



New Mexico Hunter Jumper Association
Board of Directors Meeting – Class B Year
February 15, 2017

Call to Order: At 7:15 pm, on February 15, 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, Becky Newmon, Jessica Northington, Gina Shufelt, Frannie Twohig.

Board Members Absent: Breyanna Lucero

Member Guests Present: Brittany Jorgensen

Non-Member Guests Present: Leigh Ann Hella

Election of Officers: (see attached for Procedure): Lisa G distributed election ballots to the Board Members for the two open officer positions – Treasurer and Vice President. Becky Newmon was unopposed on the VP ballot and accepted the position. Gina and Jessica ran for Treasurer and Gina was (re)elected unanimously. Jessica accepted the position of Rules and Bylaws Chair. Brittany Jorgenson was appointed to the Board by President Lisa Hooper as a Member-at-Large to fill that still open position. All positions are two year terms, expiring (or being re-elected) at the regular Monthly Board Meeting held immediately following the 2019 Annual Meeting of the Membership to be held on or before February 28, 2019.

Minutes: Minutes of the January 3, 2017 meeting were reviewed. A motion to approve was made by Frannie, 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

- *Bounced Checks* – Still no response from member regarding returned checks. Jessica will attempt to confirm contact information and provide to Lisa G to request a letter be drafted by an attorney requesting payment either in full immediately or in installments over 3 months at 18% interest to begin immediately, to avoid legal action be taken.

The Vice President of the Association, Becky Newmon:

- Becky reported she got approvals for Colorado, Hits, and Scottsdale shows.

The Treasurer of the Association, Gina Shufelt:

- Year end reports given at Annual Meeting
- Accountant has the books to process 2016 tax report.
- Account balances are Checking \$28,228.53 and Savings \$73,054.33 for a total of \$101,283.33
- The Banquet Silent Auction made \$1988.00

The Secretary of the Association, Lisa Godin

- Requested December minutes be posted on website. Requested Annual Meeting notice be announced. January minutes, announcements and meeting notices will be relayed to Sarah for posting.
- Coordinated Directors' Expressions of Interest for open Officer positions.
- Will complete Corporate report and update of Directors/Officers this week.
- Question about purchasing credit card reader with chip capability for \$30.00 – approved to purchase and apply for reimbursement. Lisa H did receive complimentary credit card swiper.

Reports from Standing Committees:

The Points & Membership Committee Chair, Becky Newmon

- Becky reported that we have 28 memberships so far for 2017

The Rules & By-laws Committee Chair, Jessica Northington

- Lisa G sent procedures for the Board's Election of Officers to the Directors. (See attached) These need to be added to the Bylaws.
- Jessica will begin regular monitoring the Rules changes and other communications from USEF and USHJA for possible changes required to our procedures, etc.

The Awards Committee Chair, Tamara Evans

- Tamara reported that the banquet numbers were right on target and it was our biggest yet with 127 attending.
- We came in under budget.
- Everyone agreed the food and the banquet in general was the best in years.
- Tamara had a few personal expenses which have been reimbursed.
- 2017 banquet is reserved for 1/6/18
- We only have a few show prizes left over from last year so purchased a few for the spring show. A few pads, backpacks and open front boots. Lisa G suggested custom crops maybe for Medals?
- Socks were very popular and have 80 for the upcoming season.
- Took advantage on some good closeouts at year end and have front and back boots for Eq Champions and saddle pads for Eq Reserve

The Member of the Association at-Large, Frannie Twohig

- Frannie reported on the results of the Silent Auction
- \$1988.00 in donations received.
- Ability to process credit cards valuable but do need 4 volunteers at close out: one to help those with cash or check close out more quickly while one is processing credit cards and two are collecting bid sheets and distributing items won.

The Junior Member Representative, Breyanna Lucero

- Absent

Website & Newsletter Update

- Sarah had no report

Unfinished Business:

- *Sponsors on Web Page* - Frannie and Lisa G will provide silent auction/banquet donor report to Sarah so contributors can be added to donor lists. Lisa G will provide list of new sponsors to Sarah each month after the meeting for updating on the website and in the newsletter.

New Business:

- Reduce Amount for Sponsorship of Medals: Lisa H made a motion to reduce the cost to sponsor one of the medals from \$200 to \$150. Becky seconded. All were in favor. Motion passed.
- Guest Leigh Ann Hella generously offered to look into helping reduce NMHJA's financial burden to Expo NM with her personal connection and involvement with the fairgrounds.

Action Items:

Previous Incomplete Action Items:

- Lisa G to complete the next Corporate Report after elections
- 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.

Current Action Items:

- Lisa G to have Sarah take Renegade Farm off the trainers' list
- Lisa G to provide list of Sponsors both cash received (\$25 from Jenny Paisley) and from the silent auction to Sarah for posting on the website and in the Newsletter
- Lisa G will provide Sarah with Board Membership updates, including address changes.
- Lisa G will purchase a chip reader for credit card processing.
- Gina will follow up on Colorado approval of our shows.
- Jessica will look into Legis League involvement.
- Jessica will attempt to confirm contact information for Member who bounced checks and provide to Lisa G
- Lisa H will renew the insurance policy.

Adjournment: Becky moved to adjourn the meeting; Tamara seconds the motion. The meeting adjourned at 8:44 pm. The next NMHJA Board meeting is scheduled to be held at 6:00 pm on Tuesday, March 7, 2017 at Hayashi Japanese Steakhouse 6321 San Mateo Blvd, NE 87109 in Albuquerque, New Mexico.

Attachments:

- Procedures 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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Gina Shufelt, Treasurer
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NMHJA Support Staff

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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.

Board Meeting 2/15/17

Member Guests:

Please Print

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- 15.

Non-Member Guests:

Please Print

1. *Suzanne Hella* Leigh Ann Hella
2. *Brittany Jorgensen*
- 3.
- 4.
- 5.