

WASHINGTON STATE HUNTERS & JUMPERS ASSOCIATION

APPROVED – Meeting Minutes for Wednesday February 13th, 2008

Minutes

- 1) The meeting was called to order at 7:00 pm. Present were: Jeff Anthony, Melody Gilmore, Judy Hedreen, Steve Sanville, Laura Allen, Lola Michelin, Kevin Goyena, Leeds Gulick, Keena Haynes, Kim McCreight. Present by conference phone were: Tami Masters, Kim Stuckens, Laina Paterson, Jacquie Stuckens, Nancy Free. Absent: Kim Crouse-Tenhulzen, Heidi Snider, Shannon Hendrickson.
- 2) Secretary: Introduced Elise Myers
 - A. Approval of minutes: *A motion was made, seconded and unanimously carried to approve the December 5th minutes as posted.* Approved minutes to be posted on the website.
- 3) Treasurer: Update from Laura Allen:
 - A. Month-End Financial Overview
 - a. Balance Sheet. Cash assets = \$79K, Payables = \$15K
 - b. P&L Statement. Income / expenses from banquet are on target based on projections; total auction proceeds are slightly lower than last year, but the net income was higher since we did not give away free show entries as auction items. Last year, \$3K of free horse show entries was donated in the auction. Total out of pocket expenses for banquet = \$35K (net of income received).

Action Item: Convert financial statements distributed at the meeting to a PDF, and email to the board members [Laura Allen].

- B. Tax / Audit.
 - a. The 1099's are complete.
 - b. W-2's have been sent.
 - c. The accountant wants to know if we want standard tax preparation (990) or a full review. The review would add \$5K-7K to complete the review. We completed a full review two years ago and the Treasurer does not believe doing it again for 2007 would be useful since we have implemented the recommendations from the last review and put more controls in place. Recommendations include separation of duties and hiring a CPA as our bookkeeper. The Treasurer is confident that accounting procedures in place now have kept our financials in order. The CPA also conducts a high level review when preparing and signing the tax return.

Question: Is there a procedure in the by-laws that requires the Board to have 3rd party financial reviews conducted? Answer: Not at this time. Each year's Board currently makes the decisions about what processes to put in place for that year. Members can also change the by-laws if they feel a change should be made. This year's Board is recommending that we not do a full review this year. Next year's Board will need to re-evaluate the need.

Motion was made, seconded, and unanimously carried to do a 990 tax return, and not incur the costs of doing a full review for 2007..

- C. Show Insurance. The bid from Equisure for liability insurance at all our competitions this year (including Evergreen Classic) is priced at \$127 / day. Equisure has provided separate pricing

to add accidental coverage for show officials, volunteers, and staff. Cost with accidental liability adds \$23 / day, for a total of close to \$900 for the year. USEF created a policy that requires \$1M in insurance at every show, so last year we added the new liability policy. We did not purchase the accidental insurance coverage last year, because many of the staff / workers are already covered by workers compensation.

Motion was made, seconded and unanimously carried to approve decision not to add the accidental insurance coverage.

Question: Last year's USEF representative recommended that we add bleachers to the Evergreen Classic. Would we want to add accident insurance for the bleachers? Response: Bleacher rental company should have their own insurance.

Question: Is there event cancellation insurance? Treasurer will look into this, but this type of insurance is typically very expensive.

Action Item: The Evergreen Classic show management team will need to figure out what the financial risk from cancellation might be so the Treasurer can research potential insurance costs.

4) Committees

A. Show Committee Chair. Steve Sanville has volunteered to be the Show Committee Chair. We will need to have some coverage in April when Steve is going to be unavailable. The Show Committee Chair needs to have a good relationship with the Show Managers and be able to convey the requests of the Board and membership. Committee members' responsibilities. Take input from members, report information to Show Committee. Committee will take things to the Board if required. Committee meets before and after the horse shows to discuss ways we can make improvements. Volunteers: Keena Haynes, Melody Gilmore, Lola Michelin, and Kim Stuckens.

Motion was made to nominate our Vice-President as the Show Committee Chair, and second, then unanimously approved to have Steve Sanville chair the Show Committee Chair. Jeff will cover the spring shows when Steve is unavailable..

B. Incentives Committee. Nancy Free agreed to continue to Chair the Incentives Committee. Nancy proposed that the Board consider change Champion and Reserve prizes to items that would be used more after the shows and that would help advertise the shows. Nancy had done some research on prizes. Coolers cost \$50 / cooler with embroidery. If we did vests with embroidery, we would spend a bit less per Champion award. Nancy also recommends that we have a Reserve Champion award – something like a tote bag with a logo. Special Awards – Leading Rider awards (8) – \$74 spent last year per award. Recommend that we give jackets with a logo / show name for these awards. Cost of these jackets would be higher. Per Steve Sanville, Diane Johnson is waiting to hear from Nancy regarding what to purchase for the Champion / Reserve prizes for the spring shows. Steve will work with Diane to confirm budget for Champion / Reserve awards to see how much is available for Nancy.

Motion – Incentives Chair is authorized to spend the budget originally allocated for coolers for the three Spring horse shows on Champion and Reserve Champion (if money is available) prizes. Nancy will make the decision on what the prizes will be, will procure the prizes, and will deliver them the Dianne. The motion was seconded and passed unanimously.

C. Hospitality Committee. Keena Haynes will Chair the Hospitality Committee.

- 5) Spring Shows Prize Lists. We had a chance to review the prize list before it went to print. The Association requests that Evergreen Classic produce draft prize list as well before it goes to print.
- 6) Children's / Adult Jumper Divisions do not meet USEF Zone 9 guidelines. Measurements were changed to meters this year. Prize lists should list the meters and the USEF level. Steve will ask Diane Johnson (Zone 9 Chairman) to clarify the USEF guidelines to reconcile the differences. There is a Zone 9 meeting next week on Monday.
- 7) Fun Prizes: Jacquie Stuckens, Nancy Free
 - A. Spring Inaugural Fun Class – Jacquie will find donated prizes that will attract riders to our fund raising “special class” at the spring inaugural show. Nancy will also solicit fun prizes for the Hunter Under Saddle class (\$1000 was mentioned) at the spring national hunter show. Nancy would like to additionally find someone to donate neck ribbons for the final competition. There will be a Six Bar Jumper class at the spring national jumper show – the board has already approved payment of \$1K in prizes for this class.
- 8) Show Change Fee. Last year we waived the show change fee on the first day of the horse show for adds/scratches, but you have to have entered the show. Diane estimated that this cost about \$10K in lost revenue for the year. Thermal is charging a \$50 flat Office Charge instead of transaction fees. The current prize list is printed with the historical transaction fees and the Board recommend that we return to the historical policy for the three spring shows, as described in the printed prize list.

Motion that we accept the add/scratch fee as written in the Spring horse shows. We will revisit the policy for future shows that have not yet had prize lists published. Motion second, I Nay Kim Stuckens, rest of board Yays.

- 9) Stabling at Horse Shows. Every year, there are complaints to the Show Manager regarding horse show stabling. Current policy states that whoever travels the furthest is placed closest to the arena. Show Manager is asking for assistance with making stabling decisions. New guidelines are written in the Prize List – “Preference on requests for stalls will be given to exhibitors attending all three shows, then attending two shows, then from out of the country, out of state, longest distance away and promptness of entry.”
- 10) Evergreen Classic Strategies & Update
 - A. Remlinger Farms claims to have spent \$140K last year and were shocked by that number. Some of the money went towards equipment and other improvements that can be used for other purposes than the Evergreen Classic (irrigation, sanding equipment, etc.). They have proposed a new fee structure. \$35K – base price for the land, plus a la carte fee schedule for mowing and watering. Last year we paid \$25K for the land use and that included most of the a la carte options. The Board would like to propose a 5 year agreement that will help them recoup their claim costs, but will need to find a financial partner to make a comment beyond the first year. Remlinger seems very willing to work with us and the show committee will negotiate with Remlinger (and potential financial partners) so a contract can be considered for approval at the next board meeting. Little Bit Therapeutic Riding has expressed an interest in being financial partner for Evergreen and the Evergreen show committee would explore the level of their interest.
 - B. Evergreenclassic.com is being updated regularly please take the time to review the website.
 - C. The Evergreen Classic will be a AA rated show with a Hunter Derby (\$10K hunter classis). Thunderbird has also been approved for a Hunter Derby has gone to AA. They have agreed to the concept of jointly hosting a 3 week “circuit on the grass” with Evergreen being Week 1,

and offering \$10K in high point money to the leading hunter and jumper riders that participate in the circuit. They have begun advertising and the show committee will explore other marketing and sponsorship strategies in the coming month to help attract more entries and revenues for the circuit.

11) Membership / Points – Leeds Gulick.

- A. As of 2/13/08: 213 horses, 196 members, most people have email addresses listed. Leeds is setting aside applications with missing or conflicting information for personal follow-up.
- B. Life Members – Leeds only knows of 1. Steve will get the lifetime membership list for Leeds. One member who is showing in California claims they mailed their membership 6 days earlier than the postmarked date. Because sent by priority mail, member had the receipt showing when they posted the mail.
- C. Membership Card Turnaround Time – issuing cards after membership applications are turned in is done in batches. Leeds received a batch of over 100 applications, will be doing cards this week. The current membership list should be posted to the web site immediately so people can easily confirm the membership status – the link is not working right now. Leeds will check the website and update the membership list.
- D. Software purchased last year will allow us to take USEF data that we receive and upload the information so that it can be displayed in greater detail than has been available in the past. Just received Desert Circuit results for first 2 weeks – will be the first results posted with this new capability beginning next week.
- E. Jeff will have Jacquie Moore put a notice on the web site that membership cards will be available for pick-up at the show office at the spring horse shows. Cards not picked up will be mailed following those shows.

12) Points will now be calculated for Hunter Classics following the USEF guidelines.

13) Banquet Chair – Tracy Weiss may consider organizing the banquet again next year – please let her know how much you appreciate her efforts last year and encourage her to help again with this year's event. She did a wonderful job and her idea of having the State and National awards done separately before and after dinner worked extremely well. The Board recommended doing the same thing next year. Banquet Venue – Laura Allen – will book the same venue for next year. Saturday January 10th, 2009 was the preferred date and Laura will see if that can be arranged.

14) Bill Coffin called asking if his family could modify the Bunny Coffin trophy and class to now be a memorial at the Evergreen Classic. The Board approved this change and Anne Hill, who is handling the trophies this year at the Evergreen Classic, will be asked to help make this happen.

A motion was made, seconded and passed to adjourn the meeting at 8:50 pm.

Respectfully submitted,

Elise Myers
Secretary

WASHINGTON STATE HUNTERS & JUMPERS ASSOCIATION

APPROVED – Meeting Minutes for Thursday March 13th, 2008

Minutes

1. President: Call to order at 7:09. The meeting was called to order at 7:00 pm. Present were: Melody Gilmore, Judy Hedreen, Steve Sanville, Laura Allen, Lola Michelin, Kevin Goyena, Jeff Anthony, Elise Myers, Tami Masters, Kim Stuckens, Laina Paterson, Jacquie Stuckens. Absent: Kim Crouse-Tenhulzen, Kim McCreight, Nancy Free, Heidi Snider, and Shannon Hendrickson. Non-Board members not present - Keena Haynes- Hospitality Chair (did not get receive notification of meeting change, so showed up the original night) and Leeds Gulick – Points/Membership Chair.
2. Secretary: Elise Myers
 - A. Approval of minutes for February 13th, 2008 board meeting as posted. Minutes approved with the following amendment: Agenda Item #6: Change “Children’s / Adult Jumper Divisions do not meet USEF Zone 9 guidelines.” To, “Children’s / Adult Jumper Divisions do not meet USEF Zone 9 guidelines or Washington State Hunter & Jumper Association state and national award guidelines.”
3. Treasurer: Update from Laura Allen
 - A. Review current financial condition. \$6,920 income year-to-date (YTD) from memberships, \$12,400 expenses, net income -\$5,480. \$70K Cash assets (does not include current horse show deposits), \$45K of the \$70K is in a certificate of deposit. YTD memberships is 268 people. Diane is getting deposits daily from horse shows.
 - B. 2008-09 Banquet deposit and date (Westin Contract approval). Contract 1/17/2009 for Westin Bellevue, \$30,000 + 21% gratuity and service charge (\$6K). Westin has offered the same contract as last year. This date was the only Saturday available in January. This includes the room rental, service, set up of tables. *Motion: Move to approve the contract as is. Motion seconded. Approved unanimously.*
 - C. 2007 tax return status (Form 990). Accountant is still working on the form 990.
4. Show Committees: Update from Steve Sanville
 - A. Review Spring Shows
 - a. Hospitality budget. Last year, \$1000 / week spent on parties for Spring horse shows, plus \$1500 for all three shows for patrons. Melody suggested a meeting of the show committee to look at budgets and plans for this year. Steve would like to something for the trainers (e.g. a bottle of wine, Starbucks gift cards). Show committee will meet to determine how to spend the money. *Motion: \$4,500 for hospitality/parties for three Spring Shows. Motion passed unanimously.*
 - b. Special classes (“fun prizes” procurement status). We do not have fun prizes identified yet. Jacquie will continue working on this, and will have this completed by March 25th. Jumper class prizes have been determined. Still need hunter and equitation prizes for the special classes. The prizes need to be donated, since this is a fundraiser.
 - c. Update on Champion awards (Nancy). Nancy was not on the call. Per Jeff, it looks like we are going to go forward with ordering blankets instead of another type of champion award. Nancy has not talked to Jeff, but Diane (Show Manager) communicated this information to Jeff.
 - B. 2008 Evergreen Classic strategies/update
 - a. Update on “Circuit on the Grass” with Thunderbird. There appears to be a lot of interest in the three week horse show, including from California. Steve spoke to Shelly Campf – she would be willing to loan us a jump for the special class. Steve also talked

to Mike Galloway last week. Mike did not want to get stuck with building these special jumps, if they only get used for a year. Kevin – Ned Coffin is also interested in putting together a couple of jumps for the Derby. Caroline Jones (Evergreen Classic Manager) is talking to Mike Galloway about the jumps. Jeff is talking with Thunderbird about renting or sharing construction of these jumps.

- b. Show management update (Remlinger contract status/options)
 1. Propose a 5 year agreement @ \$25K/yr with optional a-la-carte services. Kevin talked with Remlinger and has indicated that 1 year costs are high, and we may come back with a five year plan. Remlinger appears interested in talking about a 5 year plan. Remlinger would like to earn \$125,000 over the course of the agreement. Jeff will work with Kevin when he returns from Thermal, and will try to finalize an agreement. Question: Can we see the proposed contract prior to the next board meeting? This will depend on whether the contract is between the 501c7 or 501c3 entity. WSHJA has committed to a horse show for the Evergreen Classic, but needs to secure a lease or assign the lease to another entity.
 - a. Bleacher and event cancellation insurance update (Laura). Equisure does not supply cancellation insurance. Equisure recommended we contact USEF to see if they know someone who does. Laura will contact USEF tomorrow. Jeff estimates that \$100K will need to be invested before the show starts.
 - b. Judges and course designer update. Steve, Leeds & Caroline went through the list of judges. We have Anthony D'Ambrosio, international course designer secured for the show.
 - c. Charity selection update. (Little Bit meeting and new 501c3 strategy). Little Bit has expressed interest, but are waiting for the Show Committee to come back with a proposal. We also have the new 501c3 charity that could be used. The 501c3 is a non-profit organization that would allow people to make donations that are tax deductible. We could use both charitable organizations for the Evergreen Classic, but we still need to negotiate with Little Bit regarding what they would be getting for their participating. There is a separate question regarding the relationship between the 501c3 and the WSHJA (501c7) organization.
 - d. Sponsorships update (Shelly). Shelly not on the call.
 - e. Bunny Coffin memorial trophy update (Steve). No new developments
5. Tax Exempt Status: Update from Jeff
 - A. 501c3 approved by IRS. Jeff has contributed to the new charity the roughly \$2,400 in organizational costs incurred to date.
 - B. Jeff proposed that the Association consider naming the new 501c3 as the charity for the Evergreen Classic for the term of the Remlinger lease. The agreement would be similar to the one with Emerald Horse Productions (\$5,000 / year). The current Association president and vice president would be offered positions on the 501c3's executive board for during the agreement term. The Association would transfer all of its contracts, deposits, etc. to the 501c3 who would take over financial responsibility for the show. *Motion: Authorize Steve Sanville to negotiate transfer of the Evergreen Classic dates to the 501c3 for the next five years starting this year, based on the Emerald Horse Productions agreement. Steve will call a special telephonic board meeting to present the agreement to the Board for approval before signing. Motion passed unanimously.*
6. Points Chair: Update from Leeds – Leeds was not on the call.
7. Old Business. None.
8. New Business

- A. Melody: Susan Banard is on the Board from WSU. They are looking to raise funds for the veterinary school for a new surgery table. Susan has talked to Diane about helping with donations. Diane is going post a donation board at the horse shows that she is managing. Does the Association want to provide some matching funds? This will be put on the next meeting's agenda.
 - B. Flying Changes Magazine. The members of the board are not listed properly. Tami will check into this to get this corrected.
9. President: Adjourn Meeting. A motion was made, seconded and passed to adjourn the meeting at 8:50 pm.

Respectfully submitted,

Elise Myers
Secretary

WASHINGTON STATE HUNTERS & JUMPERS ASSOCIATION

PROPOSED – Meeting Minutes for Thursday March 26th, 2008 Special Meeting: 501c3 and Evergreen Classic

Minutes

1. Vice-President: The meeting was called to order at 7:00 pm. Present were: Steve Sanville, Laura Allen, Elise Myers, Kim Stuckens, Laina Paterson, Diane Johnson, Heidi Snider, Tami Masters, Nancy Free, Barbara Baierle, Jacquie Stuckens, Melody Gilmore, Judy Hedreen. Absent: Kim Crouse-Tenhulzen, Keena Haynes, Kim McCreight, Jeff Anthony, Lola Michelin.
2. 501c3 and relationship to the Evergreen Classic Show
 - a. Question: Are class entries tax deductible when the show is run by a 501c3 entity? Per Diane, they are not.
 - b. Two members on the board of directors: Jeff Anthony and David Robinson are the current board members of the 501c3.
 - c. Jeff has asked the board to make a decision regarding the recipient of the profits from the Evergreen Classic show.
 - d. Laura: Is the WSHAJA Vice-President automatically on the 501c3 board? Right now, that is the way the new Board would be set up, but Steve is trying to determine if that is appropriate. Steve has questions regarding what the 501c3 will provide to the WSHAJA organization.
 - e. Laura – believes that the 501c3 tax status provides advantages, since this will allow donations made by individuals to be tax deductible. Right now, we have to tell people who want to make donations or have made donations that their donations would not be tax-deductible.
 - f. Nancy – Questions: Are we trying to make money in our association? Answer: No, we are not allowed to make a profit. Question: Why does the WSHAJA not get a change in the tax status? Answer: Evergreen Classic has always been a not-for profit horse show that has engaged a charity and separate show management. Question: Why was it important to purchase the Evergreen Classic dates? Answer: We wanted to keep the horse show in Washington, and not take the chance of losing it. Steve – Mike Galloway gracefully backed out of the show when our organization wanted to take over the show.
 - g. Nancy – What is the biggest difference between what we used to do and what we do now? Diane – A few of us decided to put on a local horse show that was really nice. After a few years, we turned it over to the WSHAJA. They ran it for a few years, and decided they could not continue to run it, so they turned it over to Little Bit. Little Bit ran the show, but decided that they could not do it on their own, and engaged the Seattle Opera. The Seattle Opera later backed out. Diane helped to get the show moved to Marymoor. The executive Director of Little Bit decided they could run the show on their own, and then backed out – engaging another charity for one year. The show moved to Fred Hutch for a year, then moved to the Leukemia Society for a couple of years. Then, the show went to the Northwest Children’s Fund with David Robinson. The county decided they could make more money using the Marymoor property for other uses. Diane was going to sell the dates, but the WSHAJA decided they did not want to lose the dates, so the dates were sold to the Association.
 - h. Nancy – All of our horse shows are a lot of work, what makes the Evergreen Classic different? Diane – The main difference is that the show was outside, so needed to get more sponsorship to support a separate venue – you have to go out and create a whole

physical location from scratch and you have to put the property back. But, when we use a charity organization, the charity generally gets 100% of the revenue.

- i. WSHAJA is the licensee for the financial responsibility of the show related to prize money. Whatever entity is running the show has the financial liability of other costs such as the preparing the property.
 - j. Melody – If we have two non-profit entities involved, could we split the responsibility and profits between the two entities? Diane – we’d have to ask Little Bit if they would be interested.
 - k. Question – Is Little Bit interested in a 5 year contract? Steve – does not know the answer to the question. Per Jeff, the 501c3 would be interested in a 5 year arrangement.
 - l. Tami - What does the WSHAJA have to offer to the donors? Answer: Melody – we don’t have anything to offer.
 - m. Steve – The reason we created the new organization was that our tax specialist advised us that we would have a better chance of obtaining this status if we created a new organization.
 - n. It seems like we should not have board members who have signatory authority on both boards. Laura is responsible for keeping the books for the WSHAJA, and does not have any involvement in the finances in the 501c3.
 - o. Where does the money come from to get the show going? It depends on who is taking responsibility for the show (Little Bit or other non-profit). The WSHAJA board approved the hiring of the manager for the Evergreen Classic, but the organization that leases the show dates will need to raise money to run the show.
 - p. Tami – what happens to the 501c3 after this year if we decide not to use them next year? Per Steve, that would be up to the 501c3 board to decide what they will do long term.
 - q. Kim – It sounds like if we lease the Evergreen Classic to the 501c3, we get the money for the lease. But, we need some protection that the 501c3 won’t do something with the show that the WSHAJA doesn’t want.
 - r. Steve – we need to vote tonight, we either lease the show to Little Bit, the 501c3 or we manage the show ourselves.
 - s. Tami – why can’t we lease it to both Little Bit and the 501c3? Steve - It would take time to set up that arrangement.
 - t. **Melody – Motion that we vote on whether we want to lease the dates to a charity for \$5000, and we assign the show manager’s contract to that charity. Motion seconded, Yays: Laina, Laura, Heidi, Kim, Elise, Tami, Melody, Nancy, and Judy – Vote passed unanimously.**
 - u. Concern from Nancy – We have no guarantee what the 501c3 is going to do. Steve – we are just leasing the dates, not giving up the horse show. We still control the horse show.
 - v. **Judy – Motion that the 501c3 be the partner for the Evergreen Classic for this year, with the caveat that representatives from the Evergreen Show Committee are on the Board of the 501c3. Yays – Laina, Laura, Heidi, Kim, Elise, Tami, Melody, Nancy, Judy – Vote passed unanimously.**
3. Steve – The question that came up regarding the location for the Evergreen Classic from Nancy Free cannot be considered for this year’s show, as we have already started communicating the Remlinger location. Nancy – This location has been an option for the last 3 years. Jeff Anthony reviewed the location and thought it was beautiful. Steve – the main concern when Clare looked at the location last year was that there were very limited hotel accommodations in the area and the location required a lot of work to prepare the grounds. Nancy – The location has been used as a

- polo field for the last year, so the location has some preparation already, and there are hotel accommodations in the area within 15 minutes. Judy – recommend that Nancy bring a formal proposal to bring to the board. Nancy – Has asked the property owner to draft a proposal. Laura – Why did the owner not meet Jeff when Jeff went to the property? Nancy – Has asked the owner about this – and will find out what happen. Melody – can we put this on the agenda for the next Board meeting to review a proposal? Steve will ask Jeff to put this on the agenda for next month.
4. Vice-President: Adjourn Meeting. A motion was made, seconded and passed to adjourn the meeting at 8:25 pm.

Respectfully submitted,

Elise Myers
Secretary

WASHINGTON STATE HUNTERS & JUMPERS ASSOCIATION

APPROVED – Meeting Minutes for Wednesday April 9th, 2008

Minutes

1. President: The meeting was called to order at 7:10 pm. Present were: Melody Gilmore, Laura Allen, Jeff Anthony, Elise Myers, Tami Masters (phone), Kim Stuckens (phone), Laina Paterson (phone), Jacquie Stuckens, (phone), Nancy Free (phone), Heidi Snider (phone), Kim Crouse-Tenhulzen, Lola Michelin (phone). Absent: Steve Sanville, Judy Hedreen, Shannon Hendrickson, Leeds Gulick (non-board).
2. Secretary: Elise Myers
 - A. Approval of minutes for the March 13th and 26th 2008 board meetings as posted. Motion to approve the minutes for both meetings. Motion has been seconded. Approved unanimously.
3. Treasurer: Update from Laura Allen
 - A. Review current financial condition – Balance sheet – total cash balance \$229,257. This includes horse show checking accounts, so a lot of money is moving in and out during the shows. Without horse show accounts, there is about \$65k in cash assets. No major bills known right now. We are paying \$6k quarterly in preparation for the annual banquet.
 - B. 2007 tax return status (Form 990) – The accountant is going to be completing our taxes by the 15th and will file them. Laura will call the accountant tomorrow for an update.
4. Show Committees: Update from Jeff Anthony
 - A. Review Spring Shows
 - a. Hospitality budget – Baskets, spent less money than last year, and the trainers were pleased with the baskets. Exhibitor's party was also well received and ran at the same time as the special Equitation class.
 - b. Special classes - The neck ribbons were great. Next week will include the special Hunter class. Special hunter classes have a similar format as the Equitation class, with all levels competing as either juniors or seniors. Final competition is for the \$1000 cash prize. The Jumper show will include a special jumper class that starts at 1.05 meters (approximately 3'6", and will go up until there is a winner.
 - c. Horse show expenses. Shavings are more expensive than last year due to the cost of materials. Hauling has also increased significantly due to cost of fuel. These are the biggest cost items for the show. The jumper show will have higher costs from an increase in Grand Prix money this year.
 - B. Evergreen Classic updates (Jeff)
 - a. 501c3 Charity update
 - i. Grand Prix increased to \$40k. Jeff hoped that the membership would support the event with sponsorships as they did last year to help cover the costs of having the show at the new grass venue in Carnation
 - ii. Co-beneficiary discussions (Little Bit) – We are starting discussions late with Little Bit, so it is making them a little uncomfortable. We are asking them to help out with labor and dollars, but we are not sure they will make a commitment to participate. Little Bit will get back to us next week. There are other candidates that will be approached if Little Bit passes.
 - iii. Remlinger contract status – Jeff has a meeting with Remlinger next Friday, and will try to get a commitment for the show finalized.
 - b. Update on “Circuit on the Grass” with Thunderbird – Show management has heard that a lot of Canadians are planning to attend Evergreen this year. Most of the jumpers that we

see come from Canada and Oregon, so this could really help us get more people at the Classic.

- c. Prize Lists: Melody would like to make sure Steve speaks with Diane to review the prize list for the remaining Monroe shows to make sure there are not errors. Last week there was an error in the prize list. It would help to have an extra set of eyes. Melody has volunteered to do this.
5. Question: Is there an open meeting for Zone 9 this Friday? Jeff will confirm if there is a meeting this Friday, so we can let members know via the website and any members who have provided their email addresses.
6. Points Chair: Update from Jeff (Leeds not available)
 - A. Status of membership renewals and points posting – results have been posted for shows that Leeds has results on. Many of the Thermal shows are missing still. Slightly down in people memberships, but slightly up in horses. Membership cards are at the horse show office.
 - B. Status of draft points guidelines/instructions – Jeff obtained a draft copy from Leeds, and would like board members to review the guidelines to make sure we all agree on what the guidelines say. The document should be reviewed before the next meeting, so we can get the guidelines onto the website.
 - C. Update on new software implementation – Leeds is still trying to get the software implemented.
7. Old Business - None
8. New Business – Question: Can we post the January General Meeting minutes on the website? Could we have specs developed for the Special Classes? The Jumper and Hunter reps can develop these for the next two shows. Tami would be happy to be in charge of the special Jumper class, to put together specs, organizing the class, and obtain special ribbons (donated). Recommend Tami talk to Nancy and Jacquie about getting donations. \$1,000 has been donated by the WSHAJA for the grand prize money.
9. Jacquie is planning to call a Juniors meeting at the Spring National horse show.
10. Laura will get the year-end Annual Membership Meeting date arranged. Jeff would like the meeting to be before the end of the year (Dec).
11. President: Adjourn at 8:40 pm.

Respectfully submitted,

Elise Myers
Secretary

WASHINGTON STATE HUNTERS & JUMPERS ASSOCIATION

APPROVED – Meeting Minutes for Wednesday May 14th, 2008

Minutes

1. President: Jeff Anthony
 - A. **Call to order at 7:10 PM.** Present were: Melody Gilmore, Laura Allen, Jeff Anthony, Elise Myers, Tami Masters (phone), Kim Stuckens (phone), Jacquie Stuckens, (phone), Lola Michelin, Leeds Gulick (non-board), Judy Hedreen (phone), Steve Sanville (phone). Absent: Shannon Hendrickson, Nancy Free, Heidi Snider, Kim Crouse-Tenhulzen, Laina Paterson.
2. Secretary: Elise Myers
 - A. **Approval of minutes** for the April 9th 2008 board meeting as posted. Minutes were posted to the website a few days after the meeting. A motion was made to approve the minutes from April 9th as posted to the website. The motion has been seconded. Minutes approved unanimously.
3. Treasurer: Update from Laura Allen
 - A. **Review current financial condition** – Year-To-Date (YTD) net income is approximately \$58,000. Increased income by 21% compared to last year. Expenses increased by 6% YTD compared to last year. Last year we were at a loss of \$2,000 at this time of the year. We have continued to prepay deposits on the banquet. The increase in the fees has definitely kept up with the increase in expenses (e.g. shavings have increased significantly over last year). We are still finalizing the first quarter financial statements with the bookkeeper.
 - B. **Spring Show Results** – The Spring shows did quite well. All shows made money this year. The Hunter show had less income than last year; the other two shows had much higher income this year than last year. We had more horses at the Jumper and Inaugural shows this year. The Hunter show had about the same number of horses as last year.
 - C. **2007 tax return status** (Form 990) – We filed an extension. Tax return is still in process.
4. Show Committees: Steve Sanville
 - A. **Review Spring Shows** – Meeting will be held at the PNW horse show with the trainers on 5/15/08 to gather more input on ideas for improving the shows. There were some complaints by the AA Jumpers that the jumps were not high enough (3'5") for people who compete down in Thermal. We probably need to adjust this as a year-end change. Jumps cannot be higher than 3'6". Mike Galloway is trying to convert jumps over, but all of the settings on the jumps need to be changed before we can move the jumps up. There is also a lot of confusion across other shows as well. We are stuck with "Levels" measured in feet / inches, making it very difficult to line up points from our shows with other shows that are measured in meters. Thunderbird covers this by giving measurement equivalents in both feet / inches as well as in the metric system for each Division. In our bylaws, we have heights established for each jumper class, can we specify ranges for each class? We currently set a minimum height, not an upper height. Recommend that the Show Committee with the Jumper representative come up with a proposed solution, and come back to make a recommendation to the Board. Steve will set up a meeting with the Show Committee and the Jumper rep. We need to provide Diane some guidance for the September/October shows, based on an updated interpretation of the points guidelines by the end of this week.

- a. Hospitality budget (Spring Shows results) – Keena did a great job on the budget; for both the exhibitors party and hospitality gifts; all were well received well and done for less money.
 - b. Special classes (\$4700 raised for scholarship fund) – Special classes were also well liked by everyone.
- B. **Evergreen Classic** update (Jeff) – Jeff is meeting with Little Bit this week to finalize the agreement with Little Bit, and then he can go back to talk to Remlinger. This should be completed by the end of this week. Sponsors are coming on board but are behind last years pace. Jeff intends to talk about the show tomorrow at the trainer meeting. The Washington Hunter Jumper Foundation is the name of the 501-3c organization that will be helping to sponsor the show. Per Steve, we need to get the word out about Little Bit’s participation to all of the trainers / barns – as this will improve the sponsor participation.
 - a. **Course Designer Clinic** added (Tony D’Ambrosio) – Tony is one of the top course designers in the country. Tony will give a clinic on how courses are designed, what type of tricks are designed into the course. Current plan is to do it on Thursday night. It would be great to do it in the Grand Prix ring.
 - b. **Special Class** (Team Power/Speed before progressive barn party) – This will be done on Friday night. The current thought is to do a team power and speed relay. The first rider does the power phase, and the second rider does the speed. One of the riders needs to be 17 years old or younger. Trainers can participate in the event. If the Board has any thoughts for improvements, let Jeff know. Lola suggested that the Foundation consider auctioning off the teams in a silent auction format throughout the week. (half the auction pool going to the winning bidders and the rest going to the scholarship fund). The prize list is going out in the next 10 days, so make suggestions quickly. The Foundation is going to provide margaritas for the progressive barn party, like we used to have at Marymoor Park.
- C. **Show Suggestions/Improvements** for Dianne – Show committee will look at the prize list.
 - a. **Judges Clinic (Autumn Finals)** – We’ll have one judges clinic this year at the Autumn Finals.
 - b. **Autumn Finals ideas.** It would be great if we could make the Finals really a special event, and not have it be just another horse show. In the past, people had to qualify for the zone finals – and now it seems like just another horse show. Could we have all of the zone finals indoors? We should also purchase a Canadian flag, to make sure there is one when we play the Canadian National Anthem. Can we do a formal presentation with Diane Johnston and Shelley Campf to give Zone awards? Jeff Campf is in charge of the Zone Jumper finals this year, and we may not get the Zone jumper finals at the autumn finals show. Steve will let Jeff Campf know what we are trying to do and see if he can take it into consideration. Steve will talk to Diane about moving the Finals into the indoor arena, to make it more of a special show to people who are participating in the finals.
 - c. **Costume Class (October Classic)** Jacquie (junior rep) will organize this as a fun fundraiser. Prizes will be contributed (like the spring inaugural class)
 - d. **2009 Spring Shows** (Meeting Thursday with Trainers at PNW in Monroe)
- 5. Points Chair: Update from Leeds
 - A. **Status of membership renewals and points posting** – All Thermal shows are posted as of 5/13/08 as well as the Oregon show he received yesterday. Leeds is still gathering information on recent California shows and Pebble Beach. Memberships are below last year at this time.

- B. **Status of draft points guidelines/instructions** – Leeds will work with the Show Committee to confirm how to interpret the bylaws for the jumper heights.
 - C. **Update on new software implementation** – The data is being re-loaded into the new software.
 - D. **Board members and Membership Fee Payments to date.** – Board members are in the process of paying their membership fees. This should be completed by the end of the week.
6. Old Business
- A. **H2B program update.** There is nothing new to report. The cap for this year has not been expanded beyond 60,000 workers.
7. New Business –
- A. **Bunny Coffin Award.** Kim Stuckens – John Turner went to Lake Washington Saddle Club last weekend and reported that there was a Bunny Coffin 3 foot medal class that included the test in the class that was really fun. John would like to sponsor this event this year - buy the trophies and ribbons. We currently have a Bunny Coffin Hunter Classic event that the family sponsored last year. The intent was for it to be a recurring award. Steve can speak to Bill to see if he wants to sponsor it again this year for the Evergreen Classic.
 - B. **Monthly report for Flying Changes** – We need a new volunteer to produce the monthly report for the Flying Changes magazine. Denise Youell has volunteered to do this. Motion to allow Denise Youell take over the newsletter report. Motion has been seconded. Passed unanimously.
 - C. **Horse Show Prizes.** Jacquie Stuckens - One of the parents raised the question of the prizes at the Monroe shows, because she felt the prizes were not appropriate for the kids. The parent offered to purchase the prizes, if provided a budget. Jacquie will have this parent talk to Steve. If someone takes this on, they need to do the whole job: purchase the prizes, make sure there are prizes for each class, warehouse the prizes, set them up at the show, etc. Tami – recommend that the person who does this should be paid. Steve – we already are paying the Show Manager for this (as part of their duties). If we pay another person, we'll be spending extra money – since we won't take the money away from the current Show Manager. Diane does a great job at getting deals now. Tami is going to do some research on prizes to see if she can come up with ideas.
 - D. **World Cup** in Las Vegas is the same week as our Jumper show next year. The Board recommends that we move the Jumper Show first, then Hunter Show, then the Inaugural Show. Steve will talk to Diane about the dates to see if we can make a change for next year. Motion that we switch the first and third horse show names for the 2009 season, so we don't conflict with the Las Vegas World Cup show. Motion seconded, passed unanimously.
 - E. **Show committee meeting** – Steve would like to do a conference call with the committee this Friday at 7:30 pm.
8. President: Adjourn at 8:25 pm.

Respectfully submitted,

Elise Myers
Secretary

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APPROVED – Meeting Minutes for Wednesday, September 10th, 2008.

Minutes

1. President: Call to order at 7:15 pm. Board Members present: Jeff Anthony, Elise Myers, Laura Allen, Melody Gilmore, Laina Paterson, Kim Stuckens, Jacquie Stuckens, Judy Hedreen, and Nancy Free. Board Members Absent: Heidi Snider, Tami Masters, Lola Michelin. Kim Crouse-Tenhulzen, Shannon Hendrickson, and Steve Sanville.
2. Meeting Minutes - Secretary: Elise Myers
 - A. Motion to approve minutes for July 9th, 2008 board meeting as posted. Motion passed, minutes approved
 - B. A vote was taken by phone/email on August 28, 2008 to authorize payment of \$2000 for World Champion Hunter Rider year-end awards (\$1000 for each of the Spring National and NW Autumn Classic). Kim Stuckins, Laura Allen, Elise Myers, Judy Hedreen, Laina Paterson, Melody Gilmore, Lola Michelin, Shannon Hendrickson, and Tami Masters all voted in favor of Nancy Free's proposal. The Washington Hunter Jumper Foundation would vote separately on a donation of \$1000 for the Evergreen Classic
3. WHJF Presentation: Mike Hilton, David Robinson, Martin Shain, Kevin Goyena, Ned Coffin
 - Purpose of Washington Hunter/Jumper Foundation (WHJF) – role of looking long term for our sport, outreach and education programs, getting more volunteers involved in shows, ongoing involvement in the Evergreen Classic. The Foundation is designed to be a transparent organization. We are a non-profit organization for the purposes of being able to raise tax-deductible funds for horse shows, scholarships and enhancing the Hunter/Jumper sport.
 - Video – Evergreen Classic 2008 – was played as an example of the types of tools needed to allow us to find bigger sponsors going forward. The show was not perfect, but we think it was pretty good. We want Evergreen to be a fabulous show – we need your input to help make it so. If we had more time, we could have been tighter on costs, obtained more donations, and been better prepared
 - Show success
 - 720 stalls, 550 horses
 - \$10K Hunter Derby and \$40K grand prix
 - Relay class was fun
 - Parties / Grand Prix well attended
 - Not a perfect show – we are committed to making it better, but need your input.
 - Schedule was clearly a challenge and sore spot, need to revamp it and be a lot more adaptive during the show
 - Need a volunteer coordinator
 - Footing was affected by the rain, need a way to improve it during the show
 - Need a stricter operating budget

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- Single most important thing to improve the show is to have a longer term commitment on the show dates. It's really hard to get investments to make improvements (e.g. a fill station for the water trucks, underground electrical, sand rings, permanent judge's booths, fencing, etc.). It's a really steep learning curve learning how to put on a show – it gets easier if the same management team is in place for a few years. Sponsors don't just show up right before the show. It's a multi-year effort to get grand prix level sponsors. We keep coming back to the riders to try to support the show financially – but we can't do this long term.
 - We have an extension agreement that we've drafted that we'd like to have the Board review and approve.
 - Ned – Caroline, Kevin, and Ned managed the show this year. It was a huge challenge, but we would like the opportunity to do this again.
 - WSHAJA Question: There were issues with the footing, wash racks, office, etc – would it be appropriate to have a review / suggestion sheet to the trainers to solicit input at the end of the show each year? It needs to be a formalized process. WHJF Response: We'll be gathering feedback on Friday / Saturday night this week at the Autumn Finals. If you think people need an anonymous way to solicit feedback, then we could do a mail survey.
 - WHJF would like the Association to have their President / VP sit on the WHJF Executive Board (per the extension agreement).
 - Little Bit was very supportive of the Foundation – they helped to finance some of the infrastructure costs, provided 15 to 20 volunteers and hospitality partners. They were organized and excited to be a partner again. We will split any net revenue 50 / 50 in 2008. Financials will be posted on the website.
4. WSHAJA Profit and Loss Statement – As of August 31st, \$192K cash on hand, \$104K net income. Horse show income shows revenue, but doesn't reflect the expenses for the NW Autumn Classic yet. We need to make another banquet payment. Evergreen Classic expenses – the Foundation has paid these already as well as the \$5K payment for the Evergreen Horse show dates this year. We are in a stronger financial position this year than last year. Question: If at the end of the year, we have money left over, do we put it into a longer term investment (e.g. CD)? We do, but we have to maintain dollars for cash flow.
 5. Show Committee update – NW Autumn Classic – Cara Anthony has collected \$5,000 in donations for the jumper finals. We paid extra to have more jumps so we can bring the jumper finals indoors for the first time. Record number of entries in the Maclay (22). We have outstanding judges this year for the medal finals.
 - A. Ted Coffin saddle drawing – Justin was not happy about how much money we have raised. Tad wanted \$10K raised for the saddle if he was to donate one (the

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saddle is valued at \$5K). We don't have a good idea of how many tickets have been sold. Jacqui Stuckins has tried to contact people, but has not received a lot of feedback. She'd like to do the drawing Saturday right before the Maclay but that seems like an unrealistic objective at this point. Cypress Barn has girls who would be willing to help out. Have a representative from each barn try to collect the money from sold tickets.

- B. Heidi has a client who is sponsoring the food/drinks for the judges clinic. Heidi is looking for volunteers to ride in the clinic.
 - C. Friday/Saturday night, Keena is arranging for food. The WHJF is supplying wine, beer, and water on these nights.
 - D. Question – are you charging admission for the Saturday night finals? Unknown. Diane has done this in the past, with volunteers from 4H, who have keep the proceeds.
 - E. Gift baskets – Jeff Anthony made up 30 thank you cards for trainers with \$15 gift cards from Starbucks.
6. 2009 Show Management. We'll need to discuss show management for next year at our October meeting, as well as equitation standards to make it easier to track points. Tami sent a proposed jumper schedule for the 2009 spring shows. If you have thoughts on schedules for the spring shows, we need your input before our next meeting.
 7. Jeff Anthony reported on behalf of the WHJF that course designer, Anthony D'Ambrosio, has committed to coming back next year for Evergreen, Max Zimmerman said he would come back as the announcer. Hunter / Derby was successful, next year we will shoot for a higher level (jump heights) more like the Thunderbird Hunter / Derby this year. Last year, when we signed up for the Hunter/Derby, we were able to sign up for not very much money. USHJA had so much success, that they received a ton of applications for this coming year. We still don't know what the requirements will be for next year – because they may require a much higher prize money (e.g. \$30K). The WHJF may not be able to do that and might have to consider doing a Hunter /Derby on our own. Either way, next year the standings for rider bonus money will be posted every night on horseshowtime.com.
 8. WHJF Proposed extension agreement for Evergreen needs to be reviewed by the Show Committee (Keena, Melody, Kim) will review. Need to schedule a special board meeting for next week to vote on the extension.
 9. October Classic – Junior rep will plan the pumpkin carving event and costume class fundraiser for scholarships.
 10. Check for WCHR awards \$2K as presented to Nancy Free
 11. Points Position. Jeff keeps receiving emails from members who are angry regarding their points and the lack of responsiveness of Leeds Gulick. Do we want to consider looking for someone else to tabulate points for 2009? Jeff has not talked yet to Leeds about his

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interest in doing it again next year but if we are going to make a change, the best way to transition is to have the new person work with Leeds (and the software) in October and November as we close out the points for this year. Motion – to explore alternatives for this time consuming and important customer service position (Chair of Membership and Points for 2009). Jeff has a candidate that he is confident would do a good job. We are currently paying \$8K for the year which is probably not enough for the amount of work required.

12. Scholarships – we don't know how much we want to allocate yet? Need to decide at the October meeting.
13. Auction – The WHJF foundation has volunteered to do the auction this year at the banquet to raise money for WHJF scholarship fund. Because of its status as a 501c3 charity, it would allow donations to be tax deductible. Motion to allow the WHJF to take over the auction to raise money for their scholarship fund. Passed unanimously.
14. Banquet – we don't have a banquet chair identified yet for this year. Lola Michelin has generously offered to oversee the prizes and ribbons this year. The hotel has been reserved. The banquet chair needs to do the invitations, order the food, arrange for decorations, slide show etc. Please look for a volunteer.
15. Dec 3rd is the annual meeting. We need to decide how to conduct nominations and election. We need to do a mailing a month before the meeting. Melody typed up an outline with some suggestions for the nomination process. Motion to have Melody take charge of the nominating committee. Judy will work with Melody. Need to go to people who would be willing to come to all of the meetings and who will roll up their sleeves have enough knowledge to participate. The secretary will do the mailing of the ballots once the board has approved its content (to be voted on at the October Meeting)..
16. Adjourned meeting at 8:50 pm.

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APPROVED – Meeting Minutes for Wednesday, September 17th, 2008.

Agenda

- 1) Approve the attached minutes from last week's meeting
- 2) Discuss/Approve the Evergreen extension agreement (distributed by Melody earlier)
- 3) Update on the Tad Coffin saddle raffle
- 4) Update on search for 2009 Banquet Chair
- 5) Other business?

Minutes

1. President: Call to order at 7:06 pm. Board Members present: Jeff Anthony, Elise Myers, Melody Gilmore, Laina Paterson, Kim Stuckens, Jacquie Stuckens, Judy Hedreen, and Nancy Free, Tami Masters, Shannon Hendrickson. Observers – Keena, Board Members Absent: Laura Allen, Heidi Snider, Steve Sanville, Kim Crouse-Tenhulzen.
2. Ted Coffin Saddle Raffle – The Juniors have raised more than \$5100 to date and Jeff has created a master list of raffle ticket purchasers from the information provided by Jacque Stuckens and Amanda Moore. It was agreed that the raffle drawing would be held at the Awards Banquet on January 17th 2009 and that Jacquie and the other Juniors would continue to sell tickets at the October Classic and up to the Awards Banquet with the objective to trying to achieve the \$10,000 target requested by the Saddle donors (who Kim confirmed are on board). Jeff will ask Jacquie Moore to update the web site with this information.
3. Banquet chair – Andrea Hutton from Thumbs Up has volunteered to chair the banquet. Lola has volunteered to take care of the ribbons and prizes, Laina will help to round up the perpetual trophies. Motion to nominate Andrea Hutton to be the banquet chairperson this year. Motion seconded, passed unanimously.
4. Evergreen Classic – Steve signed the contract for the 2008 Agreement that was approved by the WSHAJA Board. An extension to the Agreement was distributed to all board members by the show committee chair (Melody Gilmore) before the meeting. Question: Is the Foundation willing to take on the show for more than just one year? Answer: The Foundation is interested in taking on the show for not less than the next four to five years. Several Board members felt the show was not managed well, and have concerns about show management. The Foundation did not pick the management for the horse show, they were selected by the WSHAJA Board, and the Foundation honored that selection when it was granted the lease for 2008. Under the 2008 lease agreement there were supposed to be 3 WSHAJA Board members on the Foundation's executive board but only Kim Stuckens attended a meeting before the show. The WSHAJA Board members then provided individual thoughts on what they would like to see:
 - A. Melody – Would like to see the Foundation run the Evergreen Classic. Wants to make sure that 2 or 3 positions on the Foundation's executive board continue to be open to whoever the WSHAJA Board wants to appoint.
 - B. Shannon – Did not like the show management of the show and is not sure if her barn will come back next year. The office was a mess, the rings were not set up well, there were a lot of schedule conflicts, etc.

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- C. Jeff – This was the first year that this show management team had done the Evergreen Classic. They started with a schedule that was set up for last year's show – that worked for the 300 local horses that attended (due to the virus scare) but did not work well for 500+ horses. We know a lot more now, and will make improvements next year.
- D. Shannon – Hasn't that show management managed a show before?
- E. Jeff – Caroline Jones has managed shows before (Hood River, the Anderson's shows in Calgary, etc.), but not one this large. The office staff included people from Thunderbird, and was experienced, but there were some software issues and more staff was needed at check in and check out.
- F. Tami – Would like to see a vision for this show, and would like to see a 4 or 5 year plan that is going to demonstrate how the show is going to be improved each year. Would like to see this show be for 3 foot and above, not for the very beginning riders. People would have to earn the right to come to the show. Tami would like to be on the Foundation Board to help create that vision.
- G. Kim – I think people worked really hard on this show. There should be at least 2 people on the Foundation's executive board from the WSHAJA Board. Agree that we need to provide the Foundation with a longer term lease. We need to have some input on the selection of management, as we can't afford to have another show with the number of problems we had this year. Agrees that we should have only the rated divisions on the week – or consider having a two week show, with the unrated divisions the first week and the rated divisions the second week.
- H. Judy - At the meeting last week, she felt that the vision is really there, the Foundation board members were willing to listen to ideas. Thinks we need to give a minimum two year starting commitment with options for the following years that can be cancelled. We need to have members from the WSHAJA Board who participate on the Foundation's executive board.
- I. Jeff – We need to have the input from the professionals in the business (trainers), like Tami is doing for the schedule of the Spring shows for jumpers. We have a shared vision of what we are trying to accomplish.
- J. Kim – Maybe we should have 3 representatives with some specialty in Hunter, Jumper and Equitation areas. These people would need to be appointed in the WSHAJA annual meeting.
- K. Jeff – We really need to have people serving on the Foundation's executive board that will show up and help with the show. He suggested that the President and Vice-President from the WSHAJA Board are logical people to provide input and make sure that the WSHAJA is well represented.
- L. Melody – In summary – are we in agreement that we are going to lease the dates to the Foundation over the next four-five years, and that we are going to have representatives from the WSHAJA Board participate on the WHJF Board.
- M. Nancy – Make a motion to extend the existing agreement for the next 5 years, that we can appoint up to three WSHAJA Board members to serve on the Foundation's executive board. The renewal decision would be made before November 1, 2008. The WSHAJA appointees (or their replacements) would serve on the Foundation's Executive board until the October 31'st of each renewal year.

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- N. Jeff – The Foundation’s Secretary, President and Treasurer are currently the only executive board members. The Foundation’s Board includes Mike Hilton, David Robinson, Jeff Anthony, Martin Shain, and Carol Sexton. The Foundation Board is approaching Julie Nordstrom, Bill Coffin, and Lynn Trewin. The Foundation Board appoints the Executive Board members and oversees the charity. The Executive Board manages the horse shows, the scholarship fund, etc.
- O. Melody – Motion: We shall lease to the Foundation the Evergreen Classic Show dates for up to 5 more years. The Foundation will have the option to renew annually by November 1st the following year. The WSHAJA Board can appoint up to 3 of is then current board members (or their replacements) to the Foundation’s executive board for the balance of that renewal year. The Foundation agrees to continue to bear the full financial risk of the show and pay \$5,000 per year to the WSHAJA. Motion seconded, Vote: Passed unanimously.
- 5. Meeting Minutes - Secretary: Elise Myers
 - A. Minutes updated to reflect the some attendance changes. Motion to approve minutes for September 10th, 2008 board meeting as ammended. Motion passed, minutes approved.
- 6. Judy - Minimum prize money for 2009 to host the International Hunter Derby was voted on by USHJA and it looks like the minimum will be at the \$15,000 level for 2009.
- 7. The Nominating committee would like to hear from anyone who would like to serve on the board next year. We need to have the nominations by the next Board meeting before October Classic since we need to send out the ballots by the end of October so members will receive them at least 30 days before the general meeting on December 3rd.
- 8. Jeff suggested that the show committee interview candidates for the Membership and Points position currently held by Leeds. He said that Wendy Hoff (a Potcreek Client) would be willing to interview and Kim has someone in her barn who would be also be interested (Pat Jendro).
- 9. All of our other 2009 vendors need to be renewed or updated for next year including show management, website maintenance, points tracking. Send names of candidates to the nominating committee.
- 10. October meeting – move to Tuesday, Oct 14th so it does not conflict with the October Classic.
- 11. Meeting was adjourned at 8:20 pm.

WASHINGTON STATE HUNTERS & JUMPERS ASSOCIATION

APPROVED – Telephonic Meeting Minutes for Tuesday, October 14th, 2008.

Minutes

1. President: Call to order at 7:05 pm. Board Members present: Jeff Anthony, Laura Allen, Melody Gilmore, Laina Paterson, Heidi Snider, Kim Stuckens, Tami Masters, and Nancy Free. Board Members Absent: Elise Myers, Judy Hedreen, Steve Sanville, Kim Crouse-Tenhulzen, Jacquie Stuckens, and Shannon Hendrickson.
2. Secretary Report (Jeff filled in as secretary for the meeting)
 - A. Before the vote to approve the minutes for the September 17th meeting, there was a discussion about the wording of the motion to extend the Evergreen Classic lease to the Washington Hunter Jumper Foundation. It was confirmed by the board that the proposed minutes correctly (i) allowed the Association to appoint up to 3 existing board members to the Foundation's Executive Board for each extension year of the agreement and (ii) obligated the Association to extend the lease annually (for up to 5 years) if notice was received from the Foundation by November 1st. A motion was made by Melody to approve the proposed minutes as posted to the web site. The Motion was seconded by Laina and was approved unanimously.
 - B. Jeff reported that Bill Moroney, who was one of the judges at the NW Autumn Classic, had written the board a thank you note for its gracious hospitality. Jeff also shared that he had spoken with Bill at the show and that Bill was very impressed and complementary regarding the venue, management, and awards at the show (specifically mentioning Nancy's work with the WCHR rider year end awards).
 - C. VP – Melody reported that Clare Warren had expressed interest in serving as Vice President for the balance of Steve Sanville's two year term (ending in 2009). Melody said that she would be willing to serve as VP, but believed Clare would be a better choice due to her show management experience and understanding of historical board decisions. The board unanimously approved the appointment of Clare to the VP position effective immediately (and to be reconfirmed by the membership at the annual meeting) and that the position of Show Committee Chair would be returned to the VP position when filled. Jeff will check with Clare to confirm she would be willing to start immediately, and if not, then Melody will continue to serve a Show Committee Chair until a VP is in place.
 - D. Ballot Mailing – Melody indicated that she had canvassed the membership and had at least one candidate identified for each board position for the coming year. Shelly Kerron would like to run for President and Clare will be reconfirmed as VP. Treasurer and Secretary positions are appointed by the president. Melody would send the balance of the candidates to Elise who will be preparing and mailing the ballot before the next meeting.
 - E. Revised Voting Procedure - Melody proposed that wording be placed on the ballot that describes a new process for elections at the annual meeting. This new process would require members to submit their ballots to the secretary (in advance of the Annual Meeting) in envelopes provided by the Association (to eliminate duplicate voting). Only ballots submitted in this way will be counted. There will

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be no floor nominations and candidates that do not win a “representative” position will not be allowed to later run for a “member at large” position. Write-ins will continue to be allowed on the ballot. Bylaws changes will be open to floor nominations and discussion. Melody felt that this would speed up the election process at the meeting. Jeff felt that the membership would not like this change and, as the current president, was concerned that this new process would discourage people that were interested in participating on the board. He pointed out that Medody had been a floor nomination last year. After further discussion, the board approved Melody’s proposal with Jeff voting against it.

- F. Bylaws changes. Kim told the board that John Turner would like to see the WSHAJA Good Hands and Seats rules changed to have the test performed by all competitors in their over fences round and to eliminate the call back testing for both the 3’ and 3’6’ classes next year. Melody would like to add wording about the Continuing Education Program and had some procedural suggestions that she would like to have considered at the annual meeting. Heidi is expected to have some updates to the equitation guidelines to clarify point calculations for next year. It was agreed that these and any other proposals from the board should be documented and forwarded to Elise ASAP so she can include them in a draft ballot and distributed to the board for review before being mailed. Melody proposed, and the board unanimously approved, that we add wording to the bylaws that gives the board the ability to align our division specifications with those approved by governing bodies of the sport (as they may be amended during the year).
3. Banquet chair – Andrea Hutton reported that she was well underway in planning for this year’s event. She will be out of town that evening but has been assured that she will have several volunteers working for her that will be able to implement her plan. Because the meeting was telephonic, she offered to bring the sample invitation she had prepared to the next board meeting. She will also work with Laura to prepare a final budget for approval at the next board meeting
 - A. Sequence of Events. Andrea indicated that the feedback from the membership was positive for last year’s schedule and with the board’s approval she would to again hold the state awards before dinner and the national awards after dinner. The board unanimously agreed.
 - B. Speeding up the presentations. The board discussed a variety of methods to make the presentations go more smoothly and quickly. The board unanimously agreed that all award winners would have the opportunity to go up on stage (vs. just the Champions and Reserve Champions). Andrea said that she would like to have the list of names for each division displayed by overhead projector near the stage.
 - C. Ribbon order. Laina reported that more than half of last year’s ribbons were never picked up and were discarded this summer (a waste of nearly \$5000). Jeff proposed that this year, only the Champion and Reserve Champion ribbons be printed with the division name/year and that 3rd through 8th place ribbons be generic with no division/year. He also suggested that we order 50-60% of last year’s total and if there were a shortage, we order additional ribbons after the event and mail them. The board unanimously approved the printing strategy and a majority thought that the order should be for 100% of last year’s quantity with

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any uncollected 3rd-8th ribbons being used the next year. Laura, Jeff, and Laina voted against ordering more than was needed this year.

4. Treasurers Report (Laura)
 - A. The financial condition of the Association continues to be sound. Attendance and revenue at the NW Autumn Classic appears to have been down this year.
 - B. Laura has confirmed with the tax accountant that the 2007 form 990 tax return will be filed before the November 15th extension deadline.
 - C. We have generated more than \$10,000 in extra scholarship funds in 2008 from special classes and the Saddle Raffle. The total number of scholarship applications will not be known until December 1st and it was agreed that the amount and allocation of scholarships would be determined at a special board meeting to be held immediately before the annual meeting.
5. Points Chair Report
 - A. Leeds was not in attendance and Judy, who is leading the search for next year's vendor, was also not present. Judy had provided Melody with the information she would like to have discussed by the board. Judy indicated that Leeds, Patricia Gendro, and Wendy Hoff had all expressed interest in the job and that she had spoken with each candidate and asked them to send her resumes. Judy indicated that it appeared that Leeds was not using the software that he asked the board to purchase for him last year and that whoever the vendor was going to be, they needed to be able to step in and start from scratch.
 - B. Melody said that Leeds had provided, and she had reviewed his draft points guideline and felt they would make the transition easier if an alternative vendor was selected for next year. She had also reviewed the recent email from Jil Edwards, who had offered some excellent suggestions for evaluating and selecting next year's points vendor. Jeff proposed that the board table a decision on a points vendor selection until the next meeting to allow further discussions with interested candidates and to refine of the boards expectations for 2009. Jeff also proposed that any replacement should be willing to work at no charge with Leeds for the balance of 2008 to see how show results are currently being posted and how the year end points totals are being tabulated. The board unanimously agreed with these proposals.
6. Show Committee Report (Melody)
 - A. October Classic footing seemed to be better than the prior show. Nancy said that there were rocks in the main arena. Jeff reported that Dianne had offered to bring ONE representative from the board to an upcoming meeting with the county about our needs/requests for next year. It was unanimously agreed that Melody would speak with Clare to confirm that Clare would be attending the meeting with Dianne..
 - B. Costume class fundraiser – Kim reported that eight kids had entered the costume class at the October Classic
 - C. A discussion about Nancy's expected request for 2009 WCHR awards will be tabled to a future meeting.
 - D. Jeff proposed that the board approve a one year extension of the following vendor contracts: Dianne Johnson, show manager; Barb Baierle, show secretary; Jacquie

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Moore, web administrator; and Patti Dash, bookkeeper. The proposal passed unanimously. Elise will document the extensions with these vendors.

- E. Tami had sent a email to the board earlier regarding her suggested schedule changes for the 2009 Spring Jumper show. It was agreed that she would seek input from Dianne Johnson, Cara Anthony the other members of the Zone 9 jumper committee, and interested board members on her proposal before the prize list goes to print. The goal is to make the show more attractive to jumper riders in our Zone and Jeff thought that there may be opportunities to add prize money to the prize list (like we did at the NW Autumn finals) if jumper riders were excited about these changes.
 - F. Kim suggested that we add a 3'6" THIS medal class to our horse shows in 2009. The Association's shows (and the Oregon shows) currently offer only the 3' height. It was agreed that Dianne Johnson would be consulted to see if this would be possible and if there would be enough rider interest to justify adding this class.
 - G. Melody asked if the representatives could stay on the call after the meeting ended to discuss proposed schedule changes for 2009 and a meeting with Dianne.
7. Jeff asked if there was further business to be discussed. There being no further business, he adjourned the meeting at 9:05pm.

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APPROVED – Meeting Minutes for Wednesday December 5th, 2007

- 1) The meeting was called to order at 7:03pm. Present were: Jeff Anthony, Carly Anthony, Clare Warren, Corey Smith, Shelly Kerron, Steve Sanville, Laura Allen. Present by conference phone were: Anne Hill, Tami Masters, Kim Tenhulzen. Absent were: Amy Corkery, Shannon Hendrickson, Wendy Gulick, Nancy Free, and Kim Stuckens.
- 2) Secretary: Update from Anne Hill
 - A. Approval of minutes: A motion was made, seconded and unanimously carried to approve the November 7th minutes as posted. Approved minutes to be posted on the website.
 - B. Update on annual meeting plans/timing: Mailing to membership to include letter from the President, Agenda, 2008 Membership Application Form, Proposed 2006 General Meeting minutes, slate of candidates (with 2007 attendance record), and a list of proposed by-law changes. Mailing to be sent to membership week of December 10th.
 - C. Update on Zone Points – Cara Anthony provided an overview of current discussions she has had with a senior member of the Zone who was interested in changing the requirements for Year End Zone Points. The issue, similar to the problem recently addressed by a change in the WSHAJA bylaws, involves members of the Zone that may win a Zone division without having ever shown in the Zone during the year. Cara reported that the senior Zone member, and the Oregon Hunter and Jumper Association, may propose a change at the upcoming USHJA convention to name “true Zone winners” by eliminating one or more contiguous states from year end point calculations as early as 2009. Cara wanted the board to be aware of these conversations and encouraged the Zone Representatives on the board (Nancy Free and Steve Sanville) to get involved in these discussions to ensure that WSHAJA members are not unfairly impacted by a change in the Zone points rules at the convention and during the coming year. We would hate to lose a contiguous state for Zone points after working so hard to have British Columbia reinstated.
- 3) Treasurer: Update from Laura Allen:
 - A. YTD Financial Overview: 2007 Financial reports have been reviewed and I have reconciled most of the accounts. 3rd quarter payroll and business taxes have been paid and W-2's and 1099's will be completed by the end of the month. For the period Jan – Nov 07 the association posted a YTD net loss of \$25,625.74. Last year at this time the association had posted a YTD gain of \$37,876.03. Total cash position as of November 07 is \$94,055.14. Since the November meeting, the association has paid scholarships (\$14,790), deposits on YE Awards (\$6,000), payroll taxes (\$3,700) and the H2B Visa program (\$2,455) and expects additional payables of approximately \$60,000.00 are still pending before YE. Laura said that she would email the YE association and show financials to the board and its advisors before the Annual Meeting.
 - B. Review/approval of banquet expenses/budget: Laura presented, for Board approval, a sample of the handmade banquet invitations designed by Banquet Chairman Tracy Weiss. Tracy has offered her talents at no charge for this extremely time and labor-intensive endeavor and the board truly appreciates all of her effort in creating such a beautiful invitation. The cost of materials is in line with budget and was approved by the Board for production and invitations will be mailed the week of December 10th. A sample of the Champion prizes has been approved and a deposit paid to place the order. Reserve Champion prizes to be delivered within the week. Nancy Free is working to procure donations of treat bags to accompany the Reserve Champion prizes. Pictures from the 2007 show season are being solicited to produce a slide show presentation to be run during the banquet. Photos may be formal or candid and should be submitted to Jeff Anthony (jeff@potcreek.com) for approval. The cost for the

necessary A/V equipment to run the show is approximately \$1,500. The number of photos submitted will dictate the decision to approve this expense.

- C. Review of 2008 show pricing: Snohomish County has notified the Association's Show Manager that they will be increasing their facilities rental fees, including labor, shavings and other horse show services in 2008. This has necessitated a review of our horse show pricing. A motion was made, seconded and unanimously carried for Laura to work with the Show Manager to implement pricing increases in the range of 15% (some charges to be higher and some lower at their discretion) which is consistent with the overall increases incurred by the Association. A motion was made, seconded and unanimously carried to continue to charge change fees at the 2008 horse shows, but to remove any reference in the prize lists as to which days these change fees will be applied, to allow the board more flexibility in managing this item as budgets/costs dictate.

4) Show Committee Chair: Update from Clare

A. 2008 Evergreen Classic strategies/update

- a. Show management selection – Clare presented the recommendations of the Evergreen Show Committee to hire Caroline Jones (Calgary, Alberta) as Show Manager for the 2008 Evergreen Classic. Kevin Goyena and Ned Coffin to return in their respective roles of Administrative and Events Managers. The Board to provide input and grant final approval on classes, judges and course designers. A motion was made, seconded and unanimously carried to accept the search committee's recommendation subject to successful contract negotiations with the vendors. Board members were each to propose 3 potential judges/designers to be included in a selection pool for the show manager.
- b. Report on meeting with Gary Remlinger in November – Gary Remlinger has expressed his desire to host the Evergreen Classic at the Remlinger Farms Equestrian Park for a second year in 2008. Further meetings to be scheduled in the new year.
- c. A 3 week "Circuit on the Grass" with Thunderbird – Jeff has been in contact with the management of Thunderbird Showpark to explore the possibility of combining the Evergreen Classic with Thunderbird's August shows to form a 3-week "Circuit on the Grass" in 2008. The response has been very enthusiastic with many sponsorship ideas being explored as well as the possibility for additional circuit awards and prize money. Thunderbird is exploring the possibility of increasing at least one of their shows to a AA rating and adding prize money to the hunter divisions.

B. Spring Shows

- a. Prize list to printers – A motion was made, seconded and unanimously carried to offer one Judge's Clinic in 2008 to be offered at the NW Autumn Classic in September.
- b. Special Classes - A motion was made, seconded and unanimously carried to offer special classes at the 2008 horse shows to raise money for scholarships (to be included in the prize lists). Classes will be held on Friday evening, in conjunction with a potential exhibitors party, and will be fun for both competitors and spectators. Prizes will be contributed by sponsors. Steve Sanville proposed a \$1000 cash prize for the Jumper Special Class. Potcreek said that they would sponsor half of that prize money if Steve could raise the balance. All other awards/prizes listed in the prize list would be described as "Fun Awards and Prizes" if they were not committed before the prize lists went to print. A motion was made, seconded and unanimously carried to approve Steve's proposal and move forward with securing sponsors for these classes. Carly Anthony agreed to organize 2007 scholarship recipients to help sponsor solicitation.
- c. Ticketed schooling ring – Corey suggested a delay in the start time of the outdoor show ring for up to 2 hours, at the discretion of the show manager, to provide a 2'6" ticketed

schooling ring at Monroe. A motion was made, seconded and unanimously carried to implement this change and charge \$10/round.

- d. Services reduced at the Fairgrounds – With the increase in fees charged to the Association comes a reduction in services. The County has notified the Show Manager that it may not have the staffing needed to have the show grounds ready and available for late Monday move-in next year. Additionally, the County has asked us to remind our Members that hoof polish should not be applied in the barn isles unless it is done on a mat or piece of cardboard to avoid stains on the cement. Also, upon departure, Members are responsible for cleaning their tack stalls, removing animal waste to the disposal bunkers and separating and removing braider's yarn, thread, and other waste (especially medical waste). With reduced staffing the County is unable to continue to provide this service and **finer will be assessed** if County staff is required to clean up after our Members. The show Manager and the Board will do their best to work with the County to minimize the inconvenience created by these new rules and is looking into alternative venues for future shows.

6) Points Chair: Update from Leeds

- A. A motion was made, seconded and unanimously carried to finalize reconciliation final points from 2007 by December 10th. Final point standings to be posted to the Web site. Leeds said that he would also send Jeff the final points guidelines so it may be reviewed in advance of distribution at annual meeting and on the Web site.
- B. Points reporting open issues:
 - a. Points from all events listed as "Classics" have not been included in posted totals as Leeds has been unable to locate guidelines for proper allocation. Clare suggested USEF be consulted as to their guidelines. Leeds to follow up on this.
 - b. Leeds reports several horse shows did not report prize money awarded for Level 6 & 7 Jumpers. He is able to utilize formulas and percentages in order to arrive at an average dollar amount for these classes. A motion was made, seconded and unanimously carried to proceed with an averaging method in order to finalize standings for these divisions.
 - c. Leeds has been contacted by a trainer with regards to a client's horse not qualifying for points under the "must compete in at least one WSHAJA horse show during the year" rule. The horse attended one show, but did not compete. A motion was made, seconded and unanimously carried for Leeds to contact the trainer and say that proof of competition is required for the points to count for Year End Awards.
 - d. Leeds said that all other member requests regarding points, which had been received prior to December 1, had been responded to and resolved.
- C. Leeds said he would deliver the final draft of the Points Guideline to Jeff the week of December 10th for his review prior to distribution at the Annual Meeting and posting to the Web site for 2008.
- D. Proposed Bylaws Changes: Leeds to summarize the final wording for proposed bylaws changes (for classes/divisions and points) and will send them immediately to Anne Hill for inclusion in the Annual Meeting mailing. Requested additions at the board meeting include:
 - a. adding at all shows a WSHAJA Good Hands and Seat class 3'6" for juniors and amateurs (can not cross enter in the 3'3" Good Hands and Seat class) with the final held at the NW Autumn Classic.
[INSERT OTHER WORDING CHANGES FROM LEEDS]
 - b. adding at all shows a 3'3" amateur equitation division at all shows.
 - c. Article V, Section 1 shall be amended to include the word "staggered" to the 2 year term requirement.

- d. The board unanimously approved (with Steve Sanville abstaining) a change in 2008 membership application and Article VIII, Section 2 of the bylaws (such change to the bylaws to be confirmed by the membership at the annual meeting) by replacing Section 2 in its entirety with the following:
 - “The annual dues of all members shall be as follows:
 - Regular Member - \$50 per individual (includes equitation points recording)
 - Resident of the State of Washington entitled to vote and receive all Association benefits
 - Associate Member - \$40 per individual (includes equitation points recording)
 - Non-resident of the State of Washington entitled to limited Association benefits (no voting or financial aid rights)
 - Horse Registration - \$35 per horse (includes points recording)
 - Applies to Regular, Associate, and Farm members
 - Lifetime Farm Membership - \$10
 - No voting or financial aid rights.
 - Single Show Membership - \$5
 - No voting, financial aid rights, or participation in the points program.”
- e. Article XI, Section 3, item 10 shall be replaced in its entirety with the following:
 - “Members must show in at least 1 Association horse show during the year in order to receive year end awards. (horse for year-end hunter and jumper awards and rider for year-end equitation awards).”
- f. Article XII, Section 2 shall be modified to give the board discretion over how the Annual Award’s banquet auction proceeds are to be utilized in the coming year.

8) Tax Exempt Status: Update from Jeff

- A. Received invoice for \$1,500 from accountants: Jeff to hold this invoice pending IRS response/approval of 501©3 status. If the application is approved, Jeff will have this invoice paid by the 501c3.
- B. Status of 501©3 Application: Jeff has been in touch with the IRS and has been informed Processing/review of the application may not begin until January 2008.

9) Old Business

- A. The Annual Meeting information being mailed to the membership will also be posted to the Web site.
- B. H2B status: The US government has not extended the returning worker exemption for 2008 (the previous exemption expired September 30th). Available visas under the existing program have already been issued (October 1 through March 31) and if the exemption is not extended, the association’s applications will be competing for the smaller pool of visa slots for the second half of the year (employment beginning after April 1). The barns participating in the Association’s H2B program have decided to continue with the application process with the hope that an extension will be approved, or that we will receive some of the remaining slots.
- C. Leads to update and post the 2008 Membership Application immediately for posting to the web site and inclusion in the Annual Meeting mailing to all members. The 2008 would make a email address a mandatory field and would list the membership categories/pricing

A motion was made, seconded and passed to adjourn the meeting at 9:19pm.

Respectfully submitted,

Anne Hill
Secretary

