

# OPRC Annual Board Meeting Minutes Jan 12, 2008

## Immediate Action Items

### Whitney Williams

- Type up and distribute meeting minutes
- Coordinate Corporate Records Book
- Establish Safety Deposit Box and store Corporate Records Book in it
- Coordinate Membership Mailing – March

### Betsy Burnett

- Update Bylaws
- Order Ratings Patches
- Coordinate distribution of patches
- Proposal of Education Agenda
- Create “How to Host an OPRC Camp” booklet

### Katie Beasley

- Establish Committees for Awards, Rally, PR, Website

- Create “How to Host an OPRC Camp” booklet
- Coordinate Luncheon in Harrisburg for Oct.

### Shiela Haviland

- Get Insurance details laid out in a comprehensive proposal
- Lay out advantages of an overall EIN number for all chapters
- Phone Accountant and get questions answered

## I. Budget

- Tanya Prescott gave us a detailed update on our accounts.
- Total Income for \$2007 = \$7,167.20
- Total Expenses for 2007 = 5,600.73
- Total Liabilities & Equity for 2007 = \$3,978.33
- Net Income for 2007 = \$1,566.47
- A financial report is posted on the website
- Proposed 2008 expenses

Shiela has suggested that instead of paying for a dedicated phone service we subscribe to teleconferencing. Shiela agreed to allow any member to call her home phone. The teleconferencing service will cost around \$50.00 per hour per call and we agreed that this would be worth it to save us time and fuel costs in traveling for meetings and reduce our telecommunications bill.

- Office supplies such as paper, envelopes, binders, stamps, etc. will be ordered by Tanya Prescott, our secretary, so we don't have to keep track of receipts and reimbursements.

## II. Board of Directors Members

- 3 Year Terms for all board members
  - Betsy Burnett was nominated to the original board in 2005 and served through 2007. She was renominated by Shiela Haviland, our president at this meeting and voted in by the current board. This position will be up for re-election in Jan. 2011
  - Whitney Willliams was nominated to the original board in 2005 and served through 2007. She was renominated by Shiela Haviland, our president at this meeting and voted in by the current board. This position will be up for re-election in Jan. 2011
  - Katie Beasley was nominated and voted onto the board of directors in 2006 and will serve through 2008. This position will be up for re-election in Jan. 2009.
  - Tanya Prescott was nominated and voted onto the board in 2008 and will serve through 2010. This position will be up for re-election in Jan. 2011.

- The above dates & terms needs to be posted on the website.
- President is not a board member and has a 1 year term
- Process for nomination
  - When an opening on the board is coming up, members of OPRC may be invited to submit applications or resumes. The board may also choose to nominate someone from among the membership based on past dedication and service to the organization. Board members whose terms are coming to an end must determine in September if they plan to remain on the board. This will give the board sufficient time to seek a replacement.
- Election
  - The current board members vote upon potential new board members based upon their resume's, applications, or qualifications
  - The election process may open up to the membership in the future as the organization grows.
- How many board members?
  - 4 Board members with a president who will only vote on issues in the case of a tie.
- Titles: Chairman, Treasurer, Secretary, Member at Large

### III. What do we offer to make Chapters want to stay?

- Would insurance be worth staying for?
  - The cost for nationals to provide an insurance program for all members will be contingent upon the number of members we have. If we have 600 members, we could afford to purchase nationwide insurance if every member paid \$35 to nationals.
  - This is an advantage to small clubs as the per member cost is much less, but a disadvantage to large clubs as the per member costs ends up higher.
  - Shiela will put together a comprehensive insurance proposal for members to vote on.  
Timeline:
    - Feb. 22: The board will discuss it during our conference call.
    - March 15: Once it is finalized, we will send a notice to all members about the insurance proposal. A snail mail packet will go out to all members with insurance proposal, \$500 award/grant info, and president's letter.
    - April 15: Another notice of this will go to the membership.
    - May 18: We will have an All Member Conference Call to get feedback on this insurance program.
    - May 19: Voting begins via online ballot.
    - June 1: All ballots must be in to Whitney Williams who will tally votes.
    - June 6 Decision to be announced.
    - January 2009: We *might* have national OPRC insurance.
- Group Tax Exemption number
  - If we get a Group Tax Exemption number that all chapters can use, they wouldn't have to file with the IRS and it would take them less time to get their own EIN. Shiela to establish the facts on this.
- Annual Rally Discussion:
  - A Committee has been established. Wimmer Lackey in California and Karen Freeman of Oregon will put together the program for this rally

- We will keep it down to just 10 possible events to compete in with prizes/ribbons being awarded 1<sup>st</sup>-4<sup>th</sup> place. 1<sup>st</sup> & 2<sup>nd</sup> place will hopefully get “real” prizes in addition to a ribbon.
- All chapters will host their own rallies based on the events outlined in the guidelines then submit their scores/times to the national office. All scores will be compared to come up with the winners across the country.
- Timeline: March 15: Draft of guidelines to be submitted to board for approval; April 1: Announcement to membership of National Rally Program
- Camp
  - Katie Beasley’s chapter and Betsy Burnett’s chapter both host wonderful camps for their membership each year. They are two of the largest chapters in the country and many members join simply for the opportunity to attend camp. This is obviously a very good program that members love.
  - Katie and Betsy agreed to work together and author a “How to Host an OPRC Camp” booklet so perhaps in the future this program could become more nationally recognized.
  - Overall, we agreed that more educational programs and opportunities need to be offered.
- OPRC Organized Riding Vacations
  - Rolex is coming up and while this is not a riding vacation, it is a trip that many OPRC members make to Kentucky. Katie suggested we host an exclusive OPRC special tour of the cross country course with one of the riders. She will try to work this out.
- Annual Award
  - We need an Awards Committee; Janet Hill has shown an interest in boosting our awards program
  - Our current Awards program consists of the \$500 award to the chapter who submits the best essay describing their activities that best suit the needs of their chapter or community charity-type needs. Goal is to do a better job promoting this and get a hard copy of the program into the hands of members, mailed March 15. By September we need to have the judging committee lined up. This past year, the panel consisted of 3 members of separate chapters who did not submit. We agreed this worked well, but we cannot determine who can be judges until later in the year when a chapter determines whether or not they will submit.
- What do other large clubs offer their members that give them a reason to stay?
  - competition, educational programs, insurance and Group Tax Exemption

#### IV. Corporate Records Book

“All nonprofit corporations must keep good corporate records. These records help to preserve directors' limited personal liability and protect your organization's tax-exempt status. Good record keeping means preparing minutes of directors' and members' meetings and documenting important corporate decisions.

“You'll want to organize these materials in a corporate records book, which should also contain a copy of your articles of incorporation, bylaws, and tax exemption determination letters from the IRS and your state tax agency, if applicable.”

What goes into ours?

- Articles of Incorporation
- Bylaws
- Tax Exempt Notice
- Meeting Minutes
- Tax Records (7 years back); for us it will be back to 2003

Who keeps it updated?

- Secretary, Whitney Williams

## V. Website

Update what sections how often?

- The message board will be deleted as it's hardly being used
- A financial report for the year will be posted on the website
- The Board of Directors section will be updated with terms of each member
- A committee needs to be established whose purpose will be to tell the webmaster what needs updating when.
- Tanya Prescott has moved so her address needs updating
- Post New Club Flyer
- Post Logos
- Post 4x6 Ad

## VI. Ratings

- Katie Beasley is our Ratings Coordinator. She will receive ratings notifications from chapter presidents and issue certificates and patches.
- Still 2 ratings per year, or let them just go for it? This was originally established so extremely experienced riders don't rush through all the ratings in one year and appear "elite". Over the years, we've found that members just really aren't doing that. And it seems to be that first year when they are most interested in rating up. We will lift this rule and allow members to rate as high as they wish in any given year. This could be advantageous to a chapter as they have more members with higher ratings who will then be qualified to do ratings for new members.
- Should the chapter president determine a rider's readiness to rate up? An instructor or the actual rider is really the best one to judge readiness. Members do not always ride with the president, so the chapter president is not always qualified to make this decision. The rating itself will test the rider's capacity, and a pass/fail grade will determine actual readiness. The chapter President should be consulted.
- Ratings Patches: Yes! This year it will happen. Betsy was given the go ahead and she will be placing an order for these soon
  - They will be distributed through Betsy and Katie
- Discussion reminded us of the bumper stickers... new chapters in PA and TX need some. Whitney to send

## VII. Mentor Program

- Improvements could be made in communications
  - Keep in touch with each chapter quarterly. And we should contact All the officers of a chapter, not just the president. We simply need to shoot them an email or quick note that touches base. Spring, summer, winter, fall. Just to get a pulse on their chapter and make sure they are happy and ask for suggestions.

## VII. New clubs forming after July

- Members can pay ½ price to nationals - \$5.00 each
- A new club wishing to form later than October will be asked to wait until the new year.

## VIII. Annual Luncheon at Penn National Horse Show in Harrisburg-October

- This was small but successful, so we agreed that it should take place again
  - Katie Beasley to organize
  - We will have our Annual Face-to-Face Board meeting in October here, the day before the luncheon
  - Everything else will be the same and hopefully it will grow
  - NEW proposal (Whitney thought this up after our meeting Jan. 8) possibly call this “Founders Day” and honor Hope Jacob at this luncheon.

## IX. PR & Advertising?

- Hope Jacob has offered to take on our P.R. and promotions efforts.
- We need to post New Chapter Start up flyer on Website
- Post New logo on website for chapters to download
- Post 4x6 Ad that was drafted up by Whitney

## X. Bylaws Updates

- Betsy Burnett agreed to work on the bylaws. We agreed that we do not need to pay an attorney’s office to do this for us.
- Do we need to list board members, titles, duties? Nonetheless, the secretary needs to have an official list of all board members, when they were appointed, new election date...

## President:

Keeps a pulse on entire organization  
Oversees board activities  
Maintains national website & member database (at least this Pres does!)  
Establishes insurance company annually

Liaison with lawyer if needed  
Mentors assigned chapters  
Direct liaison with chapter presidents when issues arise

Chairman of the Board:

Addresses Incorporation Questions  
Oversees educational projects/programs  
Updates Bylaws  
Mentors assigned chapters

Secretary:

Keeps, files, and publishes notes from meetings  
Drafts up press releases & ads for chapters and national organization  
Mentors assigned chapters  
Keeps copy of by-laws  
Mentors assigned chapters

Treasurer:

Keeps record of accounts  
Tax duties  
Pays bills  
Orders Office supplies

Member at Large:

Oversees Special projects (luncheon/awards/etc.)  
Ratings Coordinator  
Mentors assigned chapters

Not on the Board but a very important job title –

Membership coordinator:

Collects all membership forms and dues from chapters throughout the country. Maintains member database on web.

Upcoming Meetings in 2008

Feb. 22	8:00 pm	Conference Call for Board of Directors (Tanya to provide 800#)
June 22	6:00 pm	Teleconference for all Members (AGM)
October?		Penn. National Horse Show (Founder's Day?)