

MARCH 2016 BSHP Minutes March 8 2016

BOD Present: Lynn Thee, Sheila Mealey, Joan Scheffer, Arwan Anthony, Rachel Ambrose, Ginny Fay, Cindy Arnott, Sheila Miller, Kim Stickler (Missing Lynn Lee and Aneill Fidler)

Non- members present: Erica Schofield, Penny Boucher, Bill Boucher, Doug Sylling, Christian DeMarius (representing "Festival of the Horse")

1910 meeting called to order.

An electronic BSSC "support of the grant they are writing" vote was added to the Jan/Feb. meeting minutes and was previously conducted on-line. BSHP BOD supports their grant. The revised minutes were sent out to the BOD and approved tonight. Rachel moved the approval and Sheila Mealey seconded. All agreed.

Christain Demarius was here to discuss BSHP participation with their "Festival of the Horse to be held at the Missoula Fairgrounds on July 8-9-10, 2016. It is the initial event of its kind and will combine, lectures, demonstrations, music and clinics using the fairgrounds main arena, the lecture hall and pavilion booths. Lynn Thee, Kim and Sheila had met with Christian earlier and were hoping to conduct a barrel race, but there are time constraints that prevent this. An open discussion brought up some ideas. A jumping demo was suggest and Joan thought that a multidiscipline demonstration with Western and English themes may work. Rachel came up with an idea everyone liked of having some sort of multidiscipline competition where there was an English rider competitor, western rider competitor (Doug Sylling was interested!) and perhaps a mule and they would all have to compete in each of three events specific to their discipline. Everyone liked this, but we need to see if anyone is willing to put it together in our busy time of year. No one was able to really step up but we wanted to put it out to the membership to see if there was any interest. We have a 90 minute time frame to work with in the large arena on Saturday if we want it. We need to let Christian know by the end of the month on it. We will do a booth and have a running show of Lynn Thee's great photos going. This runs from 1000-1700 each day with music in the evening, we will need to man the both all 3 days. It includes a western art show, carnival, round-pen clinics and demos, and horse expo. It has a theme for "Veterans" on Friday, "Women of the West" on Saturday and another theme for Sunday (cowboys?). We will put it out to our members to see the interest and commitment to the arena event. Rachel also suggested offering a membership or two as a prize to gain interest for the park.

FINANCIAL REPORT: Sheila Miller-the financial statement was sent out to the BOD for review and discussed at the meeting. Sheila needs to find out what virus protection is on the computer and will contact Joanna about that. She asked for input and questions as the print out is a bit different now. Ginny has some questions about entries that were addressed by Sheila and Lynn. We need to keep the software on Quicken updated. Paypal is working now and membership forms are coming in. There is a "Smile account" available to add to non-profit

earnings. The loan statement from the bank was included. Ginny had done research on this and had information that it may be valuable to re-distribute fund her for better earnings and management of the payback on it. She had spoken to Roberta Brady and Rita Baumgardner who were original donors on this endowment. The history was interesting. It's original plan was as a method to pay off the western arena costs and keep the park in good standing yearly through use of an endowment from several investors. A discussion about using any pure income from the 2016 and on barrel race practices and series to go towards payoff of this loan specifically. A Capital Campaign for the park is recommended for this year.

Lynn Thee presented her 2016 Budget proposal. We went over it and discussed the current Assets and know we must manage expenses carefully. The good news is that we have many events already scheduled including 3 mini events, the Buckle series, Omoksees, and Color My Ride shows which all bring income in. There a new shows as well such as the Obstacle Series and an MHJS show. Rachel, Cindy, Penny and Kim all gave estimates of income from event they are managing in 2016 for the park's benefit. Sheila Mealey has some fees from entry on the Obstacle series she will get deposited and to Sheila Miller.

The 990 tax form was brought up by Sheila Miller and Cindy Arnott is going to ask her Mom if she is willing to complete it, so that it is completed by a CPA outside of the Board of Directors. She will check on this.

Insurances and bank charges remain similar to 2015 amounts. We discussed equipment maintenance with Bill Boucher, Penny said that the equipment for her Omoksee and other shows is pretty complete. Rachel felt there was some expenses for the color my ride and mini event awards and ribbons. Jumps are ready and some need repainting at the work day. Cindy noted that we are pretty low in our regular account right now, but also saw that we usually get quite a few memberships this month before the April deadline. We all agreed we need to watch spending carefully. We have the \$8,000 award from NW energy we have yet to receive as well as a payment for the ADA pad work shares. We do plan to have an Awards banquet at years' end for many of the events and activities.

The budget is a good plan for keeping track of the finances more closely and being able to judge when and how we spend more carefully. Lynn did a great job putting this together and tried to err on the side of caution with these numbers. She is going to pursue the \$8,000 award and try to get that to our account soon. Ginny moved and Joan seconded that we approve the financial reports. All agreed.

Erica discussed the upcoming march 19th St. Patrick Day parade and our riders. She will get the banner from Sheila to use at the parade as well as flags and flag holders from Penny. We still have the Missoula Horse Council sign we can use. A discussion about allowing children in the group was held. It was resolved that we would judge this on a case by case basis but that anyone under 18 must wear a regulation helmet and have a side walker one on one with them and their horse. It was felt we needed to judge the safety and competency of the horse and its rider on an individual basis to keep children and crowd safe. Cindy mentioned that if the children were 4H members and carried a 4H banner, there is 4H insurance that covers them.

We wanted to add this to this parade. Erica's father agreed to be our pooper scooper for this event.

The BSHP volunteer award forms had been under review online by the BOD and were modified slightly through e-mail. It was decided to not do the hats and shirts awards this year due to cost. Rachel and Ginny developed the on line forms and will send them out to the membership for this year. 4 people had submitted their forms for awards for this year. They will be voted on tonight by the BOD. Penny and others discussed that this is a recognition more than an award -as it takes many volunteer hours and work to achieve the requirements. It is very important as we have many events that will require much help in 2016. We need lots of volunteers and helpers. Sheila Mealey moved we approve this and Joan seconded. All voted yes to it.

Voting on these awards was held and four were approved.

Kim Strickler resigned from the BOD to be able to focus on maintenance at the park in the future. This is a choice of hers as she wants to keep running the barrel racing series and practices as well as making sure everything is completed to make the Western Arena fully ready for the coming year. She will write a letter of resignation for the BOD. Bill Bucher had requested he be able to focus more on the maintenance of the park equipment and have a bit less time spent at the park this coming year.

Penny Boucher would like to become part of our board. Due to her husband being our Park Manager, we will need to look into what is necessary for her to sign or agree to so there is no conflict of interest in decisions and votes involving Bill's pay or hours. She needs to not hold a vote on any of this. Cindy said she may have some access to what is needed and will look into this. We will wait until signed document is in place to vote on Penny becoming a board member. Arwyn moved and Cindy seconded and the BOD voted yes to this tonight.

Sheila has a "new hire" packet that she will get to Sheila Miller for her use with getting Kim set up in her new role. Lynn discussed the pay offered and the need to define roles and hours. We have no real job descriptions. Joan suggested that both Bill and Kim write up what they expect to be doing and their own job description and we can go from there. Bill is very knowledgeable about all the maintenance needs and equipment upkeep plans and Kim is more interested in the footing and quality of the Western arena for Barrel racing and speed eventing. They both have lots to offer the Park and much to share. We need mutual agreements between them and defined hours for Kim. Kim also must clearly separate her volunteer work from her paid work time. Point of discussion here

- When arenas are routinely drug
- Irrigation and Watering
- Mowing and weed management
- Event needs and coverages

- Other Maintenance issues/concerns
- Equipment storage and upkeep

I was moved that Kim be hires at \$12.50 per hour starting wages for a “to be defined” probationary period. Cindy is going to clarify labor laws for us. Sheila Mealey moved and Joan seconded this be approved with job descriptions expected to be produced by Bill and Kim. All BOD agreed.

Doug Sylling: a horse enthusiast and trainer, was in attendance tonight and introduced. He had talked with Sheila and was very interested in the Obstacle Challenge series. He would like to help the board. He is a trainer in the Bitterroot Valley and recently moved her. He teaching horse communication with rider and enjoyed helping folks with this. He raises Quarter Horses and has been active in Western dressage and “dance” as well as training and Obstacle events. He would consider a position on the board in the future. For now, after discussion-it was felt it best that he work on the Western Committees to help and build their events and programs and if still interested, apply for BOD membership in November. It was felt by all that his help would be very valuable this year with all our new events happening. Sheila Mealey has his contact information. He may also be interested in doing some clinics at the park.

Sheila, Cindy and he talked with us about a combined event like we have for the English mini events where there is an in-hand on the ground portion, a western dressage and an obstacle challenge.

Penny Boucher had met with the Bitterroot Rough Riders of Darby area about having an Omoksee event at the Park on May 21-22. (and possibly August 21-22) . They recently had the arena they use downsized and it is now too small for some of their activities to be done according to their rules. The BOD discussed the pricing and use with the information Penny brought to us from that group. They wanted to use the smaller western arena and it was discussed that is not possible for safety reasons with their speed events (easy to slip in the current footing which is needed for stadium jumping and other events and usage as it is now. We would allow their event to be in the western arena as it is set up for such things. There was concerns from the m about pricing and Cindy led a very good discussion on why we need to maintain a stance that allows us to at least break even on such events and not be losing money. In the end we will offer they use the Western arena which will be drug and watered at least twice each morning and if needed again at the noon break to manage dust. If it is rainy, this may not be needed. We would allow them to use 4 wheelers to drag the arena with a level-er type drag during the events. They would need to cover cost of the water truck and dragging after that application. They need to use a PA system and announcer area from us as well as stalls. They will bring all the arena games equipment which they own.

- We would want a damage deposit of \$350.00
- We would want an arena use payment of \$200.00 for both days/includes water and work up x 2 mornings

- Stalls-\$500 for all 45 stalls for the weekend-includes 1 bag shaving for each. No more than one horse in each stall, no dogs locked in stalls. If there are more horses than stalls- we would allow some use of Trailer panels or fencing-only after stalls are all claimed. Pick up and management of the grounds and stalls would be carefully monitored and must be left in good clean shape, or lose deposit.
- Dust control is needed based on dryness or wetness of the days.
- Refund on this if rain replaces watering.

Penny will present this and see if they are still interested. She has an Omoksee scheduled at the park that day, so if they opt to not do this she will go ahead and run her own. If they do take this day, she will rearrange hers to another.

Rachel requested that we all keep in mind the name change for the park and use it and keep others in the loop on it. Please tell Rachel if there is anything up and coming that we need to get out to folks regarding the park and activities we are doing. Encourage new membership all you can. Try to each bring in one new member this year!

It was moved by Ginny and seconded by Sheila that the meeting be adjourned. All agreed.

Thanks to everyone for all their work and effort. We have lots to do and great folks to do it with and for!!!

JS 3/9/2016

FROM LYNN THEE: Thank you so much for hanging in there in what could possibly be the longest regular board meeting on record. My head is swirling with thoughts, ideas and hope for the future. I just wanted to give a quick recap so we can keep it fresh and make sure everyone is on the same page!

Sheila Mealey: Thank you for your work on the Color My Ride events - Contact Cindy for details on her show management application. Please get with Kim and Sheila M regarding Kim's new hire paperwork. Thank you for introducing us to Doug - he will be a great asset to the horse park. Thank you also for the many jobs you take on as the Horse Park VP - Finance Committee, License Plates, Marketing, just to name a few - This Council couldn't run without you! You have been awarded a 2106 Membership for your volunteer hours.

Rachel: Thank you for all your hard work on the website as well as being the membership coordinator. And we should not forget your many efforts to produce the Mini-events, ride in the parades, organize PSA's and chair the English events committee. Email blast to boost membership to come out soon and it will include information about Volunteer Awards Program. You have been awarded a 2016 membership and a Cross country pass (Please re-write your Volunteer hours log to reflect that you did in fact serve the required hours for both awards (Which we all know you did)

Ginny: Thank you so much for your work researching our Endowment as well as the WEA loan. We so look forward to hearing about what you find out and how we may be able to leverage the monies entrusted to us to the best use possible. Also, you have done a magnificent job taking on the weed grant/potential monies available to us. I appreciate your thoughtful participation in discussions! You also have been awarded a 2016 membership and cross country pass. Looking forward to watching you ride in the Mini-events!

Cindy: Thank you for being our events coordinator, BSSC representative, Buckle Series producer and the voice of reason! You always bring up great points that we need to hear - it makes us a better group. Your quiet dissent is also heard and appreciated. Please let me know what you find out about Labor Laws and the fine lines that we'll need to work with Kim regarding volunteer hours and work hours. There was something else you committed to doing but I don't have that in my notes or in my head.... oh, I've asked Bill (See below) to check on that man-lift to get the sign down.

Bill: You are the best maintenance person ever! Thank you for spending three years of your life bringing the park to a state of beauty and organization. We are asking you to take on another tough role with new support people and MANY events scheduled at the park this year. We know you weren't at the meeting but we are asking you to write a job description (Not of what you have been doing -because we don't have enough paper - but what roles you would like to assume in 2016) The board has committed to writing a maintenance plan (?) to help with clarification of our goals and desires for the arenas, mowing, watering schedules - you will be included in this plan. Don't forget to catch up with the ditch rider about that culvert! I've contacted the county about getting the actual culvert from them, I'll let you know what I hear. Also, can you find out how much a man-lift to get our sign down would cost? We would like to move forward on that.

Arwyn: Thank you for joining the Board this year and for serving on the English Events committee. Thank you also for your many years of service to the Horse Park in volunteer time. It is clear that you love the park. Enjoy this time of relative ease because we are just getting started assigning work for you to do! BTW, are you interested in taking on the role of coordinating the Festival of the Horse - Booth or Demonstration and or lecture?

Kim: Thank you for all the work you've done in getting the WEA ready for use, all the work you are going to be doing in organizing and producing barrel racing events out there, your year spent as Treasurer and your efforts with the Western Events committee. We are really sad that you are leaving the board, however, we know that you won't be too far! We all look forward to your expertise and diligence as you become a member of the maintenance team! Please keep in touch with the "Sheilas" to complete your hiring paperwork and also please write a job description for yourself. We will review this with you and discuss the parameters that the board will write in terms a comprehensive maintenance plan. Also, can you write a quick letter of resignation from the BOD for our files?

Sheila Miller: Bless you for taking on the huge roll of Council Treasurer! I think this is one of the most vital roles and the one that requires a great amount of expertise. You have already done an amazing job or organizing our accounts, signing us up for on-line bill pay and creating

meaningful reports. Thank you. Please look for Sheila to get you the new hire paperwork for Kim as well as the deposits for the CMR event. Remember to check the box at the park for day pass payments and let's work together to synchronize the budget that was passed tonight with our actual accounts. Finally, please call Joanna regarding Anti-virus software that she may have installed on that computer.

Penny: Welcome to the Board!!! I'm so excited that you are joining us as a board member! Your skills, wisdom, work ethic and knowledge of the Park will be very much appreciated. I will come up with the proper conflict of interest document for you to sign to finalize your board appointment. Thank you for your time in the maintenance department and for producing the Omoksees. Also, thank you, for reaching out to the Bitterroot Saddle Club and attending their meeting. We look forward to hearing what they have to say about bringing their Omoksees to the Park. BTW: When YOU are running an Omoksee you can do it however YOU want!

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Erika: It's always good to see you! Thank you for organizing the St. Patrick's Day parade! We'll catch back up with you for the Homecoming one. If you want to jump back in for Committee work - we would really enjoy your company!

Lynn Lee and Aneill: We missed you at the meeting! Lynn - We are still hoping you'll plan a board member and friends trail ride. Aneill - if you want to start designing a 2016 Thank you note that would be helpful!

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Next Board meeting: APRIL 12th, 2016

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