



USAWE Board Meeting Minutes

Meeting Date: March 9, 2022

Meeting Time: 5:00 p.m. Pacific, 6:00 p.m. Mountain, 7:00 p.m. Central, 8:00 p.m. Eastern

Meeting Modality: Zoom

Board Members Present		Board Members Absent at Roll Call	
President	Barbara Price		
President Elect	Olga Hendrickson		
Secretary	Julie Alonzo		
Treasurer	Erin O'Shaughnessy		
At Large Director 1	Trisha Kiefer-Reed		
At Large Director 2	Doreen Atkinson		
R1 Director	Heather Humelbaugh		
R2 Director	Robin Bond		
R3 Director	Chris Stanko		
R4 Director	Kiki Pantaze		
R5 Director	Becky Sherven		
R6 Director	Kimberley Hillyer		
R7 Director	Rebecca Algar		

Current # of Board members = 13. BOD members required for Quorum = 7. # of BOD members in attendance at roll call = 13. Quorum was established.

USAWE Board Members in Attendance After Roll Call:

USAWE Adult Members in attendance for all or part of the meeting:

Jeanne Bond, Rules Committee Chair, R6 Member
 Christy Reisch, Licensed Officials Committee Co-Chair, R2 Member
 Kristine Strasaburger, R1 Member and AO Coordinator
 Leslie Martien, Past President & R3 Member
 Dan Dahlke, Ethics Committee Chair, R1 Member
 Sue Watkins, Competitions Committee Member, R2 Member
 Alex Tyson, R5 Member and Youth Development Committee Chair
 Kellee Campbell, Licensed Officials Committee Member and R4 Member

President Price called the meeting to order at 5:01 PM, Pacific time.

COMMITTEE APPOINTMENTS

Prior to the Board meeting, President Price had circulated a "board book" with materials relevant to the topics of the meeting. One of the materials was a list of members that two committee chairs (Membership and Awards) were requesting be officially appointed.



Julie Alonzo, Secretary, made a motion to:

Motion: Appoint Sherri Williams, Bridgett Klingler, Lynn Maloney, and Barb Sullivan to the Awards Committee, effective immediately.

Motion was seconded by Kiki Pantaze, R4 Director.

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

President Barbara Price, made a motion to:

Motion: Appoint Olga Hendrickson as chair of the Membership Committee and appoint the following individuals to the Membership Committee, effective immediately: Jacqueline Ely, Maureen Beavin, Katie Steffe, and Heather Hiller.

Motion was seconded by Erin O’Shaughnessy, Treasurer.

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

NOTIFICATION OF TWO PROPOSALS PASSED VIA EMAIL

President Barbara Price notified the Board of two motions that had been passed via unanimous consent in writing since the last Board meeting. This notification is intended to ensure that the motions are recorded in official Board minutes.

MOTION PASSED VIA UNANIMOUS CONSENT IN WRITING

Motion: Approval of the Eastern Zone Championship show proposal presented by ERAHC.

MOTION PASSED VIA UNANIMOUS CONSENT IN WRITING

Motion: Approval of a proposal by the Licensed Officials Committee to:

Remove the mandated national seminar for Licensed Officials every two years. This mandate is stated in the Licensed Officials Program, General Requirements, 2.1.1c and in the continuing education requirements: “Attend a national USAWE educational seminar event within two years of application”.



In addition, President Price pointed out that meeting minutes for the January and February 2022 Board meetings have been approved and are posted on the USAWE website under Corporate Records – Minutes.

CHANGING THE MEMBERSHIP PERIOD

When the Board approved the change to the Competitions calendar (shifting it from December 1 – November 30 to the calendar year January 1 – December 31), changing the terms of the membership year was also discussed. The Membership Committee shared a proposal to begin the process of changing the timing of the membership year.

Because the Bylaws mention some dates related to when Junior members transition to adult memberships, this is the first step toward making a change. In keeping with our Bylaws, the following steps must be followed:

1. Written copy of the proposed changes must be included on the agenda of a Board meeting, along with the date when that meeting will be held.
2. Upon the affirmative vote of at least 2/3 majority of the seated Board at the time the vote is taken (currently, 9 votes in favor), the proposed change must be presented in writing to the membership for a period of no less than 45 days for comment and input.
3. Once this comment period has ended, the proposed change will be added to a Board agenda. For the proposed change to be approved, it must receive the affirmative vote of at least 2/3 majority of the seated board at the time the vote is taken (currently, 9 votes in favor).

Thus, tonight’s agenda topic is Step #1, above, and if the Board votes to approve bringing the proposed change to a future meeting, then that will be Step #2. If the motion passes (with at least a 2/3 majority vote), then we will present the proposed change to the membership in the upcoming March newsletter and then return to officially vote on the motion in our May BOD meeting.

President Elect Olga Hendrickson, made a motion to:

Motion: Begin the process of changing the dates of the membership year from December 1 – November 30 to January 1 – December 31. If passed, this motion requires that the proposed changes to the Bylaws be presented to the USAWE membership for a period of no less than 45 days for comment and input.

Motion was seconded by Barbara Price, President.

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



LICENSED OFFICIALS COMMITTEE

Prior to the Board meeting, the Licensed Officials Committee had shared motions to approve expenditures for two in-person seminars as well as to purchase equipment to be used for silent judging

The projected budget for the in-person seminars is appended to these minutes. The LOC is proposing sharing expenses for the judges who will instruct at the seminars with the competitions that will be held in conjunction with the seminars. They estimate \$3,480.00 in LOC expenses for the seminar in Tennessee and \$4305.50 in LOC expenses for the seminar in California. Income for each of the seminars is projected to be \$4500.

There was discussion about how to cover the costs if there were insufficient numbers to cover the costs. One suggestion was to remove the per diem for travel days for the instructors (as this is not commonly provided for judges when they travel to a competition).

Several Board members spoke in favor of holding the seminars, even if they run at a loss this year. It was pointed out that if the seminars fail to generate enough income to cover their expenses, the LOC might want to consider scheduling only one in-person seminar per year in the future (to help ensure sufficient participation).

Doreen Atkinson, At-Large Director, made a motion to:

Motion: Approve the budget for the LOC Seminar East and authorize the expenditures as outlined in the budget, dated March 2022 presented to the Board.

Motion was seconded by Kiki Pantaze, R4 Director.

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

Doreen Atkinson, At-Large Director, made a motion to:

Motion: Approve the budget for the LOC Seminar West and authorize the expenditures as outlined in the budget, dated March 2022, presented to the Board.

Motion was seconded by Rebecca Algar, R7 Director.

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



The Licensed Officials Committee would like to request the purchase of two (2) Tour Guide Systems. Each system has a Reteless transmitter and thirty (30) receivers. We also request the purchase of a 4-year accident protection plan for each.

These expandable systems will enable multiple judge candidates to remotely shadow a judge,

enabling the candidates to clearly hear the judge’s marks and comments without distraction. This will be especially beneficial when we have WAVE Judges officiating. Shadowing is an important element of our education program for licensed officials.

Shopping Cart

[Deselect all items](#)

	Price
<input checked="" type="checkbox"/>  ASURION 4 Year Music Accident Protection Plan \$600-699.99 \$85.99	
<input checked="" type="checkbox"/>  Case of 1 transmitter and 15 Receiver 1 Charging Case, Reteless T130, 99 Channel, Wireless Tour Guide System, Church Translation System, Assistive Li... \$649.99	
Subtotal (2 items): \$735.98	

We are requesting two sets because of the multiple shows held each weekend during the height of the competition season, as well as to compensate for the shipping time required to get the systems back and forth. The systems will be stored and maintained at LOC Co-Chair, Christy Reich’s office for easy shipment to locations across the U.S.

The cost for each set is \$735.98
Total investment: \$1471.96.

Discussion included the possibility of ordering only one set initially, with the ability to purchase an additional set should this become necessary.

The LOC indicated that having two sets is important because this is now part of the requirements for continuing education. They want two sets to ensure that if there is more than one request in a given weekend, the LOC will be able to provide the units at more than one location.

The Board had questions about how the LOC would ensure that the units don’t get lost or damaged. The LOC explained that Christy Reich, Co-Chair of the LOC, would store the units in her office and would be responsible for shipping them to locations when requested. She also pointed out that the request includes money for insurance.

Doreen Atkinson, At-Large Director, made a motion to:

Motion: Approve the expenditure of \$1471.96 for the purchase of two wireless headset systems to be used for silent judging panels.

Motion was seconded by Kiki Pantaze, R4 Director.

➤ **The motion passed by voice vote with one “nay” heard.**



YOUTH SCHOLARSHIP FORMS

The Youth Development Committee prepared three documents for the Board to review: a scholarship application form, a scholarship review form for use by the committee, and a procedures document.

Discussion included clarification that the intention of the program is to provide financial support to youth who might not otherwise be able to afford the entry fee to a Championship, as well as how to ensure that all eligible youth are informed of the availability of the funds. A suggestion was made to make sure that announcements get sent to all members (from all regions) at the same time, with clear information about the limited funds available, deadlines for scholarship applications, etc.

Another suggestion was to set a flat amount for the scholarship rather than the variable “entry fee.”

The Board requested that the committee add the wording, ***“the intention of the program is to provide financial support to youth who might not otherwise be able to afford the entry fee to a Championship”*** to the application form itself.

USAWE FINANCIAL UPDATE

The following Financial Summary was provided by Treasurer Erin O’Shaughnessy to Board members in advance of the Board meeting.

January and February Financials and Bank Reconciliations have been uploaded to the Google Drive.

Revised December 2021 Balance sheet has been uploaded reflecting the Restricted Youth Funds that are held in the General Checking account.

Financial Summary

US Bank Checking Account Current Balance (03/08/22)	\$ 16,219.99
US Bank Secondary Checking Current Balance (03/08/22)	\$ 600.00
US Bank Savings Current Balance (03/08/22)	\$106,000.03
PayPal Account Current Balance (03/08/22)	\$ 7,169.75
Net Income January 2022	\$4,528.95
Net income February 2022	\$3,123.48
Net Income YTD (Feb)	\$7,652.43
Previous Year (2021) Net Income	\$101,151.67



Comments: Income was Membership dues/horse recording, show licensing fees, Breed Award sponsorships and LO application fees and online Product Sales. The Other Ordinary Income is the cash back from our PayPal Debit card used mostly for the Banner purchases for the AOs.

Expenses were regular Google suites fees Mail chimp, PayPal processing fees, Zoom subscription renewal and a Banner order. The advertising expenses were the transfer of allocated funds from Membership renewals to the Affiliate Organizations for their promotion of USAWE.

Submitted electronically.

Erin O'Shaughnessy
03/08/22

President Barbara Price adjourned the meeting at 6:02 PM, Pacific Time.

Minutes submitted by Julie Alonzo, USAWE Secretary.

Licensed Officials Committee Update- March 1, 2022

Current/Recent Projects

- Streamlined the LOC application process and paperwork
- Continue to fine-tune the LO Program and streamline the LOC application process and paperwork
- Continue to design and produce the in-person seminars, utilizing the S judge team
- Submitting purchase approval for one-way headsets for 'Remote Shadow Judging' for LOs to listen to judging from the side of the ring in real-time
- Holding "News You Can Use" Zoom meeting for all LOs and potential LOs, 3/1/22
- Updated the LOC section of the USAWE website
- Updated the Rules test for LOs and International Judges
- Continue to accumulate videos and create modules for Working Equitation Education Center (WEERC) site. Revise, update and conduct the 2022 Rules test via the WEERC website

Routine Duties

- Review, approve, issue licenses
- Field email queries regarding licensing
- Track and file submitted documents
- Track CE credits and issue serial numbers to LOs who completed CE
- Send recordings to LOs who missed live webinars
- Conduct periodic briefings for LOs

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Budget Estimate
LO Seminar East – Bulls Gap, TN, May 19-22, 2022
LO Seminar West – Thousand Oaks, CA, June 23-26, 2022

Schedule/Plan:

- Two S Judges
- One classroom seminar day (Thursday)
- Two days of silent judging Dressage and EOH by participants (Friday and Saturday)
- Brief discussion of Speed and Cattle requirements prior to trials (Sunday).

Assumptions:

- 10 participants
- 15 auditors

LO SEMINAR EAST

Expenses	Cost		Total	Basis of Estimate
Classroom instruction	\$ 450.00	2	\$ 900.00	2 instructors for 1 day @ \$450/day
Scoring analysis	\$ 100.00	4	\$ 400.00	\$100/day for 2 instructors, 2days. Show pays daily judging fee.
Airfare	\$ 1,000.00	0.50	\$ 500.00	2 R/T flights @ \$500. Airfare split with Show.
Accommodations	\$ -	0.50	\$ -	Paid for by Show. No charge to us.
Meals for Instructors	\$ 30.00	6	\$ 180.00	Three outside meals (dinner, Wed, Fri, Sun) @ \$30/meal, 2 Judges
	\$ 10.00		\$ -	Competitors Reception (Thu) @ \$10/ticket. Paid for by Show.
	\$ 25.00		\$ -	Competitors Party (Sat) @ \$25/ticket. Paid for by Show.
				Continental breakfast and lunch provided by Show all days.
Travel Day per diem	\$ 400.00	0.50	\$ 200.00	2 Judges, 2 days each, @\$100/day. Split with show.
Conference room rental	\$ 250.00	1	\$ 250.00	Show only charging for 1 day.
Office supplies/materials	\$ 250.00	1	\$ 250.00	Blank test copies, miscellaneous material (estimate)
Handouts	\$ 20.00	10	\$ 200.00	Printed copy of presentation materials. Free to participants. Auditors pay actual cost. (Will get actual estimate.)
Refreshments/snacks	\$ 10.00	30	\$ 300.00	30 people @ \$10/person, 1 day
Lunch- participants	\$ 10.00	30	\$ 300.00	30 people @ \$10/person, 1 day
Total Expenses			\$ 3,480.00	

Income	Cost		Total	
Participants	\$ 300.00	10	\$ 3,000.00	
Auditors, members	\$ 100.00	15	\$ 1,500.00	
Auditors, non-members	\$150.00	0	\$ -	
Total Income			\$ 4,500.00	
BALANCE			\$ 1,020.00	

LO SEMINAR WEST

Expenses	Cost		Total	Basis of Estimate
Classroom instruction	\$ 450.00	1	\$ 450.00	1 instructor for 1 day @ \$450/day
Scoring analysis	\$ 100.00	4	\$ 400.00	\$100/day for 2 instructors, 2days. Show pays daily judging fee.
Airfare- WAVE judge	\$ 800.00	0.50	\$ 400.00	1 R/T flight, Lisbon-LAX
Drive Reimbursement- S judge	\$ 111.00	0.50	\$ 55.50	irs mileage reimbursement @ 58.5/mile, 190 miles
Accommodations- WAVE judge	\$ 1,000.00	0.50	\$ 500.00	Split with show
Accommodations- S judge	\$ 250.00	1	\$ 250.00	One night
Meals for WAVE judge	\$ 100.00	4	\$ 400.00	100/day, 4 days
Meals for S judge	\$ 100.00	1.00	\$ 100.00	1 day
Travel Day per diem	\$ 400.00	0.50	\$ 200.00	2 Judges, 2 days each, @\$100/day. Split with show.
Conference room rental	\$ 500.00	1	\$ 500.00	Local hotel
Office supplies/materials	\$ 250.00	1	\$ 250.00	Blank test copies, miscellaneous material (estimate)
Handouts	\$ 20.00	10	\$ 200.00	Printed presentation. Free to participants. Auditors pay actual cost. (will get estimate)
Refreshments/snacks	\$ 10.00	30	\$ 300.00	30 people @ \$10/person, 1 day
Lunch- participants	\$ 10.00	30	\$ 300.00	30 people @ \$10/person, 1 day
Total Estimated Expenses			\$ 4,305.50	

Income			
Participants	\$ 300.00	10	\$ 3,000.00
Auditors, members	\$ 100.00	15	\$ 1,500.00
Auditors, non-members	\$ 150.00	0	\$ -
Total Estimated Income			\$ 4,500.00
BALANCE			\$ 194.50

Purchase Request

The Licensed Officials Committee would like to request the purchase of two (2) Tour Guide Systems. Each system has a Reteless transmitter and thirty (30) receivers. We also request the purchase of a 4-year accident protection plan for each.

These expandable systems will enable multiple judge candidates to remotely shadow a judge, enabling the candidates to clearly hear the judge's marks and comments without distraction. This will be especially beneficial when we have WAVE Judges officiating. Shadowing is an important element of our education program for licensed officials.



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The cost for each set is \$735.98

Total investment: \$1471.96

Shopping Cart

[Deselect all items](#)

		Price
<input checked="" type="checkbox"/>	 <p>4 Year Accident Protection asurion</p> <p>Electronics</p>	<p>ASURION 4 Year Music Accident Protection Plan \$600-699.99 \$85.99</p> <p>In Stock Shipped from: Asurion, LLC Qty: 1 Delete Compare with similar items</p>
<input checked="" type="checkbox"/>	 <p>Charge Case Reteless</p>	<p>Case of 1 transmitter and 15 Receiver 1 Charging Case,Reteless T130, 99 Channel,Wireless Tour Guide System,Church Translation System,Assistive Li... \$649.99</p> <p>In Stock Shipped from: Retevis Direct You added a protection plan for this item Qty: 1 Delete Compare with similar items</p> <p>Save 8% Clip Coupon</p>
		Subtotal (2 items): \$735.98