March

# Agenda

**Attendees:** Libby Cotterman, Chuck Hand, Rusty Hensel, Donnie Uffner, Rick Learn, Everett Minter, Deb Ernest, Adam Black, Zach Boggs, Lori Merrit, Landyn Andrews, David Kreider, Jenna Gorham, Tiffany Davis, Gus Furniss, Lydia Knapp, Windy Donley, John Kreis, Lisa Kreis, Kaci Neptune, Laissie Stocker, Jaime Carter, Jennifer Hohmann (P)

**Agenda:**

1. Review February Meeting Minutes
2. Review proposed new trail obstacles
3. Office Update
   1. Paperless Plan
   2. Show Software
4. Review & Approve all show patterns
5. Committee Updates
6. Open Discussion
   1. Pen Set up Date & April Meeting
   2. Treasurers Report

**Minutes:**

1. **February Minutes - Approved**
   1. Motion – JK, 2nd – CH, VOTE: Unanimous
2. **Review proposed new trail obstacles**

* Infield Committee Update

In the February meeting we voted to charge $5 per run for Friday Night Trail practice runs – is this really the direction we want to go? How will the time and money collection be monitored? Will we need to hire someone to assist? Peggy Kreider originally agreed to help facilitate the Friday night infield practice.

Trail practice will be available every Friday from 5-9pm. All trail obstacles will be set up Friday Night for the show and will be available for practice. Riders will be given a 15-minute time limit on practice runs and practice runs will be $5 per run. We will find a mechanism to rope off or add signage to the infield for trail course availability on Saturday. The gate will be closed to the infield at 9pm after the obstacles are reset for Saturday Morning – and opened at show start time on Saturday Morning at 9am.

**Action Item: Update Trail practice info on the show bill with the updated time frame and time limit**

* **Proposed new obstacles**

Water Box – 4x8 6” deep; no moveable/floating objects. Exhibitor must ride horse through box with all four feet entering box.

* Motion to add the water box as an available obstacle
  + - * Motion – JK, 2nd – RL, VOTE: Pass

Crossed Logs - No More than 20’. Placed together or cavaletti to elevate off ground on one or both sides

* Motion to add the crossed logs as an available obstacle
  + - * Motion – RL, 2nd – LC, VOTE: Pass

Trailer Load – Obstacle would be the final obstacle on the course. Exhibitor will load and unload quietly, safely and easily from a normal horse/stock trailer with secure footing. Exhibitor must dismount to load and unload; failure to do so is a DQ. Exhibitor must lead horse in and out of trailer.

**Action Item: New Obstacle – Trailer Load – What trailer will be used? Is it possible to locate a used stock trailer that can also store the obstacles in between shows and in the off season?**

* Motion to add the Trailer Load as an available obstacle
  + - * Motion – LM, 2nd – JK, VOTE: Pass

“A” Bridge – 4’ X 8’ max of 16” height at the center.

* Motion to add the “A” Bridge as an available obstacle
  + - * Motion – LM, 2nd – JK, VOTE: Pass

Ladder – It was requested that the 2019 Version of the obstacle be a beginner’s version

* Motion to add the Ladder as an available obstacle
  + - * Motion – DE, 2nd – EM, VOTE: Pass

Maze – variation of the existing “L” shaped obstacle that is used today; may include side pass.

* Motion to add the Maze as an available obstacle
  + - * Motion – LM, 2nd – DE, VOTE: Pass

There will be a budget of $500 needed to purchase supplies for the new trail obstacles

* Motion to allocate $500 to the Infield Committee for the material to build the new approved obstacles
  + - * Motion – Kn, 2nd – RH, VOTE: Pass
* Practice Runs for the Trail Obstacle

Practice runs will remain $5 for a 15-minute run. The time will not be monitored but a sign will be posted.

* Motion to modify trail practice runs to $5/15-Minutes
  + - * Motion – KN, 2nd – LC, VOTE: Pass

Jennifer H has 30 Cedar Posts that will be donated for infield obstacles. We need to validate the dimensions.

1. **Office Update**
   * **Paperless Plan**
   * **Show Software**

Lori is still working on the new software and is hopeful we will have it available for the first show. There is an outstanding question to the software provider on the licensing requirements for 1 laptop. If we cannot get the question answered, we may need to start the 2019 Show Season with the previous paper process. Lori will continue to update the board with the status.

1. **Review & Approve all show patterns**

The decision was made in February to create 7 patterns for each patterned class and then randomly draw 5 patterns and assign to each show. The patterns will be posted prior to the start of the show season. The team has prepared 7 patterns for the Reining, Ranch Reining, Working Cow Horse and Ranch Horse classes.

* Motion to approve Reining & Ranch Reining Patterns
  + - * Motion – LS, 2nd – CK, VOTE: Pass
* Motion to approve Working Cow Horse, Ranch Horse, Ranch Boxing Patterns
  + - * Motion – RL, 2nd – RH, VOTE: Pass
* Motion to defer to Infield Committee for Trail/Ranchmanship Patterns
  + - * Motion – RH, 2nd – JK, VOTE: Pass

**Action Item: Patterns will be assigned a number and drawn randomly at the April Meeting**

**Action Item: Infield committee will prepare 7 Trail & Ranchmanship patterns they will be included with the random draw in the April Meeting**

1. **Committee Updates**

* **Communication**

Show bill is almost finalized. The plan is to post on the OHFQHA site as well as other sites. Members are encouraged to share on various social media platforms and in as many groups as possible. Paper copies will be shared at various ag retail outlets and ag related stores, feedstores etc..

Show bill changes

* Changes required
* Update the non cattle class cost to $10
* Update the Trail Practice information to include $5/15-minute requirements and availability from 5pm-9pm
* Update stall information – remove “Plenty”

**Action Item: Update and finalize Show bill**

* **Stall Reservations**

Stall reservations will be made at least 1 week prior to the show – contact Donnie Uffner. If a stall is reserved and not cancelled; contestant is still responsible for payment. This will be collected at the next available show. Stall fees will remain at $30 per show; $10 will be returned to the contestant if their stall is cleaned. If a stall is not cleaned after the show a $25 penalty will be collected from the contestant at the next available show. The stall reservation spreadsheet will be used to track this information and the contestant will be informed of a penalty at time of reservation. Donnie will let the office know prior to the show when a penalty is to be collected.

* Motion to collect $30 stall fee for uncancelled reservations at next show
  + - * Motion – JK, 2nd – KN, VOTE: Pass
* Motion to assess $25 penalty for stalls that are not cleaned at next show
  + - * Motion – JK, 2nd – GF, VOTE: Pass
* **Cattle**

Scaffolding for the judges stand can be purchased $200 each. We will need additional funds allocated for wheels, flooring, railing and any stairs that need fabricated.

* Motion to purchase the scaffolding and necessary materials
  + - * Motion – RH, 2nd – RL, VOTE: Pass
* **Website**

Laissie & Kaci are working on updates. We still need contact info & pictures for all directors and officers.

**Action Item: We need contact info & pictures for all officers & directors for the website**

**Action Item: Pictures from the 2018 Show Season and Banquet are needed. Please contact Laissie to arrange delivery**

* **Clinic**

Trail & Ranchmanship clinic – we do not have any availability for a non-show weekend due to constraints with the insurance provider. The clinic can take place on a Friday night or Sunday of an existing show weekend. We would prefer to leverage existing members for the host of the clinic. Any decision to invite and pay a host will require additional discussion. The infield committee will regroup on the plans for a 2019 clinic and present a new proposal

* **Office**

Show day software plan is still in process and will be presented when ready

* **Sponsorship**

We have received a few requests for sponsorship. The sponsorship agreement needs updated with new requirements

**Action Item: Jaime will locate new sponsorship requirements and update the existing form.**

* Open Discussion
  + Pen Set up Date & April Meeting
  + Treasurers Report
* **Banquet**

The timing of our banquet is challenging for the caterer. The holiday timing also makes it difficult for members to attend. Can this be moved to after the first of the year

* Motion to move 2019 Banquet to Q12020
  + - * Motion – JK, 2nd – DE, VOTE: Pass

1. **Open Discussion** 
   * **Pen Set up Date & April Meeting**
   * **Treasurers Report**

* **Pen Set up Date & April Meeting**

Pen Set up will be held April 7th at 9am – we will also have the April Meeting at this time. Please plan to attend if possible. The makeup date will be April 14th for inclement weather.

* **Treasurers Report**

We have a balance of $29,002 as of the end of February. We have several checks that have not cleared from 2017 & 2018. These checks will be voided and reissued upon request.

Lori spent significant time working with the accountants to update our nonprofit status. The incorrect PO Box was used and the notice to renew was not received. We have been reinstated and the information has been updated to prevent errors in the future. We did pay the reinstatement fee of $75 in addition to a $200 late fee for the years of 2017 and 2018. We are waiting on an invoice from the attorney and the accountants for the reinstatement work.

All 1099’s have been issued for all contractors that earned greater than $600 for 2018. We have also collected all necessary W-9’s from the contractors. Going forward we will require a W-9 be completed at the time the service is rendered to ensure we have the information for tax reporting if needed.

We are up to date with our bond and insurance for the 2019 show season

We would like to pay the Fair board in 1 lump sum for the 2019 show season. Will this be acceptable to the fair board? The contract for the 2019 show season is with the fair board for signature

**Action Item: Donnie will follow up with the Fair board to ensure they will accept 1 payment for the fairground usage.**

* **Corral Magazine**

Historically we have posted an ad in Corral Magazine with articles. Is this something we want to continue? Yes – Deb Ernest will continue to handle the content that is submitted to the magazine.

**January Action Items**

**~~Action Item: Set & Communicate Date for Pen Set Up~~**

**~~Action Item: Follow up with DE, TD, JK & RL to confirm Director Positions~~**

**~~Action Item: John will communicate financial arrangement and requirements to the new cattle manager~~**

**~~Action Item: Add a new class for “Green Ranch Cutting”.~~**

**~~Action Item: Add a new class for “Youth Ranch Cutting”.~~**

**February Action Items**

**Action Item: 2 Day Show - Review proposal at the July Meeting**

**Action Item: 2 Day Show Formal Vote in September or October**

**~~Action Item: Trail Committee to provide additional description and rules/restrictions for each~~**

**~~Action Item: Formal vote for each obstacle will be needed.~~**

**Action Item: We need contact info & pictures for all officers & directors for the website**

**~~Action Item: John Kreis needs the 2019 Cattle Contract~~**

**~~Action Item: Formal Vote new patterns will be held in the March Meeting~~**

**March Action Items**

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**2019 Committees**

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| --- | --- | --- |
| Committee | Members | Overview |
| Infield | Adam Black  Zach Boggs  Libby Cotterman | Review trail patterns  Review trail obstacles |
| Communication | Laissie Stocker  Lori Merrit  Kaci Neptune  Jaime Carter | Marketing  Social Media  Forms  Show bill |
| Judge | Donnie Uffner  Libby Cotterman  John Kries | Review judge selection  Show Day Pattern Selection  Show Day Location |
| Cow | John Kreis  Chuck Hand | Secure Cattle Provider  Cattle Management |
| Website Administration | Kaci Neptune  Laissie Stocker | Review web access  Update with 2019 info |
| Clinic | Josh Darling  Chuck Hand  Rusty Hensel  Libby Cotterman | Clinic offerings for 2019 |
| Awards | Lisa Kreis  Libby Cotterman  Tiffany Davis | Year End Awards  Show Ribbons |
| Freestyle Reining | Jennifer Hohmann  Suzie Rospotynski | Pattern Selection  Show preparation |
| Membership | Lori Merritt  Kendra Vaughn  Jaime Carter | Review and Update |
| Youth Activities | Jennifer Hohmann  Lori Martin | Youth clinics  Youth show activities  Fun Show |
| Sponsorship | Diana McGee  Lydia Knapp |  |
| Stall | Donnie Uffner | Stall/Barn Assignments |
| Show Day | Lori Merritt  Kendra Vaughn | Office staff  Announcer  Software |
| Banquet | TBD |  |