



**NMDA Board of Director (BoD) Meeting Minutes**  
**March 8, 2017**  
**Whole Hog Cafe, 725 Central Ave. NE, ABQ**  
**6:30 - 8 PM**

***All Members and interested public welcome!***

**Mtg started @ 6:37 PM with Board Members Susan Reed, Winnie Fitch, Cindy Kavan-Winfield and Teresa Heine;**  
**Absent: Gina McKay**  
**Other meeting attendee(s): Kathleen Martin and Dawn Foster**

[Blue](#) requires action

**Welcome (Susan)**

**OFFICERS' REPORTS:**

- February 8, 2017 Mtg Minutes acceptance:** *Motion (Cindy): Accept the draft of the Feb 8, 2017 BoD mtg minutes prepared by Dawn Foster (NMDA Member) as is; second (Winnie); vote: 4 for, 0 against. **February 22, 2017 Special Board Mtg Minutes acceptance:** Motion (Winnie): Accept the draft of the Feb 22, 2017 Special BoD mtg minutes prepared by Dawn Foster (NMDA Member) as is; second (Cindy); vote: 4 for, 0 against. [Finalize regularly-scheduled and Special February 2017 Board meeting minutes and provide to Harold for website posting \(Dawn\).](#)*
- Treasurer's Report (Winnie)**
  - MyBank Feb statement indicates a balance of \$19,859.61. Treasurer's accounting indicates \$216 less. [Winnie to investigate discrepancy and report back in the April BoD mtg.](#)
  - 1099 forms sent to recipients and IRS/NMT&R on 2/27/17.
  - New PO box opened at Richard Pino Post Office on Paradise Blvd, and change of address filed on 2/28/17.
  - Contacted Garnett Ins. Agency on 2/28/17, re: venue liability insurance coverage. Latest conversation w/ Frank Garnett indicated that Garnett would continue the liability coverage from 2016 (Terrorism coverage declined, and Loss Warrant letter signed) for 2017 activities - \$700 check sent.

**COMMITTEE/LIAISON REPORTS:**

- Membership (Winnie)** - currently 63 Members
- Youth (Susan)** - De-spooking clinic postponed due to Sheriff's representative personal issues. [Gina to reschedule in late Spring/early Summer.](#) Braiding clinic on April 30 - status unknown.
- Schooling Shows (Teresa)** - Caballo show on 3/26 w/ PDNDS is WDAA approved, judge's hotel booked, hi pt award purchased, volunteers organized [Based on Teresa conversation w/ Nance McManus, NMDA Western Dressage Coordinator, no USEF WDAA Technical Delegate needed for this show]. Nothing yet from Erlene, re: El-Roy show contract. Los Alamos show - contract under negotiation, splitting proceeds. Need proof of insurance and show manager for BFRA show on 4/23. Dennison Park has requested a \$300 "maintenance fee" which then makes this the same cost as a show at CTF. Based on other considerations/uncertainties, it was decided to change the venue for the 5/21 show from Dennison to CTF, a known and well-used NMDA venue.

**OLD BUSINESS:**

- Education (Kathleen)**
  - Update on Beth Baumert clinic** - brochure/instruction to riders/auditors sent out on 3/6; currently preparing registration forms which will ask for clinic entry fees, food availabilities/choices, etc. Kathleen believes the clinics are "pretty much sold-out, based on expressions of interest".

- **NEEDED:** looking to ID ASAP, an NMDA volunteer person to work with Kathleen and act as “hospitality” person for both days of the ABQ/CTF clinic (This person should plan on being on-site all day, both days - dealing with coffee, snacks, lunch, dinner, etc., and would get “free” auditing of clinic). [It was mentioned that DJ Collins has a coffee maker that could be used.] Might also require additional volunteers for first day auditing registrations, parking attendant, etc.
- Looking for ideas for “demonstrations” at clinic, like a braiding demo?, equine photographer - not vendors per se, but rather demos. May also have a tack sale, and human and equine massage?
- SFDA is underwriting symposium booklet (\$300), since it’s educational. SFDA bylaws prohibit underwriting specific clinicians.
- Kathleen will be looking for other sponsorships (banner and possibly kiosks?), like Village Mercantile in Corrales and others. Kathleen should check with venue management to make sure this is acceptable to them.
- Kathleen would like to use NMDA’s arena dressage letters only for the SF HIPICO clinic days. *Motion: (Cindy) Allow use of NMDA’s dressage arena letters only, with a \$250 refundable damage fee (provided no damage incurred), and \$25 rental fee for 2 days of use; second (Winnie); vote: 4 for, 0 against.*
- Expenses are estimated to be ~ \$9050, estimated revenues ~ \$6800. Received a \$2000 grant from The Dressage Foundation, with \$1500 made available now, and the remaining \$500 if needed. Detailed budget provided to Winnie.
- **Kathleen to work with Winnie and our venue liability insurer, to see if HIPICO’s insurance requirements can be met with NMDA insurance.** Any additional costs to do so, will be borne by Kathleen as clinic organizer.
- As such, NMDA’s obligations are 4-fold - GMO assistance in obtaining Violet Hopkins grant from The Dressage Foundation (done); use of NMDA’s insurance (if possible) to cover SF HIPICO clinic as well as ABQ/CTF; rental of NMDA dressage arena letters for SF HIPICO clinic; and clinic sponsorship (amount TBD per January 11, 2017 Board mtg vote).
- **Update on Bill McMullin clinic (Dawn)** - Clinician contracts signed, Vista Sandia contract ready to submit once proof of insurance and additional insured certificate obtained, and continuing discussions with riding clinic venue owner (Cool Country Farm in Algodones). As soon as clinic venue contract signed, will start advertising.

#### NEW BUSINESS:

1. **New Treasurer (Susan)** - Winnie is now our Treasurer (effective Feb. 22 via NMDA’s Special Feb 22, 2017 BoD mtg), as well as handling Membership.
2. **Consideration of adding a paid bookkeeper or CPA for help with Treasurer's duties (Susan and Winnie)** - It is believed that the Treasurer position requires additional outside assistance, especially with the financial and tax requirements of a 501(c)(3). *Motion (Susan): NMDA Board Members to pursue, as soon as possible, further information and options for hiring outside assistance for the Treasurer; second (Cindy); vote: 4 for, 0 against.* Winnie is meeting with her personal CPA on 3/9/17 and will ask him to recommend someone. Other possibilities are recommendations from Ann Bresson and Nance McManus (NMDA Members), and contacting Allegra Hanson, Esq. and/or Ollie Waters [501(c)(3) attorney and CPA, respectively who assisted NMDA’s ByLaws Committee in 2016] for thoughts/recommendations.
3. **Changes to the Year-End Awards program (Dawn)** - Proposed changes to NMDA Year-End Awards program, including Standing Rules section changes, review of new Awards submittal forms, proposed Volunteer Opportunities and Awards Program changes blurb for website discussed. *Motion (Winnie): Accept proposed changes to Year-End Awards program with changes discussed during the meeting and appoint Dawn Foster as Award Coordinator (w/o being a Board Member); second (Cindy); vote: 4 for, 0 against.* Dawn to finalize Standing Rules changes, and send all Board-approved items to Harold to post on the website.

Other Year-End Awards related Items **TABLED** for further discussion in a later meeting - consideration of a Volunteer-of-the-Year Award (Winnie mentioned that Directors’ chairs range in cost from \$50 - \$150) and using one (1) “outside” NMDA shows for Award meeting Award requirements of three (3) scores, and Junior vs Youth language.

4. **Possible change of venue for Year-End Awards party? Marriott? Afternoon? - discussion TABLED**
5. **When to have a general meeting? - discussion TABLED**

MEETING ADJOURNED @ 8:05 PM

Respectfully submitted by Dawn Foster, NMDA Member