

Business Board Meeting Minutes – October 1, 2018

Location: 10318 Miners Lake Road, Fort Collins, CO 80524

Officers: Didi DeKrey – President; Rose Balfour – Secretary; Andrea Chirich

Meeting called to order: 9:45 a.m.

Agenda: see attached (#1)

Minutes from last meeting: The minutes from the last meeting, Sept 12, 2018, were reviewed and approved with minor edits (see attached #2).

Agenda Items:

1. General Meeting Presentations

- We should suggest to meeting attendee to arrive at 6PM if they would like to order food/drink.
- At the entrance to the meeting room we should have a table with the sign-in sheet, any presentation hand-outs & menus.
- We should let Mimi's Café servers know that it is OK for them to interrupt the meeting if they need to.
- Mail Chimp reminders of meeting presenters & topics will be sent out the week before & on Tuesday prior to meeting.
- Also post reminders on FaceBook – use the Calendar Option
- We will ask Joan Clay if she would be willing to give a talk on the new test updates at the May meeting.

Rose Balfour will generate ideas for the new NCDA cards by the November meeting.

Agenda addenda:

1. Need to ask Joan Clay for notes on the RMDS meeting she attended in September.
2. Due to family commitments Rose Balfour will not be able to attend the General Meeting on Oct 10. Will need someone to take minutes in her place - ? Jacki Rosellen. Rose will be able to type them up & post on the Website.

2. Fall Festival/RAT Update:

- Currently have 2 entries from Jacki Rosellen. 2 individuals have offered to volunteer, Andrtea to confirm Hanna VanCamp's offer to volunteer. Didi & Andrea tio reach out to groups & individuals to hopefully solicit more interest. Probably not much Western Dressage interest since dates conflict with Western Championships in Oklahoma.
- The contract from Tomora was received. We do need to rent a Port-A-Potty – Didi to organize rental.
- Didi will bring entry forms and her lap top to the meeting on Oct 10 for sign-ups at the General Meeting. Oct 10 is the closing date, any entries after Oct 10 will incur a late fee.
- Early entries will have preferred ride times

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- Cancellation Policy - Entrants will receive a 50% refund if they cancel by the closing date. Didi to generate a General Cancellation Policy that will be applied to all upcoming events.
- We will need a minimum of 5 entries for this clinic/RAT otherwise we will need to cancel.
- In the event of cancelling entered riders will receive a full refund PLUS 3 pts towards the NCDA Year End Awards tally.

Agenda addenda:

1. The Agenda for the 10/10 meeting should include definitions of the committees and chairs we would like to put in place :
 - Volunteers
 - Awards
 - Events: Shows, Clinics, Presenters, Hospitality
 - IT/Communications

Didi to contact Kathleen Kilkelly regarding Awards chair.

2. At the 10/10 meeting need to stress the importance of current Negative Coggins Test and Vaccination Certificates for all NCDA events especially as there have been confirmed cases of EIA in Colorado.

3. Pictures of Serene Calkins & Skully, and the new meeting venue being sent by Didi to Rose so they can be uploaded onto the website.

4. The NCDA Christmas Party to be held at Shelley's house (Will be at new house in Loveland) on Saturday December 8. Rose Balfour to make 3 + Lasagnas for the party.

3. 2019 Events:

- Insurance coverage for events. Andrea provided details of our Insurance Policy currently held by American Reliable Insurance with Dietrich as our broker. The Policy year starts in Feb. Minimum premium of \$400 with \$251 covering 3 shows at 1 location with up to 100 members. Additional locations \$25 each over 3 events show and additional \$51 or clinic \$49. All volunteers are covered. Andrea to check with insurance company re definition of members/participants.
- A change in our show season schedule proposed . Have a Spring Show Series (?2) with our Fall event being a non-horse event.

4. IT/Communications:

- Market Place on FaceBook could be a resource for NCDA members to sell items. Not a good idea for our website to list items for sale.
- Our Resources page – set up as a Word document for ease of manipulation then load onto Website as PDF. Need to contact individuals /groups prior to loading their info and request permission to use, logo, contact information, & brief description of services.
- NCDA delegates for the Board of Governors Meeting on Nov 3.

5. **Storage:** Andrea & Didi began reorganizing NCDA items into new storage boxes.

Adjournment: Meeting was adjourned at 12:30 pm

Next Meeting: Nov 1, 9:30 am at Andrea's

Next Meeting: General Meeting and presentation on October 10, 2018