

# **USIHC – Board Conference Call Minutes**

## **April 28, 2009**

### **Board Members**

Present: Kathy Lockerbie, Cindy Wescott, Laura Benson,  
Kari Pietsch-Wangard, Ásta Covert, Doug Smith, Bernie Willis

Excused: Susan Peters, Karen Olson-Fields

### **Observers**

Julie Cole, Sverrir Bjartmartz

### **Meeting Called to Order at 9:10PM (Eastern)**

#### ▪ **Annual Meeting Venue (Bernie)**

Bernie has been in contact with Rich Moore with regard to the venue for the next annual meeting. Rich offered to research an East Coast location that would be comparable to the Dallas, TX and Santa Clara, CA options. Based on his research Rich recommends the Sheraton Reston Hotel in Reston, VA. This hotel is approximately 3 miles from Dulles International Airport and offers a complimentary shuttle service. The pricing for the key conference items are:

- Conference Room for Board Meeting on Friday (~15 people) == No Charge.
- Conference Room for Saturday's meeting (~40 people) == \$450.00
- Awards Banquet == between \$36.00 and \$45.00 per person
- Guest Rooms == \$79.00 per night

Doug moved the Sheraton Reston be the venue for the next annual meeting. Laura seconded the motion. The motion carried unanimously.

Doug moved the date for the next annual meeting be the same as 2009's – Martin Luther King weekend, January 15-16, 2010. Laura seconded the motion. The motion carried unanimously. Kari will coordinate with Rich Moore to set the contracts and arrange for any necessary deposits. Doug will publish the annual meeting date on the website calendar when the contracts are in place.

#### ▪ **Role of Committees in Decision Making Process (Doug)**

Doug presented a review of the discussions on the Breeding and Sport Committee lists with regard to three recent decisions: (1) allowing individuals to hold Breeding Evaluations, (2) allowing riders trying out for the 2009 World Championships team to use two horses, and (3) suspension of reimbursement for judge travel expenses for sanctioned competitions.

The Board instructs Bernie to prepare a letter for electronic distribution to the committee chairs and ultimately the committee members which explains the Board's views regarding the role of the committees in the decision making process as well as our decisions in the above listed matters. The Board felt it was important to revisit these issues before the letter was prepared.

- Allow individuals to hold Breeding Evaluations.

In the time since the Board first took this decision, there has been no cogent reason presented in support of requiring Regional Club sponsorship for Breeding Evaluations. The Regional Club representatives polled indicate appreciation of less regulation from the Congress. Doug moved that this decision stand. Laura seconded the motion. The motion carried unanimously.

- Allow riders to use two horses to tryout for the 2009 WC team.

The decision to allow two horses was viewed, when originally taken, as a step toward a better process of team selection. During the ensuing discussion in the Sport Committee, there has been no indication that our 2009 team will suffer if this decision is allowed to stand. The current process (both before and after the application of the “two horse” change) is flawed. As such, the Board instructs the Sport Committee to present a completely overhauled tryout process for the Austrian WC in 2011. Meanwhile, Doug moved the “two horse” interpretation be allowed to stand for the 2009 team selection process. Cindy seconded the motion. The motion carried unanimously.

- Suspension of Reimbursement for Sanctioned Competitions

The Board reviewed the state of our budget and the overall reimbursement policy as it stands. There is still concern about the budget given the state of the membership and the extra burden placed by the Youth Camp. There is also still concern regarding the effectiveness of the current policy. Doug moved that the Board instruct the Sport Committee to (a) reevaluate the worth of a reimbursement policy and (b) rewrite such a policy to be clear and easily managed. If Sport finds the program worthwhile and restructures it satisfactorily, the Board is to evaluate whether funding is available. Until that time the reimbursement policy remains suspended. Kari seconded the motion. The motion carried unanimously.

[For the record, after the meeting Bernie drafted a letter that has been distributed ahead of these minutes. A copy of the letter is attached.]

#### ▪ **Restrictions on Members Who Owe Money to the Congress (Kari)**

Kari has developed a list of members who owe the Congress money for various commitments including FEIF Conference attendance, advertising in the *Quarterly*, and personal expenses incurred at previous World Championships. Aside from language indicating that members not “in good standing” are prohibited from representing the US at the World Championships, there are no procedural consequences for being in arrears with the Congress.

Bernie moved that Kari draft a “final notice” letter to be sent to all members suspected of owing the Congress money. Members who haven’t made full payment or demonstrated our records are in correct after 60 days shall be placed on a list of “not in good standing” members. Kathy seconded the motion. The motion carried unanimously.

The topic of more complete sanctioning for members “not in good standing” will be placed on the agenda for the May meeting.

#### ▪ **2009 Budget Review**

The Board commends Kari for compiling what is believed to be the first formal, balanced budget in the organization’s history. The Board conducted a line-by-line review of the forecast income and expenses for 2009. Some corrections were made leading to the attached 2009 budget.

The Promotion section of the budget includes a number of specific items which heretofore have not been discussed; namely:

- Replacement of the display booth with two new, smaller booths (\$1,300)
- Printing extra copies of the *Quarterly* for distribution at tradeshow (\$616.00)
- An advertising program including funds for Congress advertising as well as matching funds for Regional Clubs up to \$100/club subject to some editorial limitations. (\$2,100.00)

- Bumper sticker and business card printing costs (\$670.00)

Laura moved the proposed Promotion budget be accepted as stated. Bernie seconded the motion. The motion carried unanimously with one limitation. The Promotion committee is instructed to write a formal policy for the Regional Club advertising program to ensure the Congress is featured as part of the ad and the ad does not focus on an individual or farm but represents the Regional Club.

Following the approval of the Promotion budget, Doug moved the entire budget be accepted. Ásta seconded the motion. The motion carried unanimously.

**Meeting Adjourned at 11:40PM (Eastern)**



HORSE CONGRESS

Dear USIHC Committees:

The USIHC Board met Tuesday April 28, 2009 and spent nearly half of the allotted time discussing the recent concern of the Breeding and Sport committees about procedures.

The board wants each committee member to know that we respect their concerns and desire for them to continue to contribute in their area of interest. It is our hope that the recent discussions will lead to healthy improvements made at both the Board and committee levels. In this regard, we are reaching out to the committees for your support in improving our decision making process. We note, however, that many months go by without any report from most committees. We also know how difficult it is for email communications to convey the true sense one has on a subject. As a Board, we limit email decisions to things that must be decided because of timeliness or things that have already been discussed via teleconference and are waiting some detail of information before making the final decision. The value of teleconference is so much higher than that of email in our opinion. The board recommends that each committee meet each month by teleconference at the expense of the USIHC. The committee chair will be given the call in number and access code to make this possible. Committee members will be responsible for their own call expense but the USIHC will cover the conference aspect of it. In exchange, the Board will anticipate a monthly summary, in writing, of important issues and recommendations to the Board from each committee.

The Board realizes that many times the clubs and individuals that actually host events see problems and their solutions long before the Board is aware of them. However, when it seems advisable to make changes such as location, format, instructor, examiner, or anything else that could affect the costs to our members, the Board must know. It is necessary to contact the President, the Secretary, or the Treasurer so they may share the new information with the board.

The Board has reaffirmed its previous decision to suspend financial incentives for sanctioned shows because the program was full of loopholes and didn't function as intended to develop self-sustaining events. However, the Board is very willing to renew the funding if and when a program can be developed that promises to be simple to understand, effective and affordable. In this regard, the Board has asked the Sport Leader to place this item on the committee's agenda and make recommendations regarding the program's value and structure.

The Board has reaffirmed its previous decision to allow individuals as well as Regional Clubs to host breeding evaluations. While it regrets the confusion and concern about the previous decision, it sees no reason why an individual could hold a sanctioned show and not an evaluation. If the Breeding Committee can show that an individual should not be allowed to host an evaluation then the board will reconsider this decision.

The Board also sustains the interpretation of the Sport Leader to allow multiple horses to be ridden for the World Championship tryouts. The Board sees the World Championship tryouts in their current and past forms as unfair, and inadequate to provide the best the US has to offer for the World Championships. The whole program needs overhaul. The Board asks the Sport Committee to make recommendations for the revision of the program by the end of 2010 for the 2011 WC in Austria.

Our passion for the Icelandic Horse has certainly been exposed during this last week, however it has separated us instead of brought us together. The Board regrets this. There was a time when our club operated as a group of close friends but today we are wide spread. Memories often don't reflect reality. It is important that we operate in an open and defined way that anyone can access. The documentation from which we operate must be available to all members. The document from which the online proposal system was created is reprinted below. Please note that in the paragraph after number 3 It says that "the proposal may be first sent to the Chair of that Committee." Some of us have thought that the "may" was a "must." The Board may have missed the spirit of the process but it did follow the letter of it. The solution lies in the answer to the question, "When does the board need the recommendation of a committee to make a decision?" The Board is very open to hear each committee's opinion. The Board recommits itself to specifically making contact with each committee chair about decisions affecting its area. This will be done in addition to the information available in the Board meeting minutes. The committee chair can ask more about how a decision was made and can pass this information on to its members at its monthly conference call.

While nobody enjoys a crisis, we believe we all can benefit from the solution to one. The Board trusts that this effort toward mending what separates the committees from the board will result in a better and more unified USIHC.

Sincerely,

*USIHC Board of Directors*

## **REQUIREMENTS FOR SUBMITTING A PROPOSAL TO THE BOARD**

### **[ January 2006 ]**

As stated in the Constitution, the affairs of the Congress are managed by the Board of Directors. Matters may be brought to the Board for deliberation and decision by a member of the Board, the Chair of a Committee, or an individual member. The following sets forth the requirements for a member or Committee to bring a matter before the Board.

The proposal from a member, which must be in writing, must state:

1. A description of the proposal in as much detail as possible.
2. The purpose of the proposal. This should make clear why the proposal is timely, necessary and will further the purposes and mission statement of the Congress.
3. Which portions of the membership might be positively or negatively affected by the proposal.

In the event a Committee exists that has the responsibility for the general topic under which the proposal falls, the proposal may be first sent to the Chair of that Committee who will present it to the Committee. In the event there is no appropriate Committee or the member is unsure of which Committee is appropriate, the proposal may be submitted to any Board member who will present it to the Board. The Board will then assign the proposal for discussion to the most appropriate Committee or retain it before the Board if that is appropriate.

Committees shall address all proposals submitted to them. If the Chair of the Committee is unclear as to whether or not his/her Committee is the appropriate venue for consideration, he/she shall seek the opinion of the Board and proceed according to their recommendation.

In the event the Committee ultimately declines, after discussion, to submit a proposal to the Board, the Committee Chair shall inform the member in writing of the reasons for this decision.

In the event a consensus is reached within the Committee to submit the proposal to the Board, the following will be submitted by the Committee Chair in writing:

1. A description of the proposal in as much detail as possible.
2. A statement about the purpose of the proposal. This should make clear why the proposal is timely, necessary and furthers the purposes and mission statement of the Congress.
3. A statement identifying which portions of the membership will be positively and negatively affected.
4. Summaries of positions for and against the proposal so that the Board will have an understanding of the issues presented and the thought processes of those involved in the deliberation.

In the event the Board requires further information from the member or Committee, it may request the additional information.

In the event a proposal is not adopted, the Board will notify the member or Committee in writing, stating the reasons for the failure to adopt.

Proposals will be set forth in full on the USIHC website with a dated statement indicating where the proposal is in the deliberation

# USIHC 2009 Budget

## Income

09 FEIF Youth Camp Inc.	32,400.00	40 campers @\$750 & 10 chaperones @ \$240
<b>Education Seminar Inc.</b>		
Flying C Judge Education Seminar Inc.	1,200.00	
Silver Maple Judge Educ. Seminar Inc.	2,200.00	
Silver Maple Mental Comp. Sem. Inc.	1,500.00	
Silver Maple Vet. Sem. Inc.	600.00	
KY TBD Seminar Inc.	2,000.00	
<b>Total Education Seminar Inc.</b>	<u>7,500.00</u>	Per Alex's budget
Evaluation-FEIF fees	360.00	30 horses evaluated @\$12
FEIF Conf. Reimbsmt.	1,726.59	Assumes full reimbursement from attendees
Interest Income	400.00	
<b>Membership Related Income</b>		
Farm Listing		
09 Farm list	2,500.00	Similar to 08
2010 Farm Listing	<u>2,000.00</u>	Similar to 08
Total Farm Listing	4,500.00	
<b>Membership Dues</b>		
2009 Membership dues		
09 Family memberships	4,000.00	slightly less than 08
09 Individual Memberships	6,900.00	similar to 08
09 Youth Membership Dues	<u>230.00</u>	more than 08
Total 2009 Membership dues	11,130.00	
2010 Membership dues		
2010 Family Memberships	2,400.00	
2010 Individual Memberships	3,600.00	
2010 Youth Memberships	<u>60.00</u>	
Total 2010 Membership dues	<u>6,060.00</u>	slightly less than 08
<b>Quarterly Inc.</b>		
Quarterly Adv. Inc.	500.00	large decrease in 09 advertising expected per Nancy Marie Brown
Quarterly back issue sales	<u>60.00</u>	
Total Quarterly Inc.	560.00	
<b>Website Inc.</b>		
Website Ad Inc.	<u>1,200.00</u>	Per Doug
Total Website Inc.	1,200.00	
<b>Pleasure Rider Program Inc.</b>		
09 PRP Mbshp. Inc.	750.00	Close to actual received YTD
2010 PRP Mbshp. Inc.	<u>500.00</u>	based on 08 numbers for early sign up
Total Pleasure Rider Program Inc.	1,250.00	
<b>Registry Income</b>		
Duplicate Registration fees	150.00	
Late Stallion Report fees	3,200.00	
Registration fees	9,200.00	
Transfer fees	<u>2,600.00</u>	
Total Registry Income	15,150.00	based on 08 income
<b>USIHC Non-Member fees</b>	980.00	Per Asta
<b>USIHC Non-reg. horse fees</b>	625.00	Per Asta
<b>WC Tryout Income</b>	3,000.00	\$750 x 4 locations
<b>Youth Inc.</b>		
Spaeri Award Inc	300.00	
Total Youth Inc.	<u>300.00</u>	Based on 08 income
<b>Total Income</b>	<u>87,141.59</u>	

## Expense

09 FEIF Youth Camp Exp.	33,787.00	Per Barb's budget & insurance + chaperones room & board at WHP
Elwell Breeding Award	60.00	Permanent iceberg/shipping/engraving
<b>Competition Comm. Expense</b>		
National Ranking awards exp.	<u>600.00</u>	Board approved budget amount
Total Competition Comm. Expense	600.00	
<b>Education Seminar exp.</b>		
Flying C Judge Seminar Exp.	1,500.00	
Silver Maple Judge Educ. Seminar Exp.	3,000.00	
Silver Maple Mental Comp. Seminar exp.	1,500.00	
Silver Maple Vet Seminar exp.	500.00	
KY TBD Seminar xp.	<u>2,000.00</u>	
Total Education Seminar exp.	8,500.00	Per Alex's budget

FEIF Evaluation fees	660.00	actual for 2009
<b>Membership Related Expenses</b>		
<b>Administration</b>		
Conference Calls	200.00	Current actual expense, no additional expenses expected
BOD Meeting exp.	240.00	Current actual expense from the 09 Annual meeting
Government fee	25.00	
Mbshp. Postage	400.00	
Office Exp.	50.00	
Printing for Membership	85.00	
Tax. Prep. Services	435.00	based on 08 figure
<b>Total Administration</b>	<u>1,435.00</u>	
<b>Annual Meeting Exp.</b>		
2010 Annual Meeting		
2010 Annual Meeting Notice	283.73	Per Doug
2010 Annual Meeting Room Exp.	1,100.00	based upon 09 Annual meeting costs
<b>Total 2010 Annual Meeting</b>	<u>1,383.73</u>	
<b>Election exp.</b>	525.00	
<b>FEIF related expenses</b>		
FEIF Mbshp fees	1,550.00	actual of current year
FEIF Conference Exp.	1,726.59	actual for 08
Wire fees for FEIF pmts.	40.00	
<b>Total FEIF related expenses</b>	<u>3,316.59</u>	
<b>Insurance</b>	1,300.00	08 cost
<b>Quarterly Expenses</b>		
Graphics	4,000.00	\$1000 per issue
postage for Quarterly	2,200.00	Mail prep/Mbshp. postage/FEIF countries postage/Xtras to Judy & Doug
Quarterly Printing	5,700.00	\$3 to \$3.37/issue depending on # of pages for 460 - 535 copies: 500 - 50 = 450 copies/issue
<b>Total Quarterly Expenses</b>	<u>11,900.00</u>	
<b>Service fees</b>		
<b>Bank Fees</b>		
Returned check fees	18.00	
Wire fees	80.00	
Bank Fees - Other	28.00	
<b>Total Bank Fees</b>	<u>126.00</u>	based on 08
<b>Website</b>	120.00	Per Doug
<b>WorldFengur Exp.</b>	575.00	Based on current invoice
<b>Pleasure Rider Program Exp.</b>		
08 Pleasure Rider Pgm. Exp.	857.00	Per Karen
<b>Total Pleasure Rider Program Exp.</b>	<u>857.00</u>	
<b>Promotional Exp.</b>		
Booth Display, 2 new	1,300.00	Per Cindy's budget
Display booth shipping & postage	380.00	Per Cindy's budget
Equine Affair / Trade showExp.	1,600.00	for 4 events per Cindy's budget
Promotion Material Brochures Printing exp	1,920.85	Actual cost this year
Promotion Material Quarterly handouts exp	616.00	300 copies @ \$3.08 based on #1/09 issue cost
Promotional Advertising	2,100.00	Per Cindy's budget
Other Promotional items	670.00	bumper stickers/business cards per Cindy's budget
<b>Total Promotional Exp.</b>	<u>8,586.85</u>	
<b>Registry Acct. Expense</b>		
Clerical for registry	4,858.00	based on 08
Computer Program exp.	65.00	based on 08
Printing & reproduction-Regist.	212.27	based on 08
Reg. Office supplies	576.37	based on 08
Reg. WorldFengur Sbscrptn exp.	135.00	based on current invoice
Registry Postage	563.95	based on 08
<b>Total Registry Acct. Expense</b>	<u>6,410.59</u>	
<b>09 WC Team Tryouts exp.</b>	3,247.20	Per Will's budget + \$300 for ticket change
<b>09 WC Switzerland Exp.</b>	2,716.00	7 horse stalls ? Tack stalls
<b>Youth Exp.</b>		
Spaeri Award	260.00	based on 08
Other Youth expenses	500.00	annual budgeted amount
<b>Total Youth Exp.</b>	<u>760.00</u>	
<b>Total Expense</b>	<u>86,865.96</u>	