



# Board Conference Call Minutes

## June 13, 2017 8:00PM (Eastern)

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### BOARD MEMBERS

Present: Will Covert, Lori Cretney, Kari Pietsch-Wangard, Doug Smith, Leslie Chambers, Alex Dannenmann, Andrea Barber, Jess Haynsworth

Excused: Linda Templeton

### OBSERVERS

Sverrir Bjartmarz, Katrin Sheehan

### MEETING CALLED TO ORDER AT 8:02 (WILL COVERT)

#### SECRETARY'S REPORT (DOUG SMITH)

The USIHC lists 646 members in 469 households as of June 10.

The updated web site with mobile device support is ready on the test server. There are still some small issues but it can be rolled out to the live server at any time. A request for committee chairs and board members to review the current content has been sent. No changes so far but it is early still. When the new site rolls out two existing features will disappear:

1. The sponsor ads will be gone. All of the sponsorships have expired. I strongly suggest we either eliminate the concept or we move to a model where we promote farms and advertisers who are paying us for farm listings and/or ads in the Quarterly.
2. The stallion pages are also gone. There have been no new listings in quite some time and I have to wonder about the quality of the listings we do have. This feature can be brought back I just think we need someone to take responsibility for making sure what we are listing still makes sense — if there is a perceived value.

#### TREASURER'S REPORT (KARI PIETSCH-WANGARD)

The monthly financial statements now include a detailed breakdown of the cash owned by the Congress. The key figures from the breakdown are:

<u>Combined bank account balances as of 5/31/17:</u>	\$143,432.94
<u>Unrestricted funds as of 5/31/17:</u>	\$129,383.46
<u>Net increase (decrease) since 4/30/17:</u>	\$331.90

## STANDING COMMITTEE REPORTS

- Affiliated Clubs (Leslie Chambers chair)

Nothing to report.

- Breeding Committee (Kydee Sheetz chair, Will Covert liaison)

Gædingar Club--Several members of the Breeding Committee saw a need for a club that would create a setting for all breeders and those interested in breeding to connect and share. Therefore, a national club for breeders was created. The club's main focus will be on educating the membership and bringing breeders and clients together. The goals are to expand communication between members and to create new possibilities of breeding, selling and gaining overall knowledge.

Breeding Evaluations--Full ridden Breeding Evaluations are critical to supporting, maintaining, and expanding breeding of excellent Icelandic horses within the United States. While the 2017 grant program intended to promote these events was ultimately rescinded, we remain hopeful that there will be at least one or possibly two Breeding Evaluations in the United States in 2018. Lettleiki Icelandics recently announced the plan to hold a Breeding Evaluation in May 2018, and at least one regional club is considering it as well. The Breeding Committee is hoping that the USIHC will provide support to make these events possible.

Young Horse Linear Description events--Several members of the Breeding Committee enthusiastically endorse these events as critical to breeder education. Several people have tentatively planned a Young Horse event for 2017 and are eagerly awaiting the appearance of the application on the USIHC website.

2017 WC--We are thrilled to announce that an American-born horse, Marel from Creekside (bred by Barbara Frische and owned by Katrin Taylor Sheehan and Nicole Kempf), has qualified for the breeding division of the 2017. Ridden by Nicole Kempf, Marel is the highest scoring US born Horse ever, and we are excited to see him on the track in the Netherlands.

- Education (Alex Dannenmann chair)

Nothing to report.

- Leisure (Kristina Behringer chair, Linda Templeton liaison)

Sea 2 Shining Sea

\*\*\*Most of the following have been presented and approved previously by the USIHC BOD.

1-The final rules have been drafted, edited, discussed and approved by the LRC.

2-The awards and entry badges have been agreed upon and ordered.

3-The USIHC webpage is being built with a registration form and ride log that will keep track of progress.

#### Janet Boggs Spirit Award

1-Nomination form is near completion and will be presented to the USIHC BOD for approval.

2-Calls for nomination will begin in September and end in December. The nominee who best exemplifies the spirit of Janet Boggs will be announced in the January Quarterly. The selection process is based upon part demonstration personal qualities and part quantifiable and objective information. Examples: clinics attended, events attended, other ways the nominee has improved themselves or the Icelandic horse community.

#### LRC USIHC Webpage

1-The process has begun and quite a lot of work has already taken place.

2-The LRC has been asked to review and send the chairman a list of suggestions which will eventually be agreed upon and submitted to Doug per his guidelines.

#### Riding Horse Evaluations

1-Progress based on FEIF finalization of the process. We will propose the forms and criteria for evaluating based upon the resources available within the United States, for the approval by the USIHC BOD.

#### FEIF Leisure Riding>Countries

The purpose of this page is for other countries to view the statistics and availability of riding in nature with the purpose of preservation of the availability of being able to ride in nature. As more and more land is developed and more space is used for other recreational activities, less and less available riding in nature is occurring. There is a US organization that does promote the preservation of places for people to ride and the LRC Chairman will undertake providing FEIF LR>Countries with information from the United States in order to help others protect/preserve the availability of nature riding.

- Promotion (Juli Cole chair, Kari Pietch-Wangard liaison)

No report received.

- Quarterly (Nancy Marie Brown & Nikki Esdorn co-chairs, Leslie Chambers liaison)

The June issue of the Quarterly is in the mail and should be received by all members by June 15. The Quarterly Committee is now hard at work on the September 2017 issue. The deadline for that issue is July 1. Board members and committee chairs, please let us know ASAP if you want us to save space for any text, photos, or advertisements for that issue. We will be printing 600 copies of this issue. Extras will be made available for promotional purposes; contact [quarterly@icelandics.org](mailto:quarterly@icelandics.org).

- Sport - (Ásta Covert chair, Jess Haynsworth liaison)

The second show of the season was held at Léttleiki Icelandics in Shelbyville Kentucky. The results from the show can be viewed on the USIHC website.

We have two shows coming up in the next month. The NEIHC Show held at Thor Icelandics in New York June 24-25 and then the following weekend the Youth Cup Sanctioned show at Sæstaðir in Santa Cruz, CA July 1-2

#### World Championships Tryout 2017

Judge: Florian Schneider

Riders in **Bold** have qualified for the World Championships Team  
Riders in *Italics* rode for scores only

F1 - Five Gait - Preliminary Round

**1 Chrissy Seipolt Dreki vom Wotanshof 6.93 \***

**2 Ayla Green YR Mári frá Kolgerði 6.9 +**

T1 - Tölt - Preliminary Round

1 Terrall Hill Veigar frá Lækjamóti 6.3 +

2 *Jenny Melville Feykir frá Ey 5.73 \**

T2 - Tölt - Preliminary Round

**1 Chrissy Seipolt Dreki vom Wotanshof 6.8 \***

**2 Jenny Melville Lýsingur frá Eystri-Hól 6.6 \***

V1 - Four Gait - Preliminary Round

**1 Jenny Melville Feykir frá Ey 6.33 \***

2 Jenny Melville Lýsingur frá Eystri-Hól 5.8 \*

\* World Ranking Competition Submission

+ Video Submission

#### Youth (Kelly Blough chair, Lori Cretney liaison)

The following Youth are participating in the AYC. As per our earlier agreement, we would like to request \$100 per member participant from the Youth Budget. My most recent review indicates that only one participant, Alicia Flanigan, is not a current member of USIHC. So we have 18 participants for a total of \$1800 that we wish to request.

Kari researched Alicia's membership history and found the membership has been regularly paid in advance. Kari notes the membership's anniversary date has crept forward since the family membership is routinely renewed before the expiration date. Given the history and the fact the membership just expired last week the Board approves allowing a short gap in membership in Alicia's case.

Olivia Rasmussen, Kajsa Johnson, Cameron Tolbert Scott, Mary Hedrick, Eden Hendricks, Eva Dykaar, Jamie Blough, Grace Strausser, Maria Octavo, Alicia Flanigan, Payton Black, Maile Behringer, Zoe Johnson, Isabelle Maranda, Jay Maio, Karlie Schmutz, Robyn Schmutz, Shay Harvey, Haley Werheim

From the AYC team: The organizers have been busy preparing the facility for a world-class event. They did a huge barn clean up day, revamped the picnic area and gazebo for team and group meetings, and did some work on the arena to make it a legal track size for the show.

Room assignments are set at UCSC and they have planned a fun scavenger hunt at registration on the first day to get to know the campus.

The trainers have arranged to borrow and bring in all the horses and tack necessary for the event.

There is a speaker coming on equine dentistry and another speaker who will talk about Feldenkrais on horses. Awards and T-shirts are ordered and transportation is arranged to get kids from the airport to the dorms at UCSC and the facility.

I will provide a future email with budget receipts and expenditures as soon as it is available.

Thank you to the USIHC for your ongoing support of this great event.

## **AD HOC COMMITTEE REPORTS**

- Blood Profile Project [Andrea Barber]

No report received.

## **EMAIL VOTING**

*Occasionally the Board will address a simple or timely matter via email. By policy any decisions taken on email must be unanimously agreed and confirmed in the next regular meeting.*

- The Board approved the budget and program structure for the Sea 2 Shining Sea Ride. The approved budget is attached.

## **OLD BUSINESS**

- Changes to Affiliated Club Application [Leslie Chambers]

*See attached. Votes were: Accept = 15, Reject = 1 and No Responses = 12*

Unanimously approved. Doug will deploy the updates for the next renewal cycle.

- Breeder of Merit [Kydee Sheetz]
- Cantella Award [Kydee Sheetz]

The Board decided to split the Elwell Award for the highest evaluated horse into stallions and mares. The Elwell Award will honor the stallion and the Cantella Award will

honor the mare. Doug will prepare text for both pages explaining the new structure. The text will be circulated to the Board for approval before it is published. This addresses the final concern blocking the funding of the Linear Evaluation Grant funding. Once the text is approved for the website that funding can move forward.

- Spirit Award [ Linda Templeton ]

*See committee report for update.*

- Horses of Iceland Sign-up [ Linda Templeton ]

We are on the website as a partner. They invoice in June & December. No further action is necessary on our part.

## **NEW BUSINESS**

- Proposal on Proposals [ Andrea Barber & Doug Smith ]

*See attached.*

This topic will continue on the email list and remain on the agenda as old business.

## **NEXT MEETING MONDAY, JULY 17, 2017 (8PM EASTERN)**

No meeting to be held in August to allow for world championships travel.

## **MEETING MOVED TO EXECUTIVE SESSION AT 8:42 (WILL COVERT)**

### **EXECUTIVE SESSION**

- Approval of minutes from the May 23 Executive Session
- Other business

## **EXECUTIVE SESSION ADJOURNED AT 9:17PM EASTERN (WILL COVERT)**

### USIHC General Membership Funds

4/30/17		5/31/17
\$ 11,512.53	Checking	\$ 11,933.42
\$ 121,255.58	Money Market	\$ 121,270.00
\$ 10,229.52	CDs	\$ 10,229.52
\$ 142,997.63	subtotal	\$ 143,432.94
\$ (6,189.25)	Youth Fund	\$ (6,282.95)
\$ (4,000.00)	Judge Scholarship Fund	\$ (4,000.00)
\$ (3,756.82)	World Champ. Team Fund	\$ (3,766.53)
\$ 129,051.56	USIHC Unrestricted Membership Funds	\$ 129,383.46
Net Increase from 4/30/17		
<b>\$331.90</b>		

06/09/17

**United States Icelandic Horse Congress Inc.**  
**Balance Sheet Standard**  
 As of May 31, 2017

	<u>May 31, '17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Associated Checking acct.	11,933.42
Associated Money Market Acct.	121,270.00
<b>Total Checking/Savings</b>	<u>133,203.42</u>
<b>Other Current Assets</b>	
CD ownd by USIHC mature 10/7/19	2,000.00
CD ownd by USIHC mature 10/7/20	2,000.00
CDs for Judge Scholarship Fund	
CD-matures 10/5/17	3,159.03
CD-matures 10/5/18	3,070.49
<b>Total CDs for Judge Scholarship ...</b>	<u>6,229.52</u>
<b>Total Other Current Assets</b>	<u>10,229.52</u>
<b>Total Current Assets</b>	<u>143,432.94</u>
<b>TOTAL ASSETS</b>	<b><u>143,432.94</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Unexpended Judge Schlshp. Fund	4,000.00
Unexpended World Champshp F...	3,766.53
Unexpended Youth Funds	6,282.95
<b>Total Other Current Liabilities</b>	<u>14,049.48</u>
<b>Total Current Liabilities</b>	<u>14,049.48</u>
<b>Total Liabilities</b>	14,049.48
<b>Equity</b>	
Opening Bal Equity	96,926.56
Retained Earnings	27,417.80
Net Income	5,039.10
<b>Total Equity</b>	<u>129,383.46</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>143,432.94</u></b>



**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
**January through May 2017**

Income		Expense	
Competition Inc.		Competition Comm. Expense	
Sanction Competition fee	75.00	National Ranking Award Expense	634.26
WC Team Tryout Inc.			
WC 2017 Tryout Inc.	460.38	Education Seminar exp.	
Total Competition Inc.	535.38	Judging Seminar exp.	
		2017 Judge Seminar	468.24
Education-Riding Badge			
Riding Badge Inc.	20.00	Funding Programs	
		Flagship Funding exp.	
Interest Income	101.17	Flagship Event - Sanction Show	1,000.00
		Schooling Show support funding	500.00
Membership Related Income		Total Funding Programs	1,500.00
Farm Listing	2,151.85		
Membership Dues		Membership Related Expenses	
Family Memberships	4,048.31	Administration	
Individual Memberships	8,212.92	Mbshp. Postage	132.30
Youth membership	202.08	Office/Supplies Exp.	44.11
Total Membership Dues	12,463.31	Total Administration	176.41
		Annual Meeting Exp.	
		2017 Annual Meeting exp.	2,742.72
		FEIF related expenses	
		FEIF Mbshp fees	1,523.60
Quarterly Inc.			
Quarterly Adv. Inc.	1,656.07	Quarterly Expenses	
Total Membership Related Income	16,271.23	Graphics	1,000.00
		Postage for Quarterly	399.84
		Quarterly Printing	2,512.28
		Total Quarterly Expenses	3,912.12
		Toll Free line	64.75
		Website	149.07
		WorldFengur Exp.	505.00
		Total Membership Related Expenses	9,073.67
		Pleasure Rider Program Exp.	171.39
		Promotional Exp.	
		Ambassador award	340.75
		Promotional postage expenses	145.05
		Total Promotional Exp.	485.80
		Regional Club Clinic exp	1,500.00
Registry Income		Registry Expenses	
Duplicate Registration fees	100.00	Clerical for registry	1,196.00
Late Stallion Report fees	881.40	Printing & reproduction-Regist.	439.67
Registration fees	1,498.64	Reg. WorldFengur Sbscrptn exp.	136.00
Transfer fees	1,145.58	Registry Office supplies	41.47
Total Registry Income	3,625.62	Registry Postage	180.78
		Total Registry Expenses	1,993.92
USIHC Non-Member fees	323.85	Other Expense (to be reimbursed)	10.87
Total Income	20,877.25	Total Expense	15,838.15

**Net Income: 5,039.10**

**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
**May 2017**

<b>Income</b>		<b>Expense</b>	
<b>Competition Inc.</b>		<b>Education Seminar exp.</b>	
Sanction Competition fee	75.00	Judging Seminar exp.	
WC Team Tryout Inc.		2017 Judge Seminar	468.24
WC 2017 Tryout Inc.	172.38		
Total Competition Inc.	247.38	<b>Funding Programs</b>	
		Flagship Event - Sanction Show	1,000.00
<b>Interest Income</b>	14.42	Schooling Show support funding	500.00
		Total Funding Programs	1,500.00
<b>Membership Related Income</b>			
Farm Listing	320.43		
Membership Dues			
Family Memberships	314.05		
Individual Memberships	1,787.04		
Youth membership	33.68		
Total Membership Dues	2,134.77		
<b>Quarterly Inc.</b>			
Quarterly Adv. Inc.	75.00	<b>Membership Related Expenses</b>	
Total Membership Related Income	2,530.20	Toll Free line	12.95
<b>Registry Income</b>		<b>Regional Club Clinic exp</b>	1,000.00
Late Stallion Report fees	97.10		
Registration fees	122.22	<b>Registry Expenses</b>	
Transfer fees	364.64	Clerical for registry	102.00
Total Registry Income	583.96		
		<b>Other Expense</b>	
<b>USIHC Non-Member fees</b>	50.00	unknown exp.	10.87
Total Income	3,425.96	Total Expense	3,094.06

**Net Income: 331.90**

SEA 2 SHINING SEA	AWARDS PROPOSAL	EST QTY	PRICE PER	EXTENDED
AWARD LEVEL	AWARD			
ENTRY	PATCH S2SS PATCH	100	\$ 3.16	\$ 316.00
LANDMARK AWARD	T SHIRT	18	\$ 22.00	\$ 396.00
PROGRESS AWARD PER 1/4	2500 MILE PATCH	50	\$ 2.75	\$ 137.50
	5000 MILE PATCH	20	\$ 3.00	\$ 60.00
	7500 MILE PATCH	20	\$ 3.00	\$ 60.00
	10000 MILE PATCH	10	\$ 3.25	\$ 32.50
ROM AWARD	WATER BOTTLE	12	\$ 20.50	\$ 246.00
FINISHER AWARD	WINNER SADDLE PAD EMBROIDERED*	3	see * below	\$ 101.44
	TOTE	10	\$ 20.50	\$ 205.00
<b>TOTAL PROGRAM COST</b>				<b>\$ 1,554.44</b>

\*

PAD IS 13.48

EMBROIDERY IS \$12

SHIPPING ON THREE PADS \$25

Application to Recognize an Affiliated Club of the US Icelandic Horse Congress To begin the process of becoming an approved Affiliated Club of the USIHC please complete the following form and submit it with a copy of your club's by-laws to:

Leslie Chambers, **Affiliated** Clubs Committee Chair  
511 Copake Lake Rd Ext. Craryville, NY 12521  
affiliated\_clubs@icelandics.org

**Deleted:** Regional

It is also recommended (but not required) that clubs provide:

1. A description of the club to be included on the icelandics.org website 2. Links to Websites and Facebook pages

**Comment [LC1]:** Description (4 Clubs voted for this as a requirement, as did 1 individual, 2 clubs and 2 individuals rejected as a requirement but were OK if voluntary)  
Links (9 Clubs voted in favor as did 4 individuals)

If you have specific questions about the form or about the Affiliated Club Program, please contact the Affiliated Club Committee Chair at the above address.

Club Information:

Club's Name: .....

Type of Club (Regional or Activity).....

Location/Area or Activity.....

Website: .....

**Deleted:**

USIHC Representative Information:

Name: .....

Address: .....

City: ..... State: ..... Zip Code: .....

Phone: ..... Fax: .....

E-Mail: .....

Signature: .....

To become an approved Affiliated Club of the USIHC, you must have at least five (5) people with separate (cannot share a single family membership) and current USIHC memberships and who are full, voting members of the USIHC. ↓

This requirement will be required each year for the club to keep Affiliated Club status. To fulfill this requirement, please submit the following from the individuals you have chosen.

The information may be supplied on separate pages. Please include the club's name on any attached pages.

**Deleted:** club

**Deleted:** .

**Deleted:** Individuals can only be full voting members of one affiliated club

**Deleted:** ).

Club & Congress Member #1:

Name: .....

Address: .....

City: ..... State: ..... Zip Code: .....

Phone: ..... Fax: .....

E-Mail: .....

Signature: .....

Club & Congress Member #2:

Name: .....

Address: .....

City: ..... State: ..... Zip Code: .....

Phone: ..... Fax: .....

## **Proposal for a new “two-stage” process submitting new program proposals to the USIHC**

The USIHC is a volunteer run organization that strongly encourages participation from our membership – and we are always open to fresh ideas for new programs. However, over the years it has become apparent that we need to make sure these “great ideas” are fair and successful through a more formal vetting process. Thus the creation of this two-stage process for bigger, new initiatives and major changes to existing programs.

This may feel like a burdensome process. However, experience has taught us ideas can be more difficult to implement and promote than they seem at first. This procedure is in place to help guarantee ideas are fully developed before they are funded and announced. This is not an attempt to “kill” the enthusiasm for good idea.

Proposals may be submitted for approval in two-stages as follows. This gives everyone (the proposer(s), committee members, and the board) a chance to react early and quickly so the idea can be realized as fast as possible in an all-volunteer environment. It is not necessary to separate the two stages.

### **Stage One – Concept**

A Proposer(s) with a new program idea should submit a general concept proposal to the applicable committee chair\*. The proposal should lay out the concept in broad terms but also give enough detail to decide if the idea should be perused further.

At this stage the proposal should include (but not be limited to):

- A high-level explanation of concept
  - Why is this important?
  - How does this concept fit the USIHC mission?
  - How does this concept further FEIF’s mission?
  - What USIHC members will it impact?
  - How will this further the cause of the breed in the US?
- Who will be the “champion” of this concept? – Who will be the point person willing to do or lead the work to see it to fruition?
- What would the estimated budget be both on an annual basis and for the anticipated life of the program?
- A general timeline of project life-cycle
- Pros and cons – what are the benefits and drawbacks of this concept?
- Are there any potential impacts to existing programs?

This stage of the proposal will then be discussed and voted on by the appropriate committee(s). If the Proposer(s) is not a current member of the applicable committee they may be asked to join as a guest to answer any questions committee members may have. Once discussion and voting in the committee is complete, the proposal will then, along with voting results, be forwarded by the committee chair\* to the USIHC Secretary for discussion and voting at the next available USIHC board meeting. Both the Proposer(s) of the concept and the applicable committee chair should plan on attending the USIHC meeting/call to

answer any questions the USIHC Board may have. The USIHC Board then may approve the concept to move to the next stage, table it awaiting further revision, or reject the concept outright.

If revisions are asked for, or if the concept is approved, Proposer(s) are then required to give monthly updates on progress to the applicable committee chair\* who will send an update to the committee, and forward it also to the USIHC Secretary to place on the monthly USIHC Board meeting agenda. The USIHC Board may also request the applicable committee chair and/or Proposer(s) attend a USIHC Board meeting(s)/calls(s) to answer additional questions or give an “in-person” update.

If the concept is approved, but does not move to Stage Two within one year of approval it must be re-approved as a Stage One concept by the USIHC Board during the next budget cycle.

### Stage Two – Program Design and Implementation

At this stage the Proposer(s) should submit to the applicable committee chair\* a very detailed program plan which should include, but not be limited to:

- A detailed description of the program suitable for inclusion on the USIHC website and/or *Quarterly*. This shall include, but not be limited to:
  - The genesis of the program – why it was developed
  - How does it further the USIHC mission?
  - How does it meet FEIF’s goals?
  - How will this further the cause of the breed in the US?
  - Who the leader of the project, along with their contact information
  - Selection criteria (if any)
  - Communication/marketing strategies
- A detailed timeline with identified milestones and deadlines throughout the project’s lifecycle
- A firm annual budget (not to exceed) along with an estimated budget for the entire lifecycle of the project.
- Any applicable forms and web pages that may be needed

This stage of the proposal will then be discussed and voted on by the appropriate committee. If the Proposer(s) is not a current member of the applicable committee they may be asked to join as a guest to answer any questions committee members may have. Once discussion and voting in the committee is complete, the proposal will then, along with voting results, be forwarded by the committee chair\* to the USIHC Secretary for discussion and voting at the next available USIHC board meeting. Both the Proposer(s) of the concept and the applicable committee chair should plan on attending the USIHC meeting/call to answer any questions the USIHC Board may have. The USIHC Board then may approve the concept (or parts of it), table it awaiting further revision, or reject the concept outright.

If revisions are asked for or if the concept is approved, Proposer(s) are then required to give monthly updates on progress to the applicable committee chair\* who will send an update to the committee, and forward it to the USIHC Secretary to place it on the USIHC Board meeting agenda. Updates for each issue of the *Quarterly* will also be required, with website/social media updates highly recommended. The USIHC

Board may also request the applicable committee chair and/or Proposer(s) attend a USIHC Board meeting(s) to answer additional questions or give an “in-person” update. Four times a year the program leader should review any information on the USIHC website regarding the program for accuracy (including forms) and forward any changes to the USIHC Secretary.

Any revisions to the approved concept(s)/project(s) at any time throughout the process must be brought to the applicable committee chair\* to be reconsidered first by the committee, and then the USIHC Board.

If at any time during the approval process, or after the project has been approved, the USIHC Board reserves the right to cancel the project for any reason upon notice (given by the USIHC President) to the Proposer(s), current project leader(s), and applicable committee chair.

*\* If no applicable USIHC committee exists all should be forwarded directly to the USIHC Secretary.*

### Program Refinements

Despite our best efforts programs and ideas will need to change over time. If a proposal is an update to an existing program we don’t need as much structure or information. For existing programs the following information should be provided to the appropriate committee and advanced as described above:

- A detailed description of the change suitable for inclusion on the USIHC website and/or *Quarterly*. This shall include, but not be limited to:
  - The genesis of the change – why does the original program need to change?
  - How does the proposed change improve the program and further the USIHC’s mission and FEIF’s goals?
  - Who the lead the change effort, along with their contact information
  - Selection criteria changes (if any)
  - Communication/marketing strategies (if any)
- A detailed timeline with identified milestones and deadlines to accomplish the change
- A firm description of changes to the annual and lifecycle budget of the original project.
- Any updated forms and text for web pages that may be needed

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Tips –

*(These would be printed in a web and/or Quarterly article to accompany the new policy)*

- *Think you don’t have enough “experience or knowledge” - We all started somewhere! None of us were experts at this when we first started, but we had a passion for the breed so we rolled up our sleeves and dug in. You can too! Consider joining a committee in your area of interest so you can pitch-in, gain knowledge, and find others that may help you with your idea.*

- *Don't know where to start? Ask for help!* Committee chairs and USIHC board members are eager to help you through the process. Our contact information can be found on the USIHC website, or in each issue of the *Quarterly*.
- *Make sure the proposal has furthers the mission of the USIHC and FEIF.* You can find those mission statements on the respective organization's webpage. After all, we have to stick to our mission.
- *Think about how many members your proposal will impact.* The greater the number of members the more likely it will be to be approved. We want to make sure membership dollars benefit the greatest amount of members possible.
- *Make sure you know who will be doing the work.* Lots of people have great ideas – but few have the dedication to follow them through! Remember that the USIHC is a volunteer organization with no staff. Your idea will most likely be shouldered by you.
- *Keep it simple – and fair.* Complicated programs can be a nightmare to administer and can often inadvertently shut people out. Try to design a program that is simple with well-defined, easy to understand, rules and procedures – and then stick to them!
- *If you find yourself struggling – be honest and ask for help.* You may have taken on this project with the best intentions – but then life got in the way. Please don't just drop out of sight and let the program and the USIHC suffer. Contact the appropriate committee chair and ask for assistance.