

# Business Board Meeting Minutes – October 7, 2019

**Location:** Panera Bread, College Ave, Ft. Collins

**Meeting called to order: 5:15** p.m.

**Officers present:**

Didi DeKrey (DD)- President; Rose Balfour (RB)- Secretary; Andrea Chirich (AC)– Treasurer,

**Members present:** Jon Haugen (VP candidate) Katie McGiveny (Secretary candidate) Denise Morrison, Nicole Roach-Reinsveld – unable to attend

Minutes from September 9, 2019 Business meeting approved Board members present (DD, AC, RB)

**Agenda Item #1 New Officer Nominations**

- Jon Haugen will be nominated as the candidate for Vice President 2020-2022, at the October 9, 2019 General Meeting
- Katie McGiveny will be nominated as the candidate for Secretary 2020-2022, at the October 9, 2019 General Meeting

**Agenda Item #2 2019 Events**

- **Schooling Show III** 18 entries; 2 scratched prior to event; 4 withdrew
  - 12 entries showed with 23 rides.
  - Made a small loss – good considering the complications caused by the VS outbreak.

Didi compiled a Debrief report as follows:

## 2019 NCD A Schooling Shows Post Show Debriefs

### 1. Prize List

- Show III – date change; RMDS Calendar & email, unsuccessful in Centaur, NCD A Fb, web and emails

### 2. Web page; Face Book, Emails

- Good listings, timings good

### 3. High Point Awards

- Top 3 on White Board During show.
- Show #1 – awarded at the next General Meeting
- Show #2 – not yet (June 14<sup>th</sup>!) given out – Winner knows.
- Show#3 – Earlier decision to hand out the awards at the Holiday Party – still should announce

Entered results from all 3 shows for NCD A Leader Board: Silja, Felix and Andrea!

### 4. The Office

- Show #1 Used FV scoring – a hit with Hana, printed scores from FV; second person as score checker
- Show #2: Used (Jacki's) adding machine and tape – as a second check, and tape attached to tests vs full sheet of paper from printer/Fox Village
  - a) Printer communicated fine with Dell, not with HP RECOMMEND – use the adding machine – don't require a second scorer and not a huge use of paper. Put the printer to HP as printer, scanner use during show
  - b) Modified day sheets in Word for Arena/warmup stewards RECOMMEND – alternating shaded/not shaded lines, larger, bold print for #s and times

Needed More Pens!!! And printer paper!

- Show #3
  - a. NCD A adding machine; good timing on scores – timely posting on day sheet outside of office. Reasonable “security” for tests. Not everyone took their ribbons
  - b. Cancellations from date change (VSS outbreak), some new additions
  - c. In FV; added expenses for final accounting reports

## Business Board Meeting Minutes – October 7, 2019

- d. Did not use the modified day sheets – should have! Scheduled 10 minutes for everyone; seemed to stay on time

### 5. The Facility

- Added task of small arena set up tear down – done by NCDA
- Office area a little dark

RECOMMEND – two desk lights – scorer and secretary Brought one; scorer

### 6. The Officials

- Show #1: Dolly Hannon; not enough time scheduled for rides
- Show #2: Sharron Sarchet
- Show #3: Julie Haugen; did not charge full amount; plenty of time for rides

### The Volunteers

Show#1 & Show #2 Used the white board again

- SignUP.com – not all tasks, not all times. Confusion from Didi setting up the page vs Andrea
  1. RECOMMEND – add 7 AM start time (“grounds”, office, arena set up, warm up steward. Add Treasurer times - time of show – checks
  2. RECOMMEND – coordinate amongst ourselves. Contact Beth G for a “Dining Room Tabletop”? seminar
  3. RECOMMEND – set up a Volunteer NCDA email and designate that as the administrator – all board members can have access, but designated Volunteer Coordinator should be the prime user

Show #3

- White board handy – volunteers at time of show stepped in
- Kudos to all of them – wound up filling most spots, early day helped
  - Extra thanks to the 2 wellness checkers in the early AM
  - Very good communication (over radio) from morning warm-up and ring stewards
- Best tear down of all!
- Did not do an arena change-out – no complaints from exhibitor nor judge
- SignUP.com not used by very many – is there a way for the Administrator to enter actual ones to have accurate reports?

### FINAL THOUGHTS

- Advertise with article(s) in Centaur
- Eventers, add WDAA? To WDACO, Working Equitation
- Youth encouragement: Lead Line Classes, Prix Capelli?
- What can we offer for your group? 4 H, Pony Club, Eventers, WD, WEqn
- Use of other discipline judges? Already do WD/combo
- Web page/Face Book – highlight youth emphasis
- Contact RMDS Youth (and Joan Clay) as to what NCDA can offer
- Expense tracking, projections
- Use Template function on FV - rather than entering per show!
- Competitor communication
- Use of a “notes to competitors” document (vs. just the email text)

DD to generate a comparison chart of competitors for all three 2019 shows

- **2020 Events**
  - Clinic & Ride-a-test/show with Dolly Hannon again – Dolly not available for the April time frame

## Business Board Meeting Minutes – October 7, 2019

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- 3 events in 2019-2020 season: April 11-12; May; June - dates need further investigation.
- Increase fees for 2020: \$30 per ride; \$20 office fee for non-members; \$10 office fee for NCDA members
- Kathy Simard proposed for a Clinic/Show combination in May
- Cindy Canace proposed for a Clinic/Show combination in April or June depending on her calendar
- Centered riding clinic no longer an option
- Potential alternate venues for Clinics, with less facilities costs: Phantom Hill Farm may be available for Clinics but is not a suitable venue for Shows – can we combine clinic at Phantom Hill with a show at Tomora the following day (cuts facilities costs).
- Wyoming group a potential partner for Show at the Laramie County Community College in Cheyenne. Would need to determine dates and Judge.

### Agenda Item #3 Awards

- Western Dressage competitors ride 3 or 4 tests. Need for small arena format for some classes, and the logistics need to be worked out. JH & DD to determine details for upcoming shows.
- Merchandise (DM) Encore Uniform on Riverside in FC a good source of T-shirts. Denise showed 3 different styles/material: Cotton vs Tech fabric; V neck vs round neck; long vs short sleeves. Cost of T-shirts depends on material, placement of print, and number of shirts ordered. There is no set up fee and no postage required. Denise to present options at General meeting for members to decide on color, fabric, logo placement, style, and sleeve length. The shirts can be used as a fund raiser for the club.

### Agenda Item #4 Fall 2020 Clinic

- The topic of a “Big Name” clinician event was discussed at length and the consensus was that NCDA is not currently able to financially support such a project.

### Agenda Item #5 General Business Items

- Treasurer’s Report (AC)
  - 64 members for 2019
  - In Sept 2018 bank balance was \$4300; Sept 2019 balance \$2900. Expenses of advertising 2019 shows (~\$429) new ribbons (~\$421) and High Point Champion glasses (~\$580) – major expenses last year.
  - Andrea put forward a budget for upcoming expenses:
    - Insurance - \$515
    - Christmas Party - \$300
    - Speaker appreciation gift cards \$25 X 9 = \$225
    - NO ADVERTISING!

Current estimate for outlay \$1200

- We should work with RMDS to promote the club and encourage new membership
- Reach out to groups:
  - Youth
  - Eventers
  - Western
  - Pony Club Lindy Weatherford)

### Agenda Item #6 Progress on "To Do" Items

Not discussed.

**Adjournment: 7:00 pm** **Next Business Meeting:** Tuesday October 29th, 2019, 5:30 pm O’Dells (FC) or Panera on College Ave, KM to confirm location