

# BCQHA

## BRITISH COLUMBIA QUARTER HORSE ASSOCIATION

### DIRECTOR'S MEETING

**Ramada Langley Surrey**

Surrey, BC

October 26 /27, 2013

0900 hrs

#### 1. CALL TO ORDER @ 9:15 AM

In attendance: Denise Hill, Norma Siebert, Gordie McEachen, Gayle Pawley-Wilson, Lynda Harrison, Lynne Carter, Haidee Landry.

Regrets: Cheri and Roger Smeeton, Cherie Corrigan, Angela Wilson. Absent: Pam Meutzner

#### In camera discussion

The President reviews the agenda, 11 active directors, 6 is required for a quorum

#### 2. APPROVAL OF AGENDA:

**Moved by Denise, Seconded by Norma, all in favour, motion carries**

#### 3. APPROVAL OF MINUTES:

**Moved by Norma to approve the minutes of the last meeting of Aug 12, 2013 with the suggested changes, seconded by Lynda, all in favour, Motion carries.**

#### 4. CORRESPONDENCE:

- The BCQHA Executive sent two Northern BC directors letters to inform them that they were no longer eligible to stand as directors on the BCQHA BOD as per BCQHA bylaws.
- Letter of resignation and relinquishment of membership was received from a South Central representative and accepted by the BOD

#### 5. FINANCIAL REPORTS:

Written report submitted by Norma. As of Sept 30 the bank balance is \$48,207.99.

**Moved by Denise and seconded by Lynda to receive the financial reports, all in favour, motion carries**

**Moved by Lynne and seconded by Lynda to move the \$447.95 from 4-H to the Youth fund, all in favour, motion carries**

6. OLD BUSINESS:

a. Trophy Placement – In contact with Langley Farm Museum members ongoing

b. Memory Books – Picking a date in November 2013 to get together to make records of the Trophy. Denise and Haidee to complete cataloguing.

c. Fund Raising –an electronics raffle for a bursary for youth pursuing further education. A maximum of \$1000 to be spent on three prizes. -- update and action plan. Draw date Oct 26, 2014. Denise will start the process of completing the application.

d. CQHA Grant Application 2013 Follow Up. - Sponsorship for HCBC \$500. Booth expense \$500, Regional Championships. Still have about \$300 to spend to enhance to booth. Gordie will look into AQHA DVD's and Haidee will investigate a new banner.

e. Novice and Youth Qualifying – is BC affiliate approach still ok for 2014

- Need to improve application form ie: AQHA member number to be added to the form.

**Norma moves, seconded by Gayle to reduce the number of required shows to 4 to qualify for the Novice Championships. Motion carries with Lynne Carter opposed.**

f. Financial Review Committee Report – At the AGM Robyn King and Roseanna Locke from VI have agreed to review the financials of 2013.

g. Committee Structure implementation –

Zones were asked to provide names for the committees. They will be able to work by teleconference so all zones can be represented. Board members need to ask for working committee members from the zones and membership. Gordie to include this item in his president's report. Add how to get involved tab on website. Lynne to start email chain to help create list of ways to become involved.

Committees:

Finance and Budget

Show and Awards –

Membership and Communication

Youth

Recreational Riding

Amateur

h. 2013 Drug testing update - Tests occurred in each zone. No positive tests this year and no complaints about the process.

i. Year End Awards - update re point keepers, they are ahead of schedule this year. Confirmed approach and the budget is \$1400. Gayle will Chair, Lynda agrees to help with certificates

j. Web site contract review – Reviewed original contract proposal. Working relationship with current provider is going well. BOD is extremely happy with the web-site. need “How to get involved” tab, need more members getting advertisers

**Denise moves, Lynda seconds that we continue with VP Graphix as our website provider, all in favour, motion carries.**

k. Logo'd prizes to recognize QH's competing at non AQHA events and open shows - BCQHA provides annual recognition for highest placing registered AQHA horse in your association. This is at no cost to your club. You simply apply to BCQHA to receive the award. Gordie will produce an application form to provide to the website.

l. Mailing address - The Board of Directors feels the current BCQHA mailing arrangements work for BCQHA and feel there is no need to make any changes to the address.

**Norma moves, Denise seconded to continue with the current postal address and arrangement, all in favour, motion carries**

m. Waiver release - The BCQHA BOD asks that the Zones replace their Waiver and Release and all previous versions with the current version to be found on the BCQHA website. Lynda to complete the change to add “and it’s zones” and ensure release of photos for promotional purposes.

## 6. REPORTS:

a. AQHA/CQHA report - received

b. Region One – received

**Norma moves, seconded by Lynda that the Reps bring forward to the R1AQHA board that BCQHA has donated \$16,000 to the Region. \$8400 of which is over and above the cost to bring the Regional Championships into Canada. BCQHA donated \$8,000 to the Region in 2012 prior to the first Regional in Wash. State. BCQHA would like to work together with the R1 affiliates for a common goal with R1AQHA in it’s entirety. Failing that outcome, BCQHA requests our excess donation of \$8400 be returned prior to the dissolution of R1AQHA and an equal division of the remainder of the R1AQHA funds, including all physical assets ie prizes, amongst the five affiliates. Motion carries.**

c. Regional Championship - received

d. Membership – received – The BOD strongly recommends a membership coordinator named in each zone. Suggestion to have a draw for BCQHA logo'd item for those who purchase their membership at the Horseman bazaar.

e. Zone Reports – Written reports received from LMQHA and SCQHA. VIQHA verbal report. Member participation has increased. Proposed shows June 7&8<sup>th</sup>, Port Alberni, June 14&15 Courtney, Aug 9&10 in Duncan, North Island is considering a show. No report from NBCQHA

- f. Youth Report - received
- g. Media Liaison Report - received
- h. Amateur Report – none received
- i. Recreational Advisor - received
- j. HCBC Report- received

**Haidee moves, Norma seconds that we sponsor the HCBC Education Summit with 1 coffee sponsorship break if available for \$250 and a door prize of at least a \$50 value. All in favour, the motion carries.** Lynda to complete

## 8. POLICY MANUAL REVIEW AND DEVELOPMENT:

### a. Drug Screening Policy -

Question was raised about who should do this work ( ie person that shows verse one that does not ) The drug screening policy has been working well and the coordinator works at arms length thus there is no requirement that they be a non showing member.

need to develop BCQHA drug penalty policy –in progress to have a draft ready for the BOD to review in January 2014. For possible implementation by March. Item sent to committee. Gayle, Gordie and a person yet to be identified

### b. Code of Conduct/Director’s policy -

Item sent to committee. Committee members are Lynda Harrison, Denise Hill, and Gordie McEachen. Committee is to meet within one month via conference call. Gordie will set the date and time of the call

### c. Review the show/event policy -

Item sent to committee. Committee is Norma Siebert, Lynne Carter and Gordie McEachen. Gordie will set up the date and time for a conference call

## 9. NEW BUSINESS

### a. Approval of show dates and Zone/BCQHA tentative events

BCQHA AGM	March 1- confirmed
LM Horseman’s Bazaar	March 16- confirmed
LMQHA April Schooling show	TBD
SCQHA Fuzzy	April TBD
LMQHA show	May 2-4 tentative
VIQHA show	June 7 & 8 Port Alberni
VIQHA show	June 14 & 15 Courtenay
NBCQHA show	Smithers July TBD
LMQHA show	July 18-20
VIQHA show	Aug 9&10 Duncan
LMQHA show	Aug 29, 30, 31
SCQHA show	Sept. 12, 13, 14 Armstrong

Note: Zones are reminded that if they are planning events to inform BCQHA to insure insurance applications are complete and up to date.

- b. AGM 2014 Arrangements (need to confirm date, location). - Discussion surrounding the location of the AGM. NBC Director had advised low membership in the North and possibility of not achieving a quorum. SCQHA would be next to host. Suggest Kamloops to be as accessible to northern members as possible.  
**Moved by Norma, seconded by Lynda, to move the BCQHA AGM to Kamloops March 1 to meet 1:30PM. All in favour, motion carries.**  
Haidee to send notice of AGM to all members well in advance of 30 days. Haidee to arrange for the meeting venue in Kamloops.

- c. Honorary Memberships -  
How will Linda Noble and Sue Wiley (Spelay) be presented their Honorary Memberships as per the 2013 AGM. Gayle to make certificates, Haidee to find frames, Gordie to write letters and invite the recipients to the AGM. Haidee to update the Honorary Members doc.

- d. BC Youth, Haley Stradling was chosen for YWC Team Canada – BCQHA sponsorship.  
**Norma moves and Gayle seconds that BCQHA sponsor \$500 to Team Canada/Haley Stradling. Motion carries** Haidee to complete

## 10. STRATEGIC PLANNING:

- a. Take Aim 2014 - Program has changed and isn't currently relevant to BCQHA. New annual planning from this point forward will be called Strategic planning.

### 1. Membership - \$250

25,282 Registered AQHA Horses, with 8,717 owners and about 2,500 are current AQHA members in BC.

#### Goals:

- Initiative to increase membership
- Grow membership involvement
- Review and possible enhance the benefits of membership

#### Action:

- Update policy to include "Memberships processed in the 4th quarter will be processed as the following year"
- Need Zones to have a member responsible for "Membership" in their zone. Promoting and collecting membership to forward to the BCQHA membership secretary.
- Members purchasing their membership are entered into a draw for BCQHA Logo'd items at the Horseman's Bazaar in 2014
- Provide membership benefits
- Field Battle of the Breeds Team QH at the PNE
- No increase in membership fees for 2014

- BCQHA BOD wants to encourage social get together, ie barn dances, Halloween parties, tail gate parties at trail rides
- Opportunity to contact AQHA members through AQHA, Haidee to investigate cost
- Encourage zones to have a Recreation/ social position
- Form committee to investigate approach to reach AQHA owners. Lynne, Denise, Haidee

Desired Outcome: Connecting with more AQHA horse owners and providing diverse activities to growing membership

## 2. Youth

Monies available to reach these goals about \$4,500  
 \$1000 Stallion draw  
 \$447.95 left from 4-H event  
 approx. \$3000 in youth savings acct

Goals:

- Increase Youth membership
- Develop future leaders

Action Item:

- Support participation for Regional Youth Seminar
- Support participation for AQHA YES Conference
- Draw fundraising to go towards Youth Bursary
- Include the above items in the AQHA outreach
- Encourage zones to name a youth coordinator

Desired Outcome: The youth come together, attract friends to the assoc. and develop relationships. The Youth organize, have fun together and become familiar with AQHA programs, benefits and services.

## 3. Recreation – \$500

Goals:

- To reach more AQHA owners that participate in Recreational Riding
- To grow our membership amongst recreational riders.

Action Items:

- To hold at least one AQHA Trail Challenge in the Province
- To hold at least one AQHA Trail Ride in the Province
- To develop our recreation committee to involve members from each zone
- Promote our recreational riding awards program

- Include in AQHA Outreach

Desired Outcome: the Association attracts more non-showing members

#### **4. Education \$1,000**

Goal:

- Increase education opportunities for all AQHA owners and potential AQHA Owners

Action Items:

- Promote horsemanship education for the novice through advanced - clinics
- Provide education on equine health and welfare – veterinary clinics/seminars
- Utilize the website to highlight educational topics
- Encourage show committees to organize educational opportunities

Desired Outcome: Members see value in maintaining their membership, skills and education are advanced

#### **5. Show - \$500**

Goal:

- Increase participation at shows

Action items:

- Encourage show committees to include educational opportunities at shows
- Encourage show committees to include walk/trot or small fry classes
- Include “Ride the Rail” class
- Look at all avenues to reduce show expenses to competitors.
- Encourage show committees to explore opportunities to partner with alliance groups
- Free class certificates for Open/Alliance show year end highpoint recognition

Desired Outcome: Show attendance increases.

#### **6. Board Development - \$500**

Goal:

- Increase participation at the BOD meetings and on the committees

Action items

- Zones need to ensure at least one of the representatives to the BCQHA BOD also be on the BOD in their Zone
- Inform Zones of the expectation that Reps to the BC BOD attend meetings.

- Develop a summary of director responsibilities
- Update BCQHA directors policy
- Provide education to board members to increase productivity
- Reach out to general membership to be active on committees
- BCQHA participate in an effort to contact NBC members to participate at the Zone and BC board level.

Desired Outcomes:

- Zones would appoint only representatives to the BCQHA BOD who are willing and able to participate in meetings
- Representatives would be educated on the policy and procedure of the Association

b. CQHA Grant application 2014 - \$2,250

The BOD agreed to request grant fund for the following

\$500 for a Trail Challenge or Trail Ride

\$1000 -\$250 ea. for up to 4 educational opportunities ie clinic/seminars

\$250 Battle of the Breeds PNE

\$500 - \$125 each for up to 4 BCQHA/AQHA approved shows holding entry level non-AQHA approved classes such as walk trot/small fry designed to encourage new competitors

c. MBNA Grant 2013                      \$1,000 received

\$300 HCBC Educational event

\$500 Educating Board members

AQHA Outreach Project

d. 2014 Budget

**Income**

Website Advertising	\$750
Fundraising/Raffle	\$4,000
Interest Income	\$100
Membership	\$3,750
Show Approval	\$1,500
<b>Total Income</b>	<b>\$10,100</b>

**Expense**

Fundraising Expenses	\$3400
Raffle	\$500
<b>Total Fundraising Expenses</b>	
PAYPAL Fees	\$75



Booth Promotion	\$200
Bank Charges	\$300
Corporate Filing	\$25
Directors Meeting	\$800
HCBC	\$200
Insurance	\$3000
Office	\$600
Teleconference Calls	\$600
Website	\$200
<b>Total Expense</b>	<b>\$10,100</b>
<b><u>Net Income:</u></b>	<b><u>0</u></b>

**Denise moves, Norma seconds to approve the 2014 annual budget, all in favour, motion carries.**

The next meeting is set for Jan 13 via conference call

Meeting adjourned at 12:46 PM Oct 27

Action Items:

- Denise and Haidee to complete cataloguing of the trophies
- Denise to start the process to apply for Raffle
- Gordie to purchase AQHA DVD's for the booth
- Haidee to investigate pricing on new BCQHA banner
- Lynda to check with HCBC to ensure we can sponsor at the level identified
- Add AQHA member # to the Novice Championship qualifying form
- Lynne to start email chain to help create list of ways to become involved.
- Gordie will produce an application form to provide to the website for Open/Alliance QH recognition award program.
- Gayle to make Honorary member Certificates
- Haidee to get 2 document frames
- Gordie to write letters to honorary inductees
- Haidee to update the honorary members doc.
- Haidee to coordinate AGM venue
- Haidee to complete Team Canada Sponsorship application
- Haidee to investigate cost to contact AQHA members through AQHA email
- Gordie to set time and dates for both the Conduct/ Directors policy committee and the Show/Event policy committee meetings to be held via conference call

To Committee

- Drug penalty policy- Gayle, Gordie and person to be identified
- Draft letter to R1- Executive Committee
- Code of Conduct/ Director Policy update – Denise, Lynda, Gordie
- Show/Event policy update – Lynne, Norma, Gordie
- Approach to maximize reach to AQHA owners. Lynne, Denise, Haidee

Keep in View:

- Haidee to send notice of AGM via Canada Post to all members well in advance of 30 days
- Robyn King and Roseanna Locke from VI have agreed to review the financials of 2013.

Respectfully submitted by Haidee Landry