

IQHA Board Meeting Minutes
Tuesday, Feb. 20, 2017
6:30 PM at Kildee Hall Rm#104

President Debi Donnelly called the meeting to order at 6:46 pm.

Roll Call was taken by Debi Donnelly.

Present Board Members- Debi Donnelly, Lara Yungclas, Brian Hamrick, Jackie Kincaid, Marlys Adkins, Rosalie Carlson, Wade Ellerbroek, Sara Heeley, Darla Merwald, Marc Chapman, JR Reichert, Colleen Conrad & Kelly Birkenholtz. Absent Board Member-Kim Strong.

Other members present- Bill & Jennifer Horton, Jennifer Sheriff, Missy Merwald, Dick Donnelly.

Debi brought to the board's attention there were a couple additions to the agenda that needed made. First is a correspondence letter from AQHA, & the second item is in new business regarding conference calls. Missy Merwald also wanted to report on the Amateur committee along with the Mayflower vendor questions. Rosalie Carlson motioned to approve the amended agenda, Wade 2nd, motion passed.

Secretary Report-

Minutes from the previous meeting were reviewed; Rosalie had some suggested changes & corrections to make to those minutes. On page 2 she stated there was an incomplete motion where it states "Lara Yungclas moved to clarify the requirements for the High Point awards...." She suggested the motion be struck since it is re-motioned with clarification after that. After much discussion it was decided to strike the motion by Lara out of the minutes. Another issue was at the bottom of page 2, she thought it stated Debra Donnelly did not vote & stated that she wouldn't vote because she is president. After looking at it, it was determined that she mis-read & it was stated correctly as written. "Debra Donnelly and the board thanked Jennifer Sheriff for all the work she has done for IQHA." On page 3, "to look over their books in November" needs the year 2017 added to it. Also the motion for "Rosalie Carlson moved to strike the redistricting change to the bylaws" needs to have added to it "because IQHA failed to follow Roberts Rules". Also it needs to state "it was a tie vote that president Debi Donnelly had to break". On page 4 Rosalie requested that we number each item to make it easier to follow. On page 6 she brought up the fact that the board went into a closed session, that needs to be stated. It needs to state "went into a closed session" & "came out of closed session". After much discussion it was decided that we went into closed session twice, and it needs added above the "motion by Lara Yungclas to come out of closed session" that we need to just say that we came out of closed session, no motion because that would be included in the closed session minutes. Darla motioned to approve the minutes as amended, Sara 2nd, motion passed.

Treasurer's Report-

Colleen gave the treasurers report, General Operating Fund \$93155.26, Breeders \$44381.82, Amateur \$11972.15, Amateur Savings \$3450.91, Futurity \$272.48, Youth Scholarship \$20639.42, 2016 Breeders Futurity \$60689.50, General Operations- \$21874.39, Old Futurity Breeders \$59065.81, Futurity-\$300.20. District balances as of 1/31/17 are as follows: #1-\$11248.33, #2-\$17643.22, #3-\$7531.71, #4-\$2073.20, #5-\$4380.42, #6-\$15035.75, #7-\$6146.86, #8-6882.37. Additional balances were as follows: Union State Account-\$18775.00, US Bank Account-\$13578.71 & as of 2/10/17 the youth acct-\$20735.90. New Breeders Futurity Acct-an estimate of \$30,000 -40,000. It was also mentioned that the credit cards need to be moved from the old breeders account. Brian motioned to approve the treasurers report, Maryls 2nd, motion passed.

AQHA Letter-

Debi passed out a from AQHA regarding the articles of incorporation question in regards to our 2017 presidential election. Kelly read the letter from AQHA to the group. Debi explained that she had responded to AQHA & after no response from AQHA was heard, she contacted them again. They then responded with this letter that states they will not rule on this issue & it needs to be handled within our association. Debi & Colleen contacted IQHA's lawyers about recommendations on how to handle this, Debi read the letter from the lawyer, he stated he will bring us his recommendation to our next meeting. There was much discussion about how to handle this situation & questions about the accusers being anonymous. Discussion continued about whether the bylaw change was retro active or not. Brian read the by-laws & it was determined that this can be settled once we get the legal opinion. Debi stated the IQHA lawyers address will be sent to all board members so they can contact him with any concerns or questions.

Old Business:**Stallion Auction-**

Jennifer Sheriff reported an increase of about \$5000 this year, 70 stallions sold, 190 stallions participated, 12 more than last year. \$46705.00 in the stallion auction account & about \$66650 brought in this year. She stated the open stallions are listed under past auctions on the website now due to the auction being closed. There were about 120 registered buyers for 2017, Jennifer was happy with how it went this year.

JR Reichert pointed out that Bill Horton was missing from the agenda, Colleen apologized & stated she was having problems using the Google documents.

2016 Year End Banquet-

Kim Strong was absent due to sickness so Colleen Conrad reported what she knew. We had \$300 or \$350 in program sponsors, \$1350 in banquet sponsors + \$300 still coming from Purina. The bill for the banquet was \$9179.95, about \$900 more than the previous year, but this year it included the luncheon for the Hall of Fame Awards. Debi had a question about Emily Martin's bill for photography at the event, it stated it included the flash drive with all of the photos, but the flash drive has not been located. Those pictures would be great to include in the directory. Jackie stated that they were to go to Kim Strong. Jackie is going to contact Emily to locate the thumb drive & choose the pictures to use & send them to Jennifer Horton for the directory. Rosalie mentioned that the luncheon ran short of food. Ideas for the 2018 date & location were tossed around. Jan. 12 & 13 are available at that same hotel, if we would move to Jan. 19 & 20 or Jan. 26 & 27, there were possibly other groups those weekends. The hotel is going to contact Debi later next week. Due to the bylaws, the meeting must be held in January. There was discussion if we would hold the banquet early, if the finance report could be complete by then & if the year end awards would be ready by then also. Wade Ellerbrook motioned to continue with Jan. 12 & 13, 2018 as the dates for the banquet, Brain Hamrick 2nd, motion passed.

Mayflower State Show-

The tentative showbill was handed out. Jennifer Sheriff relayed that Kathy Avolt from Mark Harrell Horse Show Management made some recommendations to us that included to add a level 1 walk-trot high point, not to do jumping/hunter hack classes because of our footing, not to do NSBA added money classes due to the strict rules but just do our own jackpot classes using sponsor money. Sara Heeley asked to add a 3 YO Open Western Pleasure, 3 YO Non-Pro Western Pleasure, Open Maturity Western Pleasure & a Non-Pro Maturity Western Pleasure Added money classes. Sara stated she will get the sponsors for those classes. Rosalie was asking about the high point class requirements, if they have to participate in a certain amount of classes. It was stated that they have to participate in 3 classes to qualify for AQHA all around, but it is our choice if we require halter. Sara suggested an \$100 entry fee for the 4 new added money classes. Brian Hamrick motioned to do a AQHA Level 1 Walk-Trot Youth & Amateur High Point Awards, Rosalie 2nd, 10 yes votes were counted, motion passed. Jennifer will make the corrections to the showbill.

Mayflower Show Vendors-

Darla Merwald reviewed the sponsor letter & made a change by striking the part about product & services given since that is just a negotiation between the vendor & us. They are questioning what time vendors are allowed to come set up, it was stated that in the past it has been Wed. at 10 am. Jennifer S. is going to talk to the fairgrounds about when horses can come in since the contract states Wed. at 10 am. Also made a note that the vendor space rental had to be increased because of the electrical bill that the club was assessed at the futurity last fall. It was also mentioned to add the security code# to the credit card info area.

Mayflower Awards-

Darla asked about the sponsorship for the awards. Colleen & Sara are working on the awards for the Mayflower show, in the past Lifeline has sponsored the All Around High Point Awards & DAC has sponsored the Reserve High Point Awards, they will check with them to see if they were going to re-up their sponsorships for 2017. Debi also pointed out they are charging us for cleaning out the stalls this year. Also there is an increase of 50 cents for an AQHA entry fee to MHHS Management, so this will cut into our profit. We also must turn in the event details by April 17th, otherwise we will incur a late fee per day. It was mentioned that this year due to additional fees, our profit from this show is going to be reduced from the past.

Mayflower Show business-

Marlys reported that at the Moto Cross event held at the grounds they were strictly enforcing rules about bringing in beverage coolers, Missy Merwald said that at the Beef Expo they did not enforce those rules. Sara addressed the arena

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closing times stated in the contract & suggested a “practice class” as the last “class” of the day to run for 2 hours to be able to leave the main arena open longer. Everyone agreed that we need to do this, Jennifer Sherriff will add an all around warm up class to the showbill at the end of each day. Debi stressed the importance of getting class sponsors. Wade asked if we can have a locked price with ISF. Kelly asked if anyone ran our flat fee to make sure it will cover the costs. Debi replied that before the new contract was received it did, but now there are some new fees charged. JR Reichert suggested that we try to negotiate with the Fairgrounds on the price of the facility, especially since they have added extra fees this year. Debi stated that she has signed the contract already, but Brian wants us to let ISF know that we aren't happy with the increase costs. Sara voiced her concern if we do that they might raise the price for next year to get us out of there since they don't seem to like having the horse shows there anyway. Jennifer Sheriff will talk to them & see if they are willing to work with us.

Mayflower Show Stalls-

There was much discussion as to how to handle the stalling situation. Debi suggested that we need to hire Gene to take care of the stalls & shavings again. There were some concerns from last year, JR suggested hiring Ken Pickering. Brian brought up that the 2 Districts that benefit from the show should provide volunteers. Jennifer Sheriff stated we need 2 people in the stalling office. JR contacted Ken, he would be willing to help with stalls/shavings. It was mentioned that Districts 4 & 5 & the Youth help at that show. Jennifer Horton will see if the youth would be in charge of feeding the judges each day. We were not sure if we needed to provide gate help, Kim Strong had mentioned previously that she is looking to see if she can find anyone to donate their ring steward time. We also had volunteers help with trail last year too. Debi mentioned that we need to make this show extremely nice for the exhibitors. After some more discussion about the stalling office, Jackie questioned if she had to volunteer her hours to handle the stalls but then we were paying Ken. Jackie voiced her concern about the hours that she is volunteering vs. the hired persons job & hours. Debi asked if a volunteer from District 5 can help her. It was decided not to hire Gene again. Kelly questioned how they handled the money for the shavings, it was suggested to change that practice. Marc suggested that Jackie can run the stalling office with help from the District 5 volunteer. Jackie can have set hours for the stalling office & Sara Heeley volunteered to handle the after hours calls. Rosalie motioned that Jackie take care of the stall office & the shavings for pay of \$150/day along with a volunteer from District 5. Marc Chapman 2nd, motion passed. Jackie can choose her hours & post a sign with a contact # for Sara for when she's gone.

Mayflower Shavings-

There was another interested party in providing shavings for our show but they have since backed out so we will use Kelly from Rock Ridge Ranch but we do not have a current price.

Mayflower Show Management-

Last year there were hotel issues with the hotel provided to the MHHS management group by IQHA, they want to stay at Prairie Meadows, but it costs us more. It was decided that we will pay them an \$100/night allowance for their stay & they can use their hotel of choice. Jennifer Sheriff will make up a contract for MHHS that states this & she will also check on the hotel rooms at Holiday Inn for the judges. There was discussion about using cabs or Uber for judge transportation. Jennifer S. will let the judges know this also.

Other Mayflower show info-

There was discussion about the trail & who we were going to use. MHHS suggested Robert Dehn.

Financial Report-

Jennifer Sheriff passed out financials for the 2016 year end & reviewed them with the group. She stated the some of the money needs to be transferred yet, there is one outstanding check for \$60. 1099's are done & the 1099 sheet is signed by Debi. When Jennifer S. is done with 2016 books we will get our files from her.

Financial Manager Position-

Colleen reported that she received an email but not full resume, from Jill Paxton with an initial bid of \$1300/month, Karen Havens, CPA also submitted a bid of \$875/mo. but some of the “normal” activities of this position were not included in her service or were an additional cost. Jennifer Sheriff stated that she could not submit a bid because of the way the description is written because of her being an independent contractor. It is written as an “employee” position instead. There was discussion about 1099's, Jennifer used to include that, Karen's bid is at an additional fee, with us providing her with all of the information to do those, Jennifer S. already had that information from the futurity forms. Debi emphasized the importance of getting someone hired, Colleen is doing it by hand right now, but the longer it takes, the more back work they will have to do. After discussing what Karen Havens, CPA would do vs. what Jennifer currently does. Wade questioned how many memberships we have & if we can up the dues to pay the financial

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manager position. Debi reported that currently we have 204 paid memberships but last year had around 400. There was discussion about upping the membership fees for next year to help. It was mentioned to possibly have the requirement of an Iowa membership to win a high point at our shows. Back to the financial manager position, Sara suggested to re-word the description so Jennifer can submit a bid also since she knows the most about the association. Sara motioned to re-write the description & get bids. Rosalie 2nd. Brian Hamrick questioned how to make the description so she could submit a bid. Sara questioned why we wouldn't want to hire Jennifer S. back since she know the association & procedures so well. There was more discussion about Karen's bid & Jennifer's past contract. Motion died. Sara motioned to hire Jennifer back as the financial manager for \$1200/month. Wade questioned where we will get the money to cover this cost & additional costs of shows. He suggested that we need to create a budget. He also suggested increasing dues in the future to help cover increasing costs. Brian addressed the point keeper position cost amount is up because of the financial position wages. Debi stated that the point keeper issue will be addressed further down the agenda. Debi addressed the increase in costs of show to cover these expenses & said we will try to get a budget created. Wade emphasized the importance of a budget, Marc noted that's why we need to have a knowledgeable financial manager. Rosalie motioned that we have a budget prepared & table this discussion until next month & if necessary re-word the posting. The previous motion from Sara to hire Jennifer S. for \$1200/mo. was still on the table, JR 2nd. A vote was taken on the previous motion from Sara to hire Jennifer Sheriff for \$1200/month, the results were as follows: 6 No-Wade, Rosalie, Brian, Darla, Jackie, Colleen, 4 Yes-Marc, Lara, Sara, JR, 1 Not Voting-Kelly. Motion failed. Rosalie motioned to prepare a budget, look at the figures & table this issue to the next meeting & re-write the posting to an "independent contractor", Brian 2nd, it was suggested to have Iowa Work force re-write it. All voting were yes, Sara Heeley did not vote. We will have Iowa Workforce re-write it & do the posting.

Youth-

Jennifer Horton answered questions that were brought up about the financial records for the youth. Jennifer Horton & Jeanine went thru & prepared the reports & responses to questions about their financials. JR asked what all the youth club pays for at the youth world show. Jennifer explained what is paid for & how that they use budgeted amounts. She also explained the NYATT at Congress arrangements too. Darla had asked about the pizza party, Jennifer responded that it & the pancake charges were for the Mayflower show. JR asked about the reimbursement to Matt Herlocker for airline tickets, as to if he used airline miles to purchase those. It was determined that we wouldn't know for sure but it was a cost to him either way. Jackie suggested we have another set of eyes on the youth books. JR suggested that the association pay for all of the youth's world show entries. Jennifer explained they used to but due to comments from horse show goers that they were fundraising too much, they changed so that the kids had to pay their own entries. Jennifer explained a youth kid is the treasurer, but an adult director also helps. JR suggested making a copy of the youth's books to keep with the board, Rosalie suggested to keep one book like it is now & questions could be directed to that person in charge. Jennifer Sheriff suggested to have a financial report given to the board at each meeting. Lara Yungclas motioned for the youth to give us a monthly financial report be given at the board meetings, Marc Chapman 2nd, motion passed.

Bank Statements-

Wade questioned if the districts have to send a bank statement to the financial person. Debi stated that is how it was supposed to be but the districts stopped doing it, but it needed to start again. It was mentioned that districts need to send Colleen their bank statements each month.

Saddle Raffle-

It raised \$4700 & we needed a motion to move 10% of the proceeds to pay out to JDF. Lara motioned to send \$470 to JDF, Darla 2nd, motion passed.

Qualifying Level 1 Championships-

Debi stated that in the past the list from AQHA usually went to the association, this year she didn't receive it but heard it went to point keeper, Nancy Green. Jennifer Horton said that Nancy, Jeanine & herself received that list this year. Debi reported that Nancy Green said she sent names to AQHA already. Debi had received a couple phone calls questioning their state qualifying status. Jennifer Horton explained the state qualification process, she suggested to AQHA to drop the state qualifying. She also clarified that the exhibitor can only state qualify by the state they live not, not where the horse is trained or shown.

Points-

Discussion about the format of the point keeping being done on the computer system, or excel & needs to be posted online. Kelly Birkenholtz suggested to change the point system in the future, that it seems extra complicated. A change in the point rules might need done for next year. Per Brian, Nancy said she would keep points for the club for \$2000.

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Brian explained what she said was her position, she wouldn't do it for \$1500. Missy stated in the past amateur paid \$600, open paid \$250. According to Brian, she set her price per looking at other show positions & other states point keeping systems. Jennifer Sheriff explained what she found out from others about how other states handle it & their costs. The group agreed that we want it on excel or on the Funnware software program. Suggestions were made to possibly add to point keeping to the financial position to combine that expense. There was discussion if we wanted to open it up to bids & state how we want them kept. Kelly said she will look into our software's point model & see what it is capable of, then we can discuss pay after that point. It was decided to table that until we find out about our software capabilities & get a budget in place.

Horse Fair-

Jackie has 2 spaces for IQHA this year & asked about a budget for candy to hand out. She was encouraged to keep it around \$150.

Redistricting-

It was asked if anyone was interested in pursuing the redistricting. Brian reported that his district has no interest in it but suggested to form a committee to decide incentive options to being a member. After much discussion, consensus was to scrap the redistricting idea due to reporting districts lack of interest in doing it from other districts.

Membership-Debi encouraged Wade to hold a meeting for District 8. He explained why he is a district director. He said he would have one. Jackie suggested sending postcards to all members in the district to notify them of the meetings. Wade brought up the importance of having the correct minutes at the meetings before you approve them. He mentioned he would be willing to step down but offered to stay in that position.

New Business:

Show Approval Form-

Debi reported that the amateurs currently give back 25% of the money to IQHA, youth have not chose to do this in the past. Debi stated that IQHA pays the insurance for the district shows, suggested possibly charging the shows a portion of that amount. Rosalie brought up it is too late to change this for 2017 since a lot of show forms have already been submitted. Rosalie will make corrections to update the form by changing the year to 2017 adding Jennifer Horton's & IQHA's email addresses. From there it can be forwarded to the point keeper. The walk-trot classes need adjusted on the form to match the classes we offered. Colleen reported that the amateurs decided to keep an amateur walk-trot. Rosalie will update the form & send to Jennifer S. to get on the website. There was discussion about changing fees this fall for the 2018 show season.

Rosalie added amendments voted on at the annual meeting to the by-laws & will send to Jennifer Sheriff to put on the website.

Youth Advisor-

The youth have elected Missy as the youth liaison to the board. It was questioned if we wanted to keep the 2 liaison's we already have. Lara motioned to keep the 2 liaison's we currently have Rosalie & Darla. Sara seconded. There was a pause on this topic while we waiting for some voters to come back into the room. Meanwhile we started to discuss the fall futurity dates. Once all members were present again, a bot was taken, all votes were yes, not voting was Wade, motion carried. Rosalie made a motion to approve Jennifer Horton as youth advisor, Darla 2nd, motion carried.

Fall Classic Futurity-

Debi addressed the confusion there has been about our fall futurity dates. AQHA had us as 21-24, the fairgrounds moved the date. Due to the 5 weekends in September it caused some issues. It has always been the last full weekend of Sept. The discrepancy occurs because the fairgrounds & AQHA don't look at the calendar the same. We moved back to the motion for the liaisons for the youth group. Once voted on we came back to the fall futurity dates. We have confirmed Sept. 21-24th as the dates for 2017 with the grounds & AQHA. MHHS is unable to be the manager/secretary for this show. Jennifer will not be able to be the futurity coordinator either. Brian motioned to get a bid from Broke Girls Show Management -Wade 2nd, motion passed. Rosalie suggested we also get a bid from White Horse Show Management group & gave Debi the phone number to contact them. Debi reminded everyone to think about whom could be the futurity coordinator to discuss at the next meeting.

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Audit on 2016 Records-

Debi talked to the CPA Karen, about what all needs to be checked, the CPA's bid was around \$600, the CPA firm that did the forensic work on another item for us gave a name to another firm that does auditing, their estimate was \$4000-\$6000 for a 1 year full audit. Wade questioned if this would fall under Karen's bid for the financial position. From her submission it was determined it would now. Jackie pointed out that all districts give money for the audits to happen & it was asked how much we currently have. Debi stated that is in the savings account so we couldn't give an exact figure right now. Jennifer S. reported that from what she has found for other associations a full audit tends to run around \$6000. Debi will contact the other firm suggested to us about the costs of getting a review & report back with her findings.

We jumped back to the Futurity topic, Jackie & Colleen reported that the amateurs decided to donate back the \$1/entry at the futurity as their donation that they normally take plus give \$200 for donuts for Mayflower, Hawkeye Classic, Fall Classic Futurity & the Dennison Memorial shows.

2017 Show Committees-

Debi will maintain a list of previous committees, boards members can contact her via email to move shows or add to a show.

2017 Budget-

Debi, Colleen & Kelly will work on that.

Conference Call Meetings-

Debi said she had a suggestion to add conference call's to the meetings. Wade suggested offering conference calling for our board meetings to make it easier for some to attend the meetings. Dick Donnelly reported on his experience with them & the importance of running a respective meeting & Wade also explained the benefits. He suggested looking into the possibility of being able to do it. There were many questions & answers given about how it works & what capabilities are using a conference call. Brian suggested sending the agenda early to allow more info to be asked or handled quicker. Jennifer Sheriff knows how to set up the conference calls if we would decide to do them.

Wade motioned to adjourn the meeting, Rosalie 2nd, motion passed, meeting was adjourned at 10:59pm.

The next meeting will be held Tuesday, 4/4/17 at 6pm. Kelly will check into meeting at Pizza Ranch in Ames.