Park is preferable because it is public. Maren stated that the venue does not necessarily need to be publicly owned (Donida is not), but any contribution needs to be met with contractual obligations by the beneficiary.

Meika recommended that the Division lease/donate a portion of the funds to the Horse Park (\$20,000) in the near future and set a benchmark for disbursement of the remaining funds (\$10,000). Peter emphasized that the Board must review and approve a contract before any funds are disbursed.

Vote: Rebecca moved that the Board approve the concept of the Division leasing/donating \$20,000 to the Horse Park at this time and the remainder when the benchmark is met. Gunn seconded the motion. The Board unanimously approved it.

The Board asked that that Meika negotiate a contract with the Horse Park for a \$20,000 investment at this time, with the remaining \$10,000 to be provided when the benchmark is achieved. Doing so would leave approximately \$24,000 in the Division's account for events in 2012. The contract will be reviewed and approved by the Board before any funds are disbursed.

### **Driving report**

Tracy Garland reviewed the actual budget for and the success of the trial/clinic the Driving Division held on July 16-17, 2011 at the Horse Park. Equestrians from eastern and western Washington, Oregon, and Idaho attended. It was a very positive experience.

### **Budget buffers/Big-Picture Discussion.**

The Board reviewed the cash balance in each account. Membership fees do not adequately cover general administrative expenses. \$12,000 is a typical administrative budget each year for expenses such as insurance, storage units, mailing and website fees, and other general expenses. It is not expected to change in the foreseeable future.

General administrative expenses include some expenses which are not truly general, e.g. insurance for specific events run by specific Divisions/disciplines. The Board discussed whether such expenses should be allocated to the disciplines, but did not make a decision.

The General Fund savings account has a cash balance of \$39,682 as of August 31, 2011. The Board discussed how these funds should be used. Lynn suggested that each division could be given \$5,000 for community support. Peter and Rebecca expressed concern about such an action "opening the floodgates" for even more requests for donations from E.I., and potentially creating new problems in the difficulties of fair and equitable allocation of donations. Penny observed that Board had previously determined that this approach did not fit E.I.'s mission.

The Board discussed grants. At times there have been more applicants than grants; at other times

the number of applicants has matched the number of grants available. Alison suggested that each discipline could review its grants at year end with some rigor. An applicant should not be awarded a grant simply because grant funds are available.

Tracy asked what investments would promote our mission. Alison expressed her opinion that investments should benefit equestrians generally and be lasting, such as the Eventing Division's investment in the Horse Park. The Board identified Bridle Trails State Park as a worthy location on the west side of the mountains. It is used by many disciplines.

The Board determined that it should continue its discussion of budget buffers to its November 19 meeting. Alison suggested that the General Fund should have one year's cushion and that each discipline should have a cushion for a "reasonably worst case scenario." Each division was asked to come to the next meeting with a proposed budget for its "reasonably worst case."

The Board began a discussion of the community E.I. serves. Rebecca observed that our mission is not limited to our dues-paying members, but, rather, to our sport. Many people interact with E.I. who are not members through various media and means including Facebook, our website, volunteering, etc. Most people become E.I. members because they want to show at dressage shows. She asked how we can capture the other people with whom we interact or wish to interact. Should we create a new non-member category of "E.I. community insider" for sharing news and possibly E.I. benefits? Getting more people in our database would allow us to market our clinics, lectures, etc.

The Board discussed having a category of "non-members." If we were to pursue this option, we need to ensure that it satisfies USDF requirements, does not cannibalize our membership, and does not dilute our vote at USDF.

Maren argued that such an approach would serve driving and eventing. The Board will communicate on line about this topic prior to the next Board meeting on November 19.

It deferred additional discussion of the "big picture" to its next meeting so that it could devote sufficient time to this important topic. Peter will circulate most recent strategic plan for the Board's review prior to that meeting.

The Board also discussed investment in the organization's web site. E.I. may eventually need administrative support.

### **E.I. Leadership/Nominations Committee.**

Polly Kranick has notified that Board that she would like to resign as membership coordinator. Polly has served in the capacity most capably for many years and will be missed.

Nominations for Board members should be posted on the website by October 8. E.I. will send out eflash.

**Meeting was adjourned at 6:00 p.m.**

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### **E.I. Board Meeting Minutes 5/22/2011 Special Meeting**

Attendees:

Rebecca Chatfield, Gunn Cooper, Penny Leggott, Maren Jensen, Peter Larsen,  
Lynn McGrew, Alison Moss

Present by Proxy:

Tracy Garland (Alison Moss); Indra Krastins (Rebecca Chatfield)

Absent:

Meika Decher

## **Review of ByLaws**

At the last Board meeting, the Board discussed the draft ByLaws prepared by the Davis Wright Tremaine LLP law firm. Following that meeting, Peter prepared a spreadsheet comparing the current ByLaws with the draft. Alison prepared and circulated a list which grouped the provisions of the draft ByLaws into three categories: (1) changes needed to comply with the law; (2) changes that reflect best practices for non-profits; and (3) material that may more appropriately be located in a Policies & Procedures Manual. The Board members reviewed and circulated comments on the draft ByLaws by email. Peter compiled the revisions proposed by Board members and provided the Board with a red-lined version dated May 15 incorporating those revisions.

At this Special meeting called for that purpose, the Board reviewed the May 15, 2011 draft.

Sections 2.3.4 and 5.3.4. "Received" was changed to "transmitted" to be consistent with the timing of the receipt of other forms of notice.

Section 2.5. The Board discussed whether a member should be permitted to vote by proxy. Several Board members pointed out that the ByLaws do not currently permit voting by proxy. Therefore, the Board elected not to recommend vote by proxy.

Article 3. The Board concluded that this section should not reference the Policy & Procedures Manual on which the Board is working because such a reference could later be interpreted to limit the applicability of the Manual.

Section 4.1. Alison suggested that the membership of the Board of Directors should include representation from "each discipline." Lynn suggested that it would be more clear to refer to "each equestrian discipline." The Board incorporated Alison's suggestion as revised by Lynn.

Section 4.5. The Board revised this section to address a vacancy resulting from removal or incapacity as well as resignation of a Director.

Section 4.6. The Board clarified that a Director may be removed by a 2/3 vote of members present at a special meeting called for that purpose. A vote of 2/3 of all members is not required.

Section 4.7 Alison has suggested that, at the annual meeting, nominations for Board of Directors positions from the floor should be permitted. Maren explained several practical reasons why nominations from the floor would not be desirable, including the inability for members to educate themselves regarding the person nominated. . Alison withdrew her recommendation.

Section 11.7. The Board revised this section to create a 30 day comment period on the Policy & Procedures Manual by the general membership.

Vote: Peter moved to send the May 15 draft of the ByLaws as revised by the Board at its May 22 meeting to Davis, Wright, Tremaine for a final review and that, following that legal review, the revised ByLaws be put before the membership for consideration at the annual meeting. Alison seconded the Motion. The attending Board members

voted unanimously in favor of the motion.

## **B. Review of Policies and Procedures Manual**

The Board discussed the need to begin work expeditiously on the Policy & Procedures Manual (P&P Manual). Rebecca passed out an outline of topics that should eventually be included in the P&P Manual. In light of the recent experience with EHV-1 and other show management issues, the Board agreed that the P&P Manual should address procedures for canceling events and for terminating volunteer positions/organizers. The Board agreed that, initially, the P&P Manual should address those functions which are necessary to operate E.I., e.g. filing of tax returns and maintaining its status as a non-profit corporation. Rebecca, Peter, and Alison agreed to participate in a committee to draft the P&P Manual.

**Meeting was adjourned at 5:00 p.m.**

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## **E.I. Board Meeting Minutes 4/10/2011**

Attendees:

Rebecca Chatfield, Gunn Cooper, Meika Decher, Tracy Garland, Penny Leggott, Maren Jensen, Peter Larsen, Lynn McGrew, Alison Moss

Absent:

Indra Krastins

### **A. Review of Chapters**

The Board reviewed the status of the termination of E.I.'s chapter affiliation program with two local equestrian clubs. Membership in the Lower Puget Sound Dressage Club (LPSDC) and Whatcom Dressage and Eventing Association (WCDEA) was determined by the information provided by members on the E.I. membership application form. 58 E.I. current members identified themselves as a member of one of these clubs. Peter reviewed the decisions to date of members of the clubs who have chosen to remain members of E.I. and those who have chosen not to. Based on the responses to date, Peter projects that 20-40 members will resign from E.I. The Board will follow up with a telephone call to all members of clubs who have not responded by April 30 to the email advising them of the separation of E.I. and the clubs. Rebecca reviewed the town hall held on March 27 to investigate opportunities for future collaboration with LPSDC, WCDEA, and any other equestrian groups that might want to be involved. It was held at Northwest Arts Center (9825 NE 24th St) close to downtown Bellevue WA.

### **B. Review of Insurance**

Rebecca explained that E.I. is changing its insurance underwriter and the effective year of its insurance. For the last several years, the insurance has run from June to May, causing a lot of last minute work and stress at the onset of the show season. To avoid this conflict, starting in 2012, the insurance policy will run from January to December. E.I. will obtain a 7-month policy for the period June - December, 2011. To insure timely and adequate information, E.I. will begin using an insurance intake form. The event sponsor will be responsible for completing the information needed for the event no later than 6 weeks before the event. The information needed consists of: (1) Board approval of the event; (2) Board approval of the budget for the event; and (3) a completed insurance intake form.

### **C. Review of Awards Banquet**

Rebecca reported that she has coordinated with Area 7 to insure that the E.I. awards banquet does not conflict the Area 7 awards ceremony as it did in 2011. Area 7 will hold its ceremony on January 21, 2012; E.I. will hold its banquet on January 28, 2012 at the Highline Community Center. A committee is needed. Volunteers are welcome!

#### **D. Review of 2011 Budget**

Gunn explained the function of the budget: to control expenditures. Gunn also explained that 3 items had been unintentionally omitted from the Dressage budget although each item had been discussed and approved by the Board at a previous meeting. Peter and Tracy commended the Board and Committees for having put together such a detailed and helpful budget. Tracy observed that a balance must be struck between savings and investment in the organization. She asked that the Board place this item on a future agenda for discussion. Peter supported this request and suggested that each division develop its own minimum "cushion," the savings needed to operate in a fiscally prudent manner.

#### **E. Review of 2010 Taxes**

Rebecca passed out the 2009 Form 990 as an example of the information we will prepare for 2010. The Form 990 must be approved by the Board before it is submitted to the IRS. It will be posed on E.I.'s website.

#### **F. Review of Bylaws**

Rebecca passed our draft By Laws prepared by the Davis Wright Tremaine LLP law firm and explained that our attorney had determined that it would be more cost effective to draft an entirely new set of By Laws than to attempt to amend the existing By Laws, which have not kept up with changes in the laws governing non-profit organizations in Washington. The provisions of the draft By Laws can be grouped into three categories: (1) changes needed to comply with the law; (2) changes that reflect best practices for non-profits; and (3) material that may more appropriately be located in a Policies and Procedures Manual. Alison offered to prepare a list of the items in each category to assist the Board in its review and, ultimately, help members understand the reasons for any revisions that are put before the membership for a vote. There was a spirited debate about how to complete review of the draft and how best to communicate the revisions to the membership. The consensus of the Board was that its work must be transparent and must engage the membership to the greatest extent possible.

#### **G. Review of Policies and Procedures Manual**

The Board discussed the need for a Policy and Procedures Manual. Such a manual is not only a wise document to develop, but a necessary companion document to the revised By Laws. The initial draft will include items that are proposed to be moved from the existing By Laws, for example the E.I. Mission Statement.

**Meeting was adjourned at 6:00 p.m.**

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#### **E.I. Board Meeting Minutes 3/06/2011**

##### **Attendees:**

Rebecca Chatfield, Gunn Cooper, Indra Krastins, Tracy Garland, Penny Leggott, Maren Jensen, Peter Larsen, Lynn McGrew, Alison Moss

##### **Absent:**

Meika Decher

##### **Other E.I. Members Present:**

Mary Decher (prior to Executive Session)

#### **A. Review of Calendar and Driving Budget**

We need to add an "EI Driving Event" to the calendar for August 13 or 14, 2011 and get out an e-flash. The event will probably take place at Meadowbrook. The Driving Trial and Pleasure Pace will be a two day event with Driving Trials on the first day and a clinic and pleasure drive on the second day. Stalls, trails, and rings are included in the fees. Participants will be asked to write separate

checks to the Washington State Horse Park for the stalls so that the funds are not run through E.I.'s account. Vote: Rebecca moved to approve the proposed budget for the Driving event; the motion was seconded. The attending Board members voted unanimously in favor of the motion.  
Decision: The 2011 Driving budget is approved.

## **B. Executive Session**

The Board went into Executive Session to discuss legal advice received on a matter that could result in adverse financial consequences.

## **C. Relationship to "Chapters"**

The Board reconvened in open session. E.I. is a Washington nonprofit corporation that has been recognized by the Internal Revenue Service as a Section 501(c)(3) tax-exempt charitable organization. Many years ago E.I. set up a chapter affiliation program with two local equestrian clubs -- Lower Puget Sound Dressage Club (LPSDC) based in the Gig Harbor area, and Whatcom Dressage and Eventing Association (WCDEA) based around Bellingham. These two clubs are active and vibrant and managed by their own very capable leaders. Unfortunately, new legal & tax requirements for WA state nonprofit organizations have become increasingly complicated. E.I. has recently received legal advice that these two clubs currently are not organized or operating as chapters under Washington law governing nonprofit corporations and federal income tax law.

Rebecca moved that, based on legal counsel that the Board advise LPSDC and WCDEA that:

1. As of the date of the communication, LPSDC and WCDEA, LPSDC and WCDEA must implement the following steps:

- i. The entity must no longer identify itself as a chapter of E.I. in any future written, electronic, and verbal communication.
- ii. The entity may not to solicit funds using E.I.'s name or nonprofit status. The events sponsored by the entity are not covered by E.I.'s insurance policy.

2. Within one week of the communication:

- i. The entity must remove all reference to being a chapter of E.I. on the entity's website.
- ii. The entity may not use E.I.'s tax identification number for any purpose.

3. By March 31, 2011:

- i. The entity must modify all existing written materials to remove all reference to E.I.

4. Within one week of the date of the communication, remove from their websites any reference to themselves as chapters of E.I. from their websites;

5. By the end of March, 2011, removed from any written material any reference to themselves as chapters of E.I. from their websites

Maren seconded the motion.

Vote: The attending Board members voted unanimously in favor of the motion. Decision: E.I. will instruct LPSDC and WCDEA to complete steps to legally separate themselves from E.I. by the end of March, 2011.

Peter Moved and Maren seconded the motion that E.I. convene a task force to explore scenarios under which E.I. can grow and can increase regional cooperation for the benefit of the horse. The options discussed included, but were not limited to, potential future chapters and affiliations with clubs.

Vote: The attending Board members voted unanimously in favor of the motion. Decision: E.I. will convene a task force to explore ways in which E.I. can reach more people and increase regional cooperation.



#### **D. Budget to Review By-Laws**

The Board discussed a proposal from the law firm David Wright Tremaine LLP to revise and update its By-Laws. Items that do not properly belong in the By-Laws will be moved to a policy and procedures document. Vote: Rebecca moved that a budget of \$3,500 for updating E.I.'s By-Laws be approved; Lynn seconded the motion. The attending Board members voted unanimously in favor of the motion. Decision: A budget of \$3,500 for updating E.I.'s By-Laws is approved.

#### **E. Horse Park**

Penny gave Rebecca some notes from Leslie Thurston regarding a possible Memorandum of Understanding.

#### **F. 2010 Tax.**

Gunn, E.I.'s Treasurer, reports that despite several requests by email over several months, the 2010 Eventing Horse Trials Organizer has not yet submitted key financial information needed to accurately submit E.I.'s 990 tax form for 2010. Accordingly, EI is subject to penalties. The Board of Directors will take on the task of obtaining the required information immediately to fix this problem.

**Meeting was adjourned at 5:50 p.m**

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#### **E.I. Board Meeting Minutes 2/02/2011**

##### **Attendees:**

Rebecca Chatfield, Indra Krastins, Meika Decher, Tracy Garland, Maren Jensen, Peter Larsen, Lynn McGrew, Alison Moss

##### **Absent:**

Penny Leggott, Gunn Cooper

##### **Other E.I. Members Present:**

Mary Decher

#### **A. Dressage Budget Review (Lynn McGrew)**

Lynn presented the proposed budget. There was a question whether the line item for hotels + travel in the Chardonnay and L'Aperitif shows had been reversed. The budget is conservative, showing a little lower profit than in previous shows. The cost of schooling shows may increase in the future if the long time Schooling Show Manager, Kellie Larsen, retires as some of her network and resources may not transfer to the new manager. The budget includes a preliminary budget for the Gerd Heuschmann clinic to be held on October 29-30 at Bear Creek. It needs to be finalized. E.I. is sponsoring two events that have a neutral impact on the budget: a March clinic with Charlotte Bredahl Baker and Part 2 of the "L" Judge program. Vote: Maren moved to approve the proposed Dressage budget; Indra seconded the motion. The attending Board members voted unanimously in favor of the motion.

Decision: The 2011 Dressage budget is approved.

#### **B. Driving Budget Review (Tracy Garland)**

Due to scheduling at the Washington State Horse Park, the budget submitted by the Driving Committee is no longer current. The Outdoor Driving Trial and Pleasure Pace and lessons will be held on July 15-17 and jointly sponsored by a Yakima driving group. Tracy proposed that she submit a revised "break-even" budget for this event by February 23.

Vote: Peter moved that a "break even" budget for Driving be conceptually approved; Maren seconded the motion. The attending Board members voted unanimously in favor of the motion. Decision: Conceptual approval of a "break-even" budget for Driving.

### **C. Eventing Budget Review**

The Eventing Committee proposes 2 events in 2011: the Hunter Pace/Derby and the Horse Trials, both to be held at the Washington State Horse Park.

Hunter Pace/Derby E.I., along with many other organizations, will contribute jumps to the Horse Park. In exchange, the Horse Park has given the Eventing Committee preference on dates for events held at the Park for 10 years. The Board discussed the need to formalize this understanding in a written contract before the jumps are given to the Horse Park.

Horse Trials There was a lengthy discussion on the budget for the horse trials and clarification of line items for stabling and port-a-potties and the number of entries assumed and number of clinic attendees assumed. Vote: Maren moved that Eventing budget be approved; Indra seconded the motion. The attending Board members voted unanimously in favor of the motion. Decision: The 2011 Eventing budget is approved.

### **D. General Budget Review**

#### **1. Sunday Brunch Lecture Series (Rebecca)**

Rebecca presented the budget for the Lecture Series, which shows a small loss for the year. The Board concurred that the Lecture Series provides a benefit to the membership and fulfills E.I.'s educational mission. Vote: Rebecca moved that Lecture Series budget be approved; Maren seconded the motion. The attending Board members voted unanimously in favor of the motion. Decision: The 2011 Sunday Brunch Lecture Series budget is approved.

#### **2. Grants (Rebecca)**

Dawn Anderson is taking over as the Grants Administrator from Beth Glostien who filled this position for many years. Thank you Beth and Dawn! The deadline for submitting applications is April 1. The Board discussed whether the application process and the products the recipient must submit should be relaxed with some members voicing the opinion that the recipient should not be required to submit photographs of the event for which the grant was used, while others took the position that the photographs showcase E.I. and its educational mission. Historically E.I. has provided two awards of up to \$500 each to each discipline from the General fund. In 2010, the Board decided that the funds from the grants should come from the budget of the relevant discipline. However, the Driving discipline has small budget and is not able to fund the grants. One must be a member of E.I. to apply for a grant. Board members are not eligible. Vote: Rebecca moved that the Treasurer transfer \$1,000 from the General Fund to the Driving Fund to fund two driving awards; the other disciplines will fund their awards. Maren seconded the motion. The attending Board members voted unanimously in favor of the motion.

Decision: The Treasurer is authorized to transfer \$1,000 from the General Fund to the Driving Fund to fund up to two grants of up to \$500 each.

#### **3. Website (Peter)**

Peter requested a budget of approximately \$3,000 to update the look and feel of E.I.'s website, making it more appealing and modern. The Board thanked Peter for the long hours he has put into the website, providing a value of several thousand dollars. Vote: The website budget was approved by acclamation. Decision: The website budget was approved.

#### **4. Membership Directory (Rebecca)**

Providing a printed membership directory has been costly (approximately \$1200/year) and time consuming. There is a lag between the printing and membership renewals, making the directory somewhat out of date at the outset. The Board discussed the facts that business members receive a benefit from the directory in the form of an advertisement in the directory and that some members use the directory frequently. The Board also discussed the pros and cons of providing a directory online and decided that, for privacy reasons, it would not do so at this time. Vote: Meika moved that the E.I. no longer provide a printed membership directory; Maren seconded the motion. The attending Board members voted

unanimously in favor of the motion. Decision: E.I. will not prepare a printed 2011 Membership Directory.

#### **E. P.O. Box**

The current post office box is located in Duvall, which makes it inconvenient for time sensitive items, such as the head count for the Awards Banquet. The Board discussed whether the P.O. Box it should be moved to Bellevue at a slightly higher cost (approximately \$200 annually versus \$120 annually in Duvall). Vote: Alison moved that the P.O. Box be moved to Bellevue; Maren seconded the motion. The attending Board members voted unanimously in favor of the motion. Decision: The P. O. Box will be moved to Bellevue.

#### **F. EI Chapters**

E.I. has two chapters: Lower Puget Sound Dressage Club and Whatcom County Dressage and Eventing Association. A Yakima driving group has expressed interest in becoming a chapter. The Board supports the concept of chapters and will work with current and prospective chapters to ensure that their relationship with E.I. complies with state laws governing non-profit associations, which have changed substantially in the past several years, and federal tax law.

#### **G. Annual Meeting/Awards Banquet**

The Board discussed the decision in 2010 to separate the annual meeting and the Awards Banquet, which had previously been held as one event in January. The 2010 Annual Meeting was held in November to coincide more closely with E.I.'s fiscal year. The Award Banquet then became a social event, held in January, 2011, with positive feedback from members. The consensus of the Board was to continue to hold the Annual Meeting in November and to hold a social event recognizing competitors and volunteers in January. Volunteers willing to help put on the social event are welcome!

#### **H. Unfinished Business**

EI donation policy was deferred to the March 6, 2011 Board meeting.

**Meeting was adjourned at 6:00 p.m.**

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#### **E.I. Board Meeting Minutes 10/17/10**

##### Attendees:

Rebecca Chatfield, Chriss Cardwell, Gunn Cooper, Maren Jensen, Colleen Jones, Penny Leggott, Peter Larsen, Tracy Garland,

Alison Moss & Lynn McGrew (2011 Board nominees) Emma (honorary canine E.I. Board member)

##### Absent:

Shelly Navarre – Shelly was not there and gave her proxy vote to Rebecca.

#### **I. YTD Financial Update (Gunn)**

Gunn went through the E.I. financial picture for the previous 9 months. All discipline divisions are ahead in their budget, the General Fund is behind in it's projections. There is currently no concern about the General Fund since there is usually an increase in revenue with 2011 membership renewals in the last quarter of the year.

#### **II. Introductions**

Everyone introduced themselves to Alison and Lynn.

#### **III. Master Calendars for 2010 & 2011 – review and update**

Horse Trials were added to the 2011 calendar.

Specific dates for the E.I. Board Meetings will be set when the new Board is in place. Tentative months for the meetings in 2011 are – February, March, April, possibly September (no meeting in August), October and November annual meeting.

Other event dates will be set as the discipline committees finalize their plans for 2011.

#### **IV. Awards Banquet and Social (Colleen)**

The Awards Banquet is scheduled for January 22, 6:00 – 9:00 p.m. in Bellevue. The venue has been reserved. The format will be simple with the focus entirely on the awards and the award recipients. Each discipline will have a time slot (tentative time limit is 15 minutes) to highlight their discipline and volunteers and to present their volunteer awards.

The rest of the time will be devoted to competitor award presentations and membership socializing. Ticket prices have not yet been set, current estimate is \$25 - \$35 a ticket (beer and wine included). A revised projected budget is in the works and will be distributed for a vote in the coming weeks.

In keeping with the direction of the organization as a whole to keep all discipline specific budget items within each discipline's bank account and budget, and to use the general fund for cross-discipline events and expenses only, Colleen proposed a change to previous years' practice of paying for the year-end awards out of the general fund.

Vote and Decision – A motion was made by Colleen and seconded by Peter and Tracy that each discipline pays for their discipline's year-end awards out of their bank account. A unanimous Yes by attendees passed the motion\*.

\*Note: This vote implies that this budget item (year-end awards) should be included in the yearly budgets for each discipline starting in 2011.

#### **V. Votes on Clinic & Other Budget Approvals**

Several votes were needed on items that had passed through the Dressage Committee.

1. Fund (\$850) travel expenses for Carolynn Bunch's proxy vote to USDF convention in December. There was a lively discussion around this item. Tracy brought up that this is a discipline specific expense, which led to more discussion around the organization giving money to people attending the other disciplines' annual conventions and the fact that E.I. is a GMO of the USDF and other related information.

The additional discussion added an understanding to the vote that we discuss and decide on an overall policy for this kind of expense early in 2011 with the likelihood that it will be handled by the individual disciplines and budgets and not the general fund in future years.

Vote and Decision – Motion was made by Rebecca and seconded by Peter and Tracy to approve \$850 from the General Fund be given to Carolyn as E.I.'s representative at the USDF Annual Convention in Florida to help with travel expenses, with the stipulation that she present a report to the Board at the next Board meeting following the convention. A unanimous Yes passed the motion.

2. Gerd Heuschman clinic, October 2011, Organizer Jana Steffen

Vote and Decision – Motion was made by Rebecca and seconded by Peter and Tracy to approve the Gerd Heuschman budget as presented. A unanimous Yes passed the motion.

3. L Judge Program, held at various 2011 shows, Organizer Trenna Atkins

Vote and Decision – Motion was made by Rebecca and seconded by Chriss to approve the L Program Budget as presented. A unanimous Yes passed the motion.

#### **VI. Business Members update on problems & possible vote**

Rebecca reported difficulties with business memberships that she has encountered and mitigated on behalf of the organization. It was noted that there are 26 business members of E.I. After discussion a proposal was made to offer 2010 business members that had complained about services a choice. Vote and Decision – Motion was made by Rebecca and seconded by Gunn to give Rebecca the authority to offer up to five (5) business members the choice of either a refund of their 2010 membership fees or a free 2011 business membership. A unanimous Yes passed the motion.

## **VII. EI "People Plan" in 2011**

New incoming Board members for 2011: Alison Moss and Lynn McGrew; review & modification of big list of EI jobs; discussion of open positions & recruitment.

Responsibilities of management of insurance is moving to Gunn as Treasurer beginning as soon as possible.

The following people are cycling off the Board at the end of this membership year (11/30/2010):

Colleen Jones

Shelly Navarre

The following people committed to being on the 2011 E.I. Board:

Rebecca Chatfield (President)

Gunn Cooper (Treasurer)

Maren Jensen (Secretary)

Peter Larsen

Tracy Garland – plans to cycle off at the end of 2011 (will find a new driving representative for 2012)

Lynn McGrew

Alison Moss

Rebecca reported that she definitely needs and wants someone for the 2011 Vice President position with the time and desire to shadow her and learn all of the President's responsibilities in preparation for succeeding her as President in the near future, possibly for 2012.

Chriss stated that she will not have the time nor does she have the desire to do that and therefore does not want to be Vice President in 2011.

Rebecca understood and said as President she feels it is her responsibility to find someone to fill the 2011 Vice President position, so she will take on the task.

Penny Leggott and Chriss Cardwell were undecided as to whether either of them desire being on the 2011 Board or prefer to cycle off in November. They agreed to let Rebecca know their preference by the end of October.

## **VIII. Annual Meeting (Nov 13) Presentation Preview**

With no by-laws changes to be presented or voted on by the membership, it was reported the annual meeting presentation will cover all of the other topics and be similar to the 2009 presentation.

**Meeting was adjourned at 5:10 p.m.**

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## **EI Board Meeting 08/15/2010**

Attendees:

Rebecca Chatfield, Chriss Cardwell, Gunn Cooper, Maren Jensen, Colleen Jones, Penny Leggott, Peter Larsen, Shelly Navarre

Absent:

Tracy Garland

The meeting proceeded mostly, but not entirely as the agenda was written and there was much discussion about many agenda items with no resulting action plan or decisions. Therefore, this month the agenda is below and minutes of the meeting are on the following pages.

## I. 2010 & 2011 master calendars

1. quick review of established events/dates and new events (Talent show, Adult Ed clinic, possible Gerd clinic)
2. Annual meeting Nov 2010 for E.I. -- new format and possible date conflict
3. short discussion: how do we decide what goes on our calendar? when & why do we commit money, resources, volunteers, expertise? what is our process for deciding?

related questions as framing examples...

What exactly are EI's obligations as GMO to Region 6/USDF? (triggered by Donna's mini-convention request)

What obligations do we have to Dressage Northwest/Championships? Also to other related orgs like USEA?

## II. Big-picture financial planning

1. Buffer amounts to keep in each account year to year
2. budget approval process tweaks -- when must the Board "re-approve" an established budget because of a substantial revision?
3. what things are division-specific costs and what are from general account? (storage locker, admin costs, awards, donations??)
4. donating to other organizations (Horse Park, Bridle Trails Foundation) -- when should we do this and how much to donate
5. managing inventory (for example -- jumps) owned by E.I. that live at the Horse Park and other venues
6. expansion strategies via chapters -- review prior input from attorney on potential legal/tax problems
7. future items or ideas that may need funding -- cargo trailer?
8. general fundraiser event needed in 2011?

## III. Board & committee succession planning

1. continue discussion of delineating Board responsibilities vs committee responsibilities
2. job descriptions project
3. other recruitment strategies

## IV. Peter -- website revision updates

### **Minutes**

#### **A. Membership Update**

Several things were discussed. There is a pattern that E-flashes are a very effective means of communicating important things. Membership fees are going up \$3 to \$55 for 2011. There was a discussion that life membership fees at \$350 are a bargain and possibly should be raised, but no specifics or proposals resulted from the discussion. USDF's online membership process is changing our process.

#### **B. Insurance**

Chriss gave a quick update on insurance and discussed the injury at a recent Horse Trial.

#### **C. Calendar Change**

Revised date: Annual Meeting – November 13th, 3-5 pm

Discussion on the process of getting something on the Master Calendar, with the result being to funnel the information through the appropriate discipline committee.

#### **D. Website Update**

Peter discussed the new website. We have a new domain name my-ei.org that is currently the new website. Peter asked people to go to it, cruise around and sign-up for a login. He asked to email him

any questions or issues that we have. As of this date (8/15/10), Peter's plan is to be able to roll out the new website at the annual meeting. He also plans to have a meeting or two to get input on the look and feel of the new site.

### **E. Financial Planning**

Rebecca brought up that we may end up with some issues as a result of the fact that we are lower on our memberships in 2010 than in 2009.

There was a lot of discussion about donations – asking the membership for donations for specific humanitarian reasons (for example, an injured rider or trainer with no health insurance) and EI receiving donations. No specific plan of action about an easy mechanism for EI to receive donations resulted from the discussion. However, there was a consensus from the group that asking for humanitarian donations from the membership for any reason should be done through Facebook or the website, not with an E-flash.

We are giving up one of the small storage lockers and replacing it with a large locker so everything Lothar has been storing in his garage can be moved out of his garage. Colleen volunteered to organize day and time for moving the items out of the one small locker to the large one.

### **F. Vote - Unbudgeted Expenses**

A discussion was raised around unbudgeted expenses – pertaining to how much an authorized signer can spend on an unbudgeted item.

Vote and Decision – Motion was made by Shelly and seconded by Peter that \$2,000 or more in capital expenditures needs a Board vote. Under \$2,000 can be spent on a capital expenditure by an authorized division person.

**Meeting was adjourned at 5:00 p.m.**

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## **E.I. Board Meeting Minutes 3/14/10**

Attendees:

Rebecca Chatfield, Chriss Cardwell, Gunn Cooper, Maren Jensen, Colleen Jones, Penny Leggott, Peter Larsen, Tracy Garland, Shelly Navarre

### **A. Finalize Master Calendar for 2010**

Added dates:

Annual Business Meeting – Nov 20, 2010 (tentative pending venue reservation)

Awards Banquet – Jan 22, 2011 (tentative pending venue availability)

Eventing Derby/Clinic – end of April

Eventing Hunter-Pace – May

Modified date:

Driving Trial & Pace – June 4-6 (increased from 2 to 3 days on calendar)

2010 E.I. Calendar is set. Events may be added with Board approval.

Short discussion ensued about registration forms and publishing information on the website and in Flying Changes.

### **B. Budget Overview (Gunn)**

Much of the meeting was spent going over and finalizing the budget for the year. With this being the first year of projected budgets being turned in and approved, everyone agreed that we learned through the process and next year's budget should go more smoothly.

All unfinished electronic votes pertaining to the budget were included in the meeting's budget vote. It was agreed that any amendments to projected budgets will be submitted to the Board and voted on electronically.

As some budget discussions evolved into more philosophical areas, it was agreed to discuss our underlying philosophy pertaining to E.I. finances and budgets in the next meeting. Chriss proposed that people holding a checkbook be given view-only access to the online bank accounts. Gunn (as Treasurer) wanted to research the risk and cost of that before giving her recommendation. The proposal was tabled for Gunn to do her evaluation.

Tracy left the meeting after budget discussions and vote.

Vote and Decision – Motion was made by Maren and seconded by Peter to approve all budgets as discussed and/or modified in the meeting. A unanimous Yes by attendees passed the motion. Gunn will make any discussed modifications and distribute final 2010 projected budget.

### **C. Electronic Voting status and processes (Maren)**

The Board reviewed the electronic voting rules and found a couple of modifications appropriate. Changes to the electronic voting rules are in blue below. Once these Meeting Minutes are final, Maren will put these rules in a separate document and distribute to all Board members. A paper copy will go in the Secretary's archive manual and Rebecca may include them in her E.I. Procedures and Processes manual.

#### Electronic Voting Rules:

- Every electronic question or vote is entitled to a response in 10 days. The 10 day voting period will include a 5 day discussion period during the first 5 days after the proposal is submitted.
- A board member away from email for over a week should advise the group of their absence. The absent Board member may appoint a proxy to vote on his or her behalf. The proxy must be a current Board Member and the absent member is to advise the Board of who the proxy is.
- The Secretary will tally and publish the votes at the end of the 10 day voting period.
- A proposal or decision will pass with 5 or more affirmative votes (or fail with 5 or more negative votes).
- After 10 days votes will no longer be counted unless a majority vote (5 or more) has not been reached.
- Multiple proposals or votes in one message must be numbered as #1, #2 etc. The Secretary requested that for ease of documentation and tallying votes, please do not put multiple proposals in one message if possible – one proposal/vote per email message.
- Electronic votes archived as minutes of the Board and numbered sequentially.
- All board communications must use the "E.I. Board" alias. \*
- All board communications with attached documents must be of a type accepted by all – Microsoft Office 2003 or PDF format.

\*Note: Because of a technical issue with unacceptable support and problem resolution from our current website provider, this rule is not recommended at this time. The rule may be reinstated when we have transferred to a new website provider and aliases have been thoroughly tested. Please do make sure all Board members are included in your communications on proposals and voting matters. Maren distributed paper copies of the Master list that had been emailed to members on the previous morning. Penny suggested that Submission Date be added to the spreadsheet. Maren explained documentation and archiving being put in place for all Board votes and Board meeting minutes. There were no questions.

After documenting all decisions made during the meeting, Maren will distribute individual documents on outstanding budget electronic votes and an updated copy of the Master List.

### **D. Quick Updates**



During this or the following agenda item the scheduled meeting end time (5:00) was passed.

1. Awards Banquet Committee (Colleen) – Colleen is leading the Awards Banquet Committee and gave an update on the format, tentative date and venue needs. For entertainment during the banquet short talent segments are planned, similar to a Grammy's or Oscar style event – awards presentations, talent segment, awards presentation, etc. Colleen is going to put out a "Call for Talent" to volunteers during the April Volunteer month drive.

2. Lecture Series (Penny & Rebecca) – Penny and Rebecca reported on the first lecture series event which was great success.

Rebecca distributed a tentative date and topic schedule for the rest of the series for this year.

Note: At the end of the meeting, Chriss conveyed that Penny prefers to focus on the Eventing Derby/Clinic and Hunter-Pace events and will not be organizing the rest of the lecture series.

Rebecca agreed to temporarily take over organizing the lecture events.

3. Eventing and Horse Trials (Chriss & Penny) – Since a lengthy report on the horse trials came from Chriss and Penny during the budget discussion, nothing further was needed.

4. Website authoring features (Peter) – Since we were already well beyond the scheduled time to end the meeting, Peter offered to distribute information electronically.

5. Chapters, Stakeholders, and Process Docs (Rebecca) – This item was also tabled for a later meeting due to going over scheduled end time.

## **E. New Proposals**

The order of the new proposals was changed from the Agenda due to time constraints. Peter left sometime during this agenda item, after the scheduled meeting end time.

1. \$\$ approval to purchase volunteer gear (Shelly & Colleen) – Shelly and Colleen presented information on items and pricing for new volunteer gifts. Everyone approved of their choices.

Vote and Decision – Motion was made by Shelly and seconded by Peter to approve up to \$3,000.00 from the General Fund be spent on volunteer merchandise. The merchandise will live in the E.I. storage unit and will be under Colleen's control (as Director of Volunteers). These items will be available for use as gifts for volunteers in all E.I. events. A unanimous Yes by attendees passed the motion.

A lively and lengthy discussion and debate came up pertaining to the next two proposals (#2 and #3) resulting in the following two proposals being tabled pending further broader discussion of the who and what of yearly awards for volunteers.

2. Free E.I. memberships to "Super Volunteers" (Shelly) – Tabled for further discussion.

3. End-of-year awards given to E.I. members only (Rebecca) – Tabled for further discussion.

4. Revise membership directory to reduce costs (Rebecca / Polly) – Rebecca presented her and Polly's proposal for reducing the membership directory from 48 pages to 15 pages, thus significantly reducing printing and mailing costs.

Vote and Decision – Motion was made by Rebecca and seconded by Maren to approve the proposal. A unanimous Yes by attendees passed the motion.

## **F. Other Business**

Miscellaneous discussions that took place during this time period. Penny left sometime during this time.

One item of note – There was general acknowledgement that with meetings now being quarterly, 2 hours has not been enough time to cover all of the topics necessary for discussion and decisions. No solution emerged from the short discussion. Rebecca will consider possible options.

**Meeting was adjourned at 6:00 p.m.**

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## **E.I. Board Meeting Minutes 1/24/10**

### Attendees:

Rebecca Chatfield, Chriss Cardwell, Gunn Cooper, Maren Jensen, Colleen Jones, Peter Larsen, Tracy Garland, Shelly Navarre

### Absent:

Penny Leggott

### **A. Schedule Board meetings for year**

It was brought up by Chriss as Penny's representative, that Penny could not attend the first meeting due to being out of the country for an extended period of time, nor could Penny get her calendar to Chriss before the meeting. Chriss also stated that Penny wants and plans to attend all other meetings. The next meeting date is set with possible revalidation of subsequent meetings. Maren brought up a reminder that with only four meetings a year, the expectation is that Board meetings are important and not to be considered at the bottom of the list in terms of other obligations.

Decisions – The following dates were agreed to by all attending Board Members:

April 18th (4/18/10) – Note 2/5/10: This meeting was rescheduled by email consensus to March 14th (3/14/10).

August 15th (8/15/10) October 3rd (10/3/10)

All members agreed to the meetings being held:

Time / Day: 3:00 – 5:00 p.m. / Sunday Location: The EI President's home

Members at large are welcome and will have an open invitation to attend the Board Meetings.

However, a member must contact a Board member if they wish to attend. For privacy consideration, Rebecca's address or directions to her home are not to be given out by any Board Member without a commitment of attendance by the EI member.

### **B. Establish Rules of Electronic Conduct for Board Members**

After discussion, there were a couple of additions and modifications to Peter's suggested Rules as listed in the Agenda.

Decision – The following rules for electronic conduct were voted on and unanimously accepted:

- Every electronic question or vote is entitled to an response in 10 days.
- A board member away from email for over a week should advise the group of their absence. The absent Board member may appoint a proxy to vote on his or her behalf. The proxy must be a current Board Member and the absent member is to advise the Board of who the proxy is.
- The Secretary will tally and publish the votes through the 10 day voting period.

A proposal or decision will pass with 5 or more affirmative votes (or fail with 5 or more negative votes).

After 10 days votes will no longer be counted unless a majority vote (5 or more) has not been reached.

Multiple proposals or votes in one message must be numbered as #1, #2 etc.

Electronic votes archived as minutes of the Board and numbered sequentially.

All board communications must use the "EI Board" alias. \*

All board communications with attached documents must be of a type accepted by all – Microsoft Office 2003 or PDF format.

\*Note: Because of a technical issue with unacceptable support and problem resolution from our current website provider, please do not use "Reply All" for any Board communication – it will not work properly. Either use "Forward" and put the EI Board alias in the "To" field --- or --- Start a completely new message with the EI Board alias in the "To" field This norm remains in effect until either Peter informs us the problem is fixed or we retain a new website provider.

Tracy asked about her email address. Peter confirmed that he received her request and will be changing our communications to her preferred address tout de suite.

### **C. 2010 Master Calendar Overview**

1. Tracy added and modified driving event dates: May 1-2 – Beginning driving and longlining clinic at BJ's June 5-6 – CDE practice / recreational drive at south Whidbey Island Shelly added dressage event dates: March 7 – First lecture of the new lecture series – Steve Latimer at Eagle Room at Issaquah City Hall April 8 – Scribing clinic at Beth Glosten's home April 24-25 – Jeremy Steinberg clinic at Pacific Moon Chriss modified eventing event dates: September 17-19 – Horse Trials and Region 7 Championships at Northwest Eq. Ctr in Rainier Tracy asked who to contact to add or change calendar dates. It was agreed that for the time being, we should email the info to the EI Board alias.

2. There was a short discussion on splitting the annual meeting and awards banquet to two separate events. Vote and Decision – Motion was made by Rebecca and seconded by Maren to split the annual meeting and awards banquet to two events with the Annual Meeting being in mid-November and the Awards Banquet being in mid to late January. A unanimous Yes by attendees passed the motion. Rebecca will own the Annual Meeting and solicit help as she needs. A committee will be formed later in the year to manage the Awards Banquet.

3. Discussion of new events. Shelly brought a draft flyer for the lecture by Steve Latimer. The Board agreed to change the charge for the clinic to \$5 for EI members and \$25 for non-members. If a person chooses to enroll as an EI member at the lecture, that person will get the \$5 entrance fee. Shelly had talked briefly to Beth Glosten about the L Judges program. This topic was tabled and the program will possibly be added in 2011.

4. Insurance protocols – the Board will vote on what events are to be insured. When there is a request for a new event the Board will vote on whether to accept and insure or not. Vote and Decision – Motion was made by Maren(?) and seconded by Colleen(?) to insure all events currently on the calendar including the ones added and changed at the meeting. A unanimous Yes by attendees passed the motion.

### **D. Information Technology Update & Strategy (Peter)**

Peter talked about two documents he is working on – a vision document and a mock-up in PowerPoint of a simplified website design based on the CMS model.

Peter is also looking into a new website provider due to ongoing support problems and issues with our current provider. He will have a proposed budget for a new website provider at the next Board meeting on April 18th.

Peter will form and head a committee to work on the design of the new EI website. His goal for this project is to have a pilot of the new website ready in fall, 2010, with a rollout to all members in 2011.

### **E. Identify “Big Decisions” E.I. Stakeholders & Process**

Rebecca and Peter had discussed this topic offline and are accumulating a preliminary list of EI Stakeholders. At the meeting there was discussion and agreement to Peter creating an “EI Stakeholders” email alias.

EI Board members can invite people to be on the list of Stakeholders.

When and how this email distribution should be used will be discussed at the meeting in April when we have a draft but more definitive list of who are considered EI Stakeholders.

### **F. New Committees**

Rebecca brought out a list of all current committees and it was agreed that the committees listed in the agenda were the only necessary new committees at the moment. There was some discussion about the involvement (or not) of the Board in the forming and/or running of new committees with no particular conclusion at this point.

It was generally agreed that the committee owner / lead maintains the list of people on the committee.

Rebecca suggested sending only one E-Flash asking for participation in the new committees rather than an E-Flash for each committee.

### **G. 2010 Budgets (Gunn)**

Shelly gave copies of the projected budgets of all of the 2010 scheduled dressage events to each of the attendees.

There were some questions and discussion. It was generally agreed that Shelly's format is a good template for driving and eventing projected budgets, with categories and items being added or subtracted as the driving and eventing people feel is appropriate to their event(s).

Tracy suggested and there was agreement that for clarity, the disciplines should include a summary projected budget page with the total estimated budget for the year in that discipline.

There was additional discussion about the fact that no one but Rebecca received Gunn's email sent right after the annual meeting asking for all projected budgets for known events in 2010 (see Note under agenda item B. above).

Vote – The attending Board members voted unanimously in favor of funding all eight (8) recurring 2010 dressage events in Shelly's estimated budget document. These are:

L'Aperitif 2010

Beaujolais 2010

Champagne Classic 2010

Three (3) Schooling Shows

Two (2) Freestyle Clinics

Vote – The attending Board members voted unanimously in favor of funding the Jeremy Steinberg clinic proposed in Shelly's estimated budget document with one modification. In order to alleviate a possible loss, audit charges were changed to \$10 for EI members and \$25 for non-members.

Decision – It was agreed that all projected budgets for events currently on the 2010 calendar must be emailed to Gunn by February 15th (2/15/2010). Gunn's goal is to have the budgets set up in QuickBooks by the first of March and she needs the estimated 2010 event budgets to do that. Please facilitate this organizational financial responsibility by getting your projected budgets to Gunn ASAP.

Decision – It was agreed that all outstanding projected budgets will be finalized and voted on either by email or at the April 18th meeting.

### **H. EI Benefits Protocols (Colleen)**

Because the meeting had already gone over two hours and two Board members had to leave, this agenda item will be covered in the April 18th meeting.

### **I. Chapter Relations & Expansionist Ideas**

Because the meeting had already gone over two hours and two Board members had to leave, this agenda item will be covered in the April 18th meeting.

**Meeting was adjourned at 5:30 p.m.**

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## **Equestrians' Institute Board of Directors Meeting August 3rd, 2009**

Board Members Present: President Rebecca Chatfield, Memberships Polly Kranick, Driving Co-Director Barb Penniston, Driving Director Tracy Garland, Volunteer Director Colleen Jones, Webmaster Peter Larsen

Board Members Absent: Vice President Chriss Cardwell, Promotions Director Maren Jensen, Secretary Kathleen Butler, Eventing Director Penny Leggott, Treasurer Gunn Cooper, Education Co-Director Matt Eagan, Dressage Director Shelly Navarre, Education Director Lezlie Wolff

Meeting was called to order at 7:03 pm by Rebecca Chatfield. As there were so few Board members attending this meeting the Board did not formally vote on any issues tonight but agreed to vote on issues via email in the coming few weeks.

**USDF:** E.I. is required to identify a GMO delegate for the Board of Governors General Assembly at the 2009 USDF Annual Convention in Austin Texas. The GMO delegate votes on behalf of the GMO. Anyone who is interested in fulfilling this role please contact Rebecca right away.

Adult Education Clinic 2010: Donna Longacres, the region 6 director, asked E.I. if we are willing to sponsor and host the upcoming Adult Education Clinic with Charlotte Bredahl in 2010. Dates and responsibilities are to be determined, but it is a similar size of task to the Conrad Schumacher clinic hosted by E.I. earlier this year. Rebecca is collecting information and will ask the Board to vote officially to take on this responsibility. Francy Haupt, the USDF Adult Education Coordinator for Region 6, will be an important liaison and will provide significant support.

**L Judges Program:** Amanda Wilkenberg from E.I.'s LPSDC chapter expressed strong interest in putting on the next "L" Judges Program. Trenna Atkins and Francy Haupt will provide support to LPSDC. E.I. will provide insurance coverage, advertising, and logistical support. Rebecca will investigate further on issues pertinent to E.I. such as open & close date for participants.

**Auction:** The annual E.I. fundraising auction is Saturday October 17th with the theme of "Phantom of the Opera". Costumes will be encouraged in the upcoming advertising. Auction committee has met several times and planning for this event is on track. E.I. Board members are encouraged to participate in procurement; Wendy Meyers will coordinate the master list of donors to ensure efficiency. Auction committee is Wendy Meyers, Carolyn Adams, Susan Napier, and Rebecca Chatfield.

**HorsePark:** Leslie Thurston and Todd Trewin have both contacted E.I. recently to discuss funding needs for the Washington State Horse Park in Cle Elum. The auction committee would like to have one bid entry be devoted to fundraising for the Horse Park during the October 17th auction. The Board will vote on this.

**Vendors** A professional artistic photographer is interested in providing services at E.I. events. This issue is re-directed to the Dressage Show Committee as it is a vendor concern.

**Driving:** Barb and Tracy report that the August driving event was cancelled due to hot weather and fire danger at Pilchuck Tree Farm. Also, questions about E.I. grant applications for driving members were directed to Beth Glosten who handles grants. Barb and Tracy would like additional information about the driving account at the bank and will contact Gunn for more information.

**Volunteers:** Colleen is beginning to research the issue of replacing the volunteer software with either another program or an in-house modification to our existing E.I. member database.

**Calendar:** A question arose about how the Flying Changes calendar and website calendar are synchronized. Shelly submits the calendar to Flying Changes, while Peter maintains the website calendar with input from everyone. Peter agreed to look into that process to make sure information is consistent between the two.

**Membership:** Member count as of 08/01/2009 is 447 which is slightly higher than 2008 numbers. Polly remarks that upcoming online new/renewing membership payment system should be coordinated with the existing membership database so that inconsistencies can be handled correctly.

**Website/IT:** Now E.I. has a presence on Facebook which will help communicate with non-members. Peter encourages everyone to post pictures and news to keep information fresh. Board members are invited to become administrators to help maintain Facebook content. In other website news, the online payment system for E.I. membership fees should be on the website this fall.

**Next Meeting** As a follow-up to the 2009 Strategic Planning Document, our next Board meeting will focus on whether or not we are meeting our stated goals for 2009. This Planning Document is

on the E.I. website; main issues are 1) improving fiscal and accounting discipline 2) recruiting volunteer and board positions and 3) improve use of electronic communications.

**Meeting was adjourned at 8:55 pm.**

Due to the Labor Day holiday, our next meeting scheduled is \*Sunday September 13th\* at an off-site location and time to be determined.

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### **Equestrians' Institute Board of Directors Meeting May 4th, 2009**

Board Members Present: President Rebecca Chatfield, Vice President Chriss Cardwell, Promotions Director Maren Jensen, Memberships Polly Kranick, Driving Co-Director Barb Penniston, Volunteers Director Colleen Jones, Education Director Lezlie Wolff, Dressage Director Shelly Navarre

Board Members Absent: Secretary Kathleen Butler, Eventing Director Penny Leggott, Webmaster Peter Larsen, Treasurer Gunn Cooper, Education Co-Director Matt Eagan

Meeting was called to order at 7:04 pm by Rebecca Chatfield.

**Volunteers:** Colleen presented successful results of April Volunteer Drive showing 198 active volunteers. Majority of volunteer positions for the upcoming dressage shows are filled. Ten random winners will receive saddle pads or gift certificates as desired. Horse Trials in September still needs volunteers.

**Dressage:** Shelly reports that L'Aperitif has 12 total hours of ride time. Dressage shows are proceeding as scheduled, and everything is running smoothly so far. The E.I. calendar of events has updated to include events from our chapter member, Lower Puget Sound Dressage Club (LPSDC).

**Education:** Lezlie reminds Flying Changes contributors that article limit is 300-500 words per submission. We are running into space limitations in Flying Changes and must be conscious of decisions between text length, space for pictures, and retaining room for the calendar.

**Membership:** Polly reports that current membership count is 390, virtually identical to 2008 count. Polly has been sending out Welcome Letters to members and membership cards. The E.I. Directory will be printed again this year and Polly will work with Cinda Peters on production. Polly will investigate rosters of chapter members to map compliance with E.I. membership (chapter members must also be EI members). There was a short discussion about the benefits given to business members (website space) and the distinction between business members, sponsors, and vendors.

**Driving:** Barb reports that there will be a beginning driving clinic held at Chinook taught by BJ Heuving. She will send an E-flash to generate interest & awareness in the upcoming driving events on the schedule. Volunteers can audit for free and should contact Barb.

**Promotions:** There was general discussion about E.I.'s "public image" and what has contributed to negative aspects of that. Maren reported back on some discreet investigative work to investigate reasons why some former E.I. members cancelled their memberships or are actively boycotting EI-sponsored shows. Maren found that complaints were in two categories: insufficient communication in the past from the Board regarding rationale for past money expenditures, and some unhappiness with "customer service" aspects of recognized dressage shows. After general discussion it seemed clear that the issues raised are past PR and communication snafus that can be avoided in the future.

**Insurance:** Chriss is changing the dates of coverage for our insurance policy so the timing works better with our show season and better conforms to USDF show management rules. Chriss now has a

thick binder of policies and certificates of insurance for all E.I. events to help keep all documents in one place. Chriss also reminds everyone to notify her of rescheduled or cancelled shows so that the insurance can be updated as needed.

**Eventing:** Chriss reports that planning for Horse Trials has been in early stages with Penny and Event Organizer Mary Beth Koreman. Volunteers are needed, as well as a Volunteer Coordinator. Horse Trials needs a Safety Coordinator, and a Stabling Coordinator as well.

**Other Topics:** Shelly will take leadership role in creating a "Preparedness Plan for what to do in case of unexpected events such as pandemic flu, extreme weather, and other calamities that might cancel or delay an E.I. event. Peter contributed (via email) suggestions on how to identify trigger problems, mobilize crisis leaders, and establish notification and refunding policies for cancelled shows.

**Meeting was adjourned at 9:00 pm.**

Next meeting scheduled is June 1st, 2009 in the Common House at Little Bit Redmond.

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## **Equestrian's Institute Board of Directors meeting February 2, 2009**

Board members present:

Rebecca Chatfield, President, Chriss Cardwell, Vice President, Gunn Cooper, Treasurer Shelley Navarre, Dressage Committee Chair, Penny Leggott, Eventing Committee Chair Colleen Jones, Volunteer Committee Chair, Polly Kranick, Membership Committee Chair Kate Causbie, Consultant and Newsletter, Kathleen Butler, Secretary

Board members absent:

Maren Jensen, Business, Matt Eagan, Education Committee, Peter Larsen, Webmaster

Meeting was called to order at 7:10 pm by Rebecca Chatfield.

### **Membership:**

Membership year is December 1 through November 30. General discussion re: online registration and how this may increase membership in the future. Issue of how to view a membership # on the EI website without having to go through the USDF site. Polly will summarize this information to make it easier for EI members.

### **Newsletter:**

Kate Causbie is introduced as someone to help Shelly on the upcoming electronic newsletter Centerline. Kate has extensive experience in web design and newsletter presentation. Her email address is [horserider8@gmail.com](mailto:horserider8@gmail.com).

### **Calendar:**

Chriss has an updated calendar of EI and chapter events and this will be made available in the shared folder. Chriss has expressed that goal for 2009 is to get chapters more involved in EI. In addition, Chriss is responsible for insurance. This will be summarized for the board in a separate communication to follow.

### **Website:**

One of the 3 major goals decided in the Strategic Planning sessions for 2009 is increasingly usability of the website. Rebecca reports that this is underway now by Peter Larsen.

### **Inventory:**

Several board members report that we need an update of all EI inventory. Currently, inventory is stored at a number of locations including private homes and our rented storage lockers (2) in Redmond. It is agreed by all present that we need to centralize, catalog and label all inventory. Chriss will be the point person for the Inventory project and February 28 will be the target date to organize / inventory our lockers at Redmond Self Storage. Keys for these lockers will be collected by Rebecca and distributed to other board members as needed. One goal of the inventory will be to offer chapters the ability to borrow equipment once we know the location and condition of EI equipment.

#### **Report from Eventing:**

Penny Leggott reports that this years Horse Trials are scheduled for Sept 19-20, 2009 at Donida Farm. There is discussion regarding the leadership for this year's event as there was dissatisfaction with leadership at the 2008 event. Janice Bryant from Region 7 was a potential organizer but is no longer available so we need to appoint the leadership as soon as possible. Joan Meyers will be the onsite secretary and Linda Yost will be in charge of entries. There is some discussion about paying an organizer rather than relying on volunteers. No decision was reached on the subject at this meeting.

Penny has proposed the date of April 18, 2009 for a "First Aid" Clinic to be held in Issaquah Town Hall with the support of Hank Greenwold, DVM. The cost for a first aid box is suggested at \$ 120.00 with comment that there were more requests that kits available for this event last year. Is there a new way to organize this? Perhaps have a firm registration and indication of whether or not a participant would like a kit so that kits would be available to all who want one.

The Ride and Review Clinic is scheduled for April 11-12 at Tall Firs with Saturday the 11 th being private lessons and Sunday the 12th for Ride and Review.

#### **Report from Dressage:**

Shelley distributed the 2009 Dressage schedule:

2009 EI Recognized Show Dates:

May 17th L'Apertif at Bridle trails, Kirkland

June 12th Chablis Sport Horse and Dressage Show at Donida farm, Auburn

June 13-14th Beaujolais Dressage Show at Donida Farms

July 11th Champagne Classic- Crystal Dressage Show at Donida Farms

July 12th Champagne Classis Magnum Dressage Show- Donida Farm

2009 EI Schooling Show Dates:

March 8th and April 4th at Bridle Trails , Kirkland

August 30 and Sept 20th at san Sebastian Equestrian Center

The OMNIBUS will only be published on the EI website in our effort to "go green" and that is [www.equestriansinstitute.org](http://www.equestriansinstitute.org).

#### **Volunteer Report:**

MY Volunteer software is discussed at length with questions as to how we might better utilize the software which we have purchased. Colleen is the administrator for the database and she is interested to know if there is a way to import data re: volunteers from the general database. There is further discussion about using My Volunteer .com on the website. There is general discussion regarding how to better combine lists/email addresses to maximize volunteer staff at all EI events.

#### **Treasurer's report:**

Gunn has taken over as treasurer and will have more transition time with Laura M. There are several EI "check books" and there is general discussion about the need to monitor these accounts responsibly.



**Meeting was adjourned at 9:10 pm.**

Next meeting is scheduled for March 2, 2009 in the Common house at Little Bit Redmond.