

Minutes – National OPRC Board of Directors Meeting
25-26 February 2006
Frederick, MD

Board of Directors: Hope Jacob – President; Betsy Burnett – Member at Large; Lisa Parker – Member at Large (attended via telephone); Leslie Raulin – Secretary, Treasurer, Membership Coordinator; Whitney Williams – Member at Large

A) WHO CAN DO RATINGS OR BE QUALIFIED “RATERS”?

We drew up the following table to clearly outline requirements of raters.

Rating	USPC Rater	OPRC Rater	Other Rater
D1	Min D3	Min D3	Qualified instructor*
D2	Min C1	Min C1	Qualified instructor*
D3	Min C1	Min C1	Qualified instructor*
C1	Min C3	Min C3	Qualified instructor*
C2	Min C3	Min C3	Qualified instructor*
C3	Min B	Min B	Qualified instructor*
B	Min A	Min A	Qualified instructor*
A	Contact OPRC BOD	Contact OPRC BOD	Qualified instructor*
HA	Contact OPRC BOD	Contact OPRC BOD	Qualified instructor*

- Qualified instructor = A person approved by the chapter president. Must be age 18 or older.
- BOD = National OPRC Board of Directors

B) SHOULD FORMER ACCOMPLISHED USPC MEMBERS SKIP THEIR DI AND BE AUTOMATICALLY QUALIFIED TO RIDE WITH OPRC AS MEMBERS?

We decided that the D1 will be waived for those who obtained USPC rating level C1 or better. USPC C1 or better can have OPRC D1 waived and no further rating is required to participate in OPRC mounted activities. Include this in guidelines for ratings that Leslie is writing.

C) THE “TWO RATINGS PER YEAR” RULE

We realize that some chapters may not be following this rule, and feel that it needs to be further emphasized in our website and on our ratings guidelines. This rule is to discourage the extremely accomplished riders from leaping above and beyond other riders in the club. Try to keep the playing field a little more even.

D) STABLE MANAGEMENT RATINGS

This is a ratings standard that will be left up to the discretion of the chapter that wants to do it. It would not be a formal OPRC rating. Chapters who wish to do this can refer to the USPC manuals.

E) COST OF RATINGS

This is what we recommend from a national level, but we cannot enforce it as it is up chapter presidents and raters/instructors.

Rating	Recommended Cost
D1	\$10
D2	\$10
D3	\$15
C1	\$50
C2	\$50
C3	\$75
B	\$100
A	\$100
HA	N/A

F) RATINGS CERTIFICATES

Leslie proposed a format, said how they could be mailed out, included a flyer in each renewal packet to the chapters, and has made and mailed the first requested batch (Rockville OPRC). Leslie is making certificates when requested by chapters. This is an ONGOING TASK.

G) PINS OR PATCHES FOR RATINGS

Hope will get a price and have a few made up at her cost. We need to get a handle on what the potential demand would be for this.

F) “OPRC” IN CHAPTER NAME

We will begin to require that chapters include OPRC in the chapter name. This will be added to the Bylaws. It will not be retroactive, but existing chapters will be encouraged to add OPRC to their chapter name. New chapters will be required to include OPRC in their official chapter name.

H) PUBLISH NATIONAL OPRC REVENUES/EXPENSES?

The OPRC attorney approved release of the 2006 Revenues/ Expenses Report. It is posted on the OPRC web site.

I) WORKING WITH CHAPTERS THAT QUESTION OPRC PROCESSES & PROCEDURES

Communicate with chapters. If there are questions, continue to write/email them, call them, etc. We have clear structure and expectations; we cannot change our rules for individual chapters; however, we must be open to new ideas that could improve OPRC.

K) RELATIONSHIP WITH USPC

We have a good relationship with USPC. Regardless of a few challenges that have popped up between individuals, this should not affect our overall relationship with USPC.

L) BOD MEMBER SPONSORSHIP OF CHAPTERS

The assigned BOD member would frequently communicate with new chapter presidents. BOD sponsors of new chapters have been assigned by Hope.

M) EDUCATION/TRAINING AT OPRC MEETINGS

It was concluded that most chapters have done an adequate job in this area so no action is necessary.

N) RELEVANCY TO CHAPTERS OR HOW DOES MEMBERSHIP IN OPRC BENEFIT RIDERS?

Annual grant is one incentive. Patches. Certificates. Mentoring. Web site. Membership cards can bring discounts (but only if chapter arranges for it). Guidelines on how to run a club. Have the same baseline. Camaraderie nationwide. We will draft up a document outlining the benefits of membership in OPRC.

O) WHY JOIN OPRC? TESTIMONIALS ON WEBSITE?

Plan is to add a testimonials section on web site. Encourage members to submit, including a release statement on their email. BOD approves which testimonials to publish. Submitters of published testimonials get an OPRC patch. National OPRC will pay Hope for the patches. One testimonial has been posted on the OPRC web site and published in Practical Horseman. More testimonials are PENDING.

P) AFFILIATE OR FAMILY MEMBERS

National dues are \$10 each for all members. Chapters can have family membership for adults and can charge whatever they want. No children. Bylaws cover this. This is now posted as part of the new OPRC FAQ.

Q) WEB SITE – CONTENT, COST, OLD INFORMATION, FAQ SECTION ISSUES/DISCUSSIONS:

We now have a new webmaster (hooray!!!!) who is getting new info, updating old info, etc. The photo section has been a huge hit!

R) BOD Information on Web Site

We need to add a section to the web site that gives a photo, background info, riding interests, etc. about each of us.

S) MINIMUM NUMBER OF PEOPLE NEEDED TO START A CHAPTER

Minimum of five members. Put in Bylaws, in effect with new Bylaws (old chapters grandfathered). Expand info on “How to form a chapter” .

T) Dues Change: \$15 for renewals postmarked after March 31

Chapters not renewing in a timely fashion. Starting in 2006, the National OPRC is charging \$15 for renewing members whose renewal packet is postmarked after 31 March 2006. which incorporates a \$5.00 late fee per member.” The \$5 late fee resulted in a significant improvement in on-time membership submission by the chapters. The \$5 late fee is being collected; as of 4 July 06, only 13 members have renewed late.

T) Medical Armbands

Members repeatedly ask for sources to purchase the medical armbands. So we will include this topic in the FAQ, including multiple sources to acquire them?

U) Insurance

Many chapters continue to ask questions about insurance, despite the following in the Bylaws:

Article 2, Section 2 (page 1): Though insurance coverage for OPRC Chapters is no longer mandatory, the OPRC strongly encourages insurance coverage.

Place a section on insurance under the FAQ. Information on insurance to be provided

V) No New Members can be added to system during time surrounding BOD Meeting

The Bylaws have the following:

Article 6, Section 1 (page 4): An annual meeting of the Board of Directors shall be held in each year at such time and place as may be designated by the President, but not later than November 30th in each year. No individual shall become a member of the OPRC from the time that Notice of the Annual Meeting has been distributed until one (1) week after the Annual Meeting. The Secretary shall not accept dues for or register any new member during the aforementioned period.

The attorney retained this in the Bylaws. Therefore, memberships will be put on hold during the time period between announcement of the BOD meeting and the actual meeting. This is necessary due to the way we’ve structured this organization.

X) OPRC Officers vs. Board of Directors vs. Executive Committee

We have a board but no Executive Committee so the Bylaws have been updated as follows:

<p>OFFICERS AND COMMITTEES</p> <p>Section 1. OFFICERS.</p> <p>The officers of the OPRC shall be the President, a Secretary/Membership Coordinator, and a Treasurer. The same person may serve both as Secretary/Membership Coordinator and Treasurer. The officers shall be appointed by the Board of Directors and shall serve until the next annual meeting. The Officers shall execute the day-to-day business of the organization, operating within the policies set by the Board of Directors. The Officers may appoint other committees as may from time and time be needed for the operation of the organization.</p> <p>Section 2. PRESIDENT.</p> <p>The President shall have oversight and control over the activities of the OPRC, and shall act as liaison between the OPRC Board of Directors and the chapter clubs.</p>

Section 3. SECRETARY/MEMBERSHIP COORDINATOR.

The Secretary shall keep a true record of all meetings and also record the names and addresses of all members. He or she shall give notice of all meetings (except that in the event of the Secretary's absence, incapacity, or failure to act, notice may be given by the President or by any one or more of the members who have made request for the calling of the meeting). The President may in his or her discretion delegate to the Secretary the responsibility for correspondence on OPRC matters. A temporary Secretary shall be appointed by the President to perform the duties of the Secretary at any meeting of the Board of Directors at which the Secretary is not present.

Section 4. TREASURER.

The Treasurer shall have general charge of the OPRC funds. He or she shall keep a full and accurate record of all receipts and payments and shall report the same at each meeting of the Board of Directors and, upon request, to the President.

Section 5. VACANCIES.

If at any time there is a vacancy in the office of Secretary or the office of Treasurer, the President may appoint a Secretary or a Treasurer to serve until the next meeting of the Board of Directors.

Y) Procedures for Bylaws Changes

Issue: The Bylaws have the following:

ARTICLE 12 AMENDMENTS (page 7), These Bylaws may be amended, or repealed by a vote of two-thirds of the Board of Directors, providing, however, that notice of the proposed amendment or repeal is given at least fourteen (14) days in advance of the vote.

Bylaw changes do not require a vote of the membership.

Z) Do We Need Guidelines for Chapter sponsored Mounted Activities?

National OPRC currently has no guidelines in sponsoring mounted activities.

Copy of membership card is required. We cannot mandate medical release form or medical arm-bands for non-members. This will be outlined further in our FAQ on the website.

Marketing of OPRC

AA) Marketing of OPRC

We will create a generic ad to post on the website. Chapters can download them and use them if they wish to advertise. We will write press releases for the chapters. We should write and submit more articles. Encourage chapters to put their activities in local horse magazines, etc. We also discussed contacting some of the cable shows that highlight horsemanship.