

## Special Meeting Minutes – February 14, 2018

**Location:** McKee Building, The Ranch, Loveland, Colorado

**Officers:** Didi DeKrey – President; Rose Balfour – Vice President (not present); Andrea Chirich – Treasurer; Jacki Rosellen – Secretary.

**Members present:** RaeAnn Cook

**Meeting called to order:** 6:43 pm

**Agenda:** The agenda was uploaded to the website. We do not have a quorum so this is a special meeting. A quorum is 2 board members and 3 general members.

**Minutes from last meeting:** The minutes from the last meeting, February 3, 2018, were reviewed and approved with changes. We will be adding an action items list to the end of the minutes.

**Treasurer's report:** The treasurer's report was reviewed and all questions answered. Ending balance is \$3205.10. There were expenses for the party and gift basket and we also received another check for membership from RMDS. Directors & Officers insurance is due in February and was submitted for renewal on 2/12. The liability insurance includes the spring show, Joan's clinic, Fall Festival, and Tomora as an additional insured. Andrea to check with Kathleen, Julie Haugen, and Joan to verify they have professional liability insurance. Our liability insurance policy is \$400. Andrea to check on the shared drive for the Treasurer report storage information.

**Secretary's report:** The new website is progressing. Jacki still needs to research the email server and get it set up for the board. The Board Calendar has been set up in Google Calendar.

Circles in the Sand: Joan returned her signed contract.

Fall Festival: RaeAnn offered her place for the Fall Festival instead of Tomora. The board is considering this and will discuss further as we get closer to the date.

Volunteer Descriptions: Didi and Jacki are to look for the information on Sign Up Genius that Karla used for the show last year. Didi will go through the membership list to see who might be willing to volunteer.

Mountain States Eventing Calendar: Didi is to follow up with them on how we see their calendar.

Presentation for March meeting: Didi has not heard from CSU so she will do the volunteer presentation for the March meeting.

Advertising: we need to provide our members with the information that they will be allowed to advertise horse related events on our website. These items and/or events will be posted with board approval.

Spring Show: Julie has not yet returned the signed contract. Didi will follow up with her. Didi will update the entry form for the show and send it to Jacki for posting on the website.

Survey: Andrea built the survey in Survey Monkey. We cannot add our logo unless we want to pay for the survey, and we are limited to 10 questions with the free version. Andrea to resend a test survey to us for review and approval.

### **New Business**

No new business

### **Monthly Presentation**

No presentation this month.

**Adjournment:** Meeting was adjourned at 7:59 pm

### **Next Meeting:**

#### **ACTION ITEMS:**

1. Andrea to contact Kathleen, Julie, and Joan regarding professional liability insurance.
2. Andrea to check on the shared drive for the Treasurer report storage information.
3. Jacki to research the email server issue for the website.
4. Jacki and Didi to research the Sign Up Genius information that Karla used to arrange for volunteers.
5. Didi will review the membership list for volunteers.
6. Didi to follow up with Mountain States Eventing on our calendar entry for the Spring Show.
7. Didi to follow up with Julie regarding the Spring Show contract.
8. Andrea to resend survey to board for review and approval.