

## Action Items

### Motions Voted On

#### Minutes for PNWIC Committee Meeting October 26, 2014

**In Attendance:** Kathy Wendlandt (WA), Shannon Motley (WA), Kamie McDowell (WA), Lexi Franklin (WA), Bobbe Schmidt (WA), Jolene Johnson (WA), Adam Kasper (WA), Rebecca Cantrell (WA), Hannah Cantrell (WA) – Youth, Linda Wirth (WA), Tracy Mason (WA), Ally Hill (WA) – Youth, Marcia Hallmann (WA), Anne Ivey (WA), Houston Chatham (WA), Alyson Teachout (OR) – Youth, Katie Renner (OR), Wendy Bernards (OR), Denise John (OR), Scott Chauncey (OR), Karissa Dishon (OR), Sonya Kunkle (OR), Jan Harer (OR)

Those underlined were designated voters for the meeting.

#### Voting Members –

- 5 adults from Washington and 3 Youth from Washington.
- 5 adults from Oregon and 1 youth from Oregon.
- Total of 14 votes for meeting.

#### Treasurer Report –

- Denise sent out the reports to the State Chairs from both states.
- Also handed out reports to those at the meeting.
- The report crosses over for financial years.
  - Some of the invoices were just paid during the current period.
- Ending balance is \$6085.
  - This includes the \$1000 seed money that each state contributed.
  - This seed money needs to go back to each state.

#### Old Business

#### Treasurer to Remain Denise –

- Will continue to use OHSET 501c3.
- Yes, would like Denise to continue as the Treasurer.

#### Should we pay states back their \$1,000 seed money –

- Wendy (OR) made a motion to return the \$1000 seed money back to each state. Katie (OR) seconded the motion.
- No discussion.
- Vote – Unanimous. Motion passed.

### Need points system to cover our Regional Meet –

- Scott presented this proposal last year.
- Was not voted on or used.
- Scott presented a new proposal from Don (who wrote current points program).
- This new program – for PNWIC – would make it a lot easier.
- The cost would be \$800 for the new program.
- Denise (OR) motioned that the new points program be purchased for the \$800. Kamie (WA) seconded the motion.
- Discussion:
  - We do need something to make the PNWIC meet easier – points wise.
  - Will allow alternates to be handled easier.
  - A lot of the entries had to be done by hand last year – individual entries.
  - The new program will “talk” to the existing programs.
    - The state programs can be exported to the new program for PNWIC.
  - Does the treasurer support the purchase of the new program? Yes.
- Vote – Unanimous. Motion passed.

### 2014 Meet –

- What went well –
  - Most everything went well.
  - Everything!!
  - Was all very organized.
  - Directional flow was good.
  - Greeters.
  - Events flowed well.
  - Lots of kids doing few events as opposed to a few kids doing many events.
  - Used a lot of alternates.
  - Liked the board shirts –
    - Made is easy to identify those who could answer questions.
  - Communication was good –
    - The radios worded very well.
  - Everyone worked well together.
  - Stewardship meeting worked well –
    - Both states worked well together to resolve the issue.
- What things didn’t work –
  - Was confusing to include the stall price with the athlete fee.
    - Would have liked to have a separate athlete fee and a separate stall fee.
    - Also a separate haul in fee.
  - Lack of communication from the committee to our districts, and then districts to the teams.

- Not all the athletes and coaches understood some of the rules for some of the events that were put into place by the result of the new meet.
- Communication breakdown? Where was it? Was from the state to the districts in Washington.
- Information was on the PNWIC website. Need to make sure that everyone uses this site.
- Programs –
  - They were a disappointment.
  - They were not what was expected.
  - They were given out to the public as opposed to selling them.
  - There was some money collected for them.
  - Had good information for the athletes.
- Buckles –
  - Would like to use a different supplier.
  - Would like to see a higher quality buckle.
  - Gist for example as a supplier.
- Schedule –
  - Is it possible to have kids from the same school not competing at the same time? Was hard for the coach to be both places.
  - Challenging because of the few athletes competing in each event.
  - Need to have a random order of go for the states for each event.
- Need to have distinction for English awards (Dressage, Hunt Seat, Over Fences, and Saddle Seat).
- Would like qualifying patches for the athletes.

#### Standard Operating Guidelines –

- Candi is putting these together based on last year's decisions.
- She will have them out within the next couple of weeks.

#### New Business

##### Facility

- Review Contract Received –
  - Evergreen Fairgrounds in Monroe, WA.
  - Was reserved under WAHSET. **Need to have OHSET added to the contract.**
  - The \$2000 deposit needs to be paid.
  - We will have use of all the arenas.
  - What does our deposit cover?
  - There are 402 stalls.
    - The contract states that these are \$16 per day.
    - **Does this include tack stalls? Kathy will check.**

- Would we charge a flat fee to include the shavings?
  - Denise will run some numbers to see what we need to charge for stalls.
  - Do we allow haul-ins? Contract states haul-ins are not allowed.
  - Will not need portable stalls.
- Dragging of the arenas –
  - How can we avoid the extra cost of having the facilities personnel do this?
  - Can we bring our own equipment in to maintain arenas? Kathy will check.
- Can we use our own people for the gate? Greeters.
- Shavings – Bulk or Bags –
  - Need to check with vendors about supply of shavings and disposal.
  - Will there be disposal fees?
  - There was an individual at the meeting that was interested in providing shavings.
  - Kathy will contact individual at meeting and will check with Lisa regarding shavings.
- Vendors at the Meet –
  - Washington will have photographer at meet this year.
  - Get the word out that we would like vendors.
  - Contract states there is a \$25 facility fee per vendor.
    - ◆ Does this include electricity?
  - We charged \$50 last year per vendor.
  - Do we need to increase our vendor fee?
  - Linda (WA) motioned to increase our vendor fee to \$75 for the meet. Shannon (WA) seconded the motion.
  - Discussion –
    - ◆ We need to check to see if every vendor will have electricity.
    - ◆ Is this for the whole weekend?
  - Vote – Unanimous. Motion passed.
- RV Hook Ups –
  - Think there are over 100 RV/Camping spots.
  - Denise will look into how many camping spots were used last year.
  - Most of the hook ups are for electric and water only. There are about 5 that are full hook ups.
  - There is some dry camping available.
  - Need to contact hotels ASAP to reserve blocks of rooms for judges.
    - ◆ Need to get special deals with the hotels to get comp'd rooms.
    - ◆ Kathy will get a listing of hotels and their rates.
  - Will need to monitor and keep track of camping very closely.
  - Will need to have some regulation as to who gets camping spots.
- Labor Charges –

- Need to be careful in scheduling. It is \$50 per man hour at the facility.
- Can we bring our own equipment?
- Can we bring our own quad and drag for gaming?
- Need to really push for this.
- Do have a food vendor.
- Basic cleaning is included in the facility charge.
- There is lots of room for the parking of horse trailers.
- Their website is very user friendly.
- Kathy will send out a PDF version of the facilities.
- We will need –
  - Camping Coordinator
  - Stall Coordinator
  - Vendor Coordinator
  - Barn Manager
  - Greeters
- Final copies of the contract need to be given to Candi and Denise.

#### Awards –

- Wendy from OR will be heading up the awards this year.
- Discussion on awards –
  - Need to go with another supplier for the buckles.
  - Also need to have stirrup trophy for English events.
  - All awards were well received by the athletes.
  - Do we want to continue with what we gave last year?
  - Needs to be something unique to PNWIC.
  - What do the athletes want?
    - Awards that can be used and to “show off” at other equine events.
    - Trophies just sit on a shelf.
  - Saddle pads with the PNWIC logo?
  - What about the patches for the athletes?
    - Those should come out of the athlete fees.
  - We collected \$7600 from sponsors and spent \$9000 on awards.
  - What is the cost breakout for each placing? Denise can provide this.
  - Did we get sponsors for 2<sup>nd</sup> and 3<sup>rd</sup> places? Yes.
  - Do we want to ask each district to contribute \$400 like we did last year?
    - There are 14 districts between the two states.
    - Linda (WA) motioned that we ask each district to contribute \$500 for the belt buckles this year. Katie (OR) seconded the motion.
    - No discussion.
    - Vote – Unanimous. Motion passed.

#### Patches for Lettermen's Coats –

- Need ideas on what we want. There is a lot of variety.
- Do we want to do a mock up? Costs?
- Do we want patches?
- Kamie (WA) motioned to have patches with the PNWIC logo and year. Adam (WA) seconded the motion.
- Discussion –
  - Do we want to include 2014?
- Kamie (WA) amended the motion to include that we take it to design, once approved with the design and cost, and would then approve the patch for this year (2015) and last year (2014). Adam (WA) seconded the motion.
- Discussion –
  - Do all athletes want the patch?
  - Date does add cost.
  - Do an order for last year's qualifiers.
  - Leave the date off.
  - Do a larger PNWIC patch logo (like OHSET)? And then a rocker bar for the year qualified.
- Vote on amended motion – Yes 12, No 1 Amendment passed.
- Vote on original motion – Unanimous. Motion passed.

#### Hiring Judges –

- Need to make sure that the judges hired can judge the events.
- Kathy has a list started for Washington judges.
- Need to have “real” judges for Dressage, Over Fences.
- OHSET does hire judges for specific events – will hire one judge to judge an event at a meet.
- Schedule events so that judges don't have down time if judging more than one event.
- Candi will hire Oregon judges and is happy to do contracts again.
- Must hire experienced judges.

#### Schedule –

- Karissa and Kamie will work on the general schedule.
- Scott and Shannon will work on the detailed schedule.

#### Rule Changes

- No new rule changes from Washington.
- Only new rule from Oregon will be the rule that allows alternates for 2 person teams.
- Denise headed up this last year. Went with the least restrictive rule for both states.
- Denise and Kamie will work on for this year.
- Will do Idaho Figure 8 this year and Sorting.

#### Meetings and How Often –

- Doodle poll for dates?
- Huston volunteered is company for the use of virtual rooms with dial ins for meetings.
  - These can be video and cell phone together.
  - **Huston will provide all necessary information prior to a phone/video conference.**
- Phone/Video meeting on Sunday, November 23<sup>rd</sup> at 5:00 pm.
  - Denise will have emailed out budget ahead of time.
  - Will have answers from the facilities contract questions.
  - **Sonya and Kathy will receive information from Huston on how to set up the meeting.**
- Next face to face meeting will be Saturday, January 3, 2015 at the Evergreen Fairgrounds in Monroe, WA at 1:00 pm.
- Phone/Video meeting will be Sunday, February 1, 2015 at 5:00 pm.

#### Cattle –

- Need someone from Washington to secure the cattle.
- **Adam will work on this.**
- Any idea how much for sorting?
  - Washington uses 33 head of cattle at about \$1250.
- How will the sorting teams be decided? Can we decide at another meeting?
- There was some confusion as to what meeting minutes referred to this decision.
- Will there be 20 sorting teams? 10 from each state? Will the team penning teams from Oregon be made into 2 sorting teams?
- **Lexi (WA) motioned to send 10 sorting teams from Oregon and 10 sorting teams from Washington. Kamie (WA) seconded the motion.**
- Discussion –
  - There will be an added cost to the cattle with that many teams.
  - Taking more athletes in this event than in any other event.
  - Take the top 5 teams in Oregon and split into 10 teams?
- **Vote – Yes 0, No 9, Abstain 4. Motion failed.**
- **According to the February 22, 2014 meeting minutes, each state board will decide how to get those teams organized.**

#### Other-

- Would like to continue with the state stickers for the athletes to wear on their uniforms.
- Do the states want to “donate” the seed money back to PNWIC? Please take back to your state boards for feedback.
- **Karissa and Diane will work on patterns.**
- Shannon will be doing the points at the meet this year.

- Denise will email out a budget for everyone.
- Jan will email out a contact list of those on the committee.

### **Future Important Dates –**

Video/Phone Conference Meeting; Sunday, November 23, 2014; 5:00 pm.

Facility Tour/Meeting; Saturday, January 3, 2015; 1:00 pm; Evergreen Fairgrounds, Monroe, WA.

Video/Phone Conference Meeting; Sunday, February 1, 2015; 5:00 pm.