



Board Conference Call Minutes

October 16, 2018 8:00PM (Eastern)

BOARD MEMBERS:

PRESENT: Will Covert, Lori Cretney, Kari Pietsch-Wangard, Linda Templeton, Alex Dannenmann, Emily Potts, Jessica Haynsworth, Kevin Draeger, Leslie Chambers

MEETING CALLED TO ORDER 8:10 EST (WILL COVERT)

SECRETARY'S REPORT (LINDA TEMPLETON)

The USIHC lists 696 members in 507 households as of October 14, 2018.

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 9/30/18:</u>	\$ 113,934.94
<u>Unrestricted funds as of 9/30/18:</u>	\$ 102,525.56
<u>Net Decrease from 8/31/18:</u>	- \$ 1,019.23
<u>Net Decrease from 12/31/17:</u>	-\$11,914.07

STANDING COMMITTEE REPORTS

Affiliated Clubs (Leslie Chambers, chair)

Affiliated Club Committee Report for October 16, 2018

Chair: Leslie Chambers

Members: N=33

FEIF Census Final Report:

All 14 regional clubs and the 1 activity club contributed member lists for the census report. The USIHC member list and a list of newly registered (as of 1/1/18) Icelandic Horse owners were also used to compile the final count.

The following numbers have been gathered:

Counts for FEIF census 2018

Regional Clubs	Not US Resident	low	high
Alaska IHA	0	54	63
Cascade	0	32	38
CIA	1	17	22
FIRC	1	59	75
Flugnir IHC	0	62	94
Glitfafa	0	14	14
Hestafolk	0	32	36
Klettafjalla IHC	0	55	59
Kraftur	0	27	52
NEIHC	3	169	184
NWIHC	0	14	16
Saint Skutla IHC	1	28	29
Sirius OH KY IHC	0	50	52
Toppur IHC	0	32	35
Total RC members		645	769
USIHC - no RC	5	350	226
New Horse Owners		12	12
Total RC and USIHC	11	1007	1007
Activity Club			
Gaedingar*	6	1	1

*(one Gaedingar member not counted as RC or USIHC)

Total FEIF census #

1008

9/28/18 LKC

The number in the "low" column is the number of members reported by each regional club. The number in the "high" column includes people who have identified the regional club in their USIHC profile, but have probably failed to renew their membership with that regional club.

The activity club, Gaedingar has 38 members, 32 are US residents and only 1 member did not show up on either a regional club or USIHC member list.

Our count of 1008, allows USIHC to maintain their 3 vote status in FEIF, thanks to all those who helped compile and verify membership data.

Regional Club Clinics/Schooling Shows - Policy #31, 2018

The following regional clubs have received (* or will soon) their Policy #31 funds for 2018:

1. Alaska IHA
2. Cascade IHC
3. Flugnir IHC
4. NEIHC
5. NWIHC

6. Saint Skutla IHC
7. Toppur IHC
8. Klettafjalla IHC (event is Sept 21-23, 2018)*
9. Hestafolk (event is Oct 6-7, 2018)*

The following regional clubs have not yet announced a clinic or schooling show (remember you must notify ACC Chair and the USIHC calendar 30 days prior to the event to be eligible):

1. CIA
2. Frida IHC
3. Glitfæxa
4. Kraftur
5. Sirius

Affiliated Club Addition:

We have just welcomed our second activity club, Sleipnir: The Icelandic Horse Trainer and Instructors Guild of North America.

Mission Statement: The purpose of the trainer's guild is to create an association of professional Icelandic Horse trainers and instructors. Activities which could fall under the goals of this association can include defining industry standards, creating educational opportunities specific to the needs of trainers such as conferences, lectures and clinics, or providing networking opportunities. We also seek to create a sense of community that can be difficult to form in our vast countries. This organization will be comprised of trainers supporting trainers in developing our Icelandic Horse economy through stimulating the increase of quality and standards in our marketplace in order to carry out the diverse functions required of our profession.

Breeding (Linda Templeton, chair)

Nothing to Report from Breeding.

Education (Alex Dannenmann, chair)

Proposal for US-Instructor license has been revised and finished.

Education Chair will present the finished proposal to her committee for a vote and comment. The final document will be brought to the board for approval.

Leisure (Lori Cretney, chair)

The Rocky Mountain High Tolters have earned the first quarter of a mile patch from the second season of Sea 2 Shining Sea.

Promotion (Emily Potts & Jess Haynsworth, co-chairs)

Nothing to report from Promotions.

Promotions Chair gave the board an update on the website and logo. Content is now in the last stages of being loaded so each Committee Chair should review and advise of any changes. There will be a site plan coming out shortly and hopes of a beta in November. Promotions Chair will distribute the latest logo option that the committee has selected for board review.

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

Quarterly Committee report
October 12, 2018
submitted by Nancy Brown

The Quarterly Committee is now hard at work on the December 2018 issue, which includes features on the NY and Iowa Breeding Shows, a profile of Youth Leader Kevin Draeger, and an investigation into alternative shoeing methods, among other topics. The content has gone through the editing and committee review stages and is now in design, with a press date of November 1. The e-Quarterly should be ready to be released on November 15, with printed copies mailed on December 1. We will be printing 600 copies of this issue. Extras will be made available for promotional purposes; contact quarterly@icelandics.org.

Deadline for the March 2019 issue is January 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. Remember that ads for USIHC-sanctioned events are free.

Sport - (Will Covert, chair)

Nothing to report from Sport.

Youth (Kevin Draeger, chair)

Nothing to Report from Youth.

OLD BUSINESS

Website

See notes under Promotions.

Standard of Conduct and Ethics Code / Statement of Expectations

Policy # 36 Standard of Conduct (Ethics Code)

United States Icelandic Horse Congress

Board of Directors Statement of Expectations

1. Fiduciary Duties and General Responsibilities

Each Director shall be familiar with the general principles and practices of Board governance. In particular, each Director acknowledges the duties of care, loyalty, and obedience.

The Duty of Care. The duty of care describes the level of competence expected of a director. State nonprofit corporate laws offer various definitions of this duty in suitable legalese, but they all come down to the importance of directors making good decisions with reasonable care. Directors need to recognize they should retain people to provide the necessary wisdom, skill, and expertise to enact the organization's program and mission. Directors also need to establish policies and procedures to avoid risks to the organizations' financial well-being.

The Duty of Loyalty. The duty of loyalty is the standard of faithfulness to the organization. When making decisions, a Director must put the organization first. This duty is the basis for conflict of interest policies that are designed to prevent board members from enriching themselves, their families, and their friends at the expense of the organization and from favoring one segment of the organization over another.

The Duty of Obedience. The duty of obedience requires Directors to be true to the organization's mission. Board members can exercise their own reasoned judgment in how the organization can best achieve its mission. However, they cannot act in a manner that is inconsistent with that mission. This duty is based on the principle that the membership and the public at large must be able to act in confidence that what they are told about the organization is true. If there is a discrepancy between the Directors' understanding of the organization's mission and that of the membership and the public at large, the result is the loss of institutional integrity.

Each Director shall have read and understand the Mission Statement, Articles of Incorporation, Constitution, and Policies of the USIHC.

Each Director shall understand the organization's general financial condition.

Each Director shall serve on at least one Committee

2. Attendance

Board and Committee meetings shall be conducted in a spirit of openness, honesty, and collegiality. Each Director is expected to attend at least 75% of all Board meetings and conference calls and an equal percentage of the meetings of each committee to which the Director is assigned. Each Director is responsible for following up with the President of the Board on the substance of any meeting missed.

Each Director is expected to attend the Annual USIHC Member's meeting.

Each Director is expected to be active on the Board and assigned Committee email discussion groups. Unless prior notice is given or extenuating circumstances exist, Board members shall check their Congress related email daily.

3. Advocacy

Directors shall act as advocates for the USIHC among its members. In addition, Directors shall be supportive in promoting the organization to prospective members and within the community in general. In this regard, each Director shall make every effort to attend the Annual Members Meeting and any other functions designated as significant by the President of the Board.

4. Confidentiality and Communications

The work and deliberations of the Board and Committees are confidential; except to the extent decisions are publicly disseminated through the Board's authorized process.

The President of the Board and other duly authorized persons **shall** be the only official spokespersons for the organization. Any Director contacted by the media or others in regard to any matter related to the organization or the Board shall not comment on that matter and shall refer all inquires to such spokespersons.

5. Conflicts of Interest

The Directors shall exercise the utmost good faith in all transactions touching upon their duties to the organization and its property. In their dealings with and on behalf of the organization, they are held to a strict rule of honest and fair dealing between themselves and the organization. They shall not use the positions as Directors, or knowledge gained therefrom, so that a conflict might arise between the organization's interest and that of any individual Director.

A conflict of interest arises in any situation in which a Director (and his or her immediate family or employer) is involved in an activity that could adversely affect his or her judgment with respect to the business of the organization or otherwise diminish the interest of the organization. When such a conflict arises, the individual with the conflict is expected to disclose in writing the existence of the conflict.

6. Work Product

Any and all work product produced by a Director during their tenure on the USIHC board, shall be property of the the USIHC only.

Acknowledged as of _____.

(Director's Term (start – finish))

(Director – Print Name)

(Director – Signature)



United States Icelandic Horse Congress
Code of Ethics – Rubric

	Criteria	Letter of apology to BOD	Loss of voting privileges for one month	Loss of voting privileges for two months	Removal from all chair and officer positions	Removal from BOD
Attendance	<p>Each Director is expected to attend at least 75% of all Board meetings and conference calls and an equal percentage of the meetings of each committee to which the Director is assigned.</p> <p>Each Director is expected to attend the Annual USIHC Member's meeting. Each Director is expected to be active on the Board and assigned Committee email discussion groups. Unless prior notice is given or extenuating circumstances exist, Board members shall check their Congress related email daily.</p> <p>Attendance for each Director is evaluated at the end of every calendar year.</p>	<p>Annual attendance less than 75%</p> <p>Absent from annual meeting.</p>	<p>Annual attendance less than 60%</p>	<p>Annual attendance less than 50%</p>	<p>Annual attendance less than 40%</p>	<p>Annual attendance less than 30%</p>
Confidentiality /Communications	<p>The work and deliberations of the Board and Committees are confidential; except to the extent decisions are publicly disseminated through the Board's authorized process. The President of the Board and other duly authorized persons shall be the only official spokespersons for the organization. Any Director contacted by the media or others in regard to any matter related to the organization or the Board shall not comment on that matter and shall refer all inquiries to such spokespersons.</p>	<p>Unauthorized dissemination of confidential information that is deemed ultimately inconsequential by the BOD</p>	<p>Unauthorized dissemination of confidential information that is deemed harmful by the BOD</p>	<p>Repeat offense of unauthorized dissemination of confidential information that is deemed harmful by the BOD</p>	<p>Third offense of unauthorized dissemination of confidential information that is deemed harmful by the BOD</p>	<p>Fourth offense of unauthorized dissemination of confidential information that is deemed harmful by the BOD</p>

The Above Rubric reflects the Criteria and Repercussions of any breach of the Code of Ethics.

Will Covert moved to accept both documents. The Board unanimously voted to approve both the Code of Ethics and the Rubric.

Sport:

Emily was to determine whether or not our new web site can support US National Ranking and if there are additional costs, in order to determine the need for IcetestNG.

icetestNG is willing to build a page on icetestng.com site for the US National Ranking that can be displayed or referenced to on our new website. The price to build the new US ranking is a \$500 flat fee and no annual recurring fees. If Tests are added or removed from the Ranking the updates would be billed at \$250 per hour in increments of 15 minutes.

Emily assures the Board that our new website will support the US National Ranking without additional costs.

Breeding:

There were some concerns expressed over the two organizers from the Breed Evaluations in NY and Iowa having to absorb a small portion of the shipping charges for the tools. The breeding committee is working on establishing a written policy regarding shipping costs and maintenance of the tools.

The committee will include the proper amount that each organizer must insure the kit for, and the kit should be housed / maintained by the Breeding Leader.

NEW BUSINESS

14. General Expense Reimbursement - Submitted by Kari Pietsch-Wangard

Members seeking reimbursement for expenses incurred in performing work for the Congress shall obtain prior approval for all anticipated expenses. Reimbursement of any expenses, anticipated or unanticipated, is at the discretion of the Board. Members seeking reimbursement for approved expenses must submit receipts for all expenses for which reimbursement is sought.

Does the policy on reimbursement need to be expanded, to be more specific as to what needs to be on the receipts that is being turned in? The last couple of months, two partial or incomplete receipts have been submitted. We should define what is complete and what are minimum requirements to avoid wasted time, and ill will.

Kari will rewrite policy 14 to include a request for 'complete receipts' with 'itemization.'

Booth

Juli Cole contacted the Board to inform us that she found one of the display booths, she wanted to know where to send it.

The Board discussed the expense in shipping the booth and the fact that it is likely in extremely poor condition, and is out of date and would have to be redone. Linda Templeton moved that the USIHC abandon the display and the vote carried unanimously.

Vendor Inquiry for National Meeting

There was an inquiry from a saddle company to be a vendor at our national meeting.

The Board decided that we will not be inviting vendors to participate, and we will recommend they invest those funds in advertising in our Quarterly.

MEETING ADJOURNED AT 9:40 EST (WILL COVERT)

NEXT MEETING TUESDAY NOVEMBER 13TH AT 8:00PM EST

USIHC General Membership Funds

8/31/18		9/30/18
\$ 3,382.40	Checking	\$ 2,380.64
\$ 101,458.69	Money Market	\$ 101,470.36
\$ 10,083.94	CDs	\$ 10,083.94
\$ 114,925.03	subtotal	\$ 113,934.94
\$ (3,652.39)	Youth Fund	\$ (3,681.53)
\$ (4,000.00)	Judge Scholarship Fund	\$ (4,000.00)
\$ (3,727.85)	World Champ. Team Fund	\$ (3,727.85)
\$ 103,544.79	USIHC Unrestricted Membership Funds	\$ 102,525.56
	Blood Profile Funding Refund	\$ (5,000.00)
	Net Decrease from 8/31/18	
	-\$1,019.23	
12/31/17 Balance	Net Decrease from 12/31/17	
\$ 109,439.63	-\$11,914.07	

10/10/18

United States Icelandic Horse Congress Inc.
Balance Sheet Standard
 As of September 30, 2018

	<u>Sep 30, '18</u>
ASSETS	
Current Assets	
Checking/Savings	
Associated Checking acct.	2,380.64
Associated Money Market Acct.	101,470.36
Total Checking/Savings	<u>103,851.00</u>
Other Current Assets	
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 10/5/18	3,083.94
CD-matures 4/13/20	3,000.00
Total CDs for Judge Scholarship ...	<u>6,083.94</u>
Total Other Current Assets	<u>10,083.94</u>
Total Current Assets	113,934.94
Other Assets	
Blood Profile Funding Refund	-5,000.00
Total Other Assets	<u>-5,000.00</u>
TOTAL ASSETS	<u>108,934.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Unexpended Judge Schlshp. Fund	4,000.00
Unexpended World Champshp F...	3,727.85
Unexpended Youth Funds	3,681.53
Total Other Current Liabilities	<u>11,409.38</u>
Total Current Liabilities	<u>11,409.38</u>
Total Liabilities	11,409.38
Equity	
Opening Bal Equity	96,926.56
Retained Earnings	12,513.07
Net Income	-11,914.07
Total Equity	<u>97,525.56</u>
TOTAL LIABILITIES & EQUITY	<u>108,934.94</u>

United States Icelandic Horse Congress Inc.
Income & Expense Report
September 2018

Income		Expense	
Breeding Committee Income		Breeding Committee Exp.	
Evaluation-FEIF fees	250.00	Breeding Comm. Equipment Exp.	125.70
Breeding Comm. Income - Other	40.00		
Total Breeding Committee Income	290.00	Funding Programs	
		Flagship Funding exp.	
Competition Inc.		Flagship Event – Evaluation	1,332.00
Sanction Competition fee	225.00	Flagship Event - Sanction Show	1,750.00
		Total Funding Programs	3,082.00
Education-Riding Badge			
Riding Badge Inc.	80.00	Leisure Committee Expense	
Interest Income	11.67	S2SS 2018/19 program expenses	137.00
		S2SS 2017/18 program expense	582.62
Membership Related Income		Total Leisure Committee Expense	719.62
Farm Listing	106.81	Membership Related Expenses	
Membership Dues			
Family Memberships	501.51	Insurance	715.00
Individual Memberships	1,086.36	Toll Free line	15.05
Total Membership Dues	1,587.87	Website	16.95
Quarterly Inc.		Total Membership Related Expenses	
Quarterly Adv. Inc.	404.94		747.00
Total Membership Related Income	2,099.62		
Registry Income		Registry Expenses	
Late Stallion Report fees	200.00	Clerical for registry	141.00
Registration fees	616.35		
Transfer fees	253.52	Youth Committee Exp.	
Total Registry Income	1,069.87	FEIF Youth Cup Exp.	
USIHC Non-Member fees	99.27	2018 FEIF Youth Cup Exp.	79.34
Total Income	3,875.43	Total Expense	4,894.66

Net Income (Loss): -1,019.23

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Income & Expense report
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Income		Expense	
Breeding Committee Income		Breeding Committee Exp.	
Evaluation-FEIF fees	375.00	Breeding Comm. Equipment Exp.	782.91
Breeding Committee Income - Other	40.00	Breeding Committee Exp. - Other	500.00
Total Breeding Committee Income	415.00	Total Breeding Committee Exp.	1,282.91
Competition Inc.		Competition Comm. Expense	
Sanction Competition fee	525.00	National Ranking Award Expense	629.73
		World Championship Expenses	
		WC 2017 Holland Exp.	10.31
		Competition Comm. Expense - Other	287.86
		Total Competition Comm. Expense	927.90
Education-Riding Badge		Education Seminar exp.	
Riding Badge Inc.	215.04	Judging Seminar exp.	
		2018 Sport Judge Seminar	439.57
		FEIF Conference exp.	
		FEIF 2018 Conference exp.	1,234.54
		FEIF Conf. Airfare exp.	2,400.00
		Total FEIF Conference exp.	3,634.54
		Funding Programs	
Interest Income		Flagship Funding exp.	
	155.07	Flagship Event - Evaluation	1,992.00
		Flagship Event - Sanction Show	2,750.00
		Total Flagship Funding exp.	4,742.00
Leisure Committee Income		Leisure Committee Expense	
S2SS income	26.00	S2SS 2018/19 program expenses	460.54
		S2SS 2017/18 program expense	1,721.73
		Total Leisure Committee Expense	2,182.27
Membership Related Income		Membership Related Expenses	
Farm Listing	2,682.41	Administration	
Membership Dues		Mbshp. Postage	92.32
Family Memberships	5,452.27	Office/Supplies Exp.	3.49
Individual Memberships	12,757.73	Total Administration	95.81
Youth membership	403.64		
Total Membership Dues	18,613.64		

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Income & Expense report
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Income		Expense	
		Annual Meeting Expense	
		2019 Boston Annual Meeting exp.	2,000.00
		2018 Denver Annual Mtg. exp.	2,307.32
		Total Annual Meeting Exp.	4,307.32
		FEIF related expenses	
		FEIF Mbshp fees	2,635.14
		Insurance	715.00
Quarterly Inc.		Quarterly Expenses	
Quarterly Adv. Inc.	4,791.18	Graphics	2,000.00
Quarterly back issue sales	20.00	Postage for Quarterly	957.69
Total Quarterly Inc.	4,811.18	Quarterly Printing	4,830.83
Total Membership Related Income	26,107.23	Total Quarterly Expenses	7,788.52
		Toll Free line	118.65
		Website	6,800.85
		WorldFengur Exp.	1,872.64
		Total Membership Related Expenses	24,333.93
		Promotional Exp.	
		Ambassador award	285.00
		Promotion Material Printing exp	254.25
		Promotional Advertising	1,505.01
		Promotional postage expenses	79.24
		RC Co-op promo exp.	590.00
Other Income	-0.30	Promotional Exp. - Other	213.77
		Total Promotional Exp.	2,927.27
		Regional Club Clinic exp	1,750.00
Registry Income		Registry Expenses	
Duplicate Registration fees	150.00	Clerical for registry	2,202.00
Late Stallion Report fees	791.00	Reg. WorldFengur Sbscrptn exp.	141.57
Registration fees	2,819.80	Registry Office supplies	93.48
Transfer fees	1,849.10	Registry Postage	368.61
Total Registry Income	5,609.90	Registry Expenses - Other	0.00
		Total Registry Expenses	2,805.66
		Youth Committee Exp.	
USIHC Non-Member fees	420.48	Spaeri Award	150.00
Youth Committee Inc.		2018 FEIF Youth Cup Exp.	811.44
Youth Cup Tryout Fees	600.00	Total Youth Committee Exp.	961.44
Total Income	34,073.42	Total Expense	45,987.49

Net Income (Loss): -11,914.07