

IHJA Board Meeting Minutes

September 12, 2022
7:00 pm – Zoom Meeting

Attendance

Officers/Board Members Present:

<input checked="" type="checkbox"/> Victoria Willock	<input checked="" type="checkbox"/> Dawn Stumm	<input checked="" type="checkbox"/> Heather Vaught
<input checked="" type="checkbox"/> Maggie Boyle	<input checked="" type="checkbox"/> Terri Foreman	<input type="checkbox"/> Holly Maclean-Whittaker
<input type="checkbox"/> Amy Ochoa	<input checked="" type="checkbox"/> Ingrid Schoenlein	<input checked="" type="checkbox"/> Erica Zirkelbach

Guests Present: Sarah Burton

Call to Order

Meeting was called to order by Victoria Willock at 7:01 pm

IHJA Annual Show

Annual Show updates

- Ms Vaught shared the Financial Summary from the 2022 Annual Show.
 - Stalls and shavings were over budget significantly (approximately \$3,000 combined). This was due to the budget being made when we were expecting a smaller turn-out and not adjusted when we discovered that more horses than predicted were going to attend. Lesson learned: Review the budget before the event to re-forecast any items that are volume-related.
 - Original budget did not include mileage and per diem for judges. Lesson learned: Include mileage and per diem in the budget.
 - There were also some fees from HHP that we did not include in the original budget: dragging, setup/tear down, golf carts, and stall cleaning.
 - IHJA was charged \$170 for stall cleaning fees. In general, most exhibitors cleaned their stalls well. Some exhibitors paid the stall cleaning fee. Ms. Schoenlein quickly inspected the stalls before she left and thought that some were clean that HHP charged for cleaning. Discussed how to possibly prevent those charges in the future.
 - Ms. Willock suggested that the stall fee include the cost of cleaning, and that individuals who cleaned their stalls could request that the stall cleaning fee be credited. Ms. Vaught said that was possible, but would require a dedicated "stall monitor" to inspect stalls and hand out the vouchers/tickets to have the fee credited.
 - Ms. Burton indicated that the Eventers have exhibitors bring a picture of their stall to receive the credit.
 - Expenses were \$21,092.40, which was \$4,677.40 over budget.
 - Income was \$29,603.30
 - Profit = \$8510.70
- Ms. Willock indicated that most exhibitors seemed pleased with the show and had no complaints.
- Ms. Schoenlein indicated that the feedback she received from the exhibitors was positive.
- Ms. Schoenlein suggested that IHJA should invest in new walkie-talkies, pop-up tents, and a set of timers.

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- Ms. Schoenlein expressed appreciation for the team who helped with set-up: Skip, Adam, Isabelle, and Val.
 - Ms. Burton thought that splitting the Jumper ring worked out very well. A nice side effect from that decision was that the hunters and jumpers had separate schooling areas.
 - Ms. Burton suggested that HHP could invest in a better system for moving jumps into the arena.
 - Ms. Burton suggested for future events that it would be a good idea to shorten the hunter ring, perhaps even with a temporary barrier like a line of mums.
 - Ms. Schoenlein stated that it would have been nice to drag the rings more frequently. The EMT stated that HHP allows show hosts to use their equipment. Ms. Burton suggested for future events that IHJA hire someone who is knowledgeable to operate the equipment and drag/water the rings.
 - Ms. Schoenlein reported that exhibitors seemed to like the first place and championship prizes that were given out. She also suggested that we have a designated Ribbon Return bin where people could return their ribbons if they didn't want to keep them.
 - Ms. Willock was very pleased with the EMT's level of attention.
 - Discussion about rider who fell during a class and was evaluated at the ER.
 - EMT evaluated rider and told rider and her family that, because the EMT was not qualified to rule out a concussion, if the rider wished to continue to show, she needed to be evaluated by a provider who was qualified to rule out a concussion.
 - Rider's parents took her to the ER to be evaluated. ER discharged her with paperwork stating that, as long as she was asymptomatic, she was cleared to resume normal activity.
 - Rider's parents gave a copy of the ER report to the Show Office.
 - Suggested that IHJA should have a form that the EMT signs off on. Ms. Foreman stated that IEA and IHSA have a similar process.
 - Ms. Burton suggested that IHJA might have had a form from a previous incident. Ms. Vaught stated that she had reviewed the DropBox and the flash drive from Liz at the show and did not find a form that met our needs.
 - Ms. Vaught queried the USEF website and discovered a USEF Human Accident/Injury Report Form that IHJA could use in future events.
 - Ms. Schoenlein expressed her gratitude for Ms. Burton, Ms. Stumm, and the entire board for all of their support of the Annual Show.
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OLD BUSINESS

Financial Report Ms. Vaught shared the following details from the Financial Report:

05/15/22 to 07/16/22

Income:	\$28,999.23
Expenses:	\$22,944.29

Account Balances:

Checking:	\$8,863.93
Savings:	\$25,140.75
Horseman's Assistance Fund:	\$5,627.42
TOTAL:	\$39,632.15

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Outstanding Balance from IHJA Annual Show (returned check + NSF Fee)

\$981.25

Membership Report

Ms. Vaught shared the following membership information:

2022 Memberships: 185 (increase of 24 from July)

2022 Horse Registrations: 145 (increase of 19 from Jul)

Membership Survey: Has not been developed yet

NEW BUSINESS

Medal Finals Committee Report

- Stalls for the supporting H&H Show are sold out.
 - 20 individuals completed the requirements to qualify for finals, even though IHJA is not requiring qualification this year.
 - Heather Pinnick has agreed to be our judge for the event.
 - Courses have been set.
 - Ms. Schoenlein is donating flowers for winners.
 - Ms. Stumm asked if we should provide Trainer Gifts. Previously, Trainer Gifts for the Annual Show had been co-mingled with gifts for the Annual Show.
 - Ms. Foreman indicated that the books that she had purchased for Medal Finals winners had been delivered to Ms. Ochoa's barn, and that Ms. Zirkelbach would deliver them to Ms. Stumm.
 - Ms. Stumm asked Ms. Zirkelbach to post on Facebook that stalls were sold out, and to remind participants that stalls are sold out.
 - Ms. Willock suggested that Ms. Zirkelbach should post bios for Medal Finals winners to our Social Media channels.
 - Ms. Vaught has requested gift certificates from Grand Champion and that she will pick up the gift certificates, totes, and frames from Grand Champion and pay for them all at the same time. Total for prizes is approximately \$1000 for the event.
 - Ms. Schoenlein inquired about the use of the last blanket from Purdue. Ms. Stumm stated that it would be given to the winner of the Jumping Seat Medal. Ms. Schoenlein requested a photo of the winner/blanket to be sent back to Purdue.
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Banquet

Ms. Ochoa could not attend the meeting, but provided an update to Ms. Willock that she was meeting with prospective sites for the banquet and would send pricing information at a later date.

Newsletter/Communication

- Ms. Vaught stated that we need to get communication out to members to check points before the end of the year.
 - Ms. Vaught suggested that the next newsletter would also feature Annual Show and Medal Finals highlights.
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Nominations/Elections

Nominations and Elections must be headed up by Board members that were NOT elected last year: Ms. Ochoa, Ms. Vaught, Ms. Zirkelbach, and Ms. Boyle.

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- Open Positions for 2022-2023: President, Vice President, and two board positions.
 - Ms. Vaught agreed to execute the actual election.
 - Ms. Zirkelbach agreed to gather the nominations.
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Rules

Ms. Willock, Ms. Vaught, and Ms. Seay (the Points Secretary) have an ongoing list started for issues with rules, including:

- Participating in the Intermediate Child/Adult Jumper division, which was added via an extraordinary rule change, excludes riders from participating in any medal class.
 - When the 2'3 divisions were added, the rules were adjusted to allow for those riders to participate in the 2' medal.
 - Ms. Vaught made a motion to allow riders who show up to 2'9 in height to participate in the Novice Children's medal.
 - Ms. Foreman seconded the motion.
 - **The motion passed unanimously with no opposition.**
 - Ms. Vaught will ensure that Medal Finals participants are aware of the Extraordinary Rule Change.
 - Ms. Willock reminded Board members to review their respective sections to recommend rule changes for next year. The Rules Committee will meet separately to discuss and propose rule changes. As a reminder:
 - Ms. Schoenlein: Hunters
 - Ms. Stumm: Jumpers
 - Ms. Mclean-Whittaker: Equitation
 - Per IHJA rules, members must submit rule changes by September 15 so that the Rules Committee can present rule change proposals to the Board by October 1.
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Established Shows

IHJA Board reviewed the rule book and the definition of Established Shows.

- The Rule Book defines an Established Show as one which has been approved by IHJA and held the previous show season.
- IHJA board discussed and came to the consensus that the definition of an "established show" as one that was held in the same location and by the same management. If the show changes location or management, the IHJA board decided that it no longer meets the criteria of an established show.
- Hill Top stables has cancelled shows this year without proper notification to IHJA of the cancellation. This has impacted other members in good standing (judges, personnel, and exhibitors/trainer) who have held those dates.
- Other shows have already requested and submitted payment for prospective dates in 2023.
- Extraordinary rule changes proposed:
 - **Application Fee:** If show management cancels an approved show, said application fee is forfeited and cannot be used for any other financial purpose.
 - **Established Shows:** Established shows are those shows which:
 - Have been approved by IHJA
 - Have been held the previous show season
 - Under the same management and at the same venue
 - Are applying for the corresponding dates in the current season (December 1-November 30).

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- Show manager for non-rated (local) show is a current member in good standing with IHJA.
 - Established shows may add or subtract dates as long as there is no conflict with other approved shows.
 - Ms. Vaught made a motion to amend the two above sections as written. Ms. Foreman seconded. **The motion passed unanimously with no objections.**
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Finance/ Fundraising

Seeking sponsorships for Annual Show and Medal Finals!

Junior

The Junior Board tack sale went well: Helena Strieb was the only Junior Board member who really collected items and funds for the tack sale. \$58 was raised for the organization from the tack sale. Ms. Zirkelbach will write a check to IHJA and give it to Ms. Vaught.

Education

- Ms. Foreman is donating books as prizes for Medal Finals.
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IHJA Annual Meeting

- Meeting must be in-person, but Zoom will be available.
 - Ms. Stumm agreed to investigate and reserve a venue for the Annual Meeting.
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USHJA Annual Meeting

- Ms. Foreman and Ms. Schoenlein expressed interest in attending the USHJA Annual Meeting in Seattle, November 12-14, 2022.
 - Both agreed to review prospective finances and report back to the Board for approval.
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Board Meeting Schedule for 2022

- March 14
 - May 16
 - July 18
 - September 12
 - November 14 (General Membership meeting)
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Adjournment

Meeting adjourned by Ms. Willock at 8:30 pm.
