

Roll Call: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20  
Executive Board: *Chair, 1<sup>st</sup> VC, 2<sup>nd</sup> VC, Secretary, Treasurer, Rules, State Show*

Call To Order: *10:00am*

Introductions: **None**

Call to the Public: None

## **Agenda**

**Changes Yes**

**Motion To Approve 17**

**Second 18**

**Pass/ Fail**

## **Minutes**

**Changes**

**Motion to Approve 17**

**Second 9**

**Pass/Fail**

## **Treasurer's Report**

Discussion

Financials emailed last night. Financials reviewed.

We had an \$80,000 swing from last year on profit and loss. This year we have approximately \$60,000 at year end versus a \$20,000 loss from 2011.

District 18: What do you think the difference was?

Treasurer: Controlled spending and increased fees as needed to make events pay for themselves.

We are now in a position to be proactive instead of reactive.

Chair: Was very worried how we were going to pay for this year.

District 18: Thought this swing would take 3 years not just one.

Treasurer: Knows we really slimmed state show and maybe now we can bring back some paid help such as paying for hotel rooms. If we continue to monitor and control costs we will be OK.

Chair: Knows regions had silent auctions and took steps to offset costs. We don't want to let our efforts down.

District 16: Commends the finance committee on their efforts to control spending and sees we need to be diligent on continuing to adjust spending even just the little things. The big thing is to know where the costs are.

Chair: Because the records were so confused it was very difficult to determine where the spending was coming from.

2<sup>nd</sup> VC: The majority of the income came from regionals this year.

Treasurer: You can see on the profit loss which region brought in the most income.

2<sup>nd</sup> VC: We were hopeful the money put in to the regions would come back out.

Treasurer: Total expenses for 2012 \$216,000. She would still like to set a budget and present it.

\$68,000 balance in the checking. She would like to put \$30,000 in a short term CD.

District 5: The payout schedule for district is set from last year?

2<sup>nd</sup> VC: They were planning to do a flat fee instead of based on number. The amount back to the districts will be changed. The minimum is \$1500. This is pushing back on the district to make sure the show is paid for by the district.

## **Motion To Approve 12**

### **Second 5**

### **Pass/Fail**

Treasurer: Needs to have judges forms to get them filed by January 31<sup>st</sup>. She does not have a file with judges' social security numbers.

District 7: It is appropriate for the Treasurer to have a list of SS numbers.

Treasurer: We can have the judges fill out a W9 every year. We get penalized if we inaccurate information. They have to be filed by the end of February. She needs to have the information from the DCs and will try calling judges to get the needed information.

District 12: He would reach out to DCs to get the SS numbers.

Treasurer: Would like to have the judge fill out a W9 before they get paid from each show. She would appreciate the rest of the districts as soon as possible. She only has two weeks. 1, 2, 3, 4, 8hs, 9, 11, 12, 16, 17, 20

District 12: Scanned them in and emailed them to the Treasurer. B, C and D are missing from regions.

Financials: Has 7, 15, and 19. Missing the rest.

District 12: Emailed those also to the EB.

District 14: Can get the judges information but won't have SS numbers as Todd took care of that. She doesn't have the contracts.

Treasurer: Has the checkbook and will give District 14 the names.

District 7: You will need the dollar amount paid to each judge in addition to the W9 form.

Treasurer: Staple the W9 to the judges form or write it on the W9.

Chair: We may be requiring each district to have a treasurer in order to have two people minimum looking at district financials.

Rules Chair: We have to put some checks and balances in place.

District 14: Won't that have to be a constitutional change.

District 18: Maybe an EB member should be on the account also.

District 16: That would muddle things up more.

Treasurer: There are 4 people on the account for the state.

District 18: Has 3 people on theirs.

District 14: You can have bank statements turned in for the checking account. Many banks don't require two signatures anymore.

Treasurer: There really is no control.

Chair: 4H has all the bank statements for the club mailed to the office and they will mail out a copy to the club. An audit form is done every year.

District 18: What about the districts chosen each year for a review?

Chair: The information we get is a form from the district.

District 18: What about those chosen for a more indepth audit?

Treasurer: Feels it's the DCs responsibility to add up the amount of money taken in for revenue and make sure it matches what the district states it has. We need some kind of system in place to audit the financials. She feels we can do this in house.

District 16: You have to look at the whole picture. He has 16 teams. Who is auditing the teams? Should he be doing that?

Chair: There have been multiple issues this last year just within teams. We've had problems with even getting statements.

District 5: A lot of the problems are over the fundraising. She cannot get someone to take over the Treasury.

2<sup>nd</sup> VC: He told his district if they wanted him to continue as the DC he needed a treasurer.

District 7: A lot of her checks are from the school. She writes out 20 checks per year.

Chair: Each team and districts do different things.

District 7: If accuracy is more important than the deadline she will go through each report. The deadline has always been more important than the accuracy of the reports.

District 5: This is a discussion the finance committee should be having and bringing back recommendations for the audit process.

Chair: He is only talking more than one person looking at it not an outside source is required.

District 6: Everything goes to the school and she gets a report from the school.

Treasurer: If you feel it would be beneficial the treasurer would be happy to do a short “how to” at the annual meeting.

\*\*Treasurer needs time on the annual meeting agenda for financials training.\*\*

District 14: Question about the checking accounts for junior and senior team sharing accounts. Both junior and senior do their fundraising and such together.

Treasurer: In Quickbooks she has it broke down into classes and then breaks it out in reporting. She still needs separate reports for junior and senior.

District 16: What is the reasoning for not allowing both junior and senior combined financial report?

Treasurer: It’s the backup documentation.

District 16: Both his junior and senior are support for his district report.

Treasurer: Wants consistency and is requiring two different for junior and senior.

District 16: Shouldn’t my district then have two different checkbooks?

Rules Chair: If you add both the junior and the senior together it should equal your bank statement.

2<sup>nd</sup> VC: District payouts: Riders 1-74 \$ 2000, 75-100 \$2500, over 100 \$3000. The only district affected is district 1. They will lose \$500 this next year.

## Old Business:

### A. Storage Unit

2<sup>nd</sup> VC: did more research on the unit on the size and cost. The 5X5 ranged from 27 to 35 per month. The national storage unit on Jolly, a 4X10 for \$37 per month. It is less than 4 miles

District 18: Is that going to be a big enough unit?

2<sup>nd</sup> VC: All the financials are being moved to digital and cannot be stored in a unit.

District 18: Likes it as long as the size is big enough.

2<sup>nd</sup> VC: We can order the trophies early and store those there. The display panels can be done and stored there. The equipment from the state meet also. The extra trophies can be stored there also.

District 5: Is it temp controlled?

2<sup>nd</sup> VC: Yes

District 12: Is there a gate with a code?

District 2: This is a 2<sup>nd</sup> story unit. His thought is when there is a change in leadership you pass on a key not a bunch of boxes.

District 12: Just wanted to make sure someone can't just walk up and access it.

**20130112-001: Motion to secure the rental of the 4X5 unit at the Jolly road facility.**

**Motion: District 9**

**Second: District 18**

**Passed**

## B. Rules Changes

Rules Chair: Apologizes for the delay but has been ill. Only one constitutional amendment.

#Cancel the annual rules meeting and do rules changes through a new process.

Many were to reorganize the book.

#Responsibilities of the District Chair person and the addition of a treasurer. The annual report filled out by the DC, district treasurer and a 3<sup>rd</sup> party.

#Protests: Must be in writing after the scores have been posted.

#Junior division with only 1 A team can split to two smaller teams.

#Two fingers under the chin strap, to two stacked fingers.

#Advancement of 3<sup>rd</sup> place teams

#Use of clothing stewards, change from what is current to safety reasons only.

#Rule infractions: Change to named positions

#MIHA to run on an academic school year.

#Judges decision is final, eliminate protest of judges decision.

#Patterns available at least 30 minutes before a class individual tests wording taken out.

#Only registered coaches are allowed to coach from the rail

#Riders given 2 minute timeout to fix broken equipment.

#Change to match should match breed standard.

#Changed many things to do with diagrams

#Stock seat change back to western

#eliminate the movement of the romel rein after mounting

#Only index finger allowed with split rein

#Reining and western riding disqualifications.

#Junior division does explain western riding and reining

#Trying to get rid of the dressage saddle in saddleseat.

#no curb strap on a SS bridle.

#Eq over fences classes, change may to must circle before first jump.

#Refusals, elements by the third attempt.

#Recommended distances, 48 feet between jumps unless an in and out.

#15 minute coach and rider walk through.

#3 minutes recommended length, change to only use the time as a tie breaker for trail. 5 refusals of an obstacle is not a disqualification

#Eliminate dismounting and mounting in trail

#Gymkhana would like to allow over and unders

#Bats, crops, etc has to match the style of riding

#Change keg, cone, etc to marker

#Change from metal or plastic to just plastic drum

#Sentences seem to have been lost on last transfer from Word to printable format.

#Disqualification spots are redundant

#Better diagrams

#Couple of SS patterns were submitted

State Show Chair: We need to find a way address to 0 score in trail.

Rules Chair: The more we stick with the 4H scoring the better it will be for the judges.

The way we score now, 5 refusals you will be excused. We need to find a way to penalize those excused.

District 19: One of the rule changes had to do with scoring. We need to find a consistent way to score.

State Show Chair: It is a 4H rule stating you cannot place over someone who completes the course even if your score is higher if you are excused or have more refusals.

District 7: Trail is considered the 17<sup>th</sup> class. She believes the reason why it setup this way is it is open to all seats. The 3 minute rule was to bring it an all seat class.

District 18: What if we have a trail score sheet with the instructions on how to score it.

Chair: Whatever way we choose we need to make sure we are clear on our scoring intent.

Rules Chair: We need consistency for our kids.

Is the consensus to have the judges score it as reining is done with the 70 point system? We would like to post the scores.

We can create our own form. We should have it for all three classes.

\*\*State Show Chair to create score sheets for all three pattern classes including a cheat sheet on scoring.\*\*

Treasurer: Three slots across the board. Change the amount of slots in the book.

District 5: Why aren't the bases filled in poles?

2<sup>nd</sup> VC: If they are solid rubber base there is nothing to fill.

State Show Chair: The ones at states are solid rubber base.

## New Business:

### A. Regional Assignments

2<sup>nd</sup> VC:

Region A: Berrien Springs 3, 10, 15, 19

Region B: Shiawasee 11, 14, 5, 1

Region C: Midland 17, 6, 13, 16

Region D: Ludington 9, 18, 20, 8

RegionE: Ingham 4, 2, 7, 12

## Committee Reports:

State Show: 4 of the 6 judges hired, contacted caterer and hotel.

Encourages districts to advertise in the program their champions.

2<sup>nd</sup> VC: The printer has some ideas for the format this year.

District 6: If you could get the form on the website early.

2<sup>nd</sup> VC: We'll have it together this year.

Rules: Covered Redistricting information will be out this next week as a rough draft.

Junior Division: NR

Regional: Covered

Membership: NR

Historian: NR

Judges: NR

Pattern: Nothing on the patterns yet. District patterns out possibly by the winter meeting.

Awards: NR

Finance: Covered

Nominations: Ginny for Treasurer, 1<sup>st</sup> Vice Chair =Dennis,

Secretary=None yet

Scholarship: District 18: Consider bumping up

Tracker Program: Bill, relative of Tracee is working on it now. Code was sent to Bill.

## District Reports:

1. Not Present
2. One new junior team and one old coming back, new treasurer
3. Not Present
4. No Report
5. Half judges hired
6. Same DCs and assistance as last year, junior meet in April
7. All teams turned in financial reports. Needs to ask Rules Chair for district alignment changes.

8. No Report
9. Left prior to reports.
10. Two older schools reformed teams, Redisricting we have to consider facilities.
11. Not Present
12. 2013 dates are booked, coaches meeting coming up
13. Not Present
14. Coaches meeting, Frankenmuth reforming teams and Birch Run starting one possibly.
15. Not Present
16. Left prior to report
17. Good, got two new junior teams and a 10 person team possibly, 2 new senior teams
18. One coaching change this year.
19. Possibly two new junior teams this year
20. Not Present

Correspondence:

Chair: Received a request from a girl who dropped out of school and is not attending high school but wants to stay on the equestrian team.  
Two requests of teams wishing to start again.

Call To The Public: None

**Motion To Adjourn: 12:30pm**

**Motion 18**

**Second 5**

**Pass/Fail**

**Motions:**

Agenda:

**Motion to approve with changes**  
**District 17 – Motions**  
**District 18 – Seconds**  
**Passed with changes**

Minutes:

**Motion to accept the minutes**  
**District 17 – Motions**  
**District 9 – Seconds**  
**Passed**

Treasurer's Report

**Motion to accept the minutes**  
**District 12 – Motions**  
**District 5 – Seconds**  
**Passed**

Motion to adjourn

**District 18 – Motions**  
**District 5 – Seconds**  
**Passed**

**20130112-001: Motion to secure the rental of the 4X5 unit at the Jolly road facility.**

**Motion: District 9**  
**Second: District 18**  
**Passed**

**Tasks:**

\*\*Treasurer needs time on the annual meeting agenda for financials training.\*\*

\*\*State Show Chair to create score sheets for all three pattern classes including a cheat sheet on scoring.\*\*

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