

**Texas Hunter and Jumper Association
Board of Directors Rules Meeting
Meeting Minutes
Tuesday April 3, 2018
Great Southwest Equestrian Center, Katy, TX**

Call to order at 6:30 PM by Suzanne Warmack, President.

1. Roll call by Angeleah Cleek.
 - Present: Steve Lang, Colleen Brombach, Linda Moore, Robert Yaffe, Lynn Walsh, Katja Kallenberger, Bob Brawley, Jessica Harries, Kimberly Brunson, Vicki Hunton, Katie Cox, Suzanne Warmack, Ellen Eakin, Angeleah Cleek, Patty Roberts, Brittany Hildebrand, Amy Uniss-Coleman, Gayle O'Rear
 - Absent/excused: Doug Brombach, Matt Cyphert, Kim Cox, Jane Thacker, Lindsey Black, Trapp O'Neal
2. Reading of meeting minutes from January 6th meeting.
 - Steve Lang moved to waive the reading of the minutes. Patty Roberts seconded the motion. All were in favor.
3. Report of the Finance Committee by Linda Moore.
 - Linda Moore reported that THJA's bottom line was not looking good. She also reported that THJA received a \$15,000 bill after the banquet for blocked hotel rooms that were not used. There had been a clause embedded in the hotel contract requiring THJA to pay for unused rooms. On the other hand, THJA is expecting a refund from the DJ for prepaid services which were not performed. Linda stated that she believes THJA should reduce its banquet budget to \$35,000. This prompted further discussion of the banquet and revenue generation opportunities.
 - Lynn Walsh mentioned that riders do not seem to feel compelled to join THJA if they aren't interested in year-end awards, and THJA cannot charge non-member fees. As part of this discussion, Suzanne Warmack mentioned that some local organizations make membership fees part of the costs affiliated with the first show of the year.
 - Patty Roberts mentioned that, other than the unexpected \$15,000 bill from the hotel, THJA still incurred a large loss on the banquet this year. Colleen Brombach stated that in her opinion, the banquet was neither organized nor advertised well. Colleen feels that, as the banquet is THJA's primary offering to its membership, it is imperative to do it well. She does not believe that cutting the budget is the answer. The consensus seemed to be that when a Banquet Committee Chair does not make a commitment or does not make a commitment in a timely manner, it hurts the outcome of the banquet.
 - Patty Roberts indicated that she knows two people in Houston interested in putting on a banquet. She inquired as to whether rotation of the banquet location was a rule or bylaw. If the banquet could be held in Houston this year, Brittany Hildebrand and Courtney Baggett would be interested in hosting. This discussion was tabled until the banquet report later in the meeting's agenda.
 - As part of the follow-up on THJA's application to USEF to charge a mandatory \$3 fee, Suzanne Warmack reported that she had sent a letter to USEF requesting permission to charge non-member fees. The letter was not answered. She also reported that she

had spoken with Lisa Owens and Bill Moroney from USEF. They indicated that, upon submission and approval of an application, THJA could begin charging a competition fee to all participants as early as December 1st. They also indicated that, in furtherance to the application, THJA would be required to submit certain financial information and to designate a specific use for the funds to be collected. They provided examples of specified purposes including: (i) funding for educational events and (ii) funding for grants to riders qualified for medal finals, Young Riders, etc. to pay travel expenses.

- Jessica Harries questioned why the course of action discussed at the prior meeting was not taken. She stated that although the board had voted to fill out the application for a fee charged to all participants, Suzanne Warmack had instead again requested permission to charge non-member fees.
- Bob Brawley insisted that as a democratic body representing the membership, it is imperative that the board act based on votes. The board voted as a body to request a \$3 fee for all participants rather than a \$10 non-member fee. Suzanne Warmack agreed to act based on the vote of the board moving forward.
- Bob Brawley moved that THJA move forward with the prior passed motion to request a \$3 competition fee charged to all entries. Katie Cox seconded the motion. Colleen Brombach requested that Bob's motion be amended such that before moving forward with the application, Suzanne will contact USEF to inquire as to whether a fee with the purpose of funding THJA's annual award banquet would be considered favorably. Bob Brawley amended his motion. All were in favor.
- Vicki Hunton suggested that if funding the awards banquet would not be considered favorably as a purpose for the fee, THJA could use the fee for educational programs or clinics and charge non-members to attend such clinics but allow members to attend at no cost. Patty Roberts wondered whether THJA would be allowed to charge anyone to attend the clinics if the fee was intended to fund them. Bob Brawley pointed out that clinics could be conducted at a relatively low cost if held at horse shows.
- As part of a follow-up regarding THJA's consideration of a tax status change, Suzanne Warmack reported that ABIP suggested a tax attorney review THJA's bylaws to ensure it meets the standards to become a 501(c)(3). After such review, ABIP would charge THJA \$2,500 to complete the appropriate filings on its behalf. The consensus was that if we had an attorney involved to assist, we could likely file ourselves. Steve Lang moved that THJA seek to hire a tax attorney with a budget of \$5,000. Patty Roberts seconded the motion. All were in favor.
- Linda Moore moved that THJA close its account at Jacksboro National Bank titled "Banquet Account" as all business can be run through THJA's primary checking account. Robert Yaffe seconded the motion. All were in favor.

4. Report of the Rule Book Committee.

- Angeleah Cleek requested confirmation of the members of the Rule Book Committee. She stated that Suzanne Warmack had informed her that Linda Moore and Gayle O'Rear should have been reflected as members of the Rule Book Committee. Linda and Gayle agreed that they were members of the committee. Angeleah Cleek agreed to update the committee list. Matt Cyphert was removed from the Rule Book Committee.

- As Jane Thacker was not in attendance, rule book updates discussed in the prior meeting (related to typographical errors, 3'3" Amateur Owner, and Children's Hunter Pony) could not be confirmed.
 - Bob Brawley reported that the new equitation class offerings discussed at the prior meeting were already put into place by Great Southwest Equestrian Center without THJA's involvement. Amy Uniss indicated that GSEC had decided to move forward with the program because (i) Brookside Pine was willing to sponsor the class offerings and (ii) THJA was not going to be able to put specifications into effect until 2019. Bob Brawley expressed the desire to meet with Amy to obtain feedback on how the program was working such that THJA could combine its efforts with those of GSEC and Brookside Pine.
 - Suzanne Warmack moved that THJA incorporate GSEC's class specifications for its equitation program into the THJA Rule Book to take effect for the 2019 show year. Vicki Hunton seconded the motion. All were in favor. Angeleah Cleek volunteered to notify Jane Thacker of the motion so that the updates could be made.
5. Report of the Nominating Committee by Steve Lang, Katja Kallenberger, and Jessica Harries.
- The following positions expire at the end of 2018:
 - 1C – Stephen Lang
 - 4S – Robert Yaffe
 - 7N – Katja Kallenberger
 - 10AL – Matt Cyphert
 - 13AL – Vicki Hunton
 - 16AL – Ellen Eakin
 - 19AL – Jane Thacker
 - 22AL – Lindsey Black
 - Those in attendance (Steve Lang, Robert Yaffe, Katja Kallenberger, Vicki Hunton, and Ellen Eakin) indicated that they intend to renew their positions.
 - Jessica Harries reported that Trapp O'Neal stated to her that he intends to resign. In preparation for his resignation, the members of the nominating committee agreed to assemble a list of people interested in joining the board and present the list at the next meeting.
6. Report of the Prize List Review Committee by Linda Moore and Gayle O'Rear.
- The Prize List Review Committee did not have any items to discuss.
7. Report of the Exhibitor Show Standards Committee by Lynn Walsh.
- Lynn Walsh reported that the May 2017 show at GSEC managed by Robert Barton had received many complaints. She stated that from USEF's perspective, he had not broken any rules, so unfortunately the only consequence for the show's poor management will be reduced future attendance by displeased exhibitors.
 - Amy Uniss stated that she spoke with Robert Barton and indicated that the poor management of the show could not happen again.

- Other than the May 2017 show, Lynn Walsh feels that, in general, show management is listening to what exhibitors want and that shows are improving overall.
 - Lynn also mentioned that USEF and USHJA are considering making the requirements for a Premier rating more rigorous such that there will be fewer Premier horse shows. She also reported that, currently, no procedure is in place to ensure that the Premier rating checklist requirements are actually being fulfilled. She stated that USEF and USHJA are considering employing a “secret shopper” style strategy for random audits of the requirements.
8. Report of the Sponsorship Committee by Patty Roberts.
- Patty Roberts indicated that Donn Stewart will be unable to conduct the THJA clinic in May as discussed at the prior meeting. She stated that was contacting other possible clinicians but had not found anyone yet. GSEC has donated the space and the equipment necessary to conduct the clinic on either May 5th or May 12th.
 - Colleen Brombach and Jessica Harries suggested two possible clinicians, and Patty Roberts agreed to contact them.
9. Report on the website and information systems by Robert Yaffe.
- Robert Yaffe reported that THJA currently has 729 members. He stated that this is slightly ahead of where membership stood this time last year.
 - Robert also reported that THJA’s web provider had recently failed to renew THJA’s security certificate, and, as a result, the website security was down for a few weeks. Robert stated that he intends to switch service providers. He also requested to spend \$499 on software updates needed for the website.
 - Vicki Hunton moved that THJA approve Robert’s request to spend \$499 on software updates. Katja Kallenberger seconded the motion. All were in favor.
 - Finally, Robert Yaffe reported that he plans to include a link directing website visitors USEF and USHJA’s websites for updates on 2019 rule changes.
10. Report on USEF and USHJA News by Patty Roberts and Lynn Walsh.
- Lynn Walsh discussed the recent overturn of USEF’s medication violation charges against Kelly Farmer and Larry Glefke. She stated that this has caused negative publicity for USEF and USHJA as USEF uses its own lab, rather than an independent lab, to conduct its drug tests. Further, the overturn is discouraging for those who actually follow the rules.
 - Lynn also reiterated USEF and USHJA’s consideration of increased standards for a Premier horse show rating that she had discussed previously.
 - Patty Roberts reminded that the next section of USEF’s rule updates take effect on April 1st. She noted that none of these updates are particularly noteworthy.
11. Report of the Membership Committee.
- Matt Cyphert, who had been appointed chair of the Membership Committee to brainstorm a trainer membership incentive, was not present. As such, there were no items to report.
12. Report on the THJA Annual Awards Banquet.

- Steve Lang moved that THJA allow the banquet to be chaired and hosted by those most interested and held in the location that best utilizes their talents. Colleen Brombach seconded the motion. All were in favor.
- Angeleah Cleek inquired as to whether this would involve any amendment to the bylaws. Steve Lang amended his motion to reflect that amendments be made to the bylaws if necessary. All were in favor. Gayle O'Rear agreed to research whether the rotation of banquet location was part of THJA's bylaws and make amendments to the extent necessary.
- Suzanne Warmack mentioned that for the upcoming banquet she had researched the Bob Bullock Texas History Museum as a venue. Prices are significantly lower than hotels, and the museum is available on January 5th. She suggested some different activities the museum could facilitate as well. Vicki Hunton moved that Suzanne assemble a full report on this idea and send it to the board by email within two weeks. Katie Cox seconded the motion. All were in favor.
- Patty Roberts requested that Courtney Baggett and Brittany Hildebrand host the awards banquet for the 2019 show year in Houston on January 4, 2020. All were in agreement.

13. Other agenda items:

- Follow up on High-Point Award presentation at Pin Oak II 2019 (Lindsey Black).
- Status of THJA merchandise by AJ Design (Lindsey Black).
 - As Lindsey Black was not in attendance, neither item a. nor item b. were discussed.
- Discussion regarding THJA making a donation toward Brent Workman medical bills.
 - Suzanne Warmack indicated that she had received a communication from Lori Matthews requesting that THJA donate funds for Brent Workman's medical bills.
 - The consensus was that this effort had been covered thoroughly by THJA's membership via the recent fundraising event at Pin Oak. As such, resolution to make a donation did not materialize.
- Report on bids for printing and publishing new version of the In & Out by Suzanne Warmack.
 - Suzanne Warmack presented a bid for printing and mailing 2,000 full color magazines. The printing cost was approximately \$4,000 per issue, and the shipping cost was \$0.25 to \$0.30 per magazine depending on weight.
 - Suzanne also indicated that in the past, THJA had incurred costs of \$30,000 per year to print and mail the In & Out in black and white. She highlighted the potential to sell advertising in the new magazine and presented a potential pricing structure.
 - Ellen Eakin moved that THJA continue to research the potential for a new In & Out magazine, create an editorial, and investigate whether there is interest for advertising. Katie Cox seconded the motion. All were in favor.

In determining the date, time, and location of the next meeting, the board proposed the meeting be held via telephone conference. Vicki Hunton, Robert Yaffe, and Ellen Eakin were opposed. All others were in favor.

The next meeting will be held on 12:00 on Monday September 10th via telephone conference.
The meeting was adjourned at 8:28 PM.