

**NVRHA Board Meeting**

**November 20, 2010**

**Dave Currins Home**

Dave Currin called the meeting to order at 10:00am. Dave welcomed the Board and thanked them for attending.

The following Board Members were present: Dave Currin, Debbie Raymond, Tim Rose, Cindy Rose, Jay Henson, Donna Stewart, Charlie Stewart, Bill Hauschildt, Bill Cantrell, and Brian Thomas.

Proxies for Edgell Pyles, Marty Pickett were carried by Tim Rose. Jay Henson carried a proxy for Rich Masoner and Charlie Stewart carried a proxy for Susan Heyvaert.

Members not present: Susan Heyvaert, Bill White, Rich Masoner, Becky Grant. Dave reported to the BOD that CeCe Chambless had resigned her position.

Dave opened the meeting by giving the BOD the breakdown of the memberships in the various areas of the country.

Colorado – 23%

California- 16%

Northern Lights- 16%

South Central—13%

Arizona- 13%

New Mexico- 13%

Dave spoke to the Board about the Affiliate Agreements – Level 1 and 2- and the history behind them. Dave erroneously used the wrong agreement for the September Board meeting and we needed to resolve the issues surrounding that. It was felt that \$40.00 per participant and then a possible split of profits at the end of the year would be the answer for Level 1.

Tim Rose gave his thoughts on the Affiliate Agreements and how they should work. He also said that he was not confused about the Affiliate Agreement situation for 2010. Tim also spoke about the financial cushion the organization needs to operate. He felt that we would like to have \$20,000.00 working capital.

Brian Thomas told the BOD about the confusion in the office in regard to no viable Affiliate Agreements. He mentioned that Carol Thomas and Susan Heyvaert had discussed finances for the Northern Lights Affiliate but he was unsure of exactly what had been agreed upon.

Charlie and Donna Stewart expressed the concerns that Susan Heyvaert/Northern Lights has, and the need to resolve the confusion.

The Board decided that after Dave Currin has all the information he needs from Tim Rose, Dave would call Susan Heyvaert directly and work with her to resolve any issues regarding the Northern Lights finances. The BOD was concerned about Northern Lights and did not want the confusion surrounding the 2010 Affiliate Agreements to hurt the relationship between NVRHA and Northern Lights. The Board went over the Affiliate Agreements, made adjustments, and corrections. Cindy Rose made the motion to approve the Agreements with the changes. Jay Henson 2<sup>nd</sup> and the motion carried. A copy of the Affiliate Agreements is attached.

#### Changes to Level 1:

1. Advertisement /Promotion-Strike Rundown Deadlines in Affiliates role.
2. Year End Awards and Championship Points- Maintain points for all approved NVRHA events. Update Web Site on a bi-monthly basis (April-September). This was changed to a monthly basis.
3. Articles for Rundown-(Currently reads) In Affiliates role NVRHA will include at least one Affiliate article in each issue of the Rundown. Our goal is to make the "Rundown" the first source of Versatility Ranch Horse News. Will maintain schedule of events. The changes are as follows:  
  
NVRHA will dedicate a one page event flyer in each issue of the Rundown. Will maintain schedule of events for each Affiliate.
4. Financial- (currently reads)In Affiliates role Affiliate pays \$40.00/participant per event. All remaining profits stay with the Affiliate. Maintain a positive cash flow- books balance at year end. Participant fee for management of registrations and support of the NVRHA Foundation Expenses (Web Site, Rundown magazine, Rule Books, Awards, National Championship, expansion expenses, promotion, etc). The changes are as follows:  
  
Affiliate pays \$40.00/participant per event. Participant fee for management of registrations and support of the NVRHA Foundation Expenses (Web Site, Rundown magazine, Rule Books, Awards, National Championship, expansion expenses, promotion, etc). By December 31<sup>st</sup> of each calendar year, any event profits shall be split 50/50 between Affiliate and National.
5. Event Registration- (currently reads) In the Affiliates role, all event Registrations will be processed through the NVRHA off. Target \$200.00 profit per event to provide a positive financial position. Will pay necessary approved fees for NVRHA management and Awards currently determined to be \$40.00 per participant. The changes are as follows:  
  
Target \$400.00 profit per event to provide a positive financial position.

## Changes to Level 2:

1. **Organizational goals-(currently reads)**In the Affiliates role, insure that focus on Fun and Education is fully achieved at all events. The change is:

Insure that focus on Education and Fun is fully achieved at all events.

2. **Membership- (currently reads)** In the Affiliates role, participants in their second sanctioned event must be members of NVRHA. A membership. Affiliate must maintain NVRHA membership. Affiliate will maintain a minimum of 20 NVRHA members. Affiliate will pay annual membership fee of \$100.00. The change is as follows, replace the paragraph with following:

Participants in their second sanctioned event must be members of NVRHA. Affiliate will pay annual membership fee of \$100.00.

3. **Articles for Rundown-(currently reads)** In the NVRHA National Role- NVRHA will dedicate one page in each issue of the Rundown. Will maintain schedule of events for each affiliate. Changes are as follows:

NVRHA will dedicate a one page event flyer ie each issue of the Rundown. Will maintain schedule of events for each Affiliate.

The Affiliate role-(currently reads) Provide Articles and flyers or event with excellent digital photos for inclusion by Rundown deadlines. Pays ½ fees, at market rates, for event flyer/article at Affiliates discretion for additional pages. Changes as follows:

Provide Articles and flyers of event with excellent digital photos for inclusion by Rundown deadlines. Pays market rates, for additional flyers.

4. **Event Registrations-(currently reads)** In the NVRHA National Role-

**Affiliates:** Provide necessary information, Participants Divisions, Memberships, Horse Registrations, etc. Changes are as follows:

The Affiliates will provide all necessary information ( Participants Division, Memberships, Horse Registrations, etc.) NVRHA will work with Affiliate on membership status and division assignment.

The Board also asked to have the Agreements re-formatted to arrange subjects in the same order and provide correct signature lines.

5. Minutes Approval-

The minutes from the September 24, 2010 Board meeting were approved after the changes were made to the Affiliate Agreements.

6. Treasures Report-

Tim Rose provided the Board with the current financial status and explained what the upcoming expenses would be.

NVRHA Income/ Expenses

November 2010

<u>Description</u>	<u>Income</u>	<u>Description</u>	<u>Expenses</u>
Donations	\$ 11,503.34	Advertising	\$ 8,760.19
Memberships	\$ 11,740.00	Office	\$ 3,379.66
Clinic Profits	\$ 29,812.24	Insurance	\$ 6,846.06
New Mexico Acct.	\$ (47.17)	Travel	\$ 378.50
Clinician Training Fees	\$ 1,150.00	Awards	\$ 11,039.97
Northern Lights Affiliate	\$ 67.26	Arizona Affiliate	\$ 6,250.87
<u>Total Income</u>	\$ 54,225.67		
<u>Net Income</u>	\$ 17,570.42	<u>Total Expenses</u>	\$ 36,655.25

Tim estimated that going into 2011 NVRHA would have \$12,800 after upcoming expenses were met. The Board felt this was a good position to be in.

Tim thanked everyone for their support of the auction and reported that we made \$10,500.00 net profit after expenses were paid.

Brian Thomas spoke about the need to procure receipts/invoices for the Event expenses. All affiliate Directors to insure Event Managers provide invoices/documentation for expenses. The office needs to be in the loop.

The question came up about when the membership letter was to be mailed out. It was decided to mail out the letter as a part of the Rundown to save on postage. This will be mailed out in December.

Donna Stewart made a motion to accept the Treasurers Report and Bill Hauschildt 2<sup>nd</sup>.

### Old Business-

#### 1. Score for Novice/Intermediate Division- Charlie Stewart

Charlie gave a detailed report to the Board showing 3 different scenarios for the scoring system. He felt that option1 was the best choice. Tim Rose made the motion to change the scoring value to 230 for section VII.C and 260 for section VII B&D in the rule book, with Bill Cantrell as 2<sup>nd</sup>. Motion carried. A copy of Charlie's report is attached.

#### 2. Windy Withers-Tim Rose/Susan Heyvaert

Susan Heyvaert does not want to carry the clothing line as the tax ramifications are large and the amount of time and energy is too much. She wanted to know if National would be interested in taking it over and purchasing the inventory. It was decided that BOD could not manage this. There was also the option to run the account through the NVRHA and split the monies to alleviate the tax burden.

This agenda item was tabled until the next meeting, after a future manager is established.

Charlie Stewart asked if the Collegiate Affiliate could do NVRHA glassware to raise funds for their group. He wanted to make sure this would not interfere with Susan/Windy Withers logo wear. Tim Rose to check with Windy Withers on this.

#### 3. Membership Drive Recap-Cindy Rose

Cindy talked to the Board about the contest for new members and how it would work. The contest is to get the most new members. Flyer attached.

#### 4. Administrative Committee Report- Cantrell/Rose/Stewart

The committee looked at eight areas throughout the NVRHA administration. The goal was to streamline them to be more efficient, develop improved communication between players and establish a path for the future which prevents burnout of the players. They are as follows-

1. Telephone Communication

2. Magazine

3. Horse/Rider Team Points

4. Membership/NVRHA Identification

**5. Registration**

**6. Web Site**

**7. Banking/Financial**

**8. Event Critiques**

The committee gave the Board a detailed report and the first item was the option of hiring an Administrative Assistant for 2011. The committee felt that we did not have the funds as yet to do this and we would continue with the current system of using volunteers and paid employees.

1. Telephone- Will continue with answering service and Bill Cantrell will manage response. Train answering service to obtain as much information as possible from the caller to determine their needs and be directed to the proper area.
2. Magazine- Donna Stewart will continue with the current program but we will seek a volunteer to procure paid advertising. Jay Henson may know a volunteer that will work on selling advertising for a percentage.
3. Horse/Rider Team Points- Charlie Stewart will continue our current program but start working on a virtual data base system. This would consolidate data and allow 1 person to handle the information. Dave Currin requested a scope and cost estimate for the software be developed for consideration at the next BOD meeting. Charlie will continue the points program in 2011 with use of a paid assistant. Brian Thomas and Charlie Stewart to work on data base. Donna Stewart to place ads in the Rundown asking for volunteers to help in the areas of Data Base, Web Site, Advertising, and compiling the information from the Event Critiques.
4. Membership/Horse and Rider Identification Number- Carol Thomas to continue management and card distribution. The committee recommended the membership and horse I.D form be combined into one form. New and renewal memberships include the horse I.D. function.
5. Event Registrations- Carol Thomas will continue the Event Registrations as in 2010.
6. NVRHA Website-Cindy Rose will continue oversight and seek a volunteer to help with the web site.
7. Banking /Financial- Carol Thomas to continue and there were no recommendations at this time.
8. Event Critiques- This is currently being handled by the Affiliate Managers. The committee recommended we seek a volunteer to receive, analyze, and report results to the Board and Affiliate Managers for Appropriate action.

Bottomline: The Board prefers one employee to consolidate all of these functions in one place. Funds are not available at this time to achieve this. Therefore, the combined use of volunteers and paid employees will continue in 2011. The search for additional volunteers will be aggressively pursued.

5. By Laws Committee Report- Edgell Pyles

Dave Currin reported on the Board of Directors succession plan. The following was proposed : Every year 5 Directors will be up for re-election for a 3 year term effective 2011. Nominees to be in by June 1 and voted on at the September meeting. A Nomination committee will be formed and an advertisement put in the Rundown for volunteers to serve on the BOD. This issue was placed on the February 2011 Board meeting for action. All directors were asked to provide nominations for new potential Board Members for consideration.

6. Judge / Clinician Certification Update- Jay Henson

Jay asked the Board if the \$50.00 certification fee paid by early certified clinicians could be applied to the 2011 year as many have not been used at an event and we would be penalizing our more active supporters The BOD agreed to do this.

Jay Henson also has the list of Certified /Approved Clinicians. The Affiliate Managers need to be forewarned that they have to have an Approved/Certified clinician for their Events. Clinician approval needs to be in by April 1, 2011. A letter will be sent to pending Clinicians/Judges making them aware they need to finish the process so they can be eligible in 2011. All events wishing to use a clinician not certified must have an approved waiver. The committee will work with the event manager to achieve certification prior to the event.

7. National Championship Recap- Bill Hauschildt

The date for the 2011 National Championships will be September 24/25 2011. This was voted on and approved. The Penrose room will be used for the Banquet.

The 2010 Finals was in the black and the Board thanked Bill Hauschildt for all of his hard work on making the event a success.

Jay Henson volunteered to procure vendors for the Finals next year. They will again be in the Pavilion area.

Bob Norris had suggested he may provide with financial support for the Worlds Greatest Ranch Horse competition. Mr. Norris will be contacted to inquire if he was still interested in doing this. Lavert Avent inquired if there was the possibility of holding an AQHA show in conjunction with or around the NVRHA Finals. It was decided that it does not work out well with our program for the Finals. However, consideration would be given at an event other than the National Finals.

Bill to book Norris/Penrose for the Finals for Saturday and Sunday, and then we will decide about where the World's Greatest competition will go, either Friday or Sunday. Dave asked to get the Judges selected at the next BOD meeting for the Finals.

## 8. General Membership Meeting

- a. The Board discussed Year End Awards based on a limited number of events. Charlie reported that the average person goes to 2-3 events. In the proposed system , versus the system used in 2010, Charlie Stewart would go through the data by total Placement Points and take the highest scoring events. The board discussed whether it should be 4 or 5 events, and it was decided that 5 was best.

Charlie Stewart made the motion to evaluate year end division awards based on 5 shows using total Placement Points. Bill Cantrell 2<sup>nd</sup> and the motion passed.

- b. A number of eventing rule changes were recommended during the membership meeting, the most significant being roping penalties. After much discussion, it was considered inappropriate change these rules in the middle of the season (3 events have already been held). This issue will be resolved as a proposed rule change, to be considered with other rule changes, proposed by the membership which are submitted by the June 29<sup>th</sup> deadline.
- c. One administrative issue was requested in the membership meeting- to notify National Championship qualifiers earlier.

Dave asked for a motion and it reads:

In the first two weeks of August a letter will be provided:

1. That they are qualified by having competed in 2 events and their Division assignment.

OR

2. That they are not qualified and need 1 more event to qualify, or if temporary, to get their permanent division assignment.

A hand vote was taken and the motion passed.

### New Business-

1. 2011 Event Managers Guide- The current guide requires updating:

Action: Charlie Stewart to update the score tabulation area. Dave Currin to revamp Event Planning section.

Brian Thomas will update on the Execution Guide.

Bill Hauschildt to put together and distribute the revised Event Managers guide and distribute it to Event Managers through the Affiliate Leaders. The deadline for this is February 1<sup>st</sup>, 2011.



2. 2011 Rulebook Publication-

Charlie Stewart, Dave Currin, Tim and Cindy Rose to update/review and finalize 2011 rulebook changes.

Donna Stewart made a motion to strike the Hardship Clause in the Rulebook. Dave Currin 2<sup>nd</sup> and the motion passed.

3. Possible Adjustment of criteria for Achievement Awards-

Charlie Stewart prepared graphs showing how deep we were going to award points and he felt that a minimum score should be achieved to get these points. This item was tabled to be reviewed at the next meeting.

4. Novice Division Enhancement-

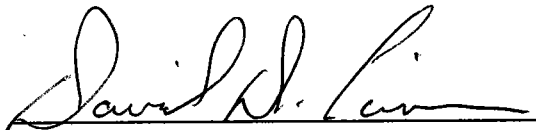
The Board will consider Dave Currin's suggestions.

The Board will have as many as 5 positions opening up as part of the Board rotation initiative. The Board will work on this at the February meeting. The next meeting will be February 19<sup>th</sup>, 2011 at 10:00am.

Meeting adjourned at 4:15pm.

Respectfully Submitted,

Debbie Raymond



President



Secretary