

December 2016 Minutes

Minutes CTDA Board 12-5-2016

Sportsman's Grille, Cool Springs

Present = Jen Thompson, Nan Holland, Marie Macdonald, Kathee Mephram, Scot MacGregor, Liz Johnston, Diane Hash

Absent: Bethany Gallagher, Shelley Fugitt, Sharon Blanford

Call to order - 6:30 pm by Nan Holland

Approval of November 2016 Minutes - Motion to approve by Kathee Mephram, seconded by Scot MacGregor. Motion carried.

Reports of officers and committees

Treasurer - SunTrust Balance is \$29502.29 The PayPal balance is \$1083.25. Upcoming expenses USDF roster update, Banquet catering, Award ribbons & embroidery of prizes.

Liz is familiar with Quickbooks and Jen will transition the Treasurer function to Liz following Liz's recovery from surgery.

Membership - Members renewing for 2017 = 23 to date but we usually expect a lot of people to renew at the Year End Awards Banquet.

Discounted membership renewals (\$40 renewal instead of regular membership fee of \$45) will be offered at the door of the awards banquet for this night only. We would like people to renew when they first enter the banquet so that it will make it easier to process the auction collection at the end of the night.

Ads and Sponsors - Jen has provided Kathee with a list of people who have not paid for ads and sponsorships yet. Kathee will contact these people for payment.

Volunteers - Year End Banquet was discussed. We will need the following persons: 3 people for checkout/check in. Discounted memberships will be available at check in. We would like membership renewals to occur at check in and auction payment to be done at check out. Kathee will send out an eblast about our volunteer needs, banquet discounted memberships and silent auction. Beth Huff has graciously agreed to take care of setup and the caterer. Kathee suggested that we pay to have the

May 27	Roberson Equestrian Facility
July 8	Old Hillsboro Manor
August 5	Traveler's Rest Farm
September 2	Jenni Hogan's farm
September 16	Walnut Trace Farm (<u>unconfirmed</u>)
October 7	Roberson Equestrian Facility

The shows at Walnut Trace are still unconfirmed and Sherry does not want to schedule judges until the dates are confirmed. Jen will contact Walnut Trace about those dates and get them confirmed.

New Policy: *Minimum Number of Entries:* Upon Scot's recommendation, the Board determined that **fewer than 35 entries** should be grounds for cancelling a schooling show. Scot said he has made Sherry Pride aware of this policy.

Awards

Kathee will send out an eblast reminding members of the December 15, 2016, due date for Dee Minault Award nominations. The Volunteer of the Year Award and the Participation Award will be decided at the Jan 3, 2017, meeting.

Year End Banquet & Silent Auction information

-Date of the Year End Banquet is **January 22, 2017, 5:30pm at Tennessee Equine Hospital.**

- Diane Hash agreed to serve as Silent Auction Chairperson.
- Beth Huff will handle Banquet set up & catering.
- Jen Thompson will order prizes after December 15th when we know how many we need and she will be tabulating year end results.

-Kathee will handle hiring and instructing the auction table setup/teardown people.

Old Business - *CTDA Board of Directors Election:* The Board welcomed Liz Johnston and Diane Hash. Sharon Blanford was unable to attend tonight. We look forward to having you join us. The new Board terms begin January 1, 2017.

New Business -

The CTDA Trailer and arenas were cleaned mostly by the Board. We did have one volunteer. The Board agreed to pay for trailer clean up next year, pending fiscal stability. Ring setup was also discussed as that has often fallen to Board members. Currently we pay 4H'ers to assist at shows so we need to identify the times that we need them there and have them do this.

Nan is putting together a board member handbook to help out our new members and is looking to have that done by the time we do our Board retreat which is planned for February 2017 at Nan Holland's home in Cool Springs.

Nan passed out the 2017 board meeting dates.

Nan, Marie and Jen attended the USDF convention. We got several good ideas from the meetings. Three initiatives were discussed. We still need to develop them a bit more. They are as follows:

Volunteer initiative -

- Recognize those people who contribute a minimum of 40 hours per calendar year with presentation of a gift card at the award banquet. A

- Program for bronze, silver and gold medal (pin) for cumulative hours will also be developed. This means we will need to develop a process to track all volunteer hours.

Membership initiative -

- Encourage competitors who only join USDF to also join CTDA. A stall discount will be offered to CTDA members at our rated shows.

- Establish a monetary prize for CTDA members who win high point awards at our rated shows.

Education initiative -

- Utilize educational resources available on the USDF website (eTrack, etc.). Educate CTDA members about these resources.

- Consider hosting an unmounted educational seminar/wine and cheese party. The suggested location for this is TEH.

Next Meeting - Tuesday, January 3, 2016 @ 6:00pm Location: Sportsman's Grille, Cool Springs

Adjourned - 8:00pm