

# Board of Directors (BOD) Agenda – 2.8.2023

**Meeting Date:** Wednesday, February 8, 2023

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

**Meeting Frequency/Modality:** 2<sup>nd</sup> Wednesday each Month held virtually via Zoom

**Directors:** Prior to the meeting, please review the **February 8, 2023 BOD Business** folder located in the USAWE G-Drive > Board of Directors (BOD) > Board Meetings - 2023 > 2. BOD Meeting - February 8, 2023 > **BOD Board Business**

For efficiency, Committee and Director Updates not be included in the 2.8.2023 BOD meeting since each provided their report during the February 4, 2023 Annual Members Meeting

- **FYI Only** - Items in purple font are new resources for BOD and Committees; no BOD action is required.
- **LIVE Discussion** - The remaining topics (black font) will be discussed LIVE during the 2.8.2023 BOD meeting.

| Virtual Meeting via Zoom ( <a href="mailto:secretary@usawe.org">contact secretary@usawe.org</a> for Zoom meeting link)   |  |  |   |
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| Time   | Topic  |  |   |
| 5:00 pm<br>PST   | Welcome, Call to Order, Roll Call BOD and Verify Quorum<br>Roll Call Committees. Silent Participants to use Chat to provide Name and Region#<br><b>Minutes</b> – The January 11, 2023 BOD meeting minutes were e-approved January 15, 2023 and posted to the <a href="http://usawe.org">usawe.org</a> > Corporate Records > Meeting Minutes > Elected Board Minutes 2023 and USAWE G-Drive > Board of Directors (BOD) > Board Meetings - 2023  |  |   |
| Already provided at Feb 4 Annual Members Meeting   | <table border="0"> <tr> <td style="vertical-align: top;"> <b>Committee Updates</b> (alpha order) – 3 min ea.<br/>                     Affiliate Organizations<br/>                     Awards<br/>                     Coaches Network<br/>                     Competitions<br/>                     Elections<br/>                     Ethics<br/>                     Financial Oversight                 </td> <td style="vertical-align: top;">                     Horse Recordings<br/>                     International Competition<br/>                     Licensed Officials (LOC)<br/>                     Marketing and Promotion<br/>                     Membership<br/>                     Rules<br/>                     Website<br/>                     Youth Development                 </td> </tr> </table>  | <b>Committee Updates</b> (alpha order) – 3 min ea.<br>Affiliate Organizations<br>Awards<br>Coaches Network<br>Competitions<br>Elections<br>Ethics<br>Financial Oversight | Horse Recordings<br>International Competition<br>Licensed Officials (LOC)<br>Marketing and Promotion<br>Membership<br>Rules<br>Website<br>Youth Development |
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| Already provided at Feb 4 Annual Members Meeting   | <table border="0"> <tr> <td style="vertical-align: top;"> <b>Directors Updates</b> (numeric order) – 3 min ea.<br/>                     At Large Director 1<br/>                     At Large Director 2<br/>                     Regional Director 1<br/>                     Regional Director 2                 </td> <td style="vertical-align: top;">                     Regional Director 3<br/>                     Regional Director 4<br/>                     Regional Director 5<br/>                     Regional Director 6<br/>                     Regional Director 7                 </td> </tr> </table>  | <b>Directors Updates</b> (numeric order) – 3 min ea.<br>At Large Director 1<br>At Large Director 2<br>Regional Director 1<br>Regional Director 2                         | Regional Director 3<br>Regional Director 4<br>Regional Director 5<br>Regional Director 6<br>Regional Director 7   |
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| 5:05 pm<br>PST   | <b>Old Business</b> <ul style="list-style-type: none"> <li>• Tabled Discussion from 1.11.2023 BOD Meeting                             <ul style="list-style-type: none"> <li>○ Youth Championship Show Scholarship Fundraiser – Alex Tyson, Youth Development Chair</li> <li>○ Information Request Lead Time – Bridgett Klingler, Awards Chair</li> </ul> </li> <li>• Tabled Discussion from 1.25.2023 Executive Session                             <ul style="list-style-type: none"> <li>○ Bylaws Review, Amendments and Task Force - BOD</li> <li>○ Policies/Procedures Review and Revisions - BOD</li> </ul> </li> </ul>  |  |   |
| 5:20 pm<br>PST   | <b>New Business</b><br><b>Committee Appointment(s)</b> <ul style="list-style-type: none"> <li>• Membership Committee Appointments – Kate Steffes, Chair</li> <li>• Ethics Committee Appointment – Dan Dahlke, Chair</li> <li>• Financial Oversight Committee Appointments – Leesa Nero, Chair</li> <li>• Marketing and Promotion Appointment – Karen Boso, Chair</li> <li>• Coaches Network Appointment – Trisha Kiefer-Reed, Chair</li> </ul> <b>Committee Request(s)</b> <ul style="list-style-type: none"> <li>• Rules - Ontario Society for Working Equitation use of USA Rules for Working Equitation – Jeanne Bond, Chair</li> <li>• LOC Seminar Proposal and Budget - June 15-18, 2023 – Christy Reich, LOC Chair</li> <li>• Marketing and Promotion - Budget – Karen Boso, Chair</li> <li>• Intellectual Property: USAWE-Legend Enterprises– Karen Boso, Marketing and Promotion, Chair</li> </ul> |  |   |

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|  | <p><b>Corporate</b></p> <ul style="list-style-type: none"> <li>• <b>USAWE Guides</b> <ul style="list-style-type: none"> <li>○ <b>Intro to the Board of Directors Packet</b> – Kellee Campbell, Kiki Pantaze, Doreen Atkinson, Kris Blacklock, Stephanie Hayes, Karen Miller</li> <li>○ <b>Meeting Etiquette</b> – Kris Blacklock, Secretary</li> <li>○ <b>eMail, Contacts and G-Drive Usage</b> – Kris Blacklock, Secretary</li> <li>○ <b>Zoom and Webinar License Usage</b> – Kris Blacklock, Secretary</li> </ul> </li> <li>• <b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>○ <b>Intellectual Property</b> – Kris Blacklock, Secretary</li> <li>○ <b>2.0 Procedures – BOD and Committees</b> – Doreen Atkinson, Pres-Elect and Jeanne Bond</li> <li>○ <b>Different Levels of USAWE Service</b> – Kiki Pantaze, R4 Director</li> </ul> </li> </ul> |
| 6:20 pm<br>PST                                     | <p><b>Financial Report</b> – Erin O’Shaughnessy, Treasurer</p> <p><b>Announcements</b></p> <p><b>Items To Consider for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• <b>USPS and FEDEX Mailing</b> – Kiki Pantaze, R4 Director</li> </ul>   |
| <b>CLOSED SESSION EXECUTIVE SESSION – Full BOD</b> |   |
| 6:35 pm<br>PST                                     | <p><b>Appoint Region 3 Director</b> – potential R3 nominees are asked to email a brief resume (bio) and photo to the <a href="mailto:secretary@usawe.org">secretary@usawe.org</a> by 5pm PST February 1<sup>st</sup> for BOD review prior to the 2.8.2023 BOD Executive Session.</p>  |
| 7:00 pm<br>PST                                     | <p><b>Adjourn</b></p>   |
|  | <p><b>Next Meeting: 5pm PST Wednesday March 8, 2023</b>; agenda items due Wednesday February 22 (14 days prior to meeting). Email agenda items to President and cc: President-Elect and Secretary</p>   |