

**Texas Hunter Jumper Association  
Annual Board of Directors Meeting  
Saturday, January 11, 2014  
Westin Galleria Hotel  
Dallas Texas**

**#3**

1. Call to order was made by Vickie McGovern at 9:05am.
2. Roll call was taken by Claire Rock. The following Board members were present; Steve Lang, Jerry Converse, Linda Moore, Robert Yaffe, Matt Cyphert, Kim Cox, Vicki Hunton, Suzanne Warmack, Vickie McGovern, Colleen Brombach, Patty Roberts, Pauline Cook, Claire Rock, Lindsey Black, Ashley Hyten, Gayle O'Rear.

Excused Absence; Lynn Walsh, Susie Baker, Mike McCormick, Paula Sparks, Kim Brunson, Lori Mathews, Carl Hansen, Grace Petrucciani

Unexcused Absence; Joan Waterman, Buckley Wallace

At the Rules meeting in April, it will be determined what constitutes an "excused" absence from a Board meeting.

3. Reading of the Special Meeting Minutes, September 18, 2013. Steve Lang motioned to waive the reading of the Special Meeting minutes. Motion was seconded. All in favor.
4. Report on the Annual Awards Banquet by Laura Brown.  
Laura reported that over 300 dinners had been sold for the Annual Awards Banquet. Cocktail reception and auction to begin at 6:00pm. Dinner to be served at 7:30 with awards ceremony following. DJ and dancing following the ceremony until midnight. Laura presented examples of the champion and reserve prizes along with the ribbons.
5. Report of the Finance Committee.  
It was noted that we have approximately 700 members signed up so far for the 2014 show year. More are expected as we approach the Pin Oak shows. Dues for three -year memberships are included (some individuals have repeated their three year dues and are now members for six years). We

continue to NOT charge “non member fees” at the horse shows. This has resulted in a loss of income.

Linda requested that we close the “In and Out” account and move the monies elsewhere since the “In and Out” was to be cancelled. Claire Rock motioned to close the account. Gayle O’Rear seconded that motion. Claire Rock motioned to move the money from the “In and Out” account to a money market account. Gayle O’Rear seconded that motion. All in favor.

Colleen introduced John Dupre to help us with a potential audit or direct us as to how we should better handle our accounts as a non-profit. John first gave us an overview of his experience in the non-profit accounting arena. John stated that he felt an audit of 2012 would be expensive. A 2012 audit would also be unnecessary due to lack of proper receipts. However he did feel that he could help THJA with developing “agreed upon procedures” moving forward. Basically looking at accounts and the flow of monies to determine best practices.

THJA is a registered 501-c12 non- profit organization. A C12 organization basically operates as a ‘benefit society’. You must show what or who benefits from your organization.

John recommended that his company come in and do a basic reconciliation once a month. Look at QuickBooks etc. Initial costs would be \$80-\$150 and hour with approximately 2-3 hours a month. After initial few months, the procedures would probably be streamlined. The biggest issue to tackle at this time is the lack of receipts. We cannot go back but, moving forward, we need proper procedures. They could act as our checks and balances. Once procedures are in place, we could move to a quarterly process.

Steve asked if John’s firm could look into what it would take to move THJA from a 501-C12 to a 501-C3. As a 501-C3 we would be able to do more “foundational” projects. John said yes.

Patty asked if John would put together a proposal looking into how they could work with us as well as changing to a 501-C3. John agreed and said it would be written up and sent to Colleen as well as Steve and Jerry in the next month.

Steve asked if an amendment to the By-Laws needed to be made regarding decision process. Jerry motioned to state that we find a lawful way to take action as a Board that does not include an in-person Board meeting or 100% unanimous consent. Vickie seconded. All in favor.

Lindsey motioned that once the proposal is received, the Executive Board has the ability to make the final vote after the general Board has had the opportunity to review for one month. Vickie Seconded. All in favor.

**6.** Report on the Rule Book committee by Jerry. The Rule book is complete and on line. Jerry moved that the Board ratifies that the current Rule book and bylaws as stated on line be set for the current 2014 show year. Linda seconded. All in favor.

**7.** Report on the Nominating Committee. In Paula's absence, Gayle reported that there were no open positions currently on the Board. Colleen noted that the By Laws state that there are to be 8 open positions on the Board each year. Currently, unless someone resigns their positions or, petitions are sent in to replace a current member, existing members are asked to reup their positions. (Please note that a letter with the 8 positions expiring last year was sent to the Board late in the summer of 2013, it was also in the Board packet at the September 18, 2013 meeting).

Vickie motioned that the Board officially adopt a policy that we increase the number of official meetings from two to three per year. Gayle seconded that motion. All in favor.

Vickie motioned that a Board member must attend two of the three meetings a year or be removed from the Board. Absences will be accepted and reviewed by the Executive Board. Lindsey seconded. All in favor.

**8.** Report by the Prize list Committee by Linda. Nothing to Report at this time.

**9.** Report of the Show Evaluation Committee by Matt. Nothing to report at this time. No show complaints submitted.

**10.** Report of the Sponsorship Committee by Patty Roberts.

Forms to request sponsorships may be found on the web site. \$15,000 sponsorship budget was provided in 2013. Sponsorships were given to Pin Oak College Fair, Zone Finals and North Texas Hunter Jumper Club Benefit (for therapy centers) No sponsorship forms have been submitted for 2014 to date.

**11.** Report on the THJA web site redesign by Robert. Screen shots were sent around the room for review. Robert stated that completion of the web site would be sometime late spring of this year.

Lindsey noted that we need to add content to the web site to make it useful and bring a sense a community. We need to discuss paying someone to help provide content. Claire noted that she would speak with Johnnie Martin Carey and ask if she would like to take part.

**12.** Report on the Publicity Committee by Vickie. Nothing to report at the time.

**13.** Report on Zone 7 by Cookie. Nothing to report at this time.

**14.** Report on USHJA by Patty Roberts. All new rules put forth in the January USHJA meeting will not be confirmed until the national USEF meeting (this weekend). New rules proposed for the pony divisions. Large ponies will now jump 2'9" to 3' and it may be stated in the prize lists. National finals will be at 3'. Pony measurement rules will be changing. These rules will not go into effect until the 2015 show year. Official measurement cards will now be given on the pony's eighth birthday rather than it's sixth.

Possible new rule going forward is that all veterinarians on the horse show grounds will need to be USEF members. They will be held accountable for measurement rules and drug rules.

### **Other Agenda Items**

**a.** Introduction of accountant – see agenda item 5.

**b.** Christmas show fine. Linda noted that the Christmas show did not make declarations for horses entered into the derby. When Ann Yaffe asked for declarations, she was told to “guess”.

Linda motioned that a \$100 fine be sent to the manager of the Christmas Show 2013. Patty seconded that motion.

Patty noted that all those being fined by THJA should receive a written letter from the president with a copy sent to the executive committee.

Claire will discuss formatting a fine letter with Ann Yaffe.

**e. (moving up in the agenda)** Cathy Strong addressed the THJA Board. She thanked the Board for the opportunity to work on the THJA In and Out over the past 20 years. At this time she is officially resigning her services. She noted that we will need to make someone the point person for The Chronicle of the Horse and their annual requests for state placings and photos.

**c.** Discussion of the 2'6' limit medal class elimination. The class will stay as is until April. This will be readdressed at the Rules meeting.

**d.** In consideration of the issues that have come up in recent years regarding the year end awards banquet, Linda suggested that we look into having a permanent party planner manage all details. Gayle motioned that we get proposals from party planners in each city moving forward. Vickie seconded that motion. All in favor.

The next annual meeting and banquet will be in Austin on January 10, 2015.

**f.** Colleen presented new THJA apparel with the new logos. Caps, shirts and jackets were inspected. The initial items were embroidered by AJ Designs. It was determined that quotes from additional vendors would be reviewed by the Executive Committee before stating specific prices and promoting items on the web site.

**g.** It was noted that for the rules meeting, the following topics should be discussed: the size of the Board and whether or not we should eliminate the junior member positions as well as what defines an excused absence at a Board meeting.

Meeting adjourned at 11:30 am.

Next meeting will be the Rules Meeting to be held in Houston on April 2, 2014 at 5:30 pm at the Great Southwestern Equestrian Center.

New Executive Board Slate:

Colleen Brombach - President  
Lindsey Black – 1<sup>st</sup> Vice President  
Suzanne Warmack – 2<sup>nd</sup> Vice President  
Linda Moore – Treasurer  
Claire Rock – Secretary.

Steve Lang moves that the slate stands as is. Vickie Seconded. All in favor.