

**PNER Board of Directors Meeting October 25, 2016 6 pm (teleconference)**

- 1) **Roll Call:** Kathleen Ferguson, Becky Fiedler, Karen Leiman, Gail Williams, Crystal Chung, Tamara Baysinger, Yvonne Shoemaker, Carlene Benson, Margie Thorngren, Jamie Hughes, Beth Skaggs, Terre O'Brennan, Layne Lewis, Gail Williams, Mary Nunn, Max Merlich, Darlene Anderson, Tiffany Buob, Tani Bates. Guests/appointed positions: Sandy Cheek, Rachel Webb, Lois Fox, Karen Leiman, and Sue McLain. Other guests participated but no roster to document their presence on call.
- 2) **Treasurers Report:** The financial standing of PNER is very good. Currently the primary checking account for the organization contains \$48,949.05 and in the reserve money market account the balance is \$25,121.17. The blood machine purchased last year in November has paid for its initial purchase price and all of the supplies necessary to run the machine during this 2016 ride season. Any future funds that come in from the use of the machine will be used to cover expenses and create a reserve account for upgrading or replacing the machine in the future.
- 3) **New business:**
  - a) **Revision of PNER rules:** The PNER President Kathleen Ferguson reviewed the procedures and protocol for the meeting. The rules changes will be discussed in order as per the document that was sent out to the Board of Directors (BOD) one week prior to the meeting. Please refer to the Rules Document attached as a reference.
    - i. **Change 1:** Change subtitle statement "All riders need to know AERC rules and abide by AERC/PNER and individual and ride rules" to become Rule # 1 to read "All participants need to know and abide by PNER, the sanctioning organization(s), and individual ride rules." Motion carried unanimously.
    - ii. **Change 2:** Eliminate "All AERC rules apply to all PNER rides." Redundant with new #1 rule. Motion carried.
    - iii. **Change 3:** Rule # 2 needs to say Equestrian Canada not Endurance Canada. Motion carried unanimously.
    - iv. **Change 4:** Rule #2 change language to recognize Equine Distance Riding Association. Relevant language: "This ride must be held in conjunction with an AERC, EDRA and/or an Equestrian Canada sanctioned endurance ride." Discussion followed. Beth Skaggs and Carlene Benson stated there was some confusion apparent amongst some members as to the nature of this motion to recognize EDRA. A suggestion was made to delay the vote until January. The President pointed out that this would constitute a 'no' vote on Change # 4 and that was what was before the board- a motion to vote yes or no on a proposed change. Terre O'Brennan asked what the concerns were in that those not supportive could simply opt out, with no downside; the market would dictate EDRA's success or failure. A roll call vote was taken with the following members voting: Becky Fiedler Yes, Crystal Chung Yes, Tamara Baysinger No, Yvonne

Shoemaker Yes, Carlene Benson No, Margie Thorngren Yes, Jamie Hughes Yes, Beth Skaggs No, Terre OBrennan Yes, Gail Williams Yes, Mary Nunn Yes. This constituted 11 votes; 9 is a quorum. The yes votes carry the motion.

- v. Change 5: Strike last sentence from Rule #2 "Each 25 mile increment thereafter will have an additional 6 hours maximum time limit (4.167 mph)" as it is redundant. Motion carried unanimously.
- vi. Change 6: Delete "according to AERC rules" from Rule #3. This was a PNER rule before it was an AERC rule. Keeping it in the rules as a PNER generated rule will still hold other sanctioning organizations to the same standard. Motion carried unanimously.
- vii. Change 7: Change Rule # 4 to read "PNER awards points based on the PNER board of Directors' decisions. Rationale: PNER has its own database and calculates its own unique awards. This change maintains PNER autonomy to organize its awards system as the BOD decides. Motion carried unanimously.
- viii. Change 8: Rule 1: Add "Senior members are also entitled to vote and serve on the Board of Directors." Motion carried unanimously.
- ix. Change 9: change order of rules 4 and 5 (reversed). Motion carried unanimously.

**b) Awards Task Force Report:** Please reference attached Awards Task Force document (PNER Award Review). President Kathleen Ferguson introduced Sue McLain, who has chaired the Task Force since its inception and thanked her and the group for their hard work. She indicated that the need for the Task Force arose when an award was changed without prior notification and it became apparent that a process for reviewing, adopting and changing awards was necessary. The development of this process, in addition to the review of current awards, was the mission of the Task Force.

- i. Award Threshold Requirements: initial recommendation was to have a minimum of 3 sanctioned events as a condition of eligibility for an award. However it was pointed out that this needs further review before being considered. No decision.
- ii. Age Grouping: Recommended that Golden Age increase from 60 to 65. Rationale: might allow some to receive award who would otherwise not be eligible; '60 is the new 40.' Motion passed unanimously.
- iii. New Volunteer Position: Recommended that a new volunteer position of Awards Coordinator (see job description) be established. Motion passed unanimously. President indicated she had asked Sue McLain to staff this position and she has accepted.

- iv. **Require nomination for the My First 100 Achievement award. Discussion: There is confusion amongst members because of the inconsistency of process of nominating for awards; some require contacting the awards sponsor; others contact Points Secretary. Sue McLain shared that as the new Awards Coordinator she was planning to contact all sponsors to see if they were willing to standardize the process and improve communication. Motion to approve awards listed on pages 4 and 5 of attached document PNER Award Review except for 100 Mile Junior Achievement. Moved and seconded; motion carried unanimously.**
- v. **Accept recommendations from Task Force on all awards listed on pages 6-8 of PNER Award Review document except for Top 3 State/Province Junior Rider & Horse Teams and Top 3 State/Province Senior Rider & Horse Teams. Motion: to allow Montana riders to receive points in any PNER recognized event. Discussion: Montana has no rides at present. They currently are able to claim rides in Idaho but it was observed that Montana riders have frequented rides in other areas of PNER and should receive credit for them to encourage them to sustain their membership in PNER. Motion carried unanimously.**
- vi. **Recommendation to table discussion of final group of awards (Animal Horse, Horse of the Future, Sophomore Horse, AHA Region 4 High Pont Distance Achievement, Gaited Horse, Top 3 Families and Sandybaar until Friday Board meeting at Convention. Motion carried unanimously.**

**4. Other concerns from group: None. Meeting adjourned 8:15 pm.**

PNER Board Meeting July 11, 7:00 pm

Attendees: Kathleen Ferguson, Crystal Chung, Sandra Cheek, Jamie Hughes, Tamara Baysinger, Mary Krauss, Greta Krauss, Mary Nunn, Tani Bates, Sue McLain, Gail Williams, Sierra Westlake, Hannah Summers, Karen Leiman, Terre O'Brennan, Carlene Benson, Layne Simmons Bownds, Lois Fox, Kendal Ingraham, Rachel Webb, Rita Rush, Margie Thorngren

Tamara Baysinger moved to approve the previous minutes from May 22<sup>nd</sup>, 2016, Sandy Cheek seconded the motion. All in favor, no opposed. Minutes stand as read.

**Treasurers' report:** Margie was welcomed as the new Treasurer. Everyone thanked Rita for her hard work as treasurer. She assured Margie she was available if there were questions.

**Committee Reports:**

**IT:** Layne indicated there had been one phone call in response to the RFP. Mark Hodges is working with Karen Leiman and Kendal Ingraham. A 2<sup>nd</sup> proposal may be in the works. Discussion about what the Board's priority was for updating and currency; it was decided that standings can wait to be posted until August, but that the deadline for nomination will be extended one month.

**Awards:** Sue McLain reported that the group met in April. The result was an agreement that there is a long standing tradition of giving out many awards and there is a desire to preserve virtually all of them. There may be a handful of awards that may be 'tweaked' and recommendations to the Board will be made prior to the general meeting at Convention.

**Scholarship:** No representative but Lois Fox indicated that we need to get notice of the PNER scholarship in the magazine.

**Education:** no representative. Carlene Benson said the mock clinic on March 26 went very well. Julie Serres said there was a good turnout.

**Trails:** Trailsmaster clinic is set to go. Clara Berner's place will be taken by Gail Williams. There are fourteen participants with 2 land managers.

**Convention:** Kathleen Ferguson reported that it will be at the Embassy Suites in Portland, Oregon in 2017. The Spokane contact was not able to find a suitable venue for us, so Spokane is off the table for now. Dr. Foss has a guest speaker he wants to bring and is working with Tiffany on this. Lois Fox mentioned she sent some information to Tiffany as well about her vet who specializes in alternative therapies. There was discussion about the number of keynote speakers. Kathleen said only one main speaker will be featured (last year there were two) and they are trying to build more "down" time in the schedule so people have a chance to shop and visit the trade show.

**Juniors and Young Riders:** Sierra Westlake reported that the 'flagging rigs for juniors' worked at Coyote Ridge. A discussion regarding fund raising ensued; Sierra indicated there was not much interest in this on the part of juniors. She felt that the raffle was a good source of income for juniors; however, she said she'd approach them again about this topic.

**New Business:**

1. Archiving of 'old' PNER newsletters/magazines: Proposal was to put these documents on the PNER website on a time delayed basis—one month after publication. Discussion ensued on the value of having a resource freely available for interested newcomers to the sport vs. the value of these publications as 'a benefit of membership.' The vote was called. Tamara motioned that the publications be posted to the website on a cycle one month behind their availability to members. Rachel Webb seconded. One opposed. Motion passed.
2. Military families retaining PNER membership: An interested party who is a member of the military has requested consideration as a PNER member even though she is living out of the PNER region. The request is based on the policy that military families can retain their residency in their home state regardless of their location. Her home state is Oregon and she has an Oregon driver license. Discussion ensued; no motion was entertained. No action.

Meeting adjourned at 9:00 pm

Respectively submitted by Sandy Cheek, PNER Secretary

PNER Board Meeting Minutes

March 22, 2016

Meeting started at 7:00 pm via teleconference.

Roll: list Board members present and guests Kathleen Ferguson, Tiffany Buob, Rita Rush, Tani Bates, Darlene Anderson, Gail Williams, Layne Lewis, Tamara Baysinger, Mary Krauss, Greta Berner, Jamie Hughes, Sue McLain, Margie Thorngren, Elroy Karius, Sierra Westlake, Terre O'Brennan, Cindy Sayer, Hannah Summers, Beth Skaggs, Siri Olson, Kendal Ingraham, Karen Leiman, Rachel Webb, Carlene Benson, Lois Fox

**Secretary's Report:**

Approve Jan 29 2016 meeting minutes as printed in Handbook: Approved

Approve Jan 31, 2016 meeting minutes as printed in Handbook: Approved

**Treasurer's Report:**

Convention balances to date: Increased income (\$1800) but increased expenses too. Embassy Suites is more expensive than former venue so expenses are up \$4500. Costs so far ~\$25119 but Rita is awaiting more detailed billing information to verify expenses. Tiffany is working on getting that from Embassy.

Treasurer position: Rita Rush is resigning (please thank her!) but is willing to train new person. Julie Barnfather will continue in an advisory capacity. The word is out; interested candidates please contact Kathleen Ferguson with qualifications.

**Committee Reports:**

IT: Scope of work is about done and will be bid out to a minimum of 3 vendors. Bids will be evaluated by Adam Falk, Layne Lewis and some of her staff engineers to be sure they are fairly priced and will do what PNER needs. Timeline to have the membership and website pieces running by October for 2017 renewals and awards programmed by January with tweaks to take place in February after Task Force finishes and reports to Board and they make decisions on awards changes.

Awards Task Force: The Task Force is establishing guidelines for decisions. Layne contacted them and told them programming for 'unique' awards should not be an issue—it can be done. The Task Force will start making decisions this summer with a full report to the Board by December. The Task Force will present both pros and cons for any decisions that are not based on consensus.

Website: There was a request to archive 2015 ride season and set up 2016. Approved. Juniors are getting content together for a junior page.

Education: The Education Committee is funding a clinic/mock endurance in central Oregon on March 26, 2016.

Scholarship: Young Rider Scholarship will have the same application process as the PNER scholarship

Trails will be in new business

Convention: Convention will be at Embassy Suites, Portland PDX. Tiffany has a planner working on possible venues for 2018 in Spokane.

#### **New Business:**

1. Proposal: Ride managers who donate \$50 or more free ride entry get free ride flyer and cards  
Ride manager reps didn't think this was needed or a good idea / dropped
2. Trails Master Course
  - The Trails committee is requesting an additional tuition because 11 people signed up for the course (\$225). Board approved \$2250 for ten people at January 31<sup>st</sup> meeting Board approved funding an 11<sup>th</sup> person
3. Change raffle procedures to prevent stealing:
  - will purchase white boards for raffle and easels
  - items won will be behind table unavailable to the public
  - winners will be listed on white board with name and item won
4. winners can claim items at the table. Suggestion was to use big poster sticky note pads to post winners rather than easels and white boards to prevent erasure.
5. Blood machine –Schedule has been published for the first part of the season. Schedule is on website /Facebook /Yahoo –request to repost – will follow up with Sue Summers.
6. Financial responsibilities The Board was asked to review carefully.
7. By-Laws changes
  - Spelling/typos can be fixed
  - Go through each one and take comments – no vote will take place until January Board meeting and General Membership meeting – all suggested changes were acceptable to everyone – will follow process to finish updates at the 2017 convention
8. Juniors/Young Riders request: Request for \$100 to make an identifier to display at rides (like a flag on antenna and a big central flag) to allow junior/young riders to find each other and have meetings/clinics at rides. Kathleen suggested starting a line item junior budget and giving them \$100 to start as seed money – juniors would then do some fund raising and perhaps receive some \$\$ for working at Convention. Moved and passed.

#### **Old Business**

9. Monthly newsletter is being edited by Becky Fiedler. February was successful!
  - Ride flyers
  - Notices
  - Minutes
  - Ride results and standings
10. Quarterly Magazine is being edited by Mary Krauss and will come out this week
  - Archive the magazine on the website when the new quarterly comes out? This would make it available to the public – is that ok, as it has always been a “benefit of membership” approved

Next meeting will be in June or July – notice will be sent a month ahead of time and will avoid conflicts with rides.

Meeting concluded 8:45 pm

Pacific Northwest Endurance Rides

Board Meeting Sunday, January 31, 2016

- I. CALL TO ORDER: Meeting convened at 8:43 a.m.
  - A. Sign in: Board members present were President Kathleen Ferguson, VP Tiffany Buob, Past President Becky Fiedler, WA RM Reps Gail Williams, Darlene Anderson; OR RM reps Lois Fox and Mary Nunn; BC RM Ride Rep Terre O'Brennan; WA Rider Reps Beth Skaggs, Margie Thorngren, Jamie Hughes, Paul Hughes and Tani Bates; OR Rider Reps Carlene Benson, Max Merlich, and Hannah Summers; ID Rider Rep Tamara Baysinger; BC Rider Rep Crystal Chung; Junior Rep Margaret Berner and Young Rider Rep (temporary non-voting member) Sierra Westlake. This represents a quorum.
  - B. Carol Giles presented an explanation of the document she will be sending to all Board members explaining the legal obligations of being on the Board. PNER insurance will cover you but not if you ignore the document and act in a way that is not in the best interests of the organization. If anyone has questions about the document they are encouraged to contact Carol.
- II. MINUTES:
  - A. Sandy Cheek gave an oral summary of the proceedings from the Friday January 29<sup>th</sup> Board meeting and promised she'd have them ready for approval at the March conference call.
- III. APPOINTED POSITIONS
  - A. Handbook – Elayne Barclay
  - B. Treasurer – Rita Rush indicated that the 2014 financial status report as well as a one page summary will be printed in the handbook. PNER is in good shape financially. Budget for 2016 will be approved at March Board conference call.
  - C. Secretary – Sandy Cheek
  - D. Newsletter – Mary Krauss – will be Editor of a quarterly magazine on web. A monthly pdf will be sent out both electronically and mailed by request. The monthly will include standings, ride flyers, meeting minutes and results only. Quarterly will include articles. \*Becky Fiedler will be the monthly PDF editor.
  - E. Points Secretary – Karen Leiman and past Points Secretary Rachel Webb
  - F. Membership – Kendal Ingraham
- IV. VOLUNTEER POSITIONS
  - A. Tack Sale – Max Merlich and Darlene Anderson reported that used tack sale went well...nothing stolen. Increased commission to 15% on used tack but 10% on used saddles. Revenue will be reported at March meeting with budget report.
  - B. Saddle Sale – Julie Serres sold 6 saddles.
  - C. Awards – Lois Fox. Need volunteers for 2016.
  - D. Raffle – Siri Olson did a great job with the raffle. Raffle brought in over \$6000.
- V. COMMITTEE REPORTS



- A. Junior report – Margaret Berner presented a proposal that junior riders who are emancipated be judged with young riders instead of seniors. Juniors can apply for emancipation at 14, but then they ride and compete against seniors. From 16-21 they compete against other Young Riders. They would like the award category for Young Riders to include 16-21 OR emancipated. Discussion about implications regarding results and nomination requirements. It was moved by Darlene Anderson that unsponsored/emancipated riders between 14-16 years would be eligible to ride as Young Riders. Seconded by Terre O'Brennan. Motion carried. Spencer Falk will be responsible for getting junior content to the newsletter editor. It was stressed that junior and young rider reps need to be present at Board conference calls. They would also like a room set aside for meetings for young riders and juniors at convention. In the past it has been a lunch meeting in a public area and the group is getting big enough that they would like their own room. The Board is including this in their convention planning for next year.
- B. Young Riders Report – Sierra Westlake requested that the temporary non-voting status of the Young Rider rep on the Board become a permanent voting position. Issues were discussed regarding the challenge of reaching quorum and the need to do it through a bylaw change. Motion by Beth Skaggs to make Young Rider rep a permanent but non-voting position on the Board. Seconded by Carlene Benson. Motion carried. Scholarship deadline discussion followed. The deadline is currently December 1 and the winner is announced at Convention. The juniors requested that the deadline be moved to March 1. Lois Fox said Scholarship Committee discussed and determined the deadline will stay where it is because we need the publicity of being able to announce at Convention, and if we move to March, that would not be possible. However the eligibility language was revised from "completed High School or equivalent" to "completed or *scheduled to complete High School.*"
- C. Trails report – Gail Williams indicated that they now have 11 interested members who want to take the Trailmaster course. The date will have to be changed because of the conflict with Tevis but the park is willing to do that; just need to make sure the trainers are available on the new date. The final date will be announced on web page and in newsletter.
- D. Education report – Darlene Anderson reported that Annemarie Rousseau is helping to get an application for funding from education committee out on the website. In the past this has been used to fund Endurance 101 clinics. Rita Rush indicated that currently the only line item in budget for Education is \$2250 for the Trailmaster course. Darlene requested that an additional \$3000 for other education activities be reinstated in budget.
- E. Scholarship report: See discussion above under Young Riders report regarding scholarships.
- F. IT report – Layne Lewis had to leave convention early because of an emergency. In her absence, President Kathleen Ferguson reported that two committees will be created for the development of a new, integrated database system. One committee will develop a

description of the scope of the work and the other committee will seek out vendors for the job. This current year we will continue to limp along using the old system, which is crumbling. Tamara Baysinger reported that the website is up and running, and stressed that any content needs to be sent to the email address on the website. Please include sufficient details so they don't have to go back and forth with you—name, contact information, content, duration of post. Kathleen stressed that Facebook is not the place to communicate with Board members or committees. Disclaimer will be posted and text revised at top of PNER Facebook page to remind users of this fact and Board members are asked, where possible, to monitor the page for any inappropriate content or issues/questions.

- G. Vice President report – Had about 200 for dinner which is significant increase from last year. Green bean tables at banquet were a success and Carlene may do again next year.

## VI. NEW BUSINESS

- A. The Executive Committee consists of the President, Vice-President and one member of the Board. Mary Nunn has served in this capacity. Darlene Anderson nominated Tani Bates. Margie Thorngren seconded. Motion carried. Welcome Tani Bates!
- B. New Junior Scholarship – A new scholarship for Juniors 19 and under has been developed. The sponsors will be tasked with developing criteria and the selection process. Approval of same must go before the scholarship committee. One of the scholarship committee members will contact the sponsors to make them aware of this requirement. Sue McLain will develop language for the Handbook announcing the scholarship.
- C. December birthday juniors – PNER has a different date from AERC so for those juniors with a December birthday there are implications. Move by Gail Williams to change bylaws to be consistent with AERC. Beth Skaggs seconded. Motion carried.
- D. Terms of office – Some members have discussed the possibility of changing the terms of office from the current 1 year to 2 years. Moved by Darlene Anderson to change to 2 year terms. Seconded by Terre O'Brennan. Discussion revealed that most intend to run for 2 years; some concern about being "stuck" with a bad officer for 2 years. Motion defeated.
- E. Vendor presentation – Sharalyn Hay did a short presentation on her company, Centro Point Solutions. She shared that her company could, at no cost to PNER, create a web page to sell PNER logo'd items such as mugs, t-shirts, etc. online. The company would get the PNER logo and with approval from Board members produce products for purchase. She would like to be able to bid on the handbook and newsletter. Terre O'Brennan moved that we receive a proposal from the company bidding on costs of handbook and newsletter. Seconded by Carlene Benson. Motion carried.
- F. Newsletter discussion – Some concerns regarding current format. Newsletter will be changed to quarterly and will continue in current format. Monthly pdf's will be sent out that consist of only standings, ride results, minutes and ride flyers. The changes for 2016 were reviewed and members were encouraged to try the new format for now.

## VII. ANNOUNCEMENTS

Next Board meeting will be on Tuesday March 22<sup>nd</sup> at 7 pm. It will be a conference call.  
Meeting adjourned at 10:28 a.m.

Pacific Northwest Endurance Rides

Board of Directors Meeting Saturday January 30, 2016

I. CALL TO ORDER

A. Meeting convened at 10:07 a.m. by President Kathleen Ferguson

II. APPROVE MINUTES:

Motion to approve minutes from January 31, 2015 made by Gail Williams, seconded by Kendal Ingraham. Motion carried.

III. REPORTS

A. Treasurer report - Rita Rush presented. She indicated PNER is in good shape financially. ~\$25,000 in Money Market and ~\$39,000 in PNER bank accounts. Net income in 2015 ~\$13,500. Purchase of blood machine was \$2000. PNER logo apparel is at fire sale in used tack sale; will no longer appear as a line item. Solicited feedback on what membership would like to see; will provide some charts and a one page summary in Handbook. \$200 was approved to purchase newest edition of Quickbooks. She is developing an inventory control process.

B. Financial Review Committee - Carol Giles presented. Members are Darcy Bean, Carol Giles, Darlene Anderson. They review receipts, checks, stated revenue, and make recommendations to the Board and Treasurer. All books are in good working order. A mid-year financial review will take place in June.

C. Awards Task Force – Sue McLain presented. Members are Sue McLain, Carlene Benson, Mary Nunn, Rachel Webb, Lois Fox, Nance Worman, Karen Leiman, and Becky Fiedler. Sue reported the survey provided valuable and relevant feedback regarding PNER awards. She stated that the written comments were thoughtful and provided the committee with some good suggestions of where to do additional research or get more ideas. One interesting statistic: of 407 PNER members, only 243 completed 1 or more rides last year. The survey revealed that awards seem to fall into three general categories: those that are high value; those that are confusing or viewed from a large spectrum of positive and negative (some love/value; some hate). Work plan for 2016 for this group is a) get feedback from members at convention; b) develop "Guiding Principles" which will help in reviewing awards and their value to the organization; c) determine gaps or overlaps between awards; d) prepare draft award criteria working with sponsors as needed; e) consult with the IT committee about ability to track standings and finally f) prepare recommendations to the Board by December for their vote to implement in 2017 ride year.

D. Scholarship Committee – Aarene Storms presented. She announced the two winners of the scholarships will be awarded at the banquet.

E. Trails Committee - Gail Williams presented. She indicated that the Trailmaster course will be at Silver Falls Park next to Salem, Oregon. There is a potential date conflict with Tevis so she is hoping to reschedule to July 28-31. Attendees must be an AERC member. PNER will pay for up to 10 PNER members to attend at cost of \$225 per person.

Currently she has 3; needs a minimum of 6 but she will be recruiting at convention so look for her.

- F. Education Committee – Darlene Anderson presented. Members are Darlene Anderson (chair), Max Merlich, Carol Giles, Anne-Marie Rousseau, Paul Latiolais, Gail Williams and Yvonne Shoemaker. Darlene reported that the blood machine had been purchased and will be travelling to rides. She thanked Sue Summers for her efforts. Data from the machine will be retained and used in further research to for both PNER and AERC members. She spoke about the plan to put a grant application for holding Endurance 101 clinics on the website.
- G. IT Committee – Tamara Baysinger presented. Members are Layne Lewis, Adam Falk, Tamara Baysinger, Kendal Ingraham and Mary Krauss. The Board approved \$10,000 to purchase a system that will integrate our entire record keeping system including the website, points, standings, membership, and awards. Two committees will describe the scope of work and solicit bids. A vendor will be selected based on the bids. Hopefully by 2017 we will have an entirely new system. Tamara shared that currently the new website is getting about 3000 page views a week, which is great. The goal is that it will be updated on a monthly basis. Please send any content you wish to have on the web through the email listed on the website. There is a blog that will have any current information (ride closures, change of venue, etc.) so members are encouraged to check there frequently. We would like to add a junior page but need content. Lois would also like a 100 mile page added. If you have content send it to Tamara using the website contact. Identify yourself, the content, and the length of time to run the information.

#### IV. AREA ELECTIONS

President Kathleen Ferguson opened elections for the regions. She reminded members that anyone who is a regional ride rep needs to be able to attend the Sunday Board meeting and conference calls throughout the year so we can achieve a quorum. The groups met and reported the following: Washington Rider reps: Margie Thorngren, Jamie Hughes, Beth Skaggs. Alternates: Tani Bates, Patti Betts, and Paul Hughes. Montana rider rep: Yvonne Shoemaker. Idaho Rider reps: Tamara Baysinger, Layne Lewis, Nance Worman alternate. Oregon Rider reps: Max Merlich and Carlene Benson; alternates are Hanna Summers and Rachel Webb. BC Rider Rep: Crystal Chung.

#### V. BOARD ACTIONS 2015

President Kathleen Ferguson thanked the hard working members of the Board. Accomplishments this year include a) initiating a \$5 late renewal fee effective after February 15 to cover the costs of first class postage for the Handbook; b) Purchase of a new blood analyzing machine; c) creation of an Awards Task Force engaged with analyzing the entire awards structure of PNER; d) the development of a new and comprehensive IT team and work plan and e) the creation of a shiny new PNER website, way easier to use. General applause and appreciative comments followed.

#### VI. NEW BUSINESS

- A. Sue Summers presented a short video that explained the operation of the new blood analyzer machine. It will be transported manually by members of her task force to

various rides around the region, the first one being Coyote Ridge in Washington. The charge will be \$45 for PNER members and \$55 for non-members. A log book is being created that will record who requested the blood draw, context for the draw (pre-ride, post-ride, after pull, etc) as well as recording data on the samples drawn. Two copies will be printed, one for the rider/owner, and 1 retained by PNER (although electronic copies will be retained in the machine itself). Vets will not be required to do the draw or interpret results except at their own discretion. There will also be a waiver to sign as well as a questionnaire. Dr. Root presented on the information that a rider could gather from a blood draw related to muscle enzymes. He noted that results cannot be given during a competition. A fund will be created to provide for additional supply purchases and any upkeep necessary.

- B. AERC has changed the age of a sponsor from 21 to 18 and PNER will follow AERC rules. Anyone 18 or older can now sponsor a junior.
- C. We are moving to a quarterly PNER magazine with entertaining and educational articles. This will be delivered by an email link. There will be a monthly pdf using the old format that will include minutes from meetings, ride flyers, ride results and standings. This will be delivered by email to the majority of members but will be printable.

VII. ELECTION OF NEW OFFICERS

- A. Karen Leiman nominated Kathleen Ferguson and Tiffany Buob to serve as President and Vice President. Rachel Webb seconded. No other nominations were presented. Sue McLain moved and Paul Latiolais seconded to elect Kathleen and Tiffany by acclamation. Motion carried.
- B. Nominations for Financial Review Committee were Carol Giles, Darcy Bean, Darlene Anderson and Margie Thorngren. Margie withdrew her nomination. Gail Williams moved and Eileen seconded that all three remaining candidates be accepted by acclamation. Motion carried. Thank you!

VIII. OTHER BUSINESS:

A new scholarship for juniors 19 and under has been created. More information will be posted in the newsletter and on the website.

Paul Latiolais reported on issues from AERC. There are three: a) Drug testing will be doubled for this year at no additional cost to members; b) VP Julie Schneider's article in Endurance News on 'short' rides has started a discussion on what the future of endurance might look like and encouraged us to read it and share our thoughts and c) an Ad Hoc committee will be started to examine the future of endurance and ride lengths.

IX. ADJOURN

- X. Gail Williams moved to adjourn; seconded by Sandy Cheek. Motion carried. Meeting adjourned at 11:23 a.m.

Pacific Northwest Endurance Rides

Board of Directors Meeting January 29, 2016

I. CALL TO ORDER

- A. Meeting convened at 2:00 pm.
- B. Members present: Tani Bates, Becky Fiedler, Dory Jackson, Beth Nicholes, Carlene Benson, Tiffany Buob, Kathleen Ferguson, Sandy Cheek, Rita Rush, Terre O'Brennan, Gail Williams, Mary Nun, Yvonne Shoemaker, Julia Sayer, Rachel Webb, Spencer Falk, Beth Skaggs, Max Merlich, Darlene Anderson, Elayne Barklay, Karen Leiman.

II. APPROVE MINUTES: Motion to approve November Board meeting minutes. Seconded and passed.

III. COMMITTEE REPORTS

- A. Treasurer Rita Rush presented. Net income for 2015 was \$13,461. In comparing with 2014, membership income decreased but expenses for convention and newsletter were less in 2015 than 2014. Insurance costs for general liability are \$425 a year; for the Board \$581. We do not have property insurance and have determined it is not a viable option based on having a small amount of property which depreciates significantly year to year. Rita is creating an inventory control form to track who has what inventory. A PA system and the blood machine were the only significant purchases in 2015. Rita requested an update to the Quickbooks software. A motion was passed to spend up to \$200 to purchase the latest version of Quickbooks. The Financial report follows. Budget will be presented at next Board meeting.
- B. Trails Committee: Gail Williams reported on the Trailmaster course. It needs to change to a different date because of the conflict with Tevis. She made a motion to allocate a maximum of \$2250 to cover up to 10 members taking the course. Motion passed.
- C. Blood Machine task force: Sue Summers described the process by which the blood machine was purchased and will be used. The cost to use the machine will be \$45 for PNER members and \$55 for nonmembers. The plan is that task force members, who represent all areas in the PNER region, will manually escort the machine to various rides in the region, the first being Coyote Ridge in central Washington. Ongoing costs will be a protective case as well as supplies (discs, syringes). Motion to approve \$500 for blood machine supplies. Passed.
- D. Awards task force: Sue McLain presented the status of the task force's work. There was some concern expressed by members regarding the 25% participation rate. Sue shared that this meant about a 6% margin of error if one takes into account that of the 407 members of PNER, only 243 actually did 1 or more rides this year. The game plan for the upcoming year is to meet at this convention, seek out feedback from members, and proceed to develop Guiding Principles to assist in decision making regarding keeping, deleting, altering or creating awards. By December 2016 the task force will present its recommendations to the Board for their vote. Board decisions will become policy in 2017.

- E. Website/IT committee: Tamara Baysinger Web Mistress announced that the website is up and running and getting a lot of 'hits'. She encouraged all who want content on the web to send her information through the email address on the web, not using Facebook or other emails. She asked that full information be included, such as: identifying yourself, what the content is, your contact information, and length of time for the display. Vendors at the Trade Show will now have a link to their websites on our web page. Committee chairs need to come up with content for their committees. The goal is for the website to be the primary source of accurate information about PNER (as opposed to social media sites).

IT issues: There are many issues: the Access database is obsolete and entering results is taking hours of volunteer time. Layne Lewis and her team have been working up a proposal to seek out an outside vendor to bid on getting all aspects of our data (website, points, membership, awards and ride results) integrated. Cost is estimated at \$10,000 based on initial conversations with IT experts. The plan is to form 2 committees, one to describe the scope of work and a second to review and select potential vendors. First committee includes Adam Falk, Layne Lewis, Karen Leiman, Kathleen Ferguson, Tamara Baysinger and Kendal Ingraham. Second would be same minus Kathleen to seek out and select a vendor. Motion to provide \$10,000 funding to seek out and contract vendors to accomplish this task. Motion seconded and passed. Other IT business included a motion to purchase Office Suite 365 software to update PNER computers. The motion was seconded and passed allowing expenditures up to \$500 on Office Suite 365.

- F. Awards: Sophomore horse award was taken over by the Krauss-Berner family starting in the 2015 ride season. Mary indicated she wished to make changes to the award moving it from a competitive award to an achievement award. Changes to the award were implemented but PNER President Kathleen forgot to have the Board approve the change. Motion to accept changes as they are written making the award an achievement award rather than a competitive award; seconded and passed. Discussion ensued about the possibility of having sponsors track their own awards. Advantages are that IT costs for programming would be reduced dramatically. There was no motion but considerable discussion. The conclusion was to wait until the results of the awards task force are shared in December 2016 and for the IT project to be completed so actual costs for programming can be part of the decision process.
- G. Age for sponsors of Juniors has changed from 21 to 18 in AERC; PNER will follow suit.
- H. Junior report: Junior Birthday issue: currently PNER birthdate is different from AERC, resulting in some juniors born in December riding as both juniors and seniors in each organization. To change our date would require a bylaw change. Motion: to change the bylaws' definition of a junior so that the PNER definition of a junior is consistent with the AERC definition. Motion seconded. Motion passed.

Junior Representative Beth Nicholes shared that the date of the scholarship deadline is an issue for juniors and asked that it be changed to early March/late February (it is currently December 1<sup>st</sup> so that it can be publicly awarded and announced at the



convention). Discussion ensued with a decision to discuss further at Sunday Board Meeting after Education committee has a chance to review current language. Juniors also discussed the rules around emancipated juniors. Their wish is that instead of having to compete with seniors, emancipated juniors would compete with young riders. They were requested to consult with the awards and IT committees to see what issues this change might cause.

- I. Policies and Procedures manual: Lois Fox is currently collecting job descriptions for all volunteer positions so that when a new person takes over a position they have a job description and are aware of their responsibilities.
- J. PNER sponsored rides: a clarification that only rides within PNER boundaries will be sanctioned as PNER rides as written in the By-Laws.
- K. Newsletter: the volunteer position as editor is becoming too time-consuming. Motion to go to a monthly pdf that will include ride results, ride flyers, standings and minutes from Board meetings. The remainder (articles) would be a quarterly publication online, coming out in March, June, October and November. Motion seconded and passed.

Meeting adjourned at 3:35 pm.

PNER Board Meeting November 19, 2015 7:00 pm

Attendees: Kathleen Ferguson, Tiffany Buob, Sandra Cheek, Yvonne Shoemaker, Becky Fiedler, Darlene Anderson, Max Merlich, Karen Leiman, Jala Neufeld, Beth Nicholes, Terre O'Brennan, Carlene Benson, Layne Simmons Bownds, Melinda Guice, Lois Fox, Kendal Ingraham, Rachel Webb, Rita Rush, David LeBlanc

Terre O'Brennan moved to approve the previous minutes, Carlene Benson seconded the motion. All in favor, no opposed. Minutes stand as read.

**Treasurers' report:** Balance through today 25,102.81 in savings, 32,282.30 in checking. Some expenses towards conventions awards have been paid out.

**Committee Reports:**

**Scholarship Committee:** The deadline may be extended to January 1.

**Education committee report:** Terre O'Brennan. Reported on an event that was held in Chilliwack, BC where endurance Canada had a very successful booth set up. Dennis Summers is talking at the Endurance Canada meeting this coming weekend and they have advertised it heavily. There was a 101 clinic held in May and a Moving up clinic was held.

**Unfinished business:**

There has been discussion regarding a more detailed budget report to be done a couple of times a year. A more detailed breakdown at the end of the year was discussed to highlight where monies come in from and where the monies go. Setting a budget out will be beneficial to members and those who are purchasing items for PNER, such as awards. A policy and procedure regarding creating budgets and general guidelines could be useful. Rita plans to have the 2016 budget done before convention so it can be presented to the board.

**Trail Master course:** \$1000 was set aside for the trails committee. Silver Falls State Park originally said they would supply all the materials, but now it sounds like the park is giving a bit of a run around. Tentative costs are \$225 per participant, \$100 per night for the instructor (Mike Ritter), food for the instructor, and it was unknown whether travel expenses were involved. There have been many inquiries from out of the area. The dates have been published by AERC for July 21-24, 2016. It was asked that Gail Williams bring a full report of expected expenses to present to the board at convention.

**Blood analyzing machine:** Sue Summers reported that she recruited Patty Robinett to help shop for a used machine. There are two models of particular interest and the manufacturer is checking on the history of the machines. They each cost \$2,000 and each seller will give a 30 day money back guarantee, free shipping. The SE region recommended buying a hard case for transport of the machine. It would cost \$45 per blood draw and will give a full electrolyte panel. Darlene suggested that this comes out of the education budget as it will be very beneficial for people to learn about their horses and presentations can be done on this information for educational reasons. The machine will travel to rides across the region with designated committee members. Sue Summers will be the machines manager.

Max moved and Terre seconded spending up to \$2,500 for the blood machine, rotors and case. The motion passed unanimously.

**Awards Survey Update:** Sue McLain sent a report which Lois read. The survey closed on November 15<sup>th</sup>. There were 103 responders, which represents 25% of the membership, which is considered a good level of participation. We can be confident the views expressed in the survey of the full membership. Low participation from juniors and young riders. Most cared about awards and answered in great detail.

The task force is reviewing the results. Prior to convention, a high level summary will be presented to the Board, and general findings to the membership via the newsletter. The task force will also contact sponsors of awards where some changes have been indicated via survey results. Task force members will take advantage of the January 2016 Convention to engage in conversations with the PNER Board, general members and award sponsors to determine if there are areas of emphasis the task force should take into consideration when developing recommendations.

**Tech/Website Update:** Tamara Baysinger has developed a new website using the Weebly platform. The Board had a chance to preview and were pleased with the look of the site. Most of the information from the old website has been migrated to the new one, and currently award results and standings are showing on the site. Could go live on December 1 if approved by Board. Tamara proposed the purchase of business level of membership at \$20.79 a month which would allow for a web based registration form, use of a shopping cart, and the ability to make online payments at no charge. We would also have our own domain name. Rita asked when we would purchase (before year end) and out of which budget (tech budget). Layne moved to go forward with the platformed website at the business level; Darlene Anderson seconded. Motion carried.

**Convention Report:** Tiffany reported that Siri Olson is gathering donations for the raffle; Sandy Cheek has contacted vendors for the trade show and is receiving completed vendor applications. An agenda is posted on the website. Online registration will be available in December when the new website goes live.

**New Business:**

**Reports:** Points issues and running reports continue to be an issue. Glitches throughout. Kathleen Ferguson proposed a meeting of key constituents on Thursday prior to the convention. PNER would pay for their hotels on Thursday night. The points secretary, past and present, membership secretary, newsletter editor and web page developer and standings programmer would be involved. Layne will be the project chair and produce an agenda and working schedule for the day. The group will report to the general meeting on Saturday with a plan for IT. Darlene made motion to approve this proposal to take money from the tech budget so the tech team could meet. Tiffany Buob seconded. Motion passed.

**Completions only:** A lively discussion ensued about the use and misuse of completion only vs pulls and points or miles awarded. Terre O'Brennan and Darlene Anderson will make a presentation at the ride managers meeting regarding the appropriate use and reporting of completion only at rides (AERC rule 6.1). If a ride manager continues to use the completion only incorrectly a protest will have to be filed with AERC as the appropriate response.

**Sophomore horse:** At the 2015 Convention, Mary Krauss volunteered to sponsor the award, and asked to make some changes to the criteria which has caused some confusion and concern. The impact on volunteers who do the programming when changes occur is considerable. As a Board we did discuss

other award changes, but this one was overlooked in the rush to get the Handbook done. The sponsor does get to decide criteria but PNER must always approve the award. Kathleen will ask Mary to present her criteria to the Board at the January meeting where changes can be considered and discussed for 2016 ride season.

**Junior Rep:** Junior rep felt that there were some issues with low participation in the Jr BC award so was wondering about whether or not it should be continued; the awards task force will be looking at this as well as AERC. Another issue is who is considered a junior; for AERC birthdays are December 1<sup>st</sup>; in PNER we are January 1<sup>st</sup> because that is the start of our year. At present, we let the juniors decide to ride as a junior or senior if their birthdays are in December. Kathleen will put this on the agenda for the AGM at Convention to see if we should continue this policy or follow AERC dates.

**Inventory control:**

Rita Rush will follow up with those individuals who have PNER inventory and send inventory tags. At convention she will have a form so tracking will be enabled.

Meeting adjourned at 9:00 pm

Respectively submitted by Sandy Cheek, PNER Secretary

## PNER Board Meeting

July 8, 2015

Meeting called to order at 7:10 p.m. via phone call.

- 1) **Roll Call:** Kathleen Ferguson, Siri Olson, Kim Black, Tiffany Buob, Rachel Webb, Kendal Ingraham, Becky Fielder, Rita Rush, Karen Leiman, Mary Nunn, Lois Fox, Terre O'Brennan, Sue Summers, Sue Mclain
- 2) **Treasurer's report:** Rita Rush reported total income for convention was \$22,298, with \$17,772 in expenses, resulting in a net of \$4,526. Net from the prior year was \$1,290. Expenses do include awards which cost \$4,255 this year, and \$4,049 in 2014. The better income at convention was contributed to increased attendance. In 2014 there was a total of \$14,255 in membership. Year to date membership for 2015 is \$11,300. Current checking balance is \$37,065 and current savings balance is \$25,095

3) **Old Business**

a) **Update on points program/new points person for 2016:** A rodeo points system was evaluated, but after Adam Falk and David Hendrickson looked at it, it was not customizable enough for the unique awards we have. To personalize a program that would work for us would be about \$10,000. Instead Adam F. worked on the points database and David LeBlanc is running reports again. David L. is teaching others how to run reports, and has so far taught Eileen Reilich with more planned. Rachel Webb added that there are still quirks when trying to get reports and David L. is having to reprogram some of the reports run that are changed, such as Horse of the Future and Sophomore Horse. Stallion award has been removed and converted to the AHA Award. Discussion was held that reports need to be seen by the points person before being published in the newsletter or on the website.

There is still a long term issue of what to do with points. Adam F. has suggested getting ahold of the person who does AERC points who has recently moved to the northwest. Kathleen F. will reach out to him. It was suggested to keep the Access database for memberships and ride entries, but look at a different reporting program.

Karen Leiman will be taking over points at the end of the year and will be getting training from David L. and Rachel W. Rachel W. expressed her appreciation of members who check on the standings and report any issues.

- b) **New membership secretary for 2016:** Kendal Ingraham is going to take over membership.
- c) **Convention update:** There is one speaker lined up. Becky Fiedler, Shari McFarlane and Marie Mallon are doing awards this year. Kathleen F. will reach out to them with a list of what has been done the last two years.
- d) **Raffle donations protocol:** There was confusion concerning the raffle last year. Siri Olson has volunteered to be the raffle manager. The following is clarification on how the raffle will be held:

- i) Raffle Manager is not eligible for prizes, except for those awarded at the banquet.

- ii) A raffle item is selected and then the tickets are mixed and one is drawn for the winner in that order
- iii) All items at Banquet are "must be present to win"

Lois Fox has contact information that she is going to pass on to Siri O. to assist with donations. Lois F. suggested starting to collect donations ASAP due to donation budgets that companies set up. Lois F. suggested emailing specific people in certain regions to help get donations in their area. She felt a personal invite was better received than a general blanket email.

e) **Newsletter update:** A new editor is needed if Kendal I. is going to take over points. Members were suggested, Kathleen F. will reach out to them. It was suggested that more experienced members take on this position so they understand the importance of standings and points.

## 5) **Committee Reports**

a) **Scholarship:** Lois F. reported that it was very disappointing that there were no applicants this last year, but in the first year there has not been an applicant. Discussion was held about advertising the scholarship award sooner.

b) **Trails:** No report

c) **Education:** Kathleen F. reported that the sound system discussed at convention was purchased and used at presentations. There was a clinic held with PNER startup funds which were then paid back.

d) **Tech/Website:** Kathleen F. complimented on the website being kept up to date and is looking forward to standings being posted now that Eileen R. had report training. It was commented that the last two years of results all run together and maybe should be moved to an archive page to tidy up results. Kathleen F. will contact Eileen R. about this.

e) **Awards:** Rachel W. reported that a questionnaire will go out to PNER members to collect info. Kendal I. offered to send the questionnaire through the MailChimp program she sends the newsletter through. For those who do not use email a notice will be put in the newsletter with contact information on how to get a hardcopy survey. The survey will probably come out September or October.

## 6) **New Business**

a) **Blood analyzer machine:** Sue Summers is proposing that PNER purchase a blood analyzer machine for use at rides within our region. She has talked with a number of people in the SE region that are finding great benefit from having blood work done at rides. This blood work is beneficial for electrolytes, tie ups and other metabolic issues. Having the machine would assist the more experienced riders in our region as well as teaching new riders about better horse management. Sue S. has been speaking with Dwayne Barnett in the SE region where they purchased a used machine for about \$2,500 a couple of years ago. Once you draw blood and put it into the machine you get results within minutes. Requirements would be purchasing supplies, which in the SE costs about \$20 and riders are charged about \$40. In that region, ride vets do

not charge for blood draws, but it would need to be discussed in our area. An example was given that it cost \$140 to have blood drawn at Klickitat. Sue S. suggested this would be a good convention topic to discuss what the blood results mean to riders. Mike Foss was a suggestion for a presenter.

Lois F. said that about 10 years ago it was looked into, but the problem that was encountered was distance and custody. Sue S. felt that some sort of rules and protocol would need to be written up and possibly a committee of trusted riders that might be able to move the machine from ride to ride. Mr. Barnett told Sue S. that they do Fedex the machine between rides, probably to ride vets. Terre O'Brennan commented that the British Columbia club does share a lot of equipment between the different rides and it can be done once there is a policy in place. To choose rides may be dependent on size and if there is going to be inclement weather. Terre O. asked about calibration of the analyzer for accurate readings and expressed some concern about making sure the machine has quality control. Sue S. will ask Mr. Barnett about how it is handled in his region. Kathleen F. suggested a committee be put together to investigate further and look into protocols to be presented at the next meeting. Sue S. will head the committee and will reach out to people from each region. Terre O. expressed interest in being on the committee also.

b) **Suggestion for \$5 fee to send second handbook:** When members do not update their addresses it can cost PNER quite a bit to resend the handbooks. Handbooks are initially sent bulk mail, but when resent must be sent first class. Becky F. asked how many had to be resent this last year. Karen L. reported there were about half a dozen who moved and did not update their addresses. The other issue is when members who have been members for years do not renew before the handbook mailing deadline, so then the handbook must be sent first class rather than bulk mail. So a fee is being suggested for second handbooks and late renewals of long standing members.

**Karen L. made a motion to charge an automatic \$5 fee for sending out a second handbook to members who have moved and not updated their address. Kim Black seconded the motion. Discussion ensued that it may be difficult to prove that someone did not send an address change. It was suggested that the membership secretary ask that, as a courtesy to send \$5 to help cover costs of resending a handbook. The motion did not pass, it will stand that the fee will be asked for, but not required when resending the handbook.**

**Tiffany made a motion that a higher membership fee of \$5 be charged to renewing members after February 15<sup>th</sup> to cover resending of the handbook. This would not affect new members. Kim B. seconded the motion. Discussion ensued. The motion passed unanimously.**

c) **Other concerns from group? None**

Meeting was adjourned at 8:22 p.m.