

## **22 June 2010, NTEA Board Meeting Minutes, By Tele-Conference**

Minutes Prepared and Submitted by Mica Pryor

**Call to Order:** 12:06 p.m., with a Quorum present.

**Attending in Person @ the offices of Touchstone Bernaise:** Meg Johnson (President)

**Attending by Tele-Conference:** Sandy Aaron (Membership), Kim Brunson (At Large), Lori Calame (Young Riders), Cheryl Olivier (At Large & Scholarship Committee Chair), Mica Pryor (Secretary), Nicole Scherer (Treasurer)

**Others Present by Tele-Conference:** Gabrielle Gordon (Scholarship Committee), Howard McClurkin (Webmaster)

### **President:**

Meg distributed the Agenda and Mica distributed the previous minutes by email in advance of the meeting. Meg called for additional reports of the members present.

### **Membership:**

Sandy reported the current 2010 membership is 140, with 99 renewals and 41 new members. Sandy will email the updated roster to the Points Keepers for posting 2010 points online. Meg will copy the entire board on the updated roster.

### **Website:**

Howard discussed options for a Members Only "password protected" page on the website. The page would be used for the Online Membership Directory and other member-specific or sensitive information. Howard reported that, in order to get "financial level security" and automatic password retrieval, NTEA would need to subscribe to a service and pay upwards of \$200 per month in administration fees. Because NTEA will not be posting financial information on the page, Howard recommended we purchase software which can be administered with usernames and passwords by the Webmaster via a spreadsheet. This software would cost between \$40 and \$70 and there would be no additional charge for Howard's services to upload and administer this page. Board members asked questions and discussed various options, including sending out an email to the membership to give them a chance to opt-out of placing their personal information online. It was suggested, and agreed, that the 2011 Member Application should include a box for members to check if they do not want their personal information published in the directory. Mica moved that Howard be authorized to purchase software for an Administrator-based, password-protected Members Only page for up to \$70 and promptly get that page on the website; that a group email be circulated giving members an opportunity to opt-out of the online directory; and that an edited membership roster be published online pending publication of the formal 2010 Directory. Lori seconded the motion and it carried unanimously.

### **Treasurer:**

Nikki reported that all cash and checks have been deposited, with the exception of one 2010 membership application not yet processed. The account balance is \$15,420. She hired a CPA for \$250 to prepare and file the 2009 tax return, which has been completed and filed. Sandy mentioned that she is a CPA and would be happy to assist with the tax returns in the future. Due to NTEA's income exceeding \$25,000 last year (two banquets in 2009), we were unable to file the usual short-form, postcard return. A more complicated return was therefore required for 2009, but it is not anticipated that this will be necessary this year. There are two outstanding invoices for Fredericks clinic jackets for approximately \$70 each. These jackets were purchased and paid

for at the clinic by clinic participants. Nikki will pay these bills and account for the jackets as needed in the books.

**Public Relations:**

In Mandy's absence, Meg called for submissions for the July newsletter. She reported that the President's Letter in the upcoming newsletter will focus on barn fire safety, given the recent barn fire and loss of horses by an NTEA member and the recall of Lasko box fans. She will follow up with Karen LeKashman about an article from the Nick Larkin Young Rider clinic. Lynda has an article about Silver Creek. Gabrielle will submit a report/article from the Scholarship Committee.

**Secretary:**

Minutes from the 5/11/10 board meeting were reviewed. Nikki moved to approve the minutes, with a corrected date for the referenced meeting dates, and have Mica submit them to Howard for the website. Lori seconded the motion and the motion carried unanimously.

**Junior/Young Riders:**

Lori reported that she plans to have an NTEA booth, along with her Southern Saddlery booth, at the fall shows.

**Scholarship Committee:**

Gabrielle reported that the committee has been hard at work reviewing procedures and rules for 2010 scholarships. They have made contact with all 2009 award winners except one. Approximately 1/3 of them have achieved their goals so far and 1/2 have completed their obligations to NTEA. She will distribute a spreadsheet to the board shortly. The committee is examining methods to improve accountability for use of funds, including requiring better reporting and record-keeping and requiring applicants/recipients to have stated back-up plans. Due to uncertainty of weather, health, show schedules and the like, applicants need a back-up plan for fund use. There was discussion about NTEA retaining the funds and paying directly to the clinician or organizer, as funds are needed, rather than giving the funds at the Awards Banquet. Pros and cons of this were discussed. Mica will revise the 2010 drafts consistent with the comments raised at the meeting and re-circulate to Scholarship Committee members and to Meg. It is hoped that final paperwork approved by the Committee will be submitted to the Board by email for approval at or before the next meeting.

**New/Unfinished Business:**

Proposed Donation by Texas Rose Horse Park. Kim reported that the Horse Park would like to donate money for the benefit of Young Riders and called for suggestions about how this might be best accomplished and where the funds would be most useful.

Bylaws Overhaul. Tabled.

2010 Banquet Location. Activities Director was unable to attend the meeting. Meg will communicate with her with a goal of circulating Amanda's recommendation by email to the board prior to the next meeting and obtaining an email vote to approve a location for the 2010 banquet.

**Meeting Adjourned:** 1:20 p.m.