



Kansas Dressage & Eventing Association

Minutes of KDEA Board Meeting, Date: March 4, 2014

Location: home of Sue Clark

Attendance: Amy Barber, Missy Bartel, Lisa Bryant, Sue Clarke, Sherry Engel, Anna Howell, Erin Keith, Kris Keith, Gail Matheus, Melissa Musgrave, Maribeth Willard, Christa Wolansky. Excused: Susan Lang, Bekki Moore, Anne Stephens.

Call to order: Melissa Musgrave, President.

Minutes from last meeting: Approved. Missy Malone motion, Sue Clark second.

Treasurer's report: M. Willard presented the previous report for discussion and approval. The current treasurer's report was presented and discussed. Request the full report for details. Deposits have been made for the show venues. Ribbons have been purchased for the shows.

Maribeth is working on a "Procedures Manual" for the KDEA treasurer's position outlining procedures for filing tax forms, paying sales tax, and other accounting information.

Competitions Committee: M. Musgrave reported on behalf of S. Lang. No new information presented, all shows are ready to go, deposits paid, judges engaged. The show dates are posted on the website.

Membership: M. Musgrave reported on behalf of A. Stephens. Current membership is 31 members.

Awards: M. Musgrave reported on behalf of B. Moore. All ribbons and rosettes have been ordered for 2014. The committee is working on the procedures and awards for the newly added jumping classes.

Education: M. Maloney has asked to step down as Education Chair. The KDEA board will be seeking a new volunteer to take on this role in a fun, important and exciting committee. Please contact Melissa Musgrave via her link on the website if you would like to help out with this committee.

Publicity: G. Matheus reported on the first 2014 meeting of the Publicity Committee. Sherry Engle has agreed to join the committee.

Publicity Committee Projects:

1. **Tack Sale:** A proposal was made to have a tack sale at the May 17th Spring Schooling Show so people could take advantage of the items early in the season. We would like the competitions management team to ask Palmer Ranch if we could utilize an area in the barn for it.
2. **Scholarships:** 2014 Scholarship Drawing was made. Sue Clark is the winner of the Competitions Scholarship! Anna Howell is the winner of the Education Scholarship. Congratulations to our first Scholarship recipients!! We hope you enjoy your opportunities!
3. **KDEA Opening Season Fun Day:** The publicity committee would like to host a BBQ to open our season. The Fun Day will be April 26 at Gail's home. Details to follow.

4. **PRI:** We would like to hear the report from the tax attorney on selling PRI items outside the club. Christa may make this a special order program with KDEA or GWAC logos available.
5. **KDEA Calendars:** If you missed out, KDEA calendars are still available with a small \$2 postage fee. Contact the Publicity Committee or Lisa Bryant if you would still like a calendar. Cost will be \$22.00.
6. **Press Releases:** We would like to do a template and send out press releases to the local papers of our show winners. It was also suggested that we print flyers and post them at our local barns and feed/farm stores to advertise our events. And advertise events on Craigslist.
7. **Website:** Should go live in a few days. Most areas are populated. Once live, each chair is responsible for updating their assigned section. Imatrix can help train. The Pub. Com. will work on a tip sheet to help. G. Matheus has created a schedule for monthly topics and updates.
 - a. We do need additional e-mails at a cost of \$5/month to cover chairs and board members.
 - b. KDEA Gear, Membership Payments, On-Line Registration, etc.: We will continue to learn about this option, but will not invest it at this time.
 - c. Interactive Volunteer list is being investigated
 - d. Calendar – Started work on Google Calendar.
 - e. Keeping it fresh – Rotation of topics and assigned articles.
 - f. New sections include classified ads and member recommendations. A demonstration of the website followed the meeting.
8. **Facebook:** We will keep active with Facebook postings
9. **Budget:** We need to understand budgeting for this committee so we can plan our events accordingly.

There was discussion about budgets for the club and each committee. M. Musgrave proposed a motion for committee chairs to submit a budget to the treasurer by April 1, 2014. Their operating budget should include any planned or known income or expenses. M. Bartel made the motion, G. Matheus 2nd. Missy Bartel will compose a letter to other committee chairs.

Volunteers: S. Engel requested that all committee meetings have a roster of attendees and submit it to her. Committee members will receive volunteer time for attendance. Be sure you sign in your hours for meetings and events. It is the member's responsibility to submit hours. You can have someone (a non-member) work for you and submit that time as well.

Pony Club: M. Willard reported that the Meadowlark Pony Club would like to rent our dressage arena in Augusta. They offer to exchange the usual \$125.00 rental fee for guaranteed volunteers for set-up and take-down at the Hutchinson show. M. Willard moved that we allow the Pony Club to use the arena and waive the fee in exchange for volunteers. M. Bartel 2nd.

New Business: A. Barber reported on Sponsorships for the Hutchinson Show. They have mailed 90 letters to new and former sponsors and have 9 responses already. The next step is to make phone calls. A form was circulated so members could choose who to call to discuss and request sponsorships. Directions are provided for making follow-up calls.

Next Meeting: The location will be announced.

Meeting Adjourned