



***New Mexico Hunter Jumper Association***  
***Board of Directors Meeting – Class A Year***  
***November 1, 2016***

**Call to Order:** At 6:15 pm, on November 1, 2016, at Hayashi Japanese Steakhouse, 6321 San Mateo Blvd NE, Albuquerque, NM 87109, the regular monthly meeting of the NMHJA Board of Directors, was called to order by President, Lisa Hooper.

**Board Members Present:** Tamara Evans, Lisa Godin, Lisa Hooper, Breyanna Lucero, Becky Newmon, Frannie Twohig.

**Board Members Absent:** Gina Shufelt

**Member Guests Present:** None

**Non-Member Guests Present:** None

**Minutes:** Minutes of the October 4, 2016 meeting were reviewed. A motion to approve was made by Becky, seconded by Tamara and all present were in favor. Minutes will be finalized on letterhead and sent to Board Members, and Sarah Coghlin for posting on the website for the membership.

**Reports from Officers:**

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

*Opening Remarks - Welcome*

*Agenda Topics for the Board*

- *Follow-up on Hiring Contractors (General, Bookkeeping)* - Efforts to get these in place are continuing. Becky spoke with Sarah about the possibility of Sabrina taking over some of the general administrative tasks but Sabrina has yet to provide follow up requested by the Board at the October meeting. In the meantime, Breyanna will begin to maintain the Facebook account. Jennifer and Gina have not yet met regarding Bookkeeping/Treasurer assistance.
- *Bounced Checks* – Gina confirmed the address to which the notice regarding the bounced membership check was sent (see Treasurer’s report). Lisa H will make an attempt to contact the member again and alert her to the USEF sanctions she faces and that she will not be allowed to show unless brought into good standing, including NSF fees, and will have to pay with cash or money order in the future due to repeated bounced checks. Pam is handling bounced show check(s).

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

- Becky reported that our 2017 shows will be held April 7-9, June 2-4, and October 6-8. She will request that Sarah post them in the newsletter and on the landing page of our website, and note that the October show includes the Zone 8 Stirrup Cup Championships.
- *Elections* – Elections will be held in December. We will return to voting via electronic ballots, using either Survey Monkey or another electronic service. The Board agrees a non-Board Member should coordinate the election, and Becky will ask Sarah if she would be willing to do so. We will offer to pay for her time. In accordance with our Bylaws, the term is ending for three of our current Board Members, Becky Newmon, Gina Shufelt, and Frannie Twohig. These Board Members have served as Vice President, Treasurer, and Member at Large, respectively. As Frannie will be leaving for college next Summer, she will not seek re-election. *The Board will be seeking to elect/re-elect 4 Members. Request for nominations will be posted in the Newsletter announcing that Members who wish to be considered for a Board position should submit their resume to Lisa Godin by December 1. (segment in italics added post meeting via email discussion)*

***The Treasurer of the Association, Gina Shufelt (via email):***

- -The address I mailed to for the bounced check is Morocco Road NE.
- -I will be available to meet with Jennifer after my return from Maclay Finals.
- -The checking account statement balance is \$31,546.31 and the savings account statement is \$73,043.75.
- -The 2015 tax returns are in the final review for submission due November 15<sup>th</sup>.
- -All of the October staff and related show expenses have been paid and all of the receipts have been deposited.
- -There is one exhibitor who notified Pam that her check from the show bounced, but I haven't received a notification from the bank. Pam is handling it.
- -I authorized the use of the debit card for the MCM Elegante in which three debits were made \$897.44, \$224.36 and \$448.72 for a total of \$1,570.52. I'm not sure why there are three separate transactions if Tamara has any information or I will call the hotel.
- -The software for Sport Data Inc. was renewed for \$700.00 with Becky's debit card.
- -Becky purchased stamps with her debit card for the banquet invites for \$46.75.
- -Pam deposited \$2,299.16 from USHJA for the Zone 8 stake classes prize money paid out and awards purchased.
- -There is one refund due to an exhibitor for \$89.00 from prize money which I will mail out a check.

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

- Lisa spoke with Bernice in the Corporations department of the Secretary of State's office 505-827-4664. The Corporations Bureau has moved here from the NM Public Regulation Commission. This is what was learned:
  - 616433 is our Business ID#
  - Entity Name is New Mexico Hunter and Jumper Association, Inc. (to search it you must be exact)
  - *We are active and in good standing*
  - The next report is due to be filed online between January 1 and May 15 of 2017
  - Gina was the last person to file a report
  - The Mailing Address on file is: PO BOX 10357, Albuquerque, NM, 87184 USA (Becky and Gina have access)
  - The Principal Place of Business is Lisa Hooper's home address, 1316 CAMINO EQUESTRE NW, Albuquerque, NM, 87107 USA
  - The Registered Agent was Charlotte Lamont with an Eakes Rd address. To change this, a Statement of Change of Registered Agent (to current President Lisa Hooper) was completed and mailed in with a check for \$10.00 on 11/1/16.
  - Directors currently include Candace and Hannah, and Officers include Jo. This can be changed with a Supplemental Report filed online or with the annual report. Gina will provide user name and password to Lisa G to complete the report(s).

**Reports from Standing Committees:**

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

- Becky stated that all points will be finalized by December 15, and asked that Sarah add a notice to the newsletter that Members review their points well in advance and notify Becky before December 15 with any questions.
- Becky distributed membership renewal forms to the Board Members present and asked that they return them with their checks for 2017 membership by the December meeting.
- Becky will prepare membership renewal forms for inclusion with the banquet invites to consolidate the mailings into one. We will also include notice of, and a link to, the renewal form on the website. We will accept renewal forms at the banquet as well.
- We are still looking for support staff to perform some of the tasks currently handled by the Points and Membership Chair. Depending on the time of year, it requires about 6-7 hours/month. Please consider who might take this on.

### ***The Rules & By-laws Committee Chair, Lisa Hooper***

- Bylaws committee met on 10/18/16 to review changes to USEF and USHJA rules and have recommended Rules and Bylaws modifications.
- After discussion, including USEF changes to Equitation divisions, Becky moved to accept Rules as amended, Tamara seconded and all were in favor.
- Gina commented via email on the changes in Board positions as it relates to Member at large - if we are going to have two positions we may want to indicate so by (1) and (2) so it doesn't look like a typo.
- After additional discussion, including changes to election procedures to align them with those of USHJA and other affiliates, Frannie moved to accept the Bylaws as amended, Breyanna seconded the motion and all were in favor.

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

- Tamara reported that she ordered Roma open front boots for year end medals, saddle pads for Eq champions, spurs we will put in boxes for Eq reserve. She is waiting for Jim at Fox Creek to get back with her about sheets/coolers. She has sizes. Kim said embroidery will run \$12-\$15. We are currently under budget.
- Invites will be completed by 12/1.
- Deciding whether to stick with just chicken and veg options or add a beef option. Menu changes will be available for the next meeting.
- Reminder there will be no tickets at the door needs to go in Newsletter and on Facebook.

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

- Frannie had nothing to report.

### ***The Junior Member Representative, Breyanna Lucero***

- Breyanna had nothing to report

### ***Website & Newsletter Update***

- Sarah had no report

### **Unfinished Business:**

- *Donation Category Ranges on Web Page* - The ranges for the levels are still not listed directly on the "Our Sponsors" page. Breyanna will clarify with Sarah that we need these to be added. Also, to be sure that the Sponsors are accurately listed in all designated places: on the website, in the newsletters, in the banquet program, in any signage. Frannie needs to request silent auction/banquet donors be added as well.
- We still needed someone to coordinate Champion photos for the Chronicle and the Zone and Breyanna volunteered.

### **New Business:**

- No new business to discuss

### **Action Items:**

#### ***Previous Incomplete Action Items:***

- Gina to meet with Jennifer Bradley for assistance with Treasurer duties/transition plan.
- Breyanna will request Sarah publish the ranges for the various sponsorship levels as listed in the *Sponsorship Letter* and the *Sponsorship Pledge Form* on the website directly on the "Our Sponsors" page. Also, to be sure that the Sponsors are accurately listed the same in all designated places: on the website, in the newsletters, in the banquet program, in any signage.

- Frannie will request that silent auction/banquet donors be added to list of sponsors.
- The Board is still considering applicants for general administrative support.

***Current Action Items:***

- Lisa H to attempt to communicate with member who bounced checks.
- Becky will request that Sarah post 2017 show dates in the newsletter and on the landing page of our website, and note that the October show includes the Zone 8 Stirrup Cup Championships.
- Becky will ask Sarah if she would be willing to handle the election, and to post notice requesting nominations.
- Becky to ready Membership Renewal forms for inclusion with the Banquet Invites.
- Becky to request Sarah provide a link in the Newsletter and on the Website to a downloadable Membership Renewal Form on the website.
- Becky to have Sarah remind members that Banquet tickets are available for advance purchase only, there will be no tickets sold at the door.
- Gina to provide Lisa G the online log in and password for the Corporations Bureau
- Lisa G to complete the next Corporate Report after elections
- Lisa G to finalize Bylaws and Rules revisions approved and submit to Sarah for posting on Website.
- Breyanna to assume responsibility of managing the NMHJA Facebook account.
- Board members will bring completed Membership Renewal forms and payment to next meeting.

***Adjournment:*** Frannie moved to adjourn the meeting; Breyanna seconds the motion. The meeting adjourned at 7:32 pm. The next NMHJA Board meeting is scheduled to be held at 6:00 pm on Tuesday, December 6, 2016 at Hayashi Japanese Steakhouse 6321 San Mateo Blvd, NE 87109 in Albuquerque, New Mexico.

**Attachments:**

1. Amended Bylaws
2. Amended Standing Rules

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

## **NMHJA Board of Directors**

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