

# USIHC – Board Of Directors 02/08/11 MEETING MINUTES

**Board Members:**

**Present:** Sam Castleman, Doug Smith, Cindy Wescott, Kathy Lockerbie, Katrin Sheehan, Sara Lyter, Anne Elwell, Kari Pietsch-Wangard [Joined at 9:41]

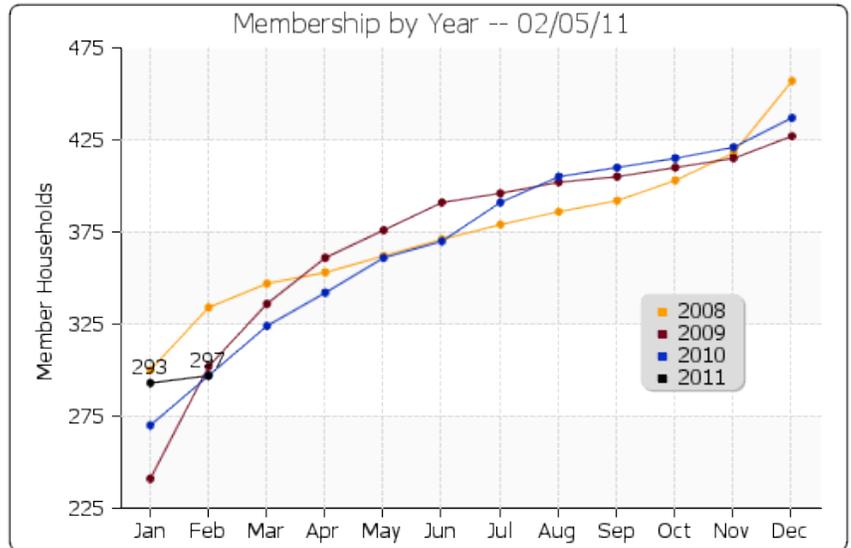
**Excused:** Ásta Covert

**Observers:** Juli Cole, Sverrir Bjartmarz

**Meeting Called to Order 9:03 PM (Eastern)**

**Secretary’s Report (Doug Smith)**

It is difficult to see from this chart because the numbers shown are end-of-month totals. However, given the lowest mid-January membership level in several years (198 members as reported on January 11th), the Board authorized the Secretary to prepare and deliver a one-time email reminder to all 2010 members who had not renewed for 2011. This email contained essentially the same renewal reminder that was mailed to member households as part of the annual meeting announcement in



November 2010. The email messages were sent on January 21<sup>st</sup> to 215 individuals. 9 of the messages were immediately returned as undeliverable. On the positive side of the ledger 10 renewals came in via PayPal within one hour of sending out the reminders.

The email campaign and some direct phone calls to boost the Farm Listings for the March *Quarterly* brought our membership numbers back to nearly exactly the same level as 2009 and 2010 for the same date. **We are still at only about 70% of where we were at the end of 2010.**

In conjunction with the *Quarterly* committee, there is one last-ditch effort being made to boost the membership numbers. The March issue will be sent to all 2010 members who have not renewed for 2011. Included in the envelope with the magazine will be a letter reminding/inviting the members to renew.

**Treasurer’s Report (Kari Pietsch-Wangard)**

Checking Account balance as of 01/31/11:	\$26,763.89
Money Market account balance as of 01/31/11:	<u>\$105,973.56</u>
Combined cash balances:	\$132,737.45

*See attached financial statements.*

**Registrar’s Report (Ásta Covert)**

No report received.

## **Standing Committee Reports**

### **Breeding (Katrin Sheehan)**

No report received.

### **Competition (Will Covert, Ásta Covert liaison)**

The World Championships Tryout Tryout schedule has been set. The host locations and dates are as follows:

- Santa Ynez, CA Flying C Ranch Sunday May 22nd
- Rutledge, GA Creekside Farm Tuesday May 24th
- Tunbridge, VT Silver Maple Farm Saturday May 28th
- Ancramdale, NY Mill Farm Sunday May 29th

All of the contact information for each location is on the website calendar.

### **Constitutional Review (Kari Pietsch-Wangard)**

Nothing to report.

### **Education (Sara Lyter)**

See attached report from outgoing chair, Alex Pregitzer.

### **Membership (Kathy Lockerbie)**

The Membership committee is in the process of writing the invitation letter to our prior members who have let their membership elapse. By meeting time, the invitation will be in its final form or perhaps already sent for distribution. I am going to write something which I plan to place in future Quarterlies and perhaps posted on the Yahoo group and Facebook page. I want to give information on how our membership can join the Membership Committee and what type of things the committee might be working on in the future.

### **Pleasure Riding (Ellen Wilson, Kathy Lockerbie liaison)**

See attached report from outgoing chair, Karen Olson-Fields.

Ellen Wilson, our new Pleasure Rider Program Chairman, is a graduate of the Sterling College agricultural program in Craftsbury Common, VT, and has a Masters degree in Astronomy from Swinburne University, Australia. She is a member of the Frida Icelandic Riding Club and in 2009 she completed the Rutgers State University of NJ Horse Management course. Ellen lives and works in NJ near the Wharton State Forest, a unique ecological reserve comprising over 100,000 acres of pine barrens. She started riding at an early age and has taken riding lessons in english, western, and icelandic horses, and drove draft teams while at college in Vermont. During the 1980's she worked part time as a trail guide in Apache Junction, Arizona leading groups on horseback through the Superstition Mountains. She has had two Icelandic Horses, and currently leases a third. She writes articles for local papers on the adventures of the icelandic trail riders at Wharton nicknamed The Norse Horse Force. She is currently attempting a grassroots effort to introduce volunteer mounted rangers at the Wharton Forest.

### **Promotion (Cindy Wescott)**

PA World Expo will be Feb 25 and 26th. USIHC will have a display booth there with Curt Pierce, Knutur and Cerice Berndsen on hand to answer any questions. Icelandic demos will be performed by the FIRC club.

Feb 19th in Mass, NEIHC will be having their annual meeting/Thorrobot, it looks like it will be a great year in that area for promotions.

The promotions committee will be starting to work on the 2011 promotions budget, so any suggestions or concerns are welcomed.

### **Quarterly (Judy Strehler, Anne Elwell liaison)**

No report received.

### **Regional Clubs (Barb Riva / Lori Gillespie, Cindy Wescott liaison)**

I have received the following regional club renewals: Alaska AIHA, California CIA, Cascade, Flugnir, Frida FIRC, Klettafjalla, Kraftur, Maine, Saint Skutla, Southern California, Texas Tolters, and Westcoast Can Am.

The club that will not be renewing for 2011 is Los Angeles LAIHA. Solhestur, organized by Teresa Thordarson, will try to organize a new group later this year.

I did not get a renewal form from Northeast Icelandic Horse Club. In my correspondence with Brian Puntin, he said he would prefer to wait until they have their annual meeting on February 19th and discuss the renewal with the members before making that decision for them. He said that if the board decides to officially take the club off the roster, they will just send in the paperwork to start up fresh again. I explained that it would mean more paperwork and signatures than the renewal form. He was aware of that and would still prefer to wait until after their annual meeting.

I will forward the renewal paperwork to Lori Gillespie for 2011 along with a job description of her basic responsibilities as club chairman.

### **Web (Doug Smith)**

The two non-renewing regional clubs have been removed from the website.

As is often the case, things did not go according to plan with regard to rolling out the new website for the annual meeting. The new home page was showcased in the committee report. The site itself wasn't quite ready... and still isn't. It will be up live before the electronic release of the March *Quarterly*.

In an effort to minimize duplicated work between the old and new sites, the following changes have been made only to the new site and will appear shortly:

- The Trainer listings conform to the Education Committee's recommendation, approved at the January Board meeting, to only list individuals who are current USIHC members.
- The Magazine Request page (where members can request or purchase additional copies of the *Quarterly*) will include the "I sold a horse" option.
- The Regional Club listings include space for each club to provide a short description of itself.

### **Youth (Sam Castleman)**

During the Annual Meeting a question was asked, "Why don't we have riding schools for our young riders?" Great question! The discussion that followed indicated that riding schools not only improve the abilities of young riders of Icelandic horses but also introduce Icelandics to young riders who are currently either pony or big horse riders or have never ridden before. What better way to grow the popularity of the Icelandic horse in America – through burgeoning numbers of young riders.

It was fascinating that out of our 20+ attendees we had a member (Krista Westcott) among us who has been schooling children at Bolder Ridge Farm for two summers. So the follow-up question is, "If, right under our noses, Krista is schooling young riders and we don't know about it, who else might also be bringing young riders into the world of the Icelandic horse?"

The YC has talked about working more closely with the Regional Clubs, creating regional excitement for youth programs and determining ways we can be relevant and support young Icelandic horse riders. Digging into this schooling question may be an appropriate vehicle for both getting to know our regional clubs and digging into what is going on with youth in their area.

We as a committee will attempt to answer the riding school question. As we uncover the Kristas of our US Icelandic world (assuming there are more out there) we will also ask lots of questions and document and share what we learn.

## Old Business

- Email Voting (All decisions via email require unanimous Board approval.)
  - The *Quarterly* printer shall be supplied with a letter and additional mailing list of 2010 members who have not renewed for 2011 and be asked to include that letter in a directed mailing to this group of members with the goal of generating more renewals.
  - The West Coast version of the “Conformation & Performance” seminar is sanctioned with the understanding that no financial guarantees are made by the Board based on the financial forecast supplied by Alex Pregitzer on behalf of Svanny Stefansdóttir.
  - The Board accepts Alex Pregitzer's resignation as Education Committee chair and accepts Sara Lyter, the former liaison, as the new chair effective immediately.
- Young Horse Evaluation Procedures [Katrin Sheehan]
- Future of Congress Annual Meetings. [Anne Elwell & Doug Smith]

## New Business

- Approval of Education Committee's Trainer Continuing Education Program

MOTION [Doug Smith]: The Board approve the program as presented in the attached Education Committee report. Motion passed unanimously with Kari and Ásta absent.
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- Approval of Membership Plea Letter

MOTION [Kathy Lockerbie]: The Board approve the draft of the “membership plea” letter to be included with the March <i>Quarterly</i> with minimal editorial changes by Nancy Marie Brown. Motion passed unanimously with Kari and Ásta absent.
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- Report from ad hoc Rescue Committee

Our mission here is to determine what role, if any, the Congress should play in "rescue" situations. Our purpose is not to come up with any answers to any specific or individual cases.

We propose establishing a Rescue Liaison/Committee whose purpose is to act as a clearinghouse of information to help connect potential foster homes or adopters with services available around the country. Potentially, this committee could also take in information on horses in need of rescue. Someone interested in adopting a horse could then contact this committee and be given information on who to contact to adopt that horse.

Appoint a Rescue Liaison:

- Must be a USIHC member in good standing.
- Liaison shall act as contact person for those who have rescued or adopted horses and need various information.
- Responsibilities include answering questions for new adopters; sending out Congress and breed information; maintaining a database of potential foster homes, or other volunteers offering various services (transport, financial support, training, etc)
- Can establish regional coordinators to assist as needed.

We propose that the Rescue Liaison/Committee send out the following information packet, free of charge, to adopters/foster homes of Icelandic horses:

- Issue of the Quarterly, list of Regional clubs, website info with guide to events/farms & trainers, listing of readily available books and DVD's specifically related to the Icelandic horse
- Guide to what is an Icelandic horse -- rich history and tradition of the breed, basic gait information
- Guide to registry -- explaining how the registry works, why for a horse to be considered purebred its ancestors must be traced back to Iceland, etc.
- Handling of [info@icelandics.org](mailto:info@icelandics.org) email and calls to the toll-free membership information phone number.  
Anne will take over the frontline contact with the membership effective immediately.
- Approve full-page ad in the *Studbook* at a cost of \$350.

MOTION [Cindy Wescott]: The Board approve placement of the ad. Cindy will work with Thorunn to update the ad copy and obtain final Board approval before the book goes to print. Motion passed unanimously with Ásta absent.

**Open meeting adjourned 10:40PM.**

**Executive Session until 10:45PM.**

**The next meeting will be March 10, 2010.** This meeting is the annual budget meeting. All committees must submit their budget estimates to Kari by March 3<sup>rd</sup>.

## **PRP REPORT: February 2011**

**Karen Olson-Fields**

1. The 2010 PRP has been wrapped up: Jackets, vests, medals and patches Sent. Club prizes are on their way out as well. Jackets will go to Wisconsin again for embroidery. *Tölt News* will no longer sponsor for the 2500 hour award after 2010. The new chair will be looking for a new sponsor.
2. 2011 PRP Members history's have been updated and organized for the new chair. The hard files for 2011 were shipped to Ellen. Files of 2009-2010 who were active but have not renewed for 2011 were also shipped.
3. I still have materials that are very old and cold case member files. I would like to recycle/throw away old inactive member files. I plan to toss any member files inactive for 4 years or more. Any objections??
4. I have re-ordered patches and medals, enough to last for the next four years. I ordered a new 2500 hours patch.

### Proposal for Changes:

1. I suggest that the PRP end of year deadline be moved. It is very difficult to receive logs only a few days prior to the ANNUAL Meeting. I suggest that PRP members log hours only until say November 30<sup>th</sup> and get their logs in to the Chair by December 10<sup>th</sup>. This will give the Chair time to count, tally and post the winners well before the ANNUAL meeting and catch any mistakes beforehand. We talked about this a year or so ago but my committee at that time vetoed this. The current PRP committee (Ellen Wilson and myself, approve of this change.)
2. I propose that the PRP go paperless. Currently, member files/records are recorded in manila files by hand and kept by the Chair. Members don't currently seem to keep track of their own hours or know their accumulative totals. This could all be more accessible on line. Logs could also be set up for members on computer rather than on paper. Again, the current PRP committee approves.

Ellen Wilson is very computer literate (unlike me). She will be the one to transfer data, set up the new records system.

Thank you to Doug and Kari who have helped me over the last three years with PRP tasks. I will remain on the PRP committee this year to help Ellen with the transition.

Thanks to all of you for the time you put into the Board. I will turn the PRP Chair over to Ellen Wilson as of this weekend.

Sincerely,

**Karen Olson-Fields**

02/01/11

**USIHC**  
**Balance Sheet Standard**  
 As of January 31, 2011

	Jan 31, '11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Associated Checking acct.	26,763.89
Associated Money Market Acct.	105,973.56
<b>Total Checking/Savings</b>	132,737.45
<b>Other Current Assets</b>	
<b>CDs for Judge Scholarship Fund</b>	
1 yr CD-#2201262884	1,000.00
2 yr CD-#2201262991	2,003.24
4 yr CD-#2201263072	7,431.66
<b>Total CDs for Judge Scholarship Fund</b>	10,434.90
<b>Total Other Current Assets</b>	10,434.90
<b>Total Current Assets</b>	143,172.35
<b>Other Assets</b>	
FEIF prepaid expenses (credits)	562.83
<b>Total Other Assets</b>	562.83
<b>TOTAL ASSETS</b>	<b>143,735.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Unexpended 2011 WC Fund	3,510.38
Unexpended Judge Schlshp. Fund	10,000.00
Unexpended Youth Funds	4,439.85
<b>Total Other Current Liabilities</b>	17,950.23
<b>Total Current Liabilities</b>	17,950.23
<b>Total Liabilities</b>	17,950.23
<b>Equity</b>	
Opening Bal Equity	96,926.56
Retained Earnings	22,958.70
Net Income	5,899.69
<b>Total Equity</b>	125,784.95
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>143,735.18</b>

**USIHC**  
**Income and Expense Report**  
**January 2011**

Income		Expense	
<b>Competition Inc.</b>		<b>Competition Comm. Expense</b>	
FEIF World Ranking Comp Fee Inc.	126.35	FEIF World Ranking Comp. fee	252.69
		National Ranking Award Exp.	578.55
<b>Total Competition Inc.</b>	126.35	<b>Total Competition Comm. Expense</b>	831.24
<b>Interest Income</b>	27.72	<b>FEIF Evaluation fees</b>	313.40
<b>Membership Related Income</b>		<b>Membership Related Expenses</b>	
<b>Farm Listing</b>		<b>Administration</b>	
2011 Farm listing	1,410.86	Mbshp. Postage	167.02
<b>Total Farm Listing</b>	1,410.86	Office Exp.	44.84
		<b>Total Administration</b>	211.86
		<b>Annual Meeting Exp.</b>	
2011 Annual Meeting Dinner Inc.	950.00	2011 Annual Meeting	
		2011 Annual Meeting Dinner exp.	2,826.66
		2011 Annual Meeting exp.	205.26
		2011 Annual Meeting Printing exp.	83.06
		<b>Total 2011 Annual Meeting</b>	3,114.98
		<b>Total Annual Meeting Exp.</b>	3,114.98
<b>Membership Dues</b>		<b>FEIF related expenses</b>	
2011 Membership Dues		FEIF Mbshp fees	1,348.10
2011 Family Membership	2,399.92	<b>Total FEIF related expenses</b>	1,348.10
2011 Individual Membership	4,570.52		
<b>Total 2011 Membership Dues</b>	6,970.44		
<b>Total Membership Dues</b>	6,970.44		
<b>Quarterly Inc.</b>		<b>Quarterly Expenses</b>	
Quarterly Adv. Inc.	1,010.18	postage for Quarterly	14.86
Quarterly back issue sales	6.40	<b>Total Quarterly Expenses</b>	14.86
<b>Total Quarterly Inc.</b>	1,016.58		
<b>Website Inc.</b>			
Website Ad Inc.	300.00		
<b>Total Website Inc.</b>	300.00		
<b>Total Membership Related Income</b>	10,647.88	<b>Total Membership Related Expenses</b>	4,689.80
<b>Pleasure Rider Program Inc.</b>		<b>Promotional Exp.</b>	
2011 PRP Program Inc.		Other Promotional expenses	46.97
2011 PRP Adult fee	426.81	<b>Total Promotional Exp.</b>	46.97
2011 PRP Jr mbshp fee	12.00		
<b>Total 2011 PRP Program Inc.</b>	438.81		
<b>Total Pleasure Rider Program Inc.</b>	438.81		
<b>Registry Income</b>		<b>Registry Acct. Expense</b>	
Duplicate Registration fees	100.00	Clerical for registry	532.00
Late Stallion Report fees	193.90	<b>Total Registry Acct. Expense</b>	532.00
Registration fees	293.60		
Transfer fees	460.56		
<b>Total Registry Income</b>	1,048.06		
<b>USIHC Non-Member fees</b>	24.28		
<b>Total Income</b>	<b>12,313.10</b>	<b>Total Expense</b>	<b>6,413.41</b>

**Net Income: 5,899.69**

### Actual Cash Owned by USIHC

<u>12/31/10</u>		<u>1/31/11</u>
\$ 18,374.77	Checking	\$ 26,763.89
\$ 105,945.84	Money Market	\$ 105,973.56
\$ 10,434.90	CDs	\$ 10,434.90
\$ 2,477.02	FEIF credit	\$ 562.83
<hr/>		<hr/>
\$ 137,232.53		\$ 143,735.18
\$ (3,994.44)	Youth Fund	\$ (4,439.85)
\$ (10,000.00)	Int. Judges Fund	\$ (10,000.00)
\$ (3,352.83)	2011 WC Fund	\$ (3,510.38)
<hr/>		<hr/>
<b>\$ 119,885.26</b>	<b>USIHC Owned Funds</b>	<b>\$ 125,784.95</b>

Net Increase

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**\$5,899.69**

## **Education Committee Report Feb 2011**

### **1. USIHC certified FEIF level 1 Trainers – currencies**

The Education Committee further discussed the new currency program for US certified FEIF trainers in detail before sending out the board approved letter with that information. Here is the outcome we agreed upon and are presenting to the board as our recommendation:

In order to meet currency requirements, US certified FEIF trainers must attend the equivalent of two days seminar/clinic within each two year period following certification.

---The seminar/clinic must be pre-approved by the Education Committee.

---The seminar/clinic must be taught by a recognized, qualified or certified instructor pertaining to the subject matter of the clinic.

---The trainer shall provide proof of seminar/clinic attendance and participation by presenting a letter or form provided by the Education Committee stating such and signed by the clinician.

---This seminar/clinic should consist of the equivalent of at least 2 days (i.e., a two day seminar or 2 one day seminars) of instruction

---This seminar/clinic shall include one of the following:

1. classroom/theory type learning
2. practical, hands-on learning, such as groundwork or riding a horse

---Subject matter must pertain to at least one of the following:

1. horse training methods
2. rider instruction/equitation
3. equine health, such as nutrition, shoeing, saddle fit

It was suggested that we allow reading books and watching DVD's to count towards currency, citing economical savings and a convenience factor. While most committee members see the value of these educational tools, they felt it is neither sufficient nor appropriate as the only way to meet the currency requirements.

Suggestion for possible future improvements:

Using a credit hour system in which activities such as seminars, clinics, reading books, watching DVD's would be assigned a credit value. Trainers would then earn credits toward their currency requirement. At this time, no committee member is available to implement and track this system but this could be a future project.

Please approve.

## 2. **Preparation course for FEIF level 1 trainer course**

Katrin booked Nicole for two dates in March, Mar 8 thru 10 and Mar 11 thru 13. There is some good interest in the 2<sup>nd</sup> date and Katrin is hopeful to fill that seminar.

The board already approved the seminar and expenses, but we did not yet determine the exact sales price. I also noticed a simple mistake in my calculation and am sending an updated version below.

I suggest a sales price of USD 330 per person with a minimum participation of 9 riders. That price would be based on the expected expenses divided by eight and would include the full flight cost so that we can still cover our cost even if just one of the dates fills.

If we should be able to get more than 9 riders, we can lower the cost per person accordingly.

### **Updated cost calculation per 3 day trainer preparation course**

Nicole Kempf, daily fees, meals and accommodation 3 days

Information provided by Katrin Sheehan USD 2000

International flight Frankfurt-Atlanta-Frankfurt

Based on flight cost of EUR 500, equals USD 700, exchange rate 1.4

Information provided by Katrin Sheehan

(Full expenses calculated per course in case only 1 date is going to fill and take place. We will have a USD 350 surplus if both courses will fill or can choose to lower the price per person)

USD 700

Facility use, theory room, white board or flip chart  
Courtesy of Creekside Farm

Total USD 2700  
Divided by 9 participants pP USD 300

Water, tea, coffee  
Estimated cost per participant for 3 days USD 15

Office supplies (copies for theory, folders for theory materials)  
Estimated amount per participant USD 15

Cost calculation does not include other office supplies or meals which will be the responsibility of the participants

**Total per person USD 330**

**Suggested sales price per USIHC member USD 330**

**Suggested audit fee per USIHC member**

**USD 100**

**Non member fee (audit or riding)**

**USD 40**

Please approve the sales price.

**3. Seminar with Barbara Frische and Svanhildur Stefansdottir, Battle Ground, WA, Apr 2011**

This seminar has been approved by the board of directors and is being advertised on our web site.

**4. Financial handling of USIHC sanctioned seminars and educational events (not shows)**

Before bringing up this matter, I would like to go back and explain briefly how we usually handle USIHC sanctioned seminars and clinics to make sure there is a common understanding of how those have been handled so far.

So far, all USIHC events with the exception of the FEIF trainer courses were all handled the same way regarding the financial aspects of income and expenses. Usually, the education committee comes up with an idea for a seminar, we find a host and a clinician and put together a concept as well as a listing of expected income and expenses.

After the board approves all data including the calculation, all payments by participants are made out to USIHC. In return, USIHC pays all expenses, provided that they have been pre-approved and that a receipt or other proof is being presented to the treasury. We do not only sanction the event and carry the financial risk, we also are in charge of all financial transactions.

The goal for all seminars is to be self funding and to be offered at cost to members. At times, there is a minor win or a small loss. If there is an anticipated loss and we know before the seminar, the board decides if the seminar will be cancelled or will take place nonetheless. If there is an anticipated win and we know before the seminar, the board decides if the win will go towards other losses of educational events or if the sales price will be lowered.

The upcoming USIHC sanctioned seminar with Barbara and Svanny had initially been started as a private event and payments have been made already. The question is now, how do we want to proceed and handle payments? Thru the USIHC or thru Svanhildur Stefansdottir?

Kari and I discussed this seminar with Svanny and think in this case, it may be easiest if the finances continue to be handled by Svanny as she already started financial transactions and because there is no financial support (the standard procedure) from the USIHC. I recommended she should make sure to have receipts and proof for all financial transactions if needed by the USIHC.

We have never had this case and it is a good timing to ask ourselves more generally what our policy generally speaking should be. How do we define a USIHC sanctioned seminar? Kari made the following suggestion with regard to payment transactions:

1. If USIHC wants a seminar to take place, where they have the final say if it goes on or not (due to lack of participation or other reason), then all of the income and expenses must be handled by USIHC from the beginning.
2. If an event is sanctioned by USIHC and the host wants the final say if it goes on or not, and USIHC has not made any financial commitment, then all of the income and expenses would be handled by the host. The host may approach the BOD for financial assistance after the event but would have to provide substantial proof of a loss. The host would also have to collect all non-USIHC member fees.
3. All sanctioned event's advertising must be pre-approved by the BOD for content before being released. This will help catch any unintended omissions.

## **5. Education Chair**

Sara Lyter informed me that the board accepted my proposal, that Sara and I shift roles within the committee. I will inform the education committee accordingly and verify that Doug is going to switch the email account and the information on the web site. Nancy Marie Brown has been informed and will make the changes needed for the Quarterly.

Sara and I are working very closely to make this a smooth transition and I am continuing my work on ongoing projects for now but copying Sara in all emails.

02-04-2011  
Alexandra Pregitzer  
Education Committee Chair