

*New Mexico Hunter Jumper Association  
Board of Directors Meeting - Class A Year  
Hayashi Japanese Steakhouse  
April 5, 2016*

**Call to Order:** At 6:07 pm the meeting at Hayashi Japanese Steakhouse, 6321 San Mateo Blvd NE, Albuquerque, NM 87109, was called to order by Becky Newmon. There was not a quorum.

**Board Members Present:** Becky Newmon, Gina Shufelt, and Frannie Twohig

**Board Members Absent:** Juliette Barnett, Candace Cavanaugh, Tamara Evans, Lisa Hooper, Josephine Roe, Hannah Shotwell

**Member Guests Present:** Phoebe Hire, Lucy Hunsaker, Breyanna Lucero

**Non-Member Guests Present:** Lisa Godin

**Minutes:** Minutes from board meeting held on March 1, 2016 were not available to be reviewed/approved.

**Old Business:**

- Becky provided a synopsis of the March meeting in lieu of minutes to Gina who was not in attendance in March.
- Discussion ensued around Bridget's request for a Strategic Planning Committee. Phoebe suggested the bylaws should be reviewed by Candace for how to establish a sub-committee. Question raised as to whether a board member needs to chair or serve on sub-committees.

**Reports from Officers:**

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

- No President's report

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

- Becky and Sarah arranged for 1/4 page ad in Hipico Souvenir Program and Gina provided check for \$250.00 today

***The Treasurer of the Association, Gina Shufelt***

- Current balances in accounts as of 4/5/16 is approximately \$117,000
- Gina wrote reimbursement check to Lisa Hooper for \$1582 for Insurance for Officers coverage which she paid to Allied World and gave it to Becky to give Lisa.
- CPA is working on 2015 tax return
- Corporation In Good Standing is in order
- Will have to pay Pam for horse show expenses she has already incurred but not yet submitted.
- Tamara was authorized to use debit card to pay for horse show prizes.
- Need to recruit new Treasurer. Phoebe interested in the position. Lisa Godin also has someone who is interested.

### ***The Secretary of the Association, Josephine Roe***

Report submitted via Email today summarized below:

#### *1. Action Items from March meeting:*

- Lisa was to follow-up with Gina about the Insurance for Officers coverage with Allied World & with deposit fees for the spring show.
- Becky was to get in touch with Sarah & HIPICO regarding a June NMHJA show @ HIPICO in 2017.
- Candace was to provide Joe with rule updates to be amended in Rules & Bylaws.
- Hannah to provide Sarah with newsletter and website updates, pointing of series awards, Tamara & Candace's address changes, etc.
- Tamara to coordinate Prizes for each show with Pam and Graphics Connection.
- Frannie to create note for website & newsletter regarding IEA program.

#### *2. Incomplete Action Items carried over from prior meetings:*

- Becky to be added to the association's bank account.
- Lisa to provide Juliette a rate sheet of sponsors for the Horse Show Divisions and Metals.
- Gina to provide Joe with bookkeeping numbers to report in the January Minutes.
- Gina to provide Joe October 2015 Minutes Corrections.

#### *3. RSVP's for tonight's meeting: Phoebe Hire, Lucy Hunsaker, Breyanna Lucero*

Also, Bridget Wilson emailed Josephine and stated that she would not be attending but would like the board to consider her proposed strategic planning committee. She said she would be happy to serve on (but not chair) such a committee, and that she has a few ideas for Committee chair in mind and would be happy to share if asked.

#### *4. Board Minutes:*

- October 2015 & January 2016 minutes are outstanding pending information from Gina.
- March 2016 minutes will be emailed to the board by Josephine tomorrow.
- Josephine will scan and send Sarah past finalized minutes tomorrow, 4/6/16.

#### *5. Letter of Resignation*

Josephine wrote that she attached an unsigned resignation letter, and stated she would work on wrapping up all details through the March meetings.

#### *6. Successor to Secretary*

Josephine made a motion that Lisa Godin replace her as NMHJA secretary, effective immediately. She advised Lisa Godin that, assuming her motion is seconded and approved, she would mail her a zip drive with all documents necessary and emailed her a blank "minutes template" for tonight's meeting.

### **Reports from Standing Committees:**

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

- For any show that is not currently a NMHJA approved show, in order to have points count toward NMHJA year end, members need to download online show approval form, submit it to the show secretary for completion, and return it to NMHJA for approval 60 days in advance of a show. The show secretary then needs to forward points to NMHJA after show completed. Need

to remind members to check the website to see if shows they are planning to attend are approved and if not go through the process.

- We are up to 74 members and 58 horses, a little above the 60 avg for this time of yr
- Will have a list of members at show and membership forms available for joining/renewing.

***The Rules & By-laws Committee Chair, Candace Cavanaugh***

- No report

***The Awards Committee Chair, Tamara Evans (via email):***

- Class prizes from graphic connection are ready. Ordered tumblers & stainless steel travel mugs. Champion prizes were backpacks & saddle pads
- Melanie got us a great price on zocks so we have those for class prizes too.
- I will make up a box to bring to Pam for the show.
- Also Melanie gave us another dress sheet so we have a pony & 2 horse coolers to hand out this year. We talked about hi point pony, hunter and jumper for this year. I know I had this idea last year but I will follow thru this year. I have flyers for this show and will get something for Sarah & Web site soon.
- Discussion around Tamara's interest in sponsoring a high point award. Gina relayed how Colorado does this. Possibly award highest point in any one single division. Phoebe cautioned about trying to follow State Fair's method due to complicated nature of it. Will need to discuss at next meeting and vote when quorum available.

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

- No report

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

- No report

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

- No report

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

- No report

**New Business:**

- Lisa Godin discussed her plan for carrying out the duties of Secretary if accepted and what other board members could expect from her as Secretary.

**Unfinished business:**

- Vote on Lisa Godin replacing Josephine Roe as Secretary for the remainder of Josephine's term.

**Current Action Items:**

- Tamara to provide Gina with a final receipt from crown plaza for banquet
- Becky to inquire of Lisa if she has received a request for deposit to State Fair.
- Hannah to send thank you notes to Sandia Mini BMW and Lucy Hunsaker for sponsorships.
- Frannie to have Sarah:
  - put Hipico dates on website.

- include in the newsletter that if members want to get points at out of state/not NMHJA sponsored horse shows they need to check the website to see if it is on the list of approved shows. If it is not, contact Becky Newman.
- add to newsletter a request to “Like” NMHJA on Facebook
- add a reminder in the newsletter and Facebook that out meetings are at Hayashi now.

**Previous Incomplete Action Items to be carried over:**

- Becky to be added to the association’s bank account and to be added as a signer on the account.
- Lisa was to provide Juliette a rate sheet of sponsors for the Horse Show Divisions and Metals.
- Gina was to provide Josephine with bookkeeping numbers to report in the January minutes.
- Gina to provide October 2015 Minutes Corrections to Josephine.

**Adjournment:** The meeting adjourned at 7:37 pm. The next NMHJA Board meeting is scheduled to be held at 6:00 pm on May 3, 2016, at Hayashi Japanese Steakhouse, 6321 San Mateo Blvd NE, Albuquerque, NM 87109

**Attachments:**

No attachments

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

**Guest RSVP’s:**

Lisa Godin  
Phoebe Hire  
Lucy Hunsaker  
Breyanna Lucero

**NMHJA Board of Directors**

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Board of Directors Meeting  
Hayashi Japanese Steakhouse  
April 5, 2016*

**Member Guests:**                    *Please Print*

1. Phoebe Hire
2. Lucy Hunsacker
3. Breyanna Lucero
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- 14.
- 15.

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

1. Lisa Godin
- 2.
- 3.
- 4.
- 5.