

12 February NTEA Meeting Minutes Las Colinas Equestrian Center

Minutes prepared and submitted by Stacey Quarles

12:05

Call to order

**Attending:** Meg Johnson, Lori Calame, Tanya Ewalt, Stacey Quarles, Cheryl Olivier, Nicole Scherer, Kim Brunson.

Visiting: Dr. Joni Vachon, new member and Human and Animal Chiropractor

**Secretary:**

Tanya (December) and Meg (January) will send minutes to Stacey Quarles, board members will review and approve via e-mail, after approval they will be sent to webmaster Howard McClurkin

**Treasurer:**

Hand off of treasury, Debra De Alcuaz handed over 2008 books to Nikki Sherer, a request has been made to Vicki Gill for the Quickbooks file for 2008 and a response is awaited. Nikki has collected new membership submissions and bank statements from the PO Box. A 2008 Ledger detail from the Wells Fargo Account will be input to Quickbooks to kick off 2009 Accounting.

Deposit of membership checks has been made from initial pick-up, the most recent checks will be deposited today.

A Time Account Maturity notice was received, an NTEA held CD has matured and was automatically reinvested to the same account, Nikki will check with the bank regarding the terms of the account and a decision will be made as to the plan forward for investment of the funds prior to the next maturity point in May.

The NTEA Account balance is 16,387.67 after banquet expenses were cleared.

Lori Calame requested a detail of the donors from the auction so she can be sure that she has sent thank you notes to all the wonderful donors and helpers for the auction and banquet. Nikki will look for this in the records she has received and Lori will follow up with Debra de Alcuaz as well.

An invoice for website services was given to Treasurer and payment will be sent.

**Website::**

Cheryl Olivier reported on conversation with WM Howard McClurkin, Howard needs guidance on pages and contents, so far he has been authorized to build 4 pages (including the newsletter) for \$85/page with

a \$75 monthly maintenance fee, and a \$50 year server fee. The desired architecture is in place and he can update with the information the Board submits.

The Board discussed and recommended the following pages:

**Home page**- Listing a general mission statement and Board e-mail addresses, a link to the newsletter archives, meeting minutes, bylaws and qualifying point rules. Meg will send Howard her e-mail list so he can set up website e-mails  
**Calendar**-

**Business Members**-Business cards and links

**Join Us**- Application for Membership and detail of membership benefits

**Classified Page**- 90 day limitation, . Meg will check with Howard on adding a widget for self entry of classifieds by NTEA members.

**Photo Page** (Embedded with a slideshow) monthly update and information for submission

**Public Relations:**

The NTEA newsletter will be a quarterly publication with the following print dates

1 March/1 June/1 September/1 December

Deadlines will be 15 days before each print date

NTEA Directory- Cheryl Olivier will again lead this effort with the format remaining the same from the previous year with the addition of calendars for Schooling and Recognized Shows.

Lori Calame motioned Stacey Quarles 2<sup>nd</sup> and the Board Approved the adjustment of Advertising Rate as follow approved for the 2009 directory.

Full page           \$50.00

½                     \$25.00

¼                     \$15.00

Deadline for Advertising Submission or changes from the 2008 Directory will be 15<sup>th</sup> March.

Mandy Kelley will send Blitz mail to new, renewed and unrenewed members notifying them of the Directory deadline and reminding unrenewed members to submit membership forms.

Howard McClurkin will be copied on the Directory/Renewal e-mail so the same information may be posted to the website.

The Board discussed having NTEA banner's made to be distributed to the USEA recognized and Category II Schooling Show organizers for promotion of the organization. Stacey Quarles will research costs and present to the Board at the March meeting.

**Jr. YR Representative:**

Member not present, item tabled.

**Activites :**

Lori Calame addressed the great response to Robin Walker at the ICP session and offered Denton Creek Farm for a NTEA sponsored clinic in the fall. Cheryl Olivier mentioned ICP that a number of trainers who attended the ICP asked about hosting a mock ICP assessment as a meaningful exercise before going for actual assessment. The Board discussed hosting an ICP instructor as a clinician for the weekend open to all riders to be followed by a mock assessment for trainers involved in or interested the ICP Program.

Lori Calame motioned, Cheryl Olivier 2<sup>nd</sup>d and the Board approved hosting a clinician from the ICP faculty in order to capitalize on the accessibility of an ICP staff member for our area trainers to interact prior to their pending assessment. Lori will check on Robin Walker's availability first as he was so well received.

**Educational Activites:**

The Board discussed recent requests by members for more clear information on how points are tabulated for year end. The Board discussed opportunities for furthering the cause of education and will be readdressing the issue at the next meeting.

**Membership:**

Mandy e-mailed a report, she has received 89 members renewed, and Nikki reported that 20 have been received to the mail box from the last pick up.

Questions were raised about the clarification of Business and Individual memberships and the entitlements there under, the Board will review the Bylaws and address the question at the next meeting.

**Scholarships:**

The Board clarified the requirements to be met by scholarship recipients as; an article for distribution in the Newsletter detailing the educational activity for which funds were used and dedication of volunteer time at an NTEA event, fundraiser or activity.

**Other Items:**

All About the Horse, organizers of the Will Coleman Clinic in May has asked if can NTEA sponsor lunch for the attendees. The Board approved assisting in some way and Stacey will follow up with All About the Horse for further details and a course of action will be approved at the March meeting.

Next Meeting 26 March 225 Liberty Circle in Coppell, Texas at 7:00 pm

**Meeting Adjorned:** 1:30 pm