



# Meeting Sign-In Sheet

Date: 3-7-24

Location: UAR

Time: 7:00

Reason: Board meeting

Printed Name	Signature	Member (M)? or Board Member (B)?
Megan Stevenson	<i>Megan Stevenson</i>	B
Eric Stevenson	<i>E. Stevenson</i>	B
Brandon Himes	<i>Brandon Himes</i>	B
Cheryl Miller-Yurcuk	<i>Cheryl Miller-Yurcuk</i>	B
Jesse Dillaman	Phone	B
Alisha Jackson	Zoom	B
Nancy Lees	Zoom	B



# Meeting Minutes

Date: 3-7-24  
Location: HHR  
Reason: Board Meeting

Members present: Megan Stevenson, Eric Stevenson, Brandon Himes, Cheryl Miller  
Zoom (Nancy Lees, Jesse Dillman + Alisha Jackson)

### Order of Business:

Call to Order by President at 7:02 AM (PM)

Reading of minutes of previous meeting motion by Brandon 2nd Cheryl

\$323.50

Secretary-Treasurer's report of finances \$7,412.25,

Special Event Buckles \$1000 Boot Barn

PayPal \$376.76 \$595 Bill from Microtool welding

### Unfinished Business (from previous meeting)

Banquet \$2,770

Ribbon for 2024

Liability Insurance \$475

NRWA Secretary (Megan + Alisha) @ \$150

Next Meeting May

### New Business

- 2023 Banquet Recap over all went well
- Banquet could move to the next year's show season on Saturday night.
- NRWA Regional Affiliate was Denied
- New Liability Coverage
- Square terminal (track how many ppl will use a card)
  - Nancy made motion to hold off 2nd Eric

June

Judge Mike Bednarek

Secretary Jen Hart

Announcer Jacob telega

Scribe Kendall Barth

July

Judge Duke/Robert Dygert

### Social Media

50% off stall for any membership turned in by end of May

- online membership form
- Stall mats will available Best fact forward \$80/weekend
- \$10 for Shavings
- Vendors \$25 a day

Adjournment @ 8:38 made by Alisha 2nd by Nancy

Look over by-laws for Board member Agreement  
Need for Contract → Notes on Back Contract

## Board member behavior + Responsibility

- Current member not following bylaws
- MCS; many examples given

= motion made to vote on removal - of MCS for the board

= Conflict of Interest / Non Voters = Megan + Cheryl

- remaining board voted unanimous to remove MCS from board
- Megan will send Certified letter



## Meeting Agenda

**Date:** March 7, 2024

**Location and Time:** Zoom & Horizon Hill Ranch

**Reason:** Board Meeting @ 7:00 PM

1. President / Vice President
  - a. Call to Order
  - b. Roll Call (Attendance Sheet)
2. Treasurer
  - a. Account Status:
    - i. Corry Credit Union: \$7,412.25
      1. Undeposited cash/checks: \$35.00
      2. Outstanding checks: \$0.00
    - ii. PayPal: \$376.76
    - iii. **Total: \$7,824.01**
  - b. Fundraising Efforts
    - i. Sponsorships
    - ii. T-Shirts/Swag
  - c. Expenses Since Last Meeting
    - i. Microtool Welding - \$595
    - ii. Banquet - \$2,770
    - iii. Ribbons for 2024 Season - \$579.62 (savings of \$209.58 from last year)
    - iv. Showplex Deposit - \$1,000
    - v. Show Staff Hotels (both weekends) - \$1532.96 (savings of \$729.77 from last year)
    - vi. Monthly Gmail Accounts - \$13/mo
    - vii. Special Event Buckles - \$350
  - d. Anticipated Expenses before first show
    - i. Liability Insurance - \$475
    - ii. NRHA Secretary Training (Megan & Alisha) - \$150
    - iii. Sponsor Banner(s) - General & Platinum Sponsors - \$300 (estimated)
  - e. QuickBooks/Taxes
    - i. 990-N Postcard for 2023 filed
    - ii. Staff 1099s completed and sent
  - f. Show Costs Comparison
3. Secretary
  - a. January Meeting Minutes
  - b. Online Membership Form
  - c. Membership Drive – Entry for ½ off a stall if you submit & pay by May 1st
4. Old Business
  - a. Banquet Recap
  - b. NRHA Regional Affiliate Denial
5. New Business
  - a. Insurance
    - i. New Liability Coverage
    - ii. PA Equine Council (D&O) - \$80
  - b. Approval for Purchases
    - i. Square Terminal (Credit Card Processing) - \$299 (currently on sale for \$249)
    - ii. Protective Case & Receipt Paper - \$30
  - c. 2024 Show Season
    - i. June 15-16, 2024
      1. Show Staff
        - a. Judge - Mike Bednarek
        - b. Secretary - Jennifer Hoyt

- c. Announcer - Jacob Telego
    - d. Scribe - Kendalle Booth
  - 2. NRHA Classes - application pending in Reiner Suite
- ii. July 5-6, 2024
  - 1. Show Staff
    - a. Judge - Duke/Robert Dygert
    - b. Secretary - Jennifer Hoyt
    - c. Announcer - Jacob Telego
    - d. Scribe - Kendalle Booth
  - 2. NRHA Classes will be submitted this weekend
- iii. General Updates & Reminders
  - 1. Stall Mats are available - Best Foot Forward - \$80/weekend
  - 2. Shavings - Clyde's Farm Supply
    - a. \$5.89/bag or less depending on the market
    - b. Suggested price: \$10/bag
  - 3. Vendors - \$25/day (contract)
    - a. Centerra (waived fee)
    - b. What Winners Wear – planning on sponsor & vendor spot in June
- d. Board Member Agreement/Contract (agreeing to what is written in the by-laws)
  - i. Attending Meetings & Events
  - ii. Event Responsibilities
  - iii. Missing events/excused absences
  - iv. Bringing in sponsors
- e. Sponsors
  - i. Sponsor Tracker -
    - [https://docs.google.com/spreadsheets/d/1pfAvKRjd\\_RHFOy1hastKalpyhRXj1bPp/edit?usp=sharing&ouid=112550879361564866292&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1pfAvKRjd_RHFOy1hastKalpyhRXj1bPp/edit?usp=sharing&ouid=112550879361564866292&rtpof=true&sd=true)
  - ii. Current Sponsors
    - 1. Molly's Buckles - 3 Discounted Buckles - Silver
    - 2. Cinch Jeans - Free Jean/Shirt coupons - Platinum
      - a. Waiting on additional coupons with new dates
    - 3. 100x Equine - 18 bottles of product - Platinum
    - 4. Jamison Equine Services - \$250 cash - Silver
    - 5. Saxonburg/ProElite - \$500 cash - Silver/Gold
    - 6. Tom Balding -\$300 gift certificates + 3 Hats - Silver
    - 7. Boot Barn - \$1,000 cash - Platinum
    - 8. Centerra - \$1,000+ in products - Platinum (buckets again at both shows)
    - 9. MicroTool Welding - \$100 cash - Bronze
  - iii. Sponsors (pending product/payment)
    - 1. Northtown Auto - \$100 in product
  - iv. Anticipated sponsors to follow-up with
    - 1. Jesse - Eric Poplowski
  - v. Sponsors to reach out to:
    - 1. Buffalo Bills
    - 2. Pittsburgh Steelers
    - 3. Pittsburgh Pirates
- f. Prizes
  - i. Cowboy Magic/Mane N Tail Bundles
- g. Closing Remarks/Questions

ESTIMATES FOR 2 WEEKENDS	LEC (60 Stalls) 2023	Showplex (80 Stalls, 40 Hookups)	Showplex (100 stalls, 50 hookups)	Showplex (120 stalls, 60 hookups)
Arena	\$ (2,500.00)	\$ (5,640.00)	\$ (5,640.00)	\$ (5,640.00)
Pre-Paid Deposit	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Staff/Manager	\$ (800.00)	\$ (1,620.00)	\$ (1,620.00)	\$ (1,620.00)
Drags	\$ (1,600.00)	\$ -	\$ -	\$ -
Manure Removal	\$ -	\$ (2,160.00)	\$ (2,520.00)	\$ (2,880.00)
Shavings (\$6/bag)	\$ -	\$ (960.00)	\$ (1,200.00)	\$ (1,440.00)
Shavings Revenue (1/stall)	\$ -	\$ 1,600.00	\$ 2,000.00	\$ 2,400.00
Stalls	\$ (3,025.00)	\$ (7,200.00)	\$ (9,000.00)	\$ (10,800.00)
Stall Discounts	\$ (3,850.00)	\$ -	\$ -	\$ -
Stall Revenue	\$ 12,100.00	\$ 16,000.00	\$ 20,000.00	\$ 24,000.00
Stall Cleaning	\$ -	\$ (900.00)	\$ (1,080.00)	\$ (1,260.00)
<b>Totals:</b>	<b>\$ 325.00</b>	<b>\$ 120.00</b>	<b>\$ 1,940.00</b>	<b>\$ 3,760.00</b>
Hookups	\$ -	\$ (4,800.00)	\$ (6,000.00)	\$ (7,200.00)
Hookup Revenue (@\$100 each)	\$ -	\$ 8,000.00	\$ 10,000.00	\$ 12,000.00
<b>Totals:</b>	<b>\$ -</b>	<b>\$ 3,200.00</b>	<b>\$ 4,000.00</b>	<b>\$ 4,800.00</b>
Show Secretary #1	\$ (600.00)	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)
Show Secretary #2	\$ (175.00)	\$ -	\$ -	\$ -
Judge(s)	\$ (2,494.00)	\$ (2,375.00)	\$ (2,375.00)	\$ (2,375.00)
Scribe	\$ (400.00)	\$ (800.00)	\$ (800.00)	\$ (800.00)
Announcer(s)	\$ (600.00)	\$ (600.00)	\$ (600.00)	\$ (600.00)
Staff Hotels	\$ (2,262.00)	\$ (1,650.00)	\$ (1,650.00)	\$ (1,650.00)
<b>Totals:</b>	<b>\$ (6,531.00)</b>	<b>\$ (8,425.00)</b>	<b>\$ (8,425.00)</b>	<b>\$ (8,425.00)</b>
Ribbons	\$ (790.00)	\$ (580.00)	\$ (580.00)	\$ (580.00)
Special Event Buckles	\$ -	\$ (333.00)	\$ (333.00)	\$ (333.00)
<b>Totals:</b>	<b>\$ (790.00)</b>	<b>\$ (913.00)</b>	<b>\$ (913.00)</b>	<b>\$ (913.00)</b>
Office Fee Revenue	\$ 2,420.00	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00
Entry Revenue	\$ 10,575.00	\$ 10,575.00	\$ 10,750.00	\$ 11,000.00
<b>Totals:</b>	<b>\$ 12,995.00</b>	<b>\$ 13,075.00</b>	<b>\$ 13,350.00</b>	<b>\$ 13,700.00</b>
NRHA Added Money	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)
NRHA Entries	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Totals:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Final Total:</b>	<b>\$ 5,999.00</b>	<b>\$ 7,057.00</b>	<b>\$ 9,952.00</b>	<b>\$ 12,922.00</b>
Rough Estimate Per Weekend	\$ 2,999.50	\$ 3,528.50	\$ 4,976.00	\$ 6,461.00
<b>Other Revenue:</b>				
Memberships				
Sponsors				