



**BOD Meeting Minutes
Wisconsin Dells WI
November 12 2016 – 9 am**

Attendance: Jill Feller, Theresa Meyer, Maxine Bernsdorf, Tony Troyer, Nicole Mauser-Storer, Bill Suskey, Jon Wagner, Darlene Molitor, Joslyn Seefeldt, Wes Elford, Janet Sasnea

Guests: Linda Jacobson, Barry Saylor, Deb Moe, Kristin Glaze

Meeting called to order by President Theresa Meyer.

- **Secretary Report:** Joslyn motioned to accept March minutes, Wes seconded; passed
- **Treasurer Report:** Joslyn motioned to accept financial minutes, Wes seconded; passed. Copy of balance sheet is at the end of these minutes.

OLD BUSINESS

- **Outline of penalties for Code of Conduct violations:**
 - o Theresa explained the reason that that Code of Conduct was put into place. At the annual meeting in January 2016, the voting membership wanted a process put in place for a Code of Conduct violation. Theresa presented a process for the BOD to review of what would happen if the Code of Conduct is violated by a BOD member. Once approved by the BOD, this process will be presented to the membership at the annual meeting in January 2017. A discussion of the guidelines followed. Do the bylaws contain enough embedded language to deal with a violation to the Code of Conduct or is a separate process needed?
 - Wes motions for the presented process to be moved back to Theresa to rework for January meeting; seconded by Max. Passed. Theresa and Jill will work on rewriting the process into a simpler one and present it to the BOD at the morning BOD meeting in January.
- **Possible Electronic Voting for Rider Reps:**
 - o Bill sent out two different voting processes to BOD members to review as a method for electronic voting for Rider Reps. One of the processes is free while the other is a cost of \$25/400 people. The method with the cost is more robust and simpler to set up and use.
 - After a discussion, it was decided that Bill will send out a sample survey before the convention for all members to experience the voting method to allow a discussion at the annual meeting. Bill and Peggy will work together to put a communication in the December newsletter about this process and the sample survey.
- **14. C. An AERC member 14 years or older who has completed 500 miles or more in the AERC rider mileage program may ride unsponsored but will compete in the senior division. Parent or guardian must sign a consent form.**
 - o Jill contacted AERC about what their process was regarding a junior riding unsponsored. AERC sent their rule and a copy of the letter they send to the young rider. Ride managers at any AERC ride may refuse to accept this letter and make the junior ride with a sponsor. A discussion followed but no further action was taken as a UMECRA ride manager can refuse to accept the letter and require the junior to ride with a sponsor.
- **Ride Manager Debt:**
 - o *If the UMECRA BOD becomes aware of a RM with outstanding bills, the BOD will take appropriate action.* This topic was originally discussed at the spring 2016 meeting with no action taken.
 - Theresa will be discussing this subject with Art to see what obligation UMECRA has and if there are any liability concerns; no further discussion was held on this topic.



- **Tabled bylaws from 2016 Annual:**

- Jon led the discussion as he was the chair of the sub-committee regarding the by-law proposed changes.
 - The committee sent out regular updates to the newsletter with a chart showing 'current' bylaws vs. 'proposed' bylaws.
 - Jon also presented the letter that the subcommittee wrote and submitted to the EBOD members explaining their views on the changes and what they suggest should happen to the bylaws going forward.
 - It is the suggestion of the subcommittee that the BOD look over the approved 'housekeeping' changes that were approved in the January 2016 annual meeting to see if we want to 'keep' them or suggest some changes.
 - The BOD should be prepared on how to present the bylaws at the annual meeting. *A copy of that letter is at the end of these minutes.*
 - Jon motions to return to the 2014 wording for the termination of membership (Article VIII; section 4); seconded by Tony. Passed.
 - **CURRENT WORDING:** Section 4. TERMINATION OF MEMBERSHIP. The Board of Directors may by a **majority of a quorum** of the Board present vote to terminate the membership of any member who has been shown to have conducted himself or herself in a manner which is inconsistent with the goals and objectives of the organization. Thereafter such terminated member shall not be entitled to participate in any corporate functions or other corporate activities in any manner whatsoever.
 - CHANGED WORDING:** Section 4. TERMINATION OF MEMBERSHIP. The Board of Directors may by a majority of ~~a quorum~~ of the Board present vote to terminate the membership of any member who has been shown to have conducted himself or herself in a manner which is inconsistent with the goals and objectives of the organization. Thereafter such terminated member shall not be entitled to participate in any corporate functions or other corporate activities in any manner whatsoever.
- The remaining bylaw changes were discussed as they will be presented at the annual meeting.

- **Annual Meeting Guidelines Committee report:**

- Tony, Jos and Chris Power met as the committee to create some guidelines for conducting the meeting in January. Suggestions were made on the guidelines presented. Tony will update these guidelines, send them out to the BOD for final approval and then they will be posted on the website two weeks prior to the meeting.
- A discussion was held on identifying voters. Colored paddles with ride name will be handed out to voting delegates. During roll-call, those delegates called will be required to identify themselves so a voting paddle can be given out. The paddles will be used as a 'counting' vote only if a voice vote is too close to call.
- Colored paper will be handed out for election of officers; these will be handed out with the voting paddles. There will be no more 'tearing' of paper to vote with. Each office being voted for will have a different color of paper.

- **Sanctioning coordinator report on 2017 rides:**

- 39 rides are currently on the 2017 schedule with 2 new possible rides. One ride is looking at changing dates. Eleven rides have already sanctioned and seven have paid sanctioning fees.

- **Marketing Document:**

- Nicole created a marketing document several years ago and there have not been any significant changes since that time. Nicole has not received any help from members over the past years when she has asked.



The ride clinics have been successful along with horse fair presence. The BOD will continue to promote ride organizations such as DRAW, MNDRA, AHDRA and GLDR to hold clinics and to host a booth at their respective state horse fairs. UMECRA does provide up to \$350 for costs associated with the horse fair booths.

- **Convention Updates for 2017 and 2018, particularly the planned RM meeting for 2017:**

- **2017**

- MN convention- 100 rooms set aside at \$119 each held until January 6.
 - RM meeting will be held in the morning; Theresa is communicating to Dianne that this meeting needs to be held at 9 am so the RM's who are on the BOD can attend the meeting.
 - There will be coffee and bagels for the BOD meeting on Saturday morning.
 - Friday registration begins at 3 pm and AHDRA awards at 7 pm.
 - Saturday: 7 am- BOD meeting; 8 am RM meeting (*note that this will be changing to 9 am*); 10 am speaker; 1 pm annual meeting.
 - Registration for this convention was discussed along with checks from members being sent to the Treasurer to be deposited in the Convention account. No checks from members sent for the convention are to be cashed and/or deposited by the convention manager.

- **2018**

- Grand Bear Lodge near North Utica IL will be the venue.
 - Tony asked for clarification on what and who can sign the contract with the venue.
 - Guests will have a complimentary breakfast.
 - Rooms cost will be just over \$100 with exact cost not determined yet.

- **2019**

- MI may have two proposals; one in Upper MI and one in Lower MI but nothing has been presented yet.

- **General Rule L:**

- Current rules states: *G. Changes to a scheduled ride must be submitted to the SC for Board approval 60 days in advance of the ride start date or to the EBOD for their approval or as early as possible in emergency situations. Sanctioning votes by the BOD can be taken via email. Members without email will be contacted by the UMECRA President.*
 - *L. Rider points will only be given for mileage which the ride applied for, or for which notice of a mileage change has been made at least 60 days in advance.*
 - Note: AERC has allowed a ride manager to add additional distances (such as adding a 75 endurance ride) to an already sanctioned ride with less than 60 days' notice before the date of the ride. If AERC allows the additions of new distances, UMECRA will follow GENERAL RULE L. In addition, GENERAL RULE L will also be followed with any ride that wants to add new distances to competitive rides, add a drive or novice ride with less than 60 days' notice before the date of the ride.
 - After a discussion; no action was taken as the rule suffices at it stands and no changes are needed.

- **Require use of UMECRA entry form for all rides:**

- The AHAM ride last year used a unique entry form with a shortened version of the UMECRA form. The UMECRA entry form contains all the state equine law language and any ride that is sanctioned with UMECRA should be using the UMECRA entry form. A ride can also use a unique form for their ride, but all riders are required to complete and sign the UMECRA entry form.
 - Joslyn motions: Any event sanctioned by UMECRA is required to use the UMECRA entry form. Failure to do so may result with UMECRA withholding sanctioning on the following year. Seconded by Darlene. Passed.

- **Revised Comp Sheet:**

- Wes presented a revised Competitive form for review. A discussion was held on adding body score to the sheet however that would require a rule change. No action was taken at this time. A few other



suggestions were given on the new form. We will take back to the vet committee the following topics for further discussion before presenting the form again at the BOD meeting in January:

- Adding the body score
- Changing manner deductions up to 40 points/incidents

- **Clarification on what goes on the UMECRA Sponsorship web page:**

- o Some guidelines for the UMECRA website were posted to members after the spring meeting but it appears that they are not fully understood. For clarification, if a sponsor donates items/prizes to a ride, that sponsor can be posted on the UMECRA website as a sponsor. An announcement will be made at the annual meeting to all ride managers so they understand and can get some advertising for sponsors who assist them with prizes/awards for their ride.

- **Family award:**

- o The definition of the family award was changed in January; part of this wording, that was not changed, required the family to notify the pointskeeper to nominate their family. The website wording did not require notification to the pointskeeper. There was a family riding in 2016 who did not notify the pointskeeper that they were nominating for the family award. At the end of the year, this family had the highest number of points. A motion was made by Joslyn, seconded by Max to allow the family award be given to the family this year with the highest points even though that family did not nominate with the pointskeeper. *The website is now updated to say that the family must contact the Pointskeeper before the start of the season to nominate for the family award.*

NEW BUSINESS

- **Parent/Guardian signatures on UMECRA entry forms:**

- o Elinore contacted the BOD requesting that junior riders need to have a notarized entry form completed and presented to UMECRA at the beginning of each year and that the date-of-birth be added to the entry UMECRA entry forms. The notarizing would ensure that the parent did agree with the entry form and is allowing their junior to compete. The ride manager then knows that it is truly the parent's signature on the form.
 - A discussion followed. Several BOD members went to youth organization websites and looked at the methods they use to identify 'youth/juniors' and no site was found that required any notarizing methods for parents. Memberships on these sites were granted by completing a form and sending it to the organization with the proper payment. No action was taken on this subject.
 - If a date-of-birth is put on the UMECRA entry form, the document would then be considered PII (Personally Identifiable Information) and needs to be handled and protected as such. No action was taken on this subject.
 - o A suggestion was made that UMECRA puts the articles back in the newsletter and it can be a topic at the annual convention to remind ride managers to check the signatures at their rides. The ride manager can ask the junior rider for an ID to proof age or to require the junior entry form to be signed by the parent/guardian at the ride in front of the ride secretary.

- **BOD Positions and SOP's:**

- o Jon suggests that there is no sort of training/orientation for new BOD members. Standard Operating Procedures (SOP) should be written for different positions. These SOP's would be general guidelines and not exact processes of what the position does and what the responsibilities are.
 - o Theresa made an assignment that a SOP template be created. Once created, some sample SOP's will be created to share to all positions. Jon and Jill will create a SOP template.

AERC Championship Ride possibilities:

- o Barry Saylor gave a presentation about the AERC National Championship ride. Two ride sites for the 2017 AERC NC ride have been submitted but AERC is looking for a more central location. Barry has contacted AERC and has been assured that if he puts an application in for the 2017 AERC NC ride to be held at



Zumbros Bottom in MN, he will be awarded the ride. The ride would be held on Wed- Sept 27th for the 100-mile ride and Friday- Sept 29th for the 50-mile ride at Zumbro Bottoms. AERC supplies \$7500 for the ride.

- Barry is asking for approval for UMECRA to be the ride sponsor and that UMECRA on all the financial responsibility of the ride. Any profits from the ride would go into the UMECRA treasury and any losses will be removed from the treasury.
 - UMECRA has never sponsored a ride and if the 2017 AERC NC ride is sponsored, it sets precedence for UMECRA to sponsor other rides. What will be the guidelines as to what rides UMECRA sponsors and which ones they do not sponsor? Jon motions that the subject of UMECRA financially sponsoring an AERC National Championship ride be taken to the membership at the annual meeting; seconded by Peggy; passed.
 - Barry will put together a financial/business plan to present at the annual meeting.
- **Appointment of Points Keeper & Website Coordinator:**
 - o Nicole and Robin both have agreed to continue in their current positions. Motion made by Jon, seconded by Wes to keep Robin as pointskeeper; passed. Tony motions to keep Nicole as webmaster, seconded by Joslyn; passed.
 - o Joslyn will assist Jill with this year's sanctioning coordinator duties this year.
- **Updating Rules and RM/Vet's Handbook:**
 - o A member asked why the new rules that were approved at the spring meeting were no in place for the past ride season. All rules need to be approved at the annual meeting; therefore, the new rules will be in the books once they are approved at the annual meeting.
- **Bylaw addition proposals**
 - o **Bylaws**
 - Jon would like the article of incorporation added to the bylaws (these were replaced by the bylaws) but it would be nice to see these added as an amendment as the wording in these remind us all as of the reason that UMECRA was founded.
 - Jon created some definitions that he presented at the meeting defining the different 'delegate' terms that are used in the bylaws. He suggested that these definitions be added to the bylaws as an amendment. Theresa will read through the definitions to make sure they are clear and then these will be posted for members to read before the annual meeting.
 - o **Article III, Section 7**

Meetings of UMECRA shall be conducted to provide for fair discussion and deliberation in providing for constructive and democratic meetings, to help, not hinder, the business of the Corporation. While decisions shall be taken by the will of the majority, the rights of a minority to be fairly heard shall be provided. For that purpose, Roberts Rules of Order, newly revised, may be consulted to provide for an orderly process.

 - Motion made by Tony to approve this wording; seconded by Joslyn. Passed. This will be presented at the annual meeting for a vote by the membership.
 - o **Article VI- Officers- Section 1. ELECTION**

When a quorum of the delegates is present at the annual meeting, the person receiving the highest number of votes shall be elected a president, a vice president and a secretary/treasurer, all of whom shall be members of the Board. Commencing at the January 2008 convention, the President will be elected to a two-year term. Commencing at the January 2007 convention the Vice President and Secretary/Treasurer will be elected to a two-year term. Said officers shall hold office until their successors are elected and qualified.

Motion made by Joslyn to accept this wording; seconded by Bill. Passed 5/4.



- **Other:**
 - o A rider rep brought up a concern about comp rides and the concerns are coming from more than one state. Some of the rides are making the comp rides very fast and riders are concerned about this. The time for comp is in the rules as 5.5 – 7 mph. The time for ride should be conducive to the trail conditions and weather. If the trail is hard or sloppy due to wet conditions or the weather is hot and humid the ride manager should be considering these factors when deciding the ride time needed to safely complete the trail.
 - o Max reported that the 2016 awards are in progress. Max, Boots and Linda will not be continuing to do awards after this season. Jan volunteers to be on the committee going forward.
 - o A trail request was presented from Peggy Pasillas for a \$250 grant for Three Rivers Park District for trail repairs. Motion made by Wes, seconded by Nicole to grant the request.
- Motion made by Bill; seconded made by Jill to adjourn the meeting.

Respectfully submitted,
Jill Feller
UMECRA Secretary/Treasurer