



USAWE Executive Committee Minutes

Meeting Date: December 9, 2020

Meeting Time: 6:00 p.m. Pacific, 7:00 p.m. Mountain, 8:00 p.m. Central, 9:00 p.m. Eastern

Meeting Modality: Zoom

Executive Committee Members Present		Executive Committee Members Absent	
President	Leslie Martien		
President Elect	Barbara Price		
Treasurer	Erin O'Shaughnessy		
Secretary	Julie Alonzo		
At Large Director 1	Trisha Kiefer-Reed		
At Large Director 2	Doreen Atkinson		

Current # of EC members = 6. EC members required for Quorum =3. # of EC members in attendance = 6. Quorum was established.

President Martien called the meeting to order at 7:03 p.m., Mountain time.

Non-EC Board Members Present

Kiki Pantaze

BANKING OPTIONS

Prior to the meeting, President-Elect Barbara Price had circulated information about different banking options for the EC to consider and both she and Treasurer Erin O'Shaughnessy had indicated preference for a financial institution with physical "branches" available, rather than solely an online presence.

President Leslie Martien asked Erin O'Shaughnessy to share her thoughts on banking. Erin explained that since the Treasurer is not allowed to spend any money, the choice of bank likely doesn't impact the Treasurer.

Secretary Julie Alonzo shared her thoughts that it might make sense to have the signatories on the account be President and President Elect. She also said that in her experience the organization will likely use electronic payments more often than checks and suggested that the adoption of the two-person signatures for authorization of payments (for documentation) would likely be a good way to comply with the requirements of the Bylaws.

At-Large Director Doreen Atkinson indicated that she personally didn't like Wells Fargo. She has had bad experiences with them.

At-Large Director Trisha Kiefer-Reed also shared that she has had negative experiences with Wells Fargo in recent years.



Secretary Julie Alonzo indicated that she also had some negative experiences with Wells Fargo, with fees, but did find their multiple log-ins were useful.

President Leslie Martien asked Treasurer Erin O’Shaughnessy to send her a list of the kinds of things we should look for in a bank and said that she would then make the time to follow up with the bank to make sure it had the features we need.

Secretary Julie Alonzo made a motion to:

Motion: Authorize Leslie Martien to open a checking account as well as a Money Market account with US Bank, providing that they have the options that we need to function financially, with the following people as signatories on the account: Leslie Martien and Barbara Price.

Motion was seconded by At-Large Director Trisha Kiefer-Reed.

- **The motion passed unanimously with no “nays” heard.**

INSURANCE FOR USAWE

Prior to the meeting, President Leslie Martien, assisted by Secretary Julie Alonzo and Rules/Competitions Committee Chair Jeanne Bond, had requested bids from a variety of insurance companies. It is recommended that we have both General Liability and Directors & Officers Insurance.

One of the companies (Allen Financial Insurance Group) declined to quote until such time as the merger has been fully executed (i.e., all WE United and Confederation for Working Equitation funds have been transferred to USAWE and both prior organizations have filed for dissolution).

Equisure provided a quote for Directors & Officers Insurance and Employment Practices Liability through Travelers, for a cost of \$1000/year (for \$250,000 limit) or \$1200/year to also include Fidelity Crime (\$50,000 limit) and coverage for Social Engineering/phishing scams). Neither of their two options included General Liability Coverage.

The recommendation is to secure coverage for \$1 million if the premium is reasonable.

Secretary Julie Alonzo made a motion to:

Motion: Authorize Leslie Martien to bind Director & Officers and General Liability insurance coverage through Equisure.

Motion was seconded by President-Elect Barbara Price.

- **The motion passed unanimously with no “nays” heard.**



TWO SIGNATURE PAYMENT SYSTEM & SPENDING USAWE FEES

Following best practices recommendations for non-profit corporations, the USAWE Bylaws require two signatures on any checks from the USAWE bank account.

In keeping with the spirit of this requirement, USAWE will require signatures from two members of the Executive Committee, neither one of whom can be the person requesting payment / approval of payment, on a Request for Payment Form, along with appropriate documentation (receipts / invoices) for any payment issued. The Payment Request Form must be properly filed with the Treasurer (email will suffice) and saved on the USAWE Google Drive in the folder for “Double Signed Payment Request Forms” in the main Board & Committee Chair Materials folder.

Barbara suggested that a typical method is to use a form with amount, rationale, two signature lines, and these can be collected.

If a committee has a particular line-item budget approved by the Board, then they could perhaps submit a request for payment or reimbursement (perhaps up to a certain cap).

President Leslie Martien suggested setting a cap on a purchase that could be approved by two members of the Executive Committee (rather than the full group). Others agreed.

At-Large Director Doreen Atkinson asked if anyone had experience with what sort of cap would make most sense. She asked about the possibility of a cap of \$500.

President-Elect Barbara Price said that she thought the cap should be set at \$500 - \$1000, somewhere in that range. At-Large Director Doreen Atkinson suggested \$500 would be a good amount and President Leslie Martien agreed that \$500 seemed like a good number.

President Leslie Martien made a motion to:

Motion: Approve use of a Request for Payment Form, properly filed with the Treasurer (email will suffice) and saved on the USAWE Google Drive in the folder for “Double Signed Payment Request Forms” in the main Board & Committee Chair Materials folder.

Motion was seconded by Barbara Price.

- **The motion passed unanimously, with no “nays” heard.**



President Leslie Martien made a motion to:

Motion: Two officers of the Executive Committee are authorized to approve expenditures for budgeted items up to and including \$500 without approval from the full Executive Committee.

Motion was seconded by Trisha Kiefer-Reed.

- **The motion passed unanimously, with no “nays” heard.**

President Leslie Martien informed members of the Executive Committee that she has purchased a Quickbooks license that will allow access by up to three people. We might need to upgrade to a package with access for more people later, but for now Treasurer Erin O’Shaughnessy has what she needs to set up the books.

DEVELOPING A BUDGET

Prior to the meeting and at the request of President Leslie Martien, Secretary Julie Alonzo had circulated a draft proposed budget for both 2020 and 2021, with estimated income and expenses. Treasurer Erin O’Shaughnessy had suggested a few corrections and clarifications, which were made prior to the meeting.

The estimated 2020 budget provided by Secretary Julie Alonzo in advance of the meeting was as follows:

2020 Proposed Budget									
Income									
Transfer from CWE	\$ 4,000.00								
Transfer from WE United	\$ 4,000.00								
Membership	\$ 10,800.00	(360 new members @30 each)							
Affiliate Organizations	\$ 360.00	12 AOs @30 each)							
Year-End Award Sponsors	\$ 80.00	(2 @ \$40/each)							
Show Licensing Fees	\$ -	(COVID forced two Dec. shows to cancel)							
Total	\$ 19,240.00								
Expenses									
Year-End Awards	-								
Paypal Fees	\$672	(\$1.17 per member /AO fee processed [3.9%] & \$116.30 for big deposits from CWE & WEU [2.9%])							
Logo Design Contest	-	(actually \$500, but paid for by WE United)							
Website Services	-	(actually \$105, but paid for by WE United)							
Start-up costs	-	(actually \$830, but paid for by WE United)							
Attorney fees for start up	-	(actually \$1830, but paid for by Confederation)							
Simply Voting	-	(actually \$691.20, but paid for by WE United)							
Gira.io licensing	-								
Insurance	\$2,000								
Annual Corporate Filing	\$50								
Bookkeeping	-								
Accountant (Taxes)									
Quickbooks License	\$12	(@\$12/month)							
Total	\$2,734								



The estimated draft budget for 2021 provided by Secretary Julie Alonzo in advance of the meeting was as follows:

2021 Proposed Budget		
Income		
Transfer from CWE	\$ 40,000.00	
Transfer from WE United	\$ 50,000.00	
Membership	\$ 29,500.00	(350 new members in 2021 @30 each + 400 renewals in fall (for 2022) *45 each = 20 Affiliate Organizations (for 2022) at \$50 each)
Year-End Award Sponsors	\$ 800.00	(20 @ \$40/each)
Show Licensing Fees	\$ 1,600.00	(based on 2020 #'s & pandemic)
Total	\$ 121,900.00	
Estimated Expenses		
AO rebates	\$3,500	700 members @5 each)
Year-End Awards	\$6,500	
Paypal Fees	\$3,000	
Website & G-Suite Services	\$1,600	
Licensed Officials Badges	\$800	
Marketing Materials	\$1,500	
Postage	\$1,000	(for year-end awards)
Simply Voting	\$691	
Gira.io licensing	\$2,500	
Insurance	\$2,000	
Annual Corporate Filing	\$50	
Bookkeeping	\$3,000	
Accountant (Taxes)	\$700	
Quickbooks License	\$1,250	
Total	\$28,091	

Treasurer Erin O’Shaughnessy suggested that she and Secretary Julie Alonzo work together to refine these initial draft budgets, and then share them with the Board of Directors for official vote at the December 28, 2020 Board meeting.

President Leslie Martien indicated that the amount that will be transferred from the CWE is likely closer to \$32,000. Secretary Julie Alonzo also indicated that the WE United funds would be lower due to expenses related to the 2020 awards.

OTHER BUSINESS

President Leslie Martien also shared her thoughts on the need to get started with planning for the annual member meeting as well as a variety of other committees that need to be organized. She also shared that she’d received an email from a youth member who expressed interest in serving on a committee. She has reached out to him to find out more about what his interests are. Leslie is working her way through the list of members who have indicated interest in serving on committees.

At-Large Director Doreen Atkinson asked if the EC could discuss the Classmarker fee requested by the LOC. She explained that Classmarker is an online assessment platform that Kat Waters researched and had been approved to use (for the Confederation) prior to the merge.

Secretary Julie Alonzo indicated that Kat had asked her to look at the system during Phase 2 of the merger and that she found it to be well-designed. She thought it would be a wise investment of funds.



Secretary Julie Alonzo made a motion to:

Motion: Authorize purchase of a Classmarker license to enable the LOC and Coaches Network Committees to administer the rules tests online.

Motion was seconded by President Leslie Martien.

➤ **The motion passed unanimously, with no “nays” heard.**

President Leslie Martien asked if anyone had any further business. Hearing none, she adjourned the meeting at 8:08, Mountain Time.

Minutes submitted by Julie Alonzo, USAWE Secretary.