

# NDA Board Meeting Minutes

February 11, 2019

## Attendees

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### Board Members Present:

Melissa Ward  
Margo Hamilton  
Jane Fucinaro  
Lana Erickson  
Angie McClelland  
Kathy Hanford  
Gracia Huenefeld  
Miya Higgins

### NDA Members Present:

Sara Walker  
Jennifer Rawlinson

## Call to Order

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President Melissa Ward called the meeting to order at 6:48 PM at the Havelock location of Misty's Steakhouse in Lincoln.

## Approval of Minutes

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The January 2019 meeting minutes were reviewed. Lana suggested adding in that the awards banquet income was increased, as well as the sponsorship expenses. Jane will update the minutes. Pending the changes, Kathy moved to approve, Lana seconded. Motion carried, January minutes were approved.

## Officer Reports

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**President:** The Henry Doorly Zoo reached out to let NDA know that they have meetings and banquet space available. NDA might look in to this as an option for the 2020 USDF Convention Welcome Party. Jane, Melissa and Margo will meet with the Zoo representatives to discuss pricing and options.

**Vice President:** Margo investigated various locations for the NDA Annual Meeting and Awards Banquet, but concluded that Ashland Country Club is still a good fit for NDA. She did look into the concussion protocol as discussed during the last meeting, it is still unclear as to whether or not NDA must adhere to this. She will continue to research this, but believes that NDA's helmet protocol is best practice for now.

**Secretary:** No report from Jane.

**Treasurer:** Lana presented the January report. There is an income of \$466 for January Memberships. There is \$4,225.15 in the main account and \$12,269.13 in the competition account. Lana is now the agent of record and NDA's non-profit sales license is under her address. Gracia moved to approve the January report, Margo seconded. Motion carried.

The Board discussed earmarking funds for specific uses—for example, what to do with profits from L Program. When the board decides to set aside money for specific events or purposes (like education, etc.), we need a footnote in the budget to maintain an ongoing record for the Board. In 2017, there was \$3,700 of profit from L Program, Part 1 set aside for the L Program, Part 2 that we need to continually account for in the budget. When that money wasn't needed for Part 2, the board decided to set it aside for an "r" program. When the "r" program was not approved by USDF, the board decided to set the money aside for "education initiatives." Jane will look through her notes to locate the official Board vote on this. Essentially, for future book-keeping, the Board needs to add in earmarked money as "expenses" to account for it in our budget. This will guide the Board in their 2020 planning by accurately setting money aside.

The Board then discussed the Competition fund, and questioned if, when NDA has a surplus of money, do we need to have a plan or savings account for that money? Should we earmark that money or make a footnote in budget for booking judges, facility, etc.? Jennifer thought this wouldn't work well because we don't use this account to set aside money, it accommodates show turnout and environment. The show account was designed to stand alone from NDA's main accounts and not affect the club's other working finances. Jennifer and Lana discussed how it functions a little bit as an emergency fund, and used in case of emergency if we lose money from a show, since shows are so unpredictable, as they are reliant on attendance. The Board discussed moving the money into a competitions savings account so it could earn interest, but Jennifer thought it is too fluid of a fund to be in savings. Lana just wants to be sure that the budget states WHY we have \$12-15K in an account. It was agreed through discussion that we would carry up to 50% of the budgeted competition expense as

surplus in the Competitions account (example: if a competition's expenses are budgeted at \$30K, the competitions account can carry up to \$15K surplus). Anything over 50% of budgeted surplus, the board will determine where the money will be best used. Going forward, this goal will be included with the treasurer's report as a notation to keep finances transparent, well-documented, and confusion-free.

## Committee Reports

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**Junior/Young Rider:** Miya will try and get Lexi Wathor to next meeting. Miya created an NDA Juniors Instagram account but needs content. She will collaborate with the Publicity Committee. Lana will touch base with Kim to discuss apparel options. Jennifer will send information to them too.

**Membership:** Angie reported that there are 56 members, almost the same as 2018 at this time. Melissa sent out membership renewal reminders via email and has received 10-12 since then. Lana and Angie discussed client membership systems to connect to Quickbooks. The CRM that is made by Quickbooks costs approximately \$300/year. The best course of action is to give Angie access to Quickbooks so that she can access the database.

Kathy expressed concerns about increased due membership for USDF's GM fees, and suggested increasing our member dues more than we decided to in our original discussion in January. Discussion ensued on raising dues, and the board agreed to just work harder to increase sponsorship income instead of further increasing fees to NDA members.

A question came up about whether or not NDA needs to continue to purchase Directors and Officers insurance, since Nebraska has a state statute that protects non-profit boards. Jennifer will research this.

**Competition:** The Schooling Show bill will be very different if you show both classical and western dressage. If riders are doing USEF Lite Western Dressage, they MUST do Safe Sport Training!

2020 judges are getting booked for the Cornhusker Classic. There will be more Western Dressage classes. Show bill should be up by the end of the week.

PJ Koehler is sponsoring the WDAA and USEF Lite fees, Glenn Friendt has volunteered to be a steward.

We are still looking to hire a judge for the Schooling Show Championships.

**Awards:** No report.

**Publicity:** Melissa reported that there are 284 subscribers to our email list and that she just sent out a membership renewal reminder. No update on International Omaha, but she will work with Diane Fucinaro to organize volunteers. Melissa has updated the website. Michaela will have The Contact out this week.

**Fundraising:** Jane and Melissa have worked together to update the 2019-2020 Sponsorship forms. Jane will reach out to potential donors this week once a link is up online for donations and the forms have been finalized.

**Equipment:** No report from Ken Timmerman.

**Education:** The Lunch and Learn for On The Levels at Coda Cavallo is still on for February 23rd and has had good response so far. Jane will send information to share with publicity committee for an email blast. The Committee is working to schedule a time to discuss plans for the year.

**Volunteer:** No report.

**Western Dressage:** Jennifer Rawlinson reported that Sheila's show will have a Western Dressage Steward training by Gail Matheus at her show. The Competition Fund will cover \$100 of Gail's expenses for the steward training she is doing for NDA.

## **Old Business**

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Concussion protocol will continue to be researched.

## **New Business**

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None.

## **Next Scheduled Meeting**

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The next meeting will be held on March 11, 2019 at 6:30 PM at the Havelock Misty's in Lincoln.

## **Adjournment**

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Angie motioned to adjourn, Margo seconded. The meeting was adjourned at 8:33 PM.

Respectfully submitted by Jane Fucinaro, 2019 NDA Secretary