



New Mexico Hunter Jumper Association
Board of Directors Meeting – Class A Year
September 6, 2016

Call to Order: At 6:20 pm, on September 6, 2016, the meeting at Hayashi Japanese Steakhouse, 6321 San Mateo Blvd NE, Albuquerque, NM 87109, was called to order by President, Lisa Hooper.

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

Board Members Absent: Tamara Evans, Gina Shufelt

Member Guests Present: Ava Charrlin

Non-Member Guests Present: Chris Charrlin

Minutes: Minutes of the August 2, 2016 meeting were reviewed and corrections were made. A motion to approve with corrections was made by Becky, seconded by Frannie, and they were approved by consensus.

Old Business:

- *Zone 8 Committee Affiliate Appointment* - Lisa reported that her appointment as the board member from Zone 8's largest affiliate organization was approved.
- *Follow-up on Hiring Contractors (General, Bookkeeping)* – Efforts to get these in place need to continue. Lisa Godin spoke with a member who initially had interest in the “General” contractor position, but she changed her mind. We need to get the division of Treasurer/Bookkeeper duties from Gina to be able to present job description to bookkeeper candidate(s).

Reports from Officers:

The President of the Association, Lisa Hooper

- *Signatory on Bank Account and Bank Card* – Lisa H and Becky tried to get the signatories changed but were told that the bank requires a copy of a formal motion in board minutes on letterhead specifying the name(s) to be removed and those to be added. To this end:
- Lisa Godin moved that former VP Elizabeth McClelland be removed as a signatory from any and all bank accounts and bank cards and current VP Rebecca Newmon be added as the new signatory to any and all accounts. The motion was seconded by Frannie Twohig and approved by consensus.
- *Bounced Checks* – There have been three checks presented which were returned for insufficient funds (NSF). Two of the checks were from one member and included one check for their membership and one for show fees. The third check was from another member for show fees. Becky will ensure that any points these members might have received at the show are removed pending the member(s) bringing their accounts current. See Treasurer's emailed report below for further detail.
- *Zone 8 Classes* – Lisa H made an executive decision based on input from Zone Staff to waive entry fees for the Zone 8 classes which are being held at our October show.
- *Post Donation Category Ranges on Web Page* - Questions keep arising regarding the dollar amount ranges for the various sponsorship levels. The ranges for the levels are listed in the *Sponsorship Letter* and the

Sponsorship Pledge Form on the website, but not directly on the “Our Sponsors” page. Breyanna will ask Sarah that these 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.

- Lisa H also reported that her new credit card has been requested and is awaiting receipt.

The Vice President of the Association, Becky Newmon

- Beyond the attempt to change signatories, Becky had nothing additional to report in her capacity as VP

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

- The bank account balances are \$107,000
- The total amount of checks returned for insufficient funds was about \$755.
- Pam handles all the returned show checks. The deposit was made on July 5th from the June show weekend. So they were deposited in a timely manner. Gina received an email from Wells Fargo on July 6th, looked up the deposit slip and sent an email to Pam on July 7th. We were and still are within USEF guidelines. Pam sent demand letters. Pam was investigating one of them because the member originally said it cleared her bank but then after reviewing her statement she realized that it was returned. The most recent word from Pam is that member is sending a replacement check. Pam sent a demand letter to the other member, and when no payment was received, she proceeded to report to USEF. This person is the same one who bounced her membership check. Gina sent her a letter with no response and told Becky about it on May 31st. We should not accept checks from this person.

The Secretary of the Association, Lisa Godin

- Lisa Godin notified Sarah Coghlin to post the October 2015 minutes without the corrections which have been pending.
- Lisa will forward Sarah the approved and finalized August minutes for posting and will remind Sarah to add July to the notation of months that meetings were cancelled so members do not think minutes are missing.

Reports from Standing Committees:

The Points & Membership Committee Chair, Becky Newmon

- Becky reported that we currently still have about 110 members and about 100 horses.
- 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.
- Becky will ensure that any points members not-in-good-standing might have received are removed pending the member(s) bringing their accounts current.

The Rules & By-laws Committee Chair, Lisa Hooper

- Lisa H will research how nominations are accepted and elections are conducted in other non-profit organizations to affirm that we are operating in accordance with acceptable practices and determine if any modifications to the bylaws are required.

The Awards Committee Chair, Tamara Evans (via email report)

- Tamara emailed that she ordered & received helmet bags and bridle bags.

- She is looking for ideas on how to thank Candace, Jo, and Gina at the banquet? Gift card? Other ideas? Discussion ensued and it was decided that flowers would either be given at the banquet or sent to the home of those not in attendance.
- Becky mentioned that we are looking for 19 cotton turn out sheets in Navy, Black, Gray, or Brown for the awards banquet. We want to spend no more than \$70 or \$80 and need them by November so we can have them personalized. Frannie will talk with Jim at Foxcreek about this next week.

The Member of the Association at-Large, Frannie Twohig

- Frannie already started receiving silent auction items. Several vendors at the Hipico Santa Fe horse show donated (including Exceptional Equestrian, Quail Hollow, In the Irons, Voltaire), or promised to (including Halo Horses, Foxcreek), or agreed to offer association pricing (Foxcreek)
- Frannie will request that Sarah post a request for donations including "Barn Baskets" in the newsletter and on the Facebook page
- Any and all donations should be directed to Frannie.

The Junior Member Representative, Breyanna Lucero

- Breyanna Lucero assumes this position at this meeting. She expressed that she is happy to be joining the Board and is "super ready" to help out.

New Business:

- Member guest, Ava Charrlin, offered to produce a slide show of photos to run at the banquet. She has many pictures she has taken at shows, and the equipment and talent necessary. It was suggested that other people could also share photos to include as long as they aren't under copy write. Lisa G has used Shutterfly (www.shutterfly.com) with groups in the past so that members could all upload and share pictures on a "Share Site". Lisa suggested that an account be created and members be notified via newsletter, FaceBook, website, at show, etc. how to access to upload pictures they may want included in the slide show, or that they just want to share with other members, or to print any for their personal use. A request for photo submissions should include a "submit by" date to enable Ava adequate production time.
- Lisa G suggested that Breyanna take on the communication between the Board and Sarah with respect to website changes, newsletter items, FaceBook posts. Breyanna and the rest of the Board agreed.

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.
- Gina to identify Treasurer/bookkeeper duties for the Board to decide which can be handled by a contracted bookkeeper.
- Gina to get proposal(s) from bookkeeper(s)
- Recognize Candace, Jo, and Gina at Banquet

Current Action Items:

- Becky to remove points from members not in good standing due to bounced checks.
- Lisa H will follow up with Gina and the members who bounced checks to try to secure payment including covering any NSF fees we were assessed.

- Lisa H to follow up with Gina to get a bookkeeper hired.
- Lisa H will research how nominations are accepted and elections are conducted in other non-profit organizations
- Breyanna will request updating of board member list on website. Remove Candace and Hannah, add Breyanna.
- Breyanna will ask Sarah that the ranges for the various sponsorship levels as listed in the *Sponsorship Letter* and the *Sponsorship Pledge Form* on the website, be added directly to 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.
- Breyanna will have Sarah post in the newsletter and on FB that a current photo will be required by NMHJA and USEF of all members who are champions in their divisions.
- Frannie will to request silent auction/banquet donors be added to list of sponsors.
- Frannie will talk with Jim at FoxCreek regarding cotton sheets we want to order for awards at association pricing.
- Everyone to consider candidates for Treasurer (Board) and Administrative Assistant (part time paid position).

Adjournment: Breyanna moved to adjourn the meeting; Frannie seconds the motion. The meeting adjourned at 7:35 pm. The next NMHJA Board meeting is scheduled to be held at 6:00 pm on Tuesday, October 4, 2016 at Hayashi Japanese Steakhouse 6321 San Mateo Blvd, NE 87109 in Albuquerque, New Mexico.

Attachments:

1. Guest sign in sheet

Minutes respectfully prepared and submitted by Lisa Godin

NMHJA Board of Directors

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NMHJA Support Staff

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Member Guests: ***Please Print***

1. AVA CHARLIN

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

1. CARIS CHARLIN

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