



***New Mexico Hunter Jumper Association***  
***Board of Directors Meeting – Class B Year***  
***January 3, 2017***

**Call to Order:** At 6:09 pm, on January 3, 2017, 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, Gina Shufelt, Frannie Twohig.

**Board Members Absent:**

**Member Guests Present:** Jenny Paisley

**Non-Member Guests Present:** Marilyn Hope

**Minutes:** Minutes of the December 6, 2016 meeting were reviewed. A motion to approve was made by Tamara, seconded by Frannie, 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) – Marilyn Hope, guest of Breyanna Lucero, possibly interested in volunteering to help with bookkeeping/treasurer duties. Gina and Marilyn will meet to discuss. Discussion around automatic download of transactions to QuickBooks to reduce data entry.
- *Bounced Checks* – No response from member regarding returned checks. Gina will send contact information to Lisa G to request a letter be drafted by an attorney to request payment either in full or in installments to begin immediately to avoid legal action be taken.
- *Annual Meeting* – Date for Annual Meeting discussed. Meeting will be held immediately preceding the next Monthly Board Meeting on February 15, 2017 at 6:00 pm at Hayashi Japanese Steakhouse, 6321 San Mateo Blvd NE, Albuquerque, NM 87109. Lisa G will notify Hayashi of the date and request the larger room, and will notify Sarah C to announce in the Newsletter and on the Website.

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

- *Election:* Sarah conducted the election for us. Voting is now closed. Results: we received 38 responses, 35 answered and 3 skipped. Frannie Twohig received 26 votes, Gina Shufelt received 25 votes, Becky Newmon and Jessica Northington received 24 votes each. Formal election and installation of Directors will take place at the Annual Meeting of the Members on February 15, 2017.

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

- Gina issued a refund check to 1 exhibitor for \$89.00 for prize money earned at October show.
- Year end reports will be available at Annual meeting.
- Compiling books for accountant to process 2016 tax report.

- Shows are being submitted to CHJA for approval.
- Account balances are \$73,051 and \$31,986

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

- Requested November minutes be posted on website. December minutes, announcements and meeting notices will be relayed to Sarah for posting.
- Received log in information from Gina and Corporate report and update of Directors/Officers will be completed following Annual Meeting next month.
- Looked into the possibility of accepting credit cards for auction items at the banquet. Can process through Quickbooks GoPayment App. This is a free service for being Quickbooks customers. There are no set up fees or monthly/annual fees. Per transaction there is a \$.25 fee plus 2.4% (swiped using card reader attached to phone, tablet or computer), or 3.4% (scanned with camera or keyed in) of the amount charged. It was decided people would likely bid more and/or higher with the ability to pay with credit card and that we would absorb the transaction charges for this event. Going forward if we decide to use it for shows or for payment for other events we may choose to charge the transaction fees as is customary by others in the industry.

**Reports from Standing Committees:**

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

- Becky reported that we have 20 memberships so far for 2017

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

- Lisa G reviewed procedures she drafted for the Board's Election of Officers, which will be conducted as the first order of business upon the opening of the February Monthly Board Meeting, following the installation of Directors at the Annual Meeting on February 15, 2017.
- Questions from Member Guest, Jenny Paisley were addressed. She felt the election instructions were confusing this year
- Gina suggested future elections have a description educating people on the procedures and the candidates.

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

- Tamara reported that we have 115 responses for the Banquet. There were several people who were dropping off checks last minute. We will issue tickets at the door to paid guests that they will present at the banquet line. Guests will also each be given a door prize ticket. Other details of the Banquet were discussed and we are ready for Saturday!

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

- Frannie reported on the status of request for donations
- Collected donations for the Board Basket. Gina has a wine opener and a bottle of wine. Breyanna brought wine glasses, Lisa has wine to contribute. Becky offered to put it together.
- Still need to collect Shoofly print and a few others
- Need volunteers for Silent Auction help that evening

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

- Breyanna reported that she is now managing the Facebook account.
- Lisa G will send Breyanna pictures of some silent auction items for Breyanna to do come bid on this/ thank you donor posts.
- Pictures for year-end awards are due January 9<sup>th</sup>.

***Website & Newsletter Update***

- Sarah had no report

**Unfinished Business:**

- *Sponsors on Web Page* - Frannie will provide silent auction/banquet donor report so contributors can be added to donor lists once all donations are in. Someone will need to total in other donations made to ensure donors are placed in the correct Sponsorship level
- *Year End Photos* – Breyanna to get photos submitted.

**New Business:**

- None not previously reported in Officer or Committee Reports.

**Action Items:**

***Previous Incomplete Action Items:***

- Frannie will provide a report of silent auction/banquet donors so they may be added to the list of sponsors.
- The Board is still considering applicants for general administrative support.
- Gina will attempt to communicate with the member who bounced checks. RESULT: Left one message and did not hear back.
- Gina to provide Lisa G the online log in and password for the Corporations Bureau. DONE
- Lisa G to complete the next Corporate Report after elections
- Frannie to solicit volunteers for Silent Auction help the night of the Banquet
- Everyone to donate to Board wine basket
- Gina to bring a Shoofly print for auction, Lisa H to bring a groom box.

***Current Action Items:***

- Gina will meet with Marilyn Hope to discuss Treasurer duties.
- Gina will send contact information of member with bounced checks to Lisa G.
- Lisa G will request a letter be drafted by an attorney to member with bounced checks in an attempt to recoup payment either in full or in installments to begin immediately to avoid legal action be taken.
- Lisa G will notify Hayashi of the Annual Meeting date, will request the larger room, and will notify Sarah C to announce in the Newsletter and on the Website.
- Lisa G will secure credit card services
- Lisa G will finalize procedures for the Board's Election of Officers and will send them out for review following this meeting.
- Lisa G will send photos of a few auction items to Breyanna.
- Breyanna will post auction items with a thank you to the donor and an invitation to members to bring their credit card and come ready to bid.
- Everyone will work to make this a fun and successful Banquet!

**Adjournment:** Tamara moved to adjourn the meeting; Becky seconds the motion. The meeting adjourned at 7:33 pm. The next NMHJA Board meeting is scheduled to be held immediately following the Annual Membership Meeting which will be held at 6:00 pm on Wednesday, February 15, 2017 at Hayashi Japanese Steakhouse 6321 San Mateo Blvd, NE 87109 in Albuquerque, New Mexico.

**Attachments:** PDRAFT Procedure for Conducting the Election of Officers of the Board of Directors

***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. Jenny Paisley

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**Non-Member Guests:      Please Print**

1. MARILYN HOPE

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## **Procedure for Conducting the Election of Officers of the Board of Directors**

- The Board is required to elect from its membership a President, Vice President, Treasurer, and Secretary.
- The Board may also choose to create other Officer positions, and elect individual members to fill these positions.
- Officers of the Board of Directors are defined in the NMHJA By-laws.
- The terms for officers are also defined in the Bylaws.
- These internal procedures provide additional rules and guidelines for the Board of Directors regarding the election of these Officers.
- These procedures are to be followed when elections are required by the By-laws.

### **Election of Officers**

- The election of officers shall be conducted as the first order of business of the first Board Meeting after the Annual General Meeting, in accordance with this procedure.
- Any Director in office may be elected to the position of Officer of the Board but only if their remaining term as a director does not expire during the 12 months that the office will be held. To be elected to the position of President the Director must have served on the Board for a minimum of 2 years prior to the election.

### **Expressions of Interest**

- Candidates will file an Expression of Interest for a specific position as an Officer of the Corporation (President, Vice President, Treasurer, and Secretary at least ten days prior to the Board meeting.
- Board members will be notified by the designated party (e.g. Secretary) of the candidates running as Officers of the Corporation the day after the close date for Expressions of Interest.

### **Protocol of the Meeting to Conduct Election of Officers**

The President shall preside over the meeting to elect Officers of the Board in years in which the Vice President is to be elected. In years in which the President is to be elected, the Vice President shall preside over the first vote, for President. Immediately following the election of President of the Board, the elected President shall assume office and preside over the remainder of the meeting. The remaining statutory officer positions are then elected, followed by the creation of any other officer positions and elections to fill these positions.

1. All voting Directors in office who are present at the meeting may vote in officer elections. Directors, who participate remotely via electronic means if permitted by the By-laws and such that they can contemporaneously hear all other Directors at the meeting, and be heard by all other attendees at the meeting, shall be deemed to be present at the meeting. Voting by proxy is not permitted for election of officers.
  - a) Statutory Officers to be Elected: The following statutory positions shall be elected, in the following order: President, Vice-President, Treasurer, Secretary.
  - b) Other Officers to be Elected: Following the election of the statutory positions: Directors may nominate the establishment of other Officer positions through a seconded motion. The Board shall vote on the adoption of each of these positions, and the vote shall require the affirmative vote of a majority of Directors then in office in order for the position to be established.
2. Following the establishment of any other officer positions, elections will then be held to fill these positions, which shall be held in an order as determined by the President.
3. Nominations:
  - a) Nominations must be submitted by a Director in office or who will take office at the start of the meeting of the Board in which this election process is to be used, in writing or by electronic mail, or orally at the meeting.

- b) Nominations may only include a Director who has filed an Expression of Interest prior to the deadline.
- c) Nominations will close immediately before the agenda item for the election of that position. A candidate who fails to be elected for a position may be nominated for a subsequent position.

#### 4. Voting:

- a) Any candidate may make a statement to the Board regarding their candidature. The presentation of such a statement shall take no longer than five minutes. The order of candidates' statements shall be determined by the Officer presiding over the election using a random selection process.
- b) To be elected, a candidate must receive a majority of affirmative votes from the directors voting in the election. Ballots should be cast marked with the name of an announced candidate or with the word "abstain".
- c) A candidate can withdraw at any time from subsequent votes.
- d) In the case there are more than two candidates running and none receive a majority of affirmative votes in a vote, the vote is rerun with only the candidates receiving the two highest vote counts eligible. (This may result in more than two candidates being eligible.) The vote is retaken in the case of a tie (either for first or second place on the result). The presiding officer uses a coin toss to choose which candidate is to remain eligible if the tie persists after the second vote.
- e) A new call for candidates is made and the voting process restarts in the case where there is a single candidate but that candidate does not receive enough affirmative votes.
- f) Voting will be by secret ballot. The Members-At-Large will act as scrutineers.
- g) Directors who participate remotely in a manner such that they can hear the proceedings of the meeting and be clearly heard by all other attendees, shall vote by privately announcing their vote to the scrutineers.

#### 5. Record of the Meeting:

- a) The minutes shall record the candidates nominated for each position and the elected candidate.
- b) A candidate may request that the statement made to the Board in respect of their candidature be recorded in the minutes of the meeting.

#### **Removal from Office**

The process for the removal of Officers is defined in the By-laws.

#### **Casual Vacancies**

If an office is vacated, the position may be filled at a subsequent regular meeting of the Board of Directors, using these election procedures.