

New Mexico Hunter Jumper Association

Board of Directors Meeting – Class A Year

January 5, 2016

Call to Order: At 6:10 pm the meeting was called to order by President, Lisa Hooper. The meeting was held at Nexus, 4730 Pan American Freeway in Albuquerque, New Mexico on January 5, 2016.

Board Members Present: Juliette Barnett, Candace Cavanaugh (via telephone), Tamara Evans, Lisa Hooper, Becky Newmon, Josephine Roe, Hannah Shotwell, Gina Shufelt, and Frannie Twohig.

Board Members Absent: None.

Member Guests Present: Taylor _____? (I cannot read her hand writing), Phoebe Hire, Charlotte Lamont, Heather Nelson, Jessica Northington, Gail Skinner, Sabrina Skinner, and Bridget Wilson.

Non-Member Guests Present: Hannah Wallin and Rachel Wallin. (can someone confirm these last names)

Minutes: Becky motioned to approve the minutes from the previously scheduled board meeting held on December 1, 2015. Juliette seconds the motion. All members present were in favor. The minutes were approved.

Tamara motioned to approve the minutes from the previously scheduled board meeting held on May 5, 2015. Becky seconds the motion. All members present were in favor. The minutes were approved.

Old Business:

None.

Reports from Officers:

The President of the Association, Lisa Hooper

- Lisa reviewed the highlights of the 2016 Planning Meeting with Rush Management, they were as follows:
 - Schedule was reviewed; look for opportunities to gain efficiencies and minimize last minute changes or unanticipated delays (allocate divisions that may need to be combined, put drag schedule, if possible).
 - Communication between gate and office regarding schedule, changes, adds, scratches, etc.
 - Will stay with two rings, realizing it results in trainer conflicts.
 - Provided changes to Equitation and Medal specification (Pony Equitation statement in our Rules needs amending).
 - Clarify to all that a jog is required for AO/JR Hunter.
 - Lisa agreed to hire additional staff for ring, a runner, and a pay additional out of town expenses for gate person to help work these.
 - Lisa states follow-up is needed on how we are going to handle the new vaccination requirements. It was recommended that they be submitted at the time of show entry submission.

The Vice President of the Association, Becky Newmon

- Becky states that all ribbons for the banquet have been double checked and are correct.

The Treasurer of the Association, Gina Shufelt

- Gina presented the proof of the banquet program for us to review.
- In an effort to close out the year, Gina states she paid all outstanding bills for 2015 and that there are \$257.00 in credits that need to be paid out. Once this is done books can be closed out and sent to the CPA.
- Gina states that the bank statements are available for review.
- Gina reviewed the revenue and expenses for each show and for the year overall.
- Gina reports on the budget for the banquet. There are some expenses left to pay, embroidery and the program, but it looks like we will be on budget for the banquet.
- Gina submitted her letter of resignation to the board. She has agreed to stay on and continue to serve in the same capacity until a replacement for her position has been secured.
- Gina reports cash in accounts to date are around \$122,000.

The Secretary of the Association, Josephine Roe

- Josephine provided an update on past minutes.
- Clarification was needed regarding posting of November 2015 Board Minutes; Redacted vs. Non-Redacted. After a small discussion, it was decided by all present to post redacted Minutes for November.
- October 2015 minutes waiting for corrections from Gina who took minutes at that meeting.

Reports from Standing Committees:

The Points & Membership Committee Chair, Becky Newmon

- Becky stated that a message should go out in the newsletter and posted on website asking members to make sure that all contact information is updated and that emails are current on their membership forms.

The Rules & By-laws Committee Chair, Candace Cavanaugh

- Nothing new to report at this time.

The Awards Committee Chair, Tamara Evans

- Tamara presented a banquet report. She stated that dinner will be served at 7:00 pm. She will call venue on Friday with final numbers. She states that we will be moved to the larger banquet room. She states everything has been paid in full. She reports that there have been about 60 RSVP's for the banquet.
- Tamara suggested that our prizes for shows be purchased from Graphics Connection since they did such a great job and at a reasonable cost. She would have Pam speak with them to compare prizes and costs.

The Member of the Association at-Large, Frannie Twohig

- Frannie reports that 13 silent auction items have been donated; she reviewed these with the board.
- She will not be at the banquet and asked for help to manage the auction that evening. Hanna will take donation to the banquet. Josephine will manage the silent auction at the banquet.

The Website & Newsletter Editor, Sarah Coghlin

- Sarah to ensure that annual meeting date is announced.
- Sarah to post statement about updated membership information.
- Sarah to post championship pictures on website.

Publicity & Incentives Committee Chair, Juliette Barnett

- Juliette states that she has obtained some prizes for the Banquet. Paul's put together a basket, boot barn donated a basket, and Equine Ins. was contacted and wanted to make a donation – she will follow up with them on this.
- Juliette asked for a list of sponsors for the horse show divisions and metals. Lisa will provide Juliette with a rate sheet for these sponsorships.
- Juliette has agreed to compile a list of donors and have cards printed for banquet tables

The Junior Member Representative, Hannah Shotwell

- Hannah stated that all champion pictures are out to the Chronicle. She will supply these pictures to Sarah so they can be posted on our website.

New Business:

- Lisa offered Charlotte the opportunity to speak regarding the letter she submitted. Charlotte declined; Lisa stated that her letter and the board response letter will be posted as part of the minutes.
- Bridget Wilson wanted to make a statement and expressed her concerns, she submitted the following statement via email & reiterated this verbally at tonight's board meeting:
 - *"NMHJA returning member, Bridget Wilson, asked to speak regarding concerns that members visiting the NMHJA board meetings are not made to feel welcome. She expressed general concerns that the hunter-jumper community needs to be engaged in a positive way to support growth of the organization, as well as more grass-roots participation. Recent private executive meetings of the board give the impression that there is a policy of secrecy and have raised suspicions regarding motivations and conflicts of interest. Unsubstantiated gossip became the subjects of closed sessions, rather than being clarified in person and addressed by a policy of open discussion. Dr. Wilson expressed hope for positive change moving forward, to engage members and to remember that the organization exists to foster the HJ industry in New Mexico. She stressed the value of equestrian experiences for personal growth of members, particularly for young people."*
 - Lisa replied that private executive meetings were allowed based on the bylaws and was necessary based on the allegation made to protect both the member and board member involved in the allegation. Becky disagreed and stated that the board does not seek to exclude others from participation.

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.

Current Action Items:

- Candace to update Pony Equitation Rules and provide to Josephine for editing of Rules.
- Josephine to edit rules then provides Sarah a PDF version for posting.
- Tamara to speak with Pam about having her contact Scott, with Graphics Connection, about comparing prices for Horse Show prizes.
- Lisa was to provide Juliette a rate sheet of sponsors for the Horse Show Divisions and Metals.
- Sarah was to post Annual Meeting date and time.
- Sarah was to post a request to members about updating their email/contact information.

- Gina was to provide me with bookkeeping numbers to report in the January minutes.
- Gina to provide October 2015 Minutes Corrections to Josephine.
- Juliette to compile list of donors & print cards for banquet.
- Josephine to post redacted November 2015 Minutes.

Adjournment: Gina moved to adjourn the meeting; Tamara seconds the motion. The meeting adjourned at 8:18 pm. The next NMHJA Board meeting is scheduled to be held at 6:00 pm on February 2, 2016 at Hayashi Japanese Steakhouse 6321 San Mateo Blvd, NE 87109 in Albuquerque, New Mexico.

Attachments:

1. Gina Shufelt Resignation Letter dated January 5, 2016.
2. Charlotte Lamont Letter dated December 29, 2015
3. Board Response Letter to Charlotte Lamont Letter referenced above dated January 5, 2016.

Minutes drafted by Josephine M. Roe, and finalized with corrections by Lisa Godin following Board input.

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