

## **12 January 2010, NTEA Meeting Minutes, Las Colinas Equestrian Center**

Minutes Prepared and Submitted by Stacey Quarles

**Call to Order:** 12:10 p.m.

**Attending:** Karen Askew, Meg Johnson, Stacey Quarles, Cheryl Olivier, Nikki Scherer, Kim Brunson, Mandy Kelly, Lori Calame

Visiting: Amanda Harp, Mica Pryor, Leslye Shellam

Lori distributed the Agenda.

### **Secretary:**

Review of minutes from 20 November 2009 meeting tabled to next meeting, after which will be sent to Webmaster.

Annual Meeting is scheduled for 6 February 2010 @ 5:30, prior to Fredericks dinner. Notices complying with Bylaws will go out this week, along with flyer advertising Fredericks dinner.

Discussion regarding establishing committee to review bylaws and articles of incorporation for possible revisions, including adding board seats. To be placed on agenda for Annual Meeting.

### **Treasurer:**

Current account balance \$25,849.96. About \$500 for expenses relating to the Fredericks clinic dinner have not cleared. Deposit of membership checks is ongoing. Stacey and Nikki will work on actuals for 2009 and 2010 operating budget to be presented at next meeting (Feb 6, 5:30, prior to Fredericks dinner).

Meg will enlist help from scholarship recipients to send thank you notes in postcard format to donors/contributors at Awards Banquet & Auction. Completion deadline of 31 January 2010. New 2010 donation form will be generated to be sent with thank you notes.

### **Activities – Upcoming Team Fredericks Clinic and Dinner(s), Feb 5,6,7:**

Collection of funds for Fredericks clinic and payment of expenses is ongoing – hope to make 16 riders and 20 auditors which will cover the clinicians' day fees, all other expenses (travel, facility, publicity, meals, refreshments, insurance etc.) will be covered with existing budgeted NTEA funds. \$500 remains in advertising budget. Stacey will send additional advertising flyers by mail.

Kim motioned, Cheryl seconded, and the Board unanimously approved granting \$50 discount for Fredericks clinic to any trainer riding in the clinic who brings two paying riders.

In response to a question, Meg confirmed that the clinicians' day fee for Team Fredericks is final in US dollars (no exchange rate risk to NTEA).

Karen is working on rider for NTEA/USEA insurance for clinic, including back-up location(s).

Lori will finalize a budget for the Coffee Talk breakfast service during the clinic – group concurred in hiring caterer to provide limited breakfast service.

Kim will chair Group II (Fredericks banquet) – meeting 18 January with site banquet coordinator to finalize details. Approved \$100 for table decorations (light-hearted theme) and \$100 for door

prizes. Video and game show will be featured, possible karaoke. Lori will work on logo hats for the dinner guests. Lori will handle Group III (Friday night dinner at her home). Group IV involves possible raffle item(s) and/or obtaining donations for larger drawing. Stacey and Mica will look into legal limitations on raffles for 501c3 and come up with recommendation.

Contingency plans in case of bad weather during the Fredericks clinic were discussed. A point of contact will be established to get out word if clinic is moved to a covered arena. Lori is working on alternate locations. Leslye volunteered use of covered arena as an alternate location. Karen will coordinate with Insurance carriers. Stacey will follow-up with Lori.

2010 Awards Banquet will be held at Southfork Ranch in Parker - \$1000 deposit was authorized to be paid to secure the location.

**Membership:**

To date, we have 15 new members for 2010. Sandy will be a new director. Webmaster is working on establishing a password-protected member area of NTEA website.

**Public Relations/Website:**

February 15 is deadline for submitting items for next newsletter – ideas for articles were discussed, such as clinic-recap (Cheryl), trainer/barn bio, welcome new board members, donor thank you's, year-end review. Will discuss with webmaster some updates to the website to make member area more user-friendly, including accessibility of corporate minutes, bylaws, etc.

**Jr/Young Riders:**

Tabled until 2010 board approved.

**Other – Category 2 Points:**

Karen presented a letter from Jan Walling explaining Quail Run's position on not awarding points to HC Riders. Meg read the letter to the group and discussion ensued. Per NTEA's Category 2 rules, points only accrue if awarded by the organizer, not for shows completed (as has been requested by some members). Karen will express the Board's appreciation to Jan as the organizer of many fine events in our area and ask her to re-consider HC status on a case-by-case basis if raised directly with her by a member.

**Meeting Adjourned:** 1:50 p.m.