



## MISSOULA HORSEMEN'S COUNCIL

STEWARDS OF THE MISSOULA EQUESTRIAN PARK

### MISSOULA HORSEMEN'S COUNCIL BOARD MEETING

April 7<sup>th</sup>, 7 p.m.

Jokers Wild

Lynn Thee called the meeting to order, at 7:05 p.m.

#### **ATTENDANCE:**

**Present:** Lynn Thee: President. Sheila Mealey: Vice President, Joan Scheffer: Secretary, Kim Stickler, Aneill Fisler, Jennifer Kendall, and Valerie Knudsen

**Excused** Ginny Fay, Lynn Lee. Cindy Arnott, Rachel Ambrose

**Unexcused:** None

**Guests:** Joanna Knudsen

While waiting for members to arrive Kim S. agreed that she could assist the accountant with mail pick-up and delivery duties as well as other shared responsibilities. This will be discussed when others arrive.

Previous meeting minutes were read and approved with no additions. Aneill moved and Sheila seconded to accept these. All "aye."

Joanna Knudsen was introduced to all and helped to present a treasurers report. She has met with Jake twice. She voiced some concerns over the current way accounts were being managed and presented ideas for helping this be better defined for all. She has looked over the recent records for the past year. Many things are not categorized correctly or linked to the specific MHC programs they should be. There are currently 4 accounts; two are trust accounts, one saving and the other checking. There has been money pulled from saving that had be already designated in checking. The trust accounts are doing no good and there is a charge MCH pays each month of \$5.00 for their upkeep. There is no balance existing anymore and soon we will pay on empty accounts. Sheila moved and Joan seconded that these be dissolved and closed out. Members voted "aye" after much discussion. Joanna said that Eunice had set aside specific funds in savings for payment of recurring necessary fees for insurance, park maintenance and other things but this just sits in Savings not being used. Some recent payments came out of the Savings account and should have come out of checking. Checking has \$19,199.57 currently, there is around \$14,300 in Savings, but some of the amounts are listed in both places. Things are currently getting paid late and late fees should not happen when we have the money set

aside that can be used. Joanna highly recommended we start by cleaning up the accounts, setting yearly and monthly paid items aside with required payment amounts and bank on-line. Right now, Eunice and Jake have the ability to sign checks. Lynn will call Eunice and get them all to the bank to get signatures properly set up. Joanna is happy to use a signature stamp if that is wanted to help things go out in a timely manner. She is also in need of office supplies. (approx. \$100.00 to include paper, stamps, envelopes, inks, pens pencils, clips, staples & stapler). Jennifer mentioned she has some ink she can no longer use in her printer and will see if it can work in the MCH printer or Joanna's printer. She will donate it, if so. Office MCH records are currently in 4 crates and not very organized or well labeled. Joanna has spent about 7 hours going through these to get the current information that she has. She suggests that we get all 2015 information and move forward from here out with a better managed system that could be easily understood if someone else took over the job. She estimated she will need 2 hours per week for 2 weeks to get this organized. She will normally work only 5 hours per week at \$25.00 per hour. She is willing to work on a salary if that is wanted.

There is also an endowment of \$100,000.00 in Waddel and Reed that we are only allowed to use the interest. This amounted to \$7,300 in 2013 and \$6,100 in 2014. This has not been touched since Dec. 2014.

The board moved to pay Joanna and give her support by appointing Kim Stickler as treasurer. The duties involved for Kim would be picking up mail at mailbox and park drop off box, bringing treasurer reports to the meetings, supporting Joanna with mail, sit on the financial committee, and help reconcile the mini events. Sheila nominated and Val seconded Kim doing this. All "Aye".

Joanna wants specific goals set for each defined committee of MCH. List all that is wanted at the Park and individual yearly and long term goals. Prioritize all of these together and chose what gets done first. We need to figure out what is needed and when it is needed for all the Park activities and event as well as for the general park upkeep and insurances.

Each event should have a specific budget and plan to come in under that budget without overspending. Projections should be made on incomes on any events. Sheila mentioned the need to keep funds available for disasters-like having to cancel an event or accidents at the park itself. She said that there were times that staff went unpaid due to poor planning in past Park years. Payroll should always be met!

Records for income deposits need to define what money came in, if it was designated to a specific fund, and who needs to be thanked. Joanna needs a FOR DEPOSIT ONLY stamp ASAP.

It was mentioned that Rachel probably has a key for the park box lock and Kim should make a copy of that for herself. Joan moved and Val seconded that we pay Joanna \$175.00 for her current work on things, Pay the directors insurance immediately, (\$744.00) Get the toilets pumped out (\$300) Make all the payments currently due, and get current deposits in to the bank now. Lynn will take deposits in tomorrow. We seem to be getting many more member forms returning than ever before...which is great. The vote was "Aye", by all voting members present. Joan motioned and Sheila seconded that Joanna also get

supplies at a cost of no more than \$100.00. This was approved unanimously by board members.

ENGLISH EVENTS COMMITTEE(EC): There was a discussion about the quality of the jumps that Don John had made in the past and the EC discussed that we need to talk with him about the quality of the ones he is to make before he makes them. They need to be to a standard that will be acceptable for all EC shows. Val and Aneill offered to talk with him about this. They will gather some photos to share to help define this. Val stressed the need for PROPER well-made jumps and the safety issue of not enforcing the jumps to be approvable. Jumps need to be completed by May 2. Dimensions and size of wood is important.

Rachel had told LynnT. That she is not sure she can be secretary for more than one of the mini-events this year. Can someone take over this job for her or is there a likely good volunteer we should ask? Gail Fromm was mentioned by Jennifer K. The EC needs to find someone for two if possible of the three. Susy Mayer has donated a printer for the mini event notebooks.

Val and Jennifer K brought up that Drue should not be running the mini events due to her current health issues and that we need to help out so this does not happen. Jennifer may be able to fill in.

PR: Aneill is working on the "Thank you" cards and will get more photos to use. Anyone who takes or has good PARK photos could please share them with Aniell.

WESTERN COMMITTEE: Kim met with Joleen Burke about the footing in the large WESTERN ARENA and the news was not good. The footing is currently unacceptable for barrel racing and NBHA will not sanction events as is. Based on these discussions, Kim talked with Knife River and LS Jensen about improving this. LS Jensen had the best advice and a good plan on how the footing could become acceptable. Stacy there has done research on arena footing. Val mentioned that Mike Welling has done an excellent job on her arena and may be valuable to contact about this. There needs to be a high blend of top soil and sand mixed, right now there is way too much sand. Cost estimate is \$4500-5000 just to haul it in and dump it for us- from LS Jensen. It would still need to be mixed together somehow, but we do have the tractor and the drag for it. The removed sand could be used in the dressage arenas or the main arena perhaps. Val suggested that Kim get Mike to meet with Stacy at LS Jensen and get a full estimate and time frame. It was discussed by the board that this is very necessary to make the arena usable by the public and to bring in western events of all kinds. We feel this needs to move forward immediately. Kim will come up with a bid and present it at the next meeting.

Lynn announced the resignation of Board member Vicki Balfour, as requested. Kim moved and Sheila seconded to accept it. All the board agreed.

Lynn has been working with a new agent for the park insurance through Payne West. Both Lynn and Sheila have really shopped around for good insurance that is easy to use and understand. Our current company was very equine oriented, but that is hard to come by here without high cost. Talks are underway with PayneWest. We are covered for now.

The county will pay the park \$8,000.00 for the power line easement project. They cannot just give us the electrical to the western arena, but this Thursday is a Parks meeting and we can talk about adding that to the project.

The ADA parking and access plot is being discussed with BSSC. We asked them to cover the whole amount (1500). They agree to pay 2/3 of this, 1/3 from Parks, 1/3 from BSSC, 1/3 from MHC. Details are being worked out and it will be smaller than we thought. ADA access would be best done by the COT crew in the Fall. COT can do nothing until September.

The work day this Saturday was discussed. We need the following: Roll off dumpster for waste (\$500), Skid-steer & Post hole digger(\$385) for round pen, poles and rails for round pen (\$200), Staining paint for jumps, brushes application mitt (\$200). Painting needs to be done on the jumps and the gazebos as well as the hitching rails. Sheila asked if she may use the new flatbed to get the rails and poles. That was agreed upon by all. It was hoped enough money would be left to get a sandwich lunch for volunteers. It was moved by Jen K and seconded by Joan to approve \$1500 for the work day event and all the costs mentioned. All approved.

Sheila mentioned for folks to bring rags, gloves, shovels, dirt tampers, tools like: hammers, drills and pry bars, Bill B can bring a chainsaw. Both Joan and Lynn T. cannot attend. Rachel and Lynn Lee are also gone that day (April 11) On Sunday April 12 Cindy is bringing a group of 4-H kids in to help so many tasks can be finished up by them. The Big Sky Government class is coming in to help on May 5<sup>th</sup>. Cindy is heading this up. Plans are set for fixing the round pen, burning and sorting the trash pile, painting the gazebos, the jumps and the hitching rails once fixed. Pull weeds in arenas and other areas, pull weeds along trails, bridges and paths. Hopefully, we can provide sandwiches and water to helpers.

Jen K. requested a new committee member to help her on PR and Aneill has agree to this.

Natalie Arnott has inventories the current advertiser banners at the PARK and cleaned them. The PR folks should be asking for donations for displaying these this year.

Jennifer K wrote up a detailed list of goals and planning for the PR committee. She requested we approve a better plan and company to use for the Webpage (cost \$97.00 / yr) Website building requires better newer software upgrade. We need to move on to the CLOUD. Many current programs are just not compatible

anymore. Jen also need a good digital logo. Cost for software is \$30-35/mo. (\$420/yr) this includes use of PayPal.. Joan moved and Aneill seconded to use this for 1 year and then re-evaluate. All voted "aye."

A discussion about outreach and PR duties was briefly addressed. It seems the two overlap some. It was decided that outreach is more for community involvement where PR is for membership and marketing.

Sheila said she and Rachel did a lot of PR work last year and are happy to share their ideas and thoughts with Jennifer. She has some lists of things that were done she will get to Jen. Jen also wonders were all the current event forms and original formats are? It was advised that Cindy A be contacted about this soon. Stitches is another place that may have a good digital logo.

WEBSITE: committees need to keep good records of contacts and be sure folks get thanked properly for any help or donations. She wants to create a photo library for member use and website updates. Take pictures and share them with Jen. If you do any work on any original documents be sure you save and date them with yr/mo/day & your initials, to keep newer ones straight. Rachel could send a note asking if any member has donated, knows anyone who may wish to donate, or would sponsor certain events or necessities. We need to develop a master list of these things and keep it up. Some sponsors get hit repeatedly without thanks and this is not good for our relationship in the community. Aneill will help make sure thank-you's get out promptly. We now have 1 business FB page and one group FB page. It is getting expensive to advertise on FB. We need to update the way we use social media and make it a priority for park.

BSSC meeting : weed document- annual report for the county needs one p more page that was left out completed.

NEW: AMAZING RACE on Horseback: 2 days of events, stall use by participants. Very interesting new horse fun idea they want the park to be used for its initial showing; 10 teams of four horses and riders each. (40 total). Using arenas and parts of X country course. Other can still use park while this runs. Sections may be closed as used. July? Aug? Need PA system, would be good to get media coverage and filming of it. Main arena use \$150 Day 1, Western Arena and other areas \$200, Pay \$15 if NOT A PARK MEMBER TO RIDE, Stall fee \$30.00 per stall + extra for more shavings. Open August 1-2 or 22-23. Members agreed to lower pricing since it is a new event. Sheila will present it to organizer and report back.

Park license plate: no sample yet. Lynn will send out as she gets it via e-mail. Equine directory listing has been done.

Joan moved to adjourn and Aneill seconded. All in favor.

Jls 4/12/2015

