

Proposed Agenda	Meeting Minutes
7:00 PM <b>Call to order</b>	7:00PM Called to order
7:00 PM <b>Introduction of guests</b>	<b>Attendees:</b> Lacey (on phone) Bit (on phone) Kathy Ida Allison Angel Chris Devon (Host) Jody (QUORUM) Jena T (arrived at 8PM) Leslie R. (arrived late)
7:05 PM <b>Approval of December meeting minutes/other Pending minutes</b>	<ul style="list-style-type: none"> <li>• Final minutes to be circulated before the next meeting</li> <li>• Final version of the minutes to Flo; Leslie to send contact information</li> </ul>
7:10 PM <b>Board Reports</b>	
7:10 PM <b>Membership</b>	
<ul style="list-style-type: none"> <li>• 2018 membership update</li> </ul>	<ul style="list-style-type: none"> <li>• Need to reconcile between Bit's and Kathy's membership lists; 14 new members; Kathy has begun calling them; 54 renewals</li> <li>• Website has been updated;</li> <li>• Schooling Show Championship riders need confirm their membership status; Currently, no way to confirm if they registered on the website; Need coordination between the schooling show coordinator and the membership chair</li> <li>• Also need be able to confirm which horse was registered - \$10 fee per horse registry</li> <li>• Kathy would like to do an email renewal blast; to be sent to all members; in a few months and then compare the 2017 membership and 2018 renewal lists to initiate a phone call campaign</li> <li>• Compare against the horses that are entered at horse shows to see if Houston area riders are members</li> <li>• Proposed to set up a sign-up booth at the horse show with a flyer on member benefits; make a list with current members and the horses they have registered for year end awards</li> <li>• It was noted that most people who are going to sign-up due so in Q1;</li> </ul>

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	<ul style="list-style-type: none"> <li>• There is a membership filing requirements with USDF with a payment; Bit confirmed that she sends the list with the required fee</li> <li>• Proposed to update the website to allow the horse payment for year end awards</li> <li>• Kathy mentioned that it is hard to tell on some of the applications if they are new or renewals; proposed to compare to the year-end membership list; Bit to help rationalize the lists</li> <li>• It was recommended that we develop handover documents for transition between board members; each board member will start drafting a document for their role</li> </ul>
<ul style="list-style-type: none"> <li>• Welcome letter to new members.</li> </ul>	<ul style="list-style-type: none"> <li>• First draft of letter is created</li> <li>• Letter to be sent with the sunglasses</li> <li>• Recommended that Elizabeth contact the Jrs directly rather than the membership chair</li> </ul>
<ul style="list-style-type: none"> <li>• Confidentiality and for HDS use only</li> </ul>	<ul style="list-style-type: none"> <li>• Chris reviewed the protocol and rules of engagement</li> </ul>
<b>7:15 PM</b> <b>Recognized Shows</b>	
<ul style="list-style-type: none"> <li>• Winter Show Update – outstanding items</li> </ul>	<ul style="list-style-type: none"> <li>• Entries have been slow to come in for the January show; enough entries for 2-3 rings this year, which is down from prior years</li> <li>• Weather has not helped; holidays/school breaks were later this year; Fees have increased</li> <li>• Entries were extended through Friday</li> <li>• 4 judges hired this year and we will go with 3 for next year; we can cancel judges with notice; Proposed to do panel judging rather than cancel one of the judges and publicize</li> <li>• <b>Leslie motioned to have all judges come and do panel judging; Chris seconding; all in favor; no abstentions</b></li> </ul>
<ul style="list-style-type: none"> <li>• 2019 Region 9 Champs application due by 2/11/18</li> </ul>	<ul style="list-style-type: none"> <li>• Application is in preparation and will be submitted on time</li> </ul>
<ul style="list-style-type: none"> <li>• FEI Draft Schedules</li> </ul>	<ul style="list-style-type: none"> <li>• The business plan (“FEI Draft Schedule”) was submitted for the CDI (2*); a copy of the report was shared to the board members</li> </ul>
<b>7:25 PM</b> <b>Awards</b>	
<ul style="list-style-type: none"> <li>• Award recipients notified</li> </ul>	<ul style="list-style-type: none"> <li>• Awards chair position is vacant</li> <li>• All 2017 competition year recipients have been notified and awards have been ordered</li> </ul>
<ul style="list-style-type: none"> <li>• Status of Special Award selection; Harvey?</li> </ul>	<ul style="list-style-type: none"> <li>• Awards for Karen and Charles will be mailed</li> </ul>

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	<ul style="list-style-type: none"> <li>• Volunteer awards; lost hours with the cancellation of the Laborious Day show; in prior years we had volunteers with more than 100 hours <ul style="list-style-type: none"> <li>○ 5 people with 50 hours or more</li> <li>○ 3 people have 75 hours or more</li> </ul> </li> <li>• Proposed to look at possibly giving out tiered awards based on hours (e.g., silver and gold, with Platinum awards going to the top volunteers having 75 hours and above)</li> <li>• How do we recognize non-HDS members who volunteered</li> <li>• Proposed to give volunteers receiving awards a free awards banquet ticket</li> <li>• Consider upgrading gift with an honorable mention to volunteers below 75 hours</li> <li>• Bush Hager Memorial Recipient: award of \$500 (or more) for training and education purposes; applications are due the end of Dec the prior year and are announced at the annual banquet</li> <li>• Christy Raisbeck (Charlotte's) horsemanship award: Leslie to contact Christy to see if Charlotte's will continue to sponsor this award</li> <li>• Ida proposed to add a Jr sportsmanship award if Christy is not doing the sportsmanship award; will need to establish the criteria, perhaps to include volunteer hours criteria</li> <li>• Apple Awards: people who really stepped up for the HDS; such as items for the silent auction</li> <li>• Harvey Award: for Amy Uniss at Great Southwest</li> <li>• Need to publish and advertise the criteria for the series of awards that are given annually</li> <li>• Annual competition sponsors will also be recognized such as: Marie Morgan (pony award), Paladin Equestrian (schooling show), Haras (Charlotte Clinic)</li> </ul>
<b>7:35 PM</b> <b>Special Events</b>	
<ul style="list-style-type: none"> <li>• Winter Show and Banquet update</li> </ul>	<ul style="list-style-type: none"> <li>• 75 reservations in 2018; down from 100 reservations in 2016</li> <li>• Carrots and apples to be center pieces on the table</li> </ul>

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	<ul style="list-style-type: none"> <li>No separate entertainment as the awards presentation will take some time</li> <li>Concurrent silent auctions for Region 9 JRs, which was previously advertised</li> <li>We may want to look into on-line forms banquet registration as some reservations are going to show secretary; connect with Flo to add this to the website.</li> </ul>
<b>7:40 PM Advertising/Sponsorships</b>	
<ul style="list-style-type: none"> <li>Updates Needed to Sponsorship</li> </ul>	<ul style="list-style-type: none"> <li>Due date for Jan show program; will not advertising to get more ads for the program as this is a small show</li> <li>Oak Hill Ranch up for renewal and been approached</li> <li>Proposed to publicize the sponsorship options</li> <li>Add a pet sponsored class for \$25 per class; get a picture of your pet posted</li> <li>Add sponsorship particular classes – need a system to allow for renewal of sponsored classes</li> <li>Should we allow the sponsorship of prize money sponsored classes. Will this create problems for CDI requirements and IRS issues? (Discussion tabled for the Feb. meeting)</li> </ul>
<b>7:45 PM Volunteer Coordinator – CR to address</b>	
<ul style="list-style-type: none"> <li>Volunteers for January Show</li> </ul>	<ul style="list-style-type: none"> <li>We should be well covered for volunteers for the Winter Show</li> <li>Devon’s requested 1-2 volunteers to help set up for the banquet</li> </ul>
<ul style="list-style-type: none"> <li>New award (Jen Jarvis info)</li> </ul>	<ul style="list-style-type: none"> <li>Jen’s husband wants to sponsor an award to the volunteers and he has developed a set of criteria for the award – to be awarded in 2019 for the 2018 year</li> </ul>
<b>7:50 PM Juniors</b>	
<ul style="list-style-type: none"> <li>Update on Juniors</li> </ul>	No update
<ul style="list-style-type: none"> <li>2018 Region 9 Jr/YR clinic application?</li> </ul>	No update
<b>7:55 PM Education</b>	
<ul style="list-style-type: none"> <li>Passport Ideas?</li> </ul>	<ul style="list-style-type: none"> <li>Proposed to host a clinic on how to do the passport; perhaps extend the clinic to include the rest of the CDI application process</li> <li>Good information on the USEF website; perhaps we repackage the material to make it easier to access</li> <li>Vet and Amanda Garrett will do a presentation; need 3 month head start from the CDI to meet the deadlines</li> <li>Need to inform members that all horses need to be microchipped to show with USEF starting in 2019; need to have the right microchip; can ask Dr. Stone to do an educational session and offer microchipping; add</li> </ul>

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	notification of the microchip requirement to the show packets
<ul style="list-style-type: none"> <li>Dates for Schumacher – Feb. 9-12</li> </ul>	<ul style="list-style-type: none"> <li>To be hosted at Tex-Over and The Woodlands Equestrian Center</li> <li>Need to get the applications out; Allison to review the applications</li> <li>What additional opportunities can we promote for professionals/trainers?</li> <li>Need to ensure that scheduling is compatible with work weeks: Week v. weekend dates for AAs and Open riders</li> </ul>
<b>8:00 PM Historian/IT</b>	
<ul style="list-style-type: none"> <li>2018 Ideas</li> </ul>	<ul style="list-style-type: none"> <li>Doug Canter will assist in compiling statistics for Ida; Chris to make introductions</li> </ul>
<b>8:05 PM Publications – CR</b>	
<ul style="list-style-type: none"> <li>Ideas for appointment</li> </ul>	<ul style="list-style-type: none"> <li>Southwest Horse Trader offers free advertising and is looking for stories; we can post a short article on HDS</li> <li>Proposed to coordinate a media plan with advertising/historian/publications/special events</li> <li>Be sure to obtain permission for photos</li> </ul>
<b>8:10 PM Schooling Shows</b>	
<ul style="list-style-type: none"> <li>Update on schooling shows</li> </ul>	<ul style="list-style-type: none"> <li>We are waiting for applications to host schooling shows in 2018; Not many applications have come in to date</li> <li>First Schooling show for 2018 scheduled in Feb in Sienna</li> </ul>
<b>8:15 PM Treasurer</b>	
<ul style="list-style-type: none"> <li>Review and approval of current numbers</li> </ul>	<ul style="list-style-type: none"> <li>Minimal loss for the schooling championships show; it was noted that some expenses are still being processed for 2017, but are expected to be nominal</li> <li>HDS made a small profit in 2017</li> <li>2018: forecast too early to assess</li> </ul>
<ul style="list-style-type: none"> <li>Report for newsletter and Web site.</li> </ul>	No update
<b>8:20 PM Unfinished Business</b>	
<ul style="list-style-type: none"> <li>Web site refresh recommendation TBD</li> </ul>	No update
<b>8:25 PM New Business</b>	
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Prepare/publish a year end summary for 2017 for members</li> <li>Proposed to show 2017 summary photos during the awards banquet</li> <li>Do we want to use survey monkey to understand membership needs/opinions? Note that Kathy is doing a survey when she does her phone calls</li> </ul>
<b>8:45 PM Adjourn</b>	<b>9:15PM</b>