

***New Mexico Hunter Jumper Association***  
***Board of Directors Meeting – Class A Year***

***May 31, 2016***

**Call to Order:** At 6:05 pm the meeting, at Hayashi Japanese Steakhouse, 6321 San Mateo Blvd NE, Albuquerque, NM 87109, was called to order by the President, Lisa Hooper.

**Board Members Present:** Tamara Evans, Lisa Hooper, Becky Newmon, Hannah Shotwell, and Frannie Twohig

**Board Members Absent:** Juliette Barnett, Candace Cavanaugh, Gina Shufelt

**Member Guests Present:** Lisa Godin, Breyanna Lucero

**Non-Member Guests Present:** None

**Minutes:** Minutes from the Board Meeting held on April 5, 2016 were not available to be reviewed/approved, nor were outstanding minutes from October 2015, January 2016, March 2016 or the Annual Meeting held on March 1, 2016, however, except for October 2015, which await corrections from Gina Schufelt, all were approved via email in the week between this Board Meeting and the creation of these minutes by the following majority votes:

*January 2016* – 9 Board Members in attendance, approvals from: author Josephine Roe, Frannie Twohig, Becky Newmon, Candace Cavanaugh, Gina Shufelt

*March 2016* – 7 Board Members in attendance, approvals from: author Josephine Roe, Frannie Twohig, Becky Newmon, Candace Cavanaugh

*Annual Meeting* held March 1, 2016 - 7 Board Members in attendance, approvals from: author Josephine Roe, Frannie Twohig, Becky Newmon, Candace Cavanaugh

*April 2016* – 3 Board Members in attendance, approvals from Becky Newmon, Gina Shufelt, and Frannie Twohig

*May 2016* - Let it be noted that only Lisa Hooper and Hannah Shotwell attended the May 3, 2016 meeting, so after an informal discussion, the meeting was cancelled and no minutes were generated.

**Reports from Officers:**

***The President of the Association, Lisa Hooper***

- Lisa presented Pam Rush's proposals for the Fall Show for discussion and vote:
  - USEF has, by Pres Mod, changed (mid-year) the combine rule that allowed High Performance to fill Green Working; Green Working must now have 3 of its own. Without this ability, Pam can see no likely scenario to fill Green Working at an NMHJA competition. Therefore, she would recommend that High Performance and Green Working be removed from the prize list. Becky motioned to approve Pam's recommendation, Hannah seconded the motion, and it passed by consensus.
  - Pam would recommend that we offer Children's Hunter (to include both Horse & Pony) rather than separate divisions. Becky motioned to approve Pam's recommendation, Hannah seconded the motion, and it passed by consensus.

- With the Zone emphasis on Age-Group equitation, it was decided by unanimous vote to eliminate a separate Pony Equitation division in 2017.
  - We received a request to consider offering TB Jumper. We added TB Hunter at the request of Candace, and had one TB hunter at the Spring show. At Spring, we had a total of 4 entries jumping at .9m and 3 entries jumping at 1.0m; 1.0m is the minimum required for Horse of the Year points. Pam suggest that TB Hunter and TB Jumper be placed as concurrent divisions with Open Hunter and 1m Jumper respectively. In other words, if there are 3 TB, they get a separate set of placings but do not have to jump twice or pay twice. Again, Becky motioned to approve Pam’s suggestion, Hannah seconded and the Board unanimously agreed.
- Lisa presented a “Something’s Gotta Give” proposal: There are a number of tasks currently being carried out by Board members which make the positions difficult for one volunteer Board Member to manage. This is most notably felt in the Treasurer’s position, but several positions have tasks that do not require a Board Member to complete, and could easily be hired out and overseen by a Board Member. For example, a bookkeeper could be hired to maintain financial records, and the Treasurer would retain check signing responsibility, oversee the bookkeeper’s work, and report to the Board. A Board Administrative Assistant, preferably someone who lives in town and can attend Board Meetings, could be hired to upkeep the website, Facebook, produce the newsletter, contact Expo NM when needed, assist with banquet, etc. After discussion it was decided that hiring a bookkeeper is necessary and Becky made a motion which Frannie seconded and all agreed, to work with Gina to have her identify the Treasurer position tasks which can be performed by a bookkeeper and get proposal(s) for hiring. It was also decided that each person would work to come up with a list of tasks non-board members could carry out and bring them to the next meeting for further discussion, along with any ideas for who might fill a part-time Administrative Assistant type position to take over and expand what Sarah Coghlin is now doing, how it would be paid, etc. (See DRAFT of Restructured Work/Responsibilities for NMHJA in Attachment 1)
  - The question of the number of Board positions, and attendance resulting in frequent lack of a quorum to conduct business, was discussed. Juliette has only been able to attend one meeting since her election in December. Candace’s recent move out of state means she can’t attend, and although she tried by phone, the conditions are just not suitable to make it work. It was decided therefore to reduce the number of actual Board positions to 8. Frannie so moved, Tamara seconded and all were in favor. Juliette will be encouraged to stay involved as Publicity/Incentives Committee Chair, and to attend meetings when possible, but her inability to do so will not negatively affect the ability to conduct business. The Board thanks Candace for her years of service and wishes her all the best in Colorado. Rules and Bylaws Committee will initially be overseen by the President. (See DRAFT of Management and Operation of NMHJA in Attachment 2)
  - In a unanimous Vote of Confidence, Lisa Hooper appointed Lisa Godin to take over the remaining term of Secretary vacated by Josephine Roe upon her resignation.
  - In a second unanimous Vote of Confidence, Lisa Hooper appointed Breyanna Lucero to fill the remaining term of Junior Representative on the Board when Hannah Shotwell leaves for college in August.

***The Vice President of the Association, Becky Newmon***

- Becky reported that Brittany Jorgenson has done a \$150 sponsorship. We need to have Sarah add her to the website as a sponsor and write her a thank you note. Brittany was hoping to have her business card in the June prize list but missed that deadline by a couple of weeks. We are working with Pam to get it in our October prize list.

- Becky reported that she saw a good deal on some mesh cotton coolers and conversed with Tamara and decided to order for series prizes. A variety of sizes were ordered, erring on the larger side. They were about \$30/each. Becky discussed the charges with Gina and will get her the receipts.

***The Treasurer of the Association, Gina Shufelt, absent, but reported to and read by Becky Newmon***

- The accounts are about \$111k total.
- There are a couple of bounced checks that Pam is handling.
- The Tax returns are filed and the CPA has been paid. Gina talked to them about hiring them for the books and thinks they would be great.
- Although she has a lot going on, she will be available to help or counsel as needed.
- She will be around for the June 3-5<sup>th</sup> show.

***The Secretary of the Association, Lisa Godin***

- Minutes from October 2015, January 2016, March 2016, April 2016, and the 2016 Annual Meeting still not approved at the time of this meeting but will attempt to get this completed before the next by electronic vote (See "Review and Approve Minutes" for update)

**Reports from Standing Committees:**

***The Points & Membership Committee Chair, Becky Newmon***

- Becky stated our membership numbers look great! We are at 96 members and about 85 horses and she is happy if we have 90 for the year so this is very good. We usually continue to get memberships throughout the year.

***The Rules & By-laws Committee Chair, Candace Cavanaugh, reported via electronic message:***

- My report for tonight is as follows: There is a change in the effective date of rule EQ 105.6 from December 1 to September 1, 2016.
- The rule recommends that "Riders use stainless steel stirrups that promote proper position of the foot in the iron as well as a correct leg position". It was changed from "mandating" elimination for stirrups other than stainless or noncolored stainless to "judges may eliminate".

***The Awards Committee Chair, Tamara Evans***

- Banquet has been moved a week earlier, as it was in the past, to January 7. It will be at the Crowne Plaza. We need a credit card deposit and request it from Gina. We may not have the bigger room. Will bring a menu to the next meeting
- Prizes for 1<sup>st</sup> place include Zocks and cups. Champions will be offered a backpack or saddle pad.
- We have 3 coolers available for Year End High Point Awards. We need to check the sizes. If all horse size we will do a prize for HP Hunter, HP Jumper, and HP Equitation. If one is pony size we will do Hunter, Jumper and Pony.

***Publicity & Incentives Committee Chair, Juliette Barnett***

- Absent. No report.

***The Member of the Association at-Large, Frannie Twohig***

- Nothing new to report.

***The Junior Member Representative, Hannah Shotwell***

- Nothing new to report.

***The Website & Newsletter Editor, Sarah Coghlin***

- No report.

**New Business:**

- None

**Action Items:**

***Previous Incomplete Action Items:***

- Becky to be added to the association's bank account and to be added as a signer on the account.
- Lisa H to get a new credit card.
- Frannie to create a note for website/newsletter for IEA participation.

***Current Action Items:***

- Becky to get with Gina to divide up bookkeeper-treasurer duties
- Gina to get proposal(s) from bookkeeper(s)
- Gina to attend meeting in August to present, hopefully with Brittany Jorgenson if the position is to be resigned to her.
- Everyone consider duties for second Administrative position and bring to August meeting for creation of a job description.
- Lisa G to draft letters to Candace and Juliette regarding Board reduction. (Note: Letter to Candace became unnecessary when Candace resigned while the meeting was in attendance.)
- Recognize Candace, Juliette, Jo, and Gina at Banquet
- Gina to make credit card deposit to Crowne Plaza
- Becky to send Lisa G Gina's text report
- Lisa G to follow up with Jo and see that all minutes done.
- Lisa G to close all outstanding minutes and send to Sarah for uploading to website.
- Lisa G to send contact info to Hannah for including on website.
- Lisa G to cancel July meeting reservation at Hayashi

**Adjournment:** Hannah moved to adjourn the meeting; Tamara seconds the motion. The meeting adjourned at 7:34 pm. The next NMHJA Board meeting is scheduled to be held at 6:00 pm on Tuesday, August 2, 2016 at Hayashi Japanese Steakhouse 6321 San Mateo Blvd, NE 87109 in Albuquerque, New Mexico.

**Attachments:**

1. Management and Operation of NMHJA
2. Restructured Work/Responsibilities for NMHJA

***Minutes respectfully prepared and submitted by Lisa Godin***

## **NMHJA Board of Directors**

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Hannah Shotwell, Junior Member Representative  
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Frannie Twohig, Member of the Association at-Large  
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## **NMHJA Support Staff**

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**New Mexico Hunter Jumper Association**  
**Board of Directors Meeting – Class A Year**

**May 31, 2016**

**Member Guests:**            *Please Print*

1. Lisa Godin
2. Breyanna Lucero
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

**Non-Member Guests:**            *Please Print*

1. None
- 2.
- 3.
- 4.
- 5.

## Restructured Work/Responsibilities for NMHJA

<b>Outsource Contractors</b>	<b>Board of Directors Four Officers; four Directors</b>	<b>Show Management Rush Management</b>
Develop and send monthly newsletter, maintain and update webpage; archive documents, annual awards, etc.	Interface/sign contracts, policies, licenses, etc. with show management, Expo NM, USEF, Insurance companies, IRS, State of NM, etc.	Interface with USEF, USHJA, & EXPO NM; sets and confirms dates, arranges licenses with USEF; arranges special awards (Stirrup Cup), divisions (TB);
Keep the books, prepare checks for signature, provide a monthly financial report, provide five individual profit/loss statement/accounts (3 shows, banquet, and year-end); 1040s	Signatory on accounts, checks, etc.	All things show related: hire staff, ribbons, prizes, publish premium, Medic, vet, etc.
Deposit checks; collect on "bounced checks".	Deposit checks	Deposit show related checks; collect on "bounced checks".
Book hotel for Year-end banquet	Prepare meeting minutes	
Mail and handle RSVPs for banquet	Prepare meeting agendas	
Maintain sponsorship list	Select and order awards for Series and Year-End	
Perform annual request for sponsorships, send thank you notes for donations/sponsorships.	Gather donations for silent auction, run silent auction at banquet	
Do annual membership drive; Maintain membership roster (handle membership, maintain website, etc.) and e-mail list(s) (member list and horse show list).	Arrange for door prizes, seating/table assignments for banquet	
Perform points responsibilities; maintain points on webpage	Work with "outsource" and show management to provide necessary information and documentation in a timely fashion	
Handle annual elections.	Audit points during the year and before they are finalized	
	Attend monthly meetings	
	Audit accounts/books annually/twice a year	
	Approve shows	
	Respond to points inquiries	

# Management and Operation of NMHJA

## Current Board of Director Positions, Directors, and Contract Support

### Officers

- President – Lisa (2017)
- Vice President – Becky (2016)
- Treasurer - *Gina* (pending resignation) (2016)
- Secretary - *Jo* (resigned) Volunteer Lisa (2017)

### Remaining Directors

- The Points/Membership Chair - Becky (second position) (2017)
- The Awards Committee Chair – Tamara (2017)
- The Publicity/Incentives Chair - *Juliette* - (lack of attendance?) (2016)
- The Rules and Bylaws Committee Chair - *Candace* (pending resignation due to relocation) (2016)
- A Member of the Association at-Large – Frannie (2016)
- The Junior Member Representative – Hannah (2017)

### Contractors

- Show Management and Operation– Rush Management
- Website/Newsletter Contractor – Sarah
- Elections - Contractor
- Taxes - Accountant for Taxes

## Proposed Restructuring

### Officers

- President - Lisa
- Vice President - Becky
- Treasurer – Gina?
- Secretary – Lisa?

### Remaining Directors

- The Points/Membership Chair – Becky (second position)
- The Awards Committee Chair - Tamara
- A Member of the Association at-Large - Frannie
- The Junior Member Representative - Hannah

<ul style="list-style-type: none"> <li>• <b>Contractors</b>Show Management and Operation</li> <li>• Newsletter/Website</li> <li>• Bookkeeping/Finances/Taxes</li> <li>• Membership/Points</li> </ul>	<ul style="list-style-type: none"> <li>• Elections</li> <li>• Taxes</li> <li>• General Support</li> </ul>
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