



Meeting Sign-In Sheet

Date: 3/6/25
 Location: Zoom
 Time: 7:00pm
 Reason: General

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	Zoom	B
Cheryl Miller-Yurcak	Zoom	B
Nancy Lees	Zoom	B
Alisha Jackson	Zoom	B
Amanda Shank	Zoom	B
Rebecca Russell	Zoom	B

Board & General Meeting Minutes – March 6, 2025

 **Location:** Zoom & Horizon Hill Ranch |  **Time:** 7:00 PM

Call to Order

- Meeting called to order by Brandon at 7:01pm.

Officers & Board Members Present

- **President:** Brandon Himes
- **Vice President:** Alisha Jackson
- **Treasurer:** Cheryl Miller-Yurcak
- **Secretary:** Megan Stevenson
- **Board Members:** Rebecca Russell, Amanda Shank, Eric Stevenson, Nancy Lees

Treasurer's Report (Cheryl)

- **Total balance:** \$10,407.77 (Corry Credit Union, PayPal, undeposited checks).
- **Recent Expenses:** Banquet (\$1,020), Showplex deposit (\$500), Insurance (\$596.95), Boots for 2025 year-end awards (\$330.60), Show ribbons.
- **Banquet Profit:** \$655
- **Upcoming Expenses:** Remaining hotels for show staff, buckles for special events, financial forms, Gmail & membership fees.

Secretary's Report

- **January meeting minutes** accepted as written (Motion: Eric, Second: Amanda).
- **Membership Totals:** 9 adults, 1 youth, and 1 associate = 11 total

Old Business

- **Sponsorships:** \$3,980 cash & \$3,109 prizes confirmed. Additional potential: \$3,100 cash & \$675 prizes.
- **Deadline: May 26** for banner inclusion.

New Business

Show Planning

- ✓ **Board approved hiring Ashley Wells as the scribe for September.**
- ✓ **Board agreed to charge a 3% credit card processing fee.**
- ✓ **Board approved reducing year-end awards to the top 5 placings (except Youth & Green).**

July Show:

- **Scribe:** Need replacement (Bryan backed out).
- **Gate Person:** Mackenzie Carraher.
- **Photographer:** Brianna Banachoski (Sorrel B Photography).
- **Food Vendor:** The Bus Stop.
- **Shavings:** Perry Feed & Coal (\$8.32/bag, selling for \$10).
- **Saturday Night Ideas:** Movie night, kickball, karaoke, ice cream social.

September Show:

- **Gate Person:** Still needed.
- **Scribe:** Ashley Wells.
- **Photographer:** Emily Orr.
- **Hotels:** Country Inn & Suites.
- **Shavings:** Clyde's Feed.
- **Saturday Night:** Potluck dinner.

Other Business

- **Incorporation:** Cannot re-incorporate as an established business with the Registered Agent Service. Becky to consult contacts for legal guidance. Board approved to move forward with legal discussions and any costs that might accrue (prior amount discussed was \$1,000, but board will vote before moving forward on any contracts).
- **Special Event Buckles:** Approved for **Team Reining Challenge & Green Reiner Shootout**.
- **Membership Promo:** April Fool's Day – 50% drawing for a stall
- **HPA Reporting:** Tabled until May.
- **Show Software:** Looking into assistance from Jen if needed by Alisha
- **Upcoming Events:** Researching local events for exposure (WNY Equifest, Henderson's Horse-A-Rama, etc.)

Next Meeting:  **May 8, 2025 @ 7:00 PM**

Meeting Adjourned by Brandon at 8:28pm



Meeting Agenda

Date: March 6, 2025

Location and Time: Zoom & Horizon Hill Ranch @ 7:00 PM

Reason: Board & General Member Meeting

1. President / Vice President
 - a. Call to Order
 - b. Roll Call (Attendance Sheet)
2. Treasurer
 - a. Account Status:
 - i. Corry Credit Union: \$9,907.77
 1. Undeposited cash/checks: \$500
 2. Outstanding checks: \$0
 - ii. PayPal: \$150
 - iii. **Total: \$10,407.77**
 - b. Expenses Since Last Meeting
 - i. Monthly Gmail Accounts & POWR Membership Forms
 - ii. Remaining Banquet Balance - \$1020.00
 - iii. Showplex Deposit - \$500
 - iv. Insurance - \$596.95
 - v. Ribbons for show season
 - vi. Clicksend
 - vii. Boots for Year-End Awards - 2025 season - \$354.21 - \$23.61 = \$330.60
 - c. Anticipated Expenses before next meeting
 - i. Monthly Gmail Accounts & POWR Membership Forms
 - ii. Clicksend
 - iii. Hotels for September show staff - waiting to figure out scribe before I book them
 - iv. Buckles for special events
 - v. Financial Forms - \$103.77 for 300 or \$121.52 for 400
 - d. Year-End Awards Banquet Totals/financial update
 - i. Ticket Sales - \$1080.00
 - ii. Food/Snacks/Bar Rental - \$1020.00
 - iii. Raffle - \$140
 - iv. 50/50 - \$95
 - v. Chinese Auction - \$360
 - vi. **Profit - \$655**
3. Secretary
 - a. January Meeting Minutes
 - b. Next Meeting – May 8th, 2025 @7pm
 - c. Membership Totals
4. Old Business
 - a. Sponsorships
 - i. Update the tracker with all attempts so we aren't double contacting
 - ii. Update on any sponsors donating
 - iii. Received Sponsor Amount: \$3,980 cash; \$3,109 prizes
 - iv. Potential Sponsor Amount: \$3,100 cash; \$675 prizes
 - v. Need all sponsors by May 26 to get banners made - Can submit after but may not be on banner
 - vi. Sponsor Tracker -
https://docs.google.com/spreadsheets/d/1pfAvKRjd_RHFOy1hastKalpyhRXj1bPp/edit?usp=sharing&oui=112550879361564866292&rtpof=true&sd=true
5. New Business
 - a. Banquet Recap
 - b. Shows:
 - i. July:

1. **Scribe: Need a new scribe, Bryan backed out on Wednesday**
 2. Gate Person: Mackenzie Carraher
 3. Photographer: Brianna Banachoski with Sorrel B Photography
 4. Food Vendor: The Bus Stop
 5. Shavings: Perry Feed and Coal Supply - Estimate approximately \$7.60 per bag - could go up plus \$50 delivery fee / approximately \$.72/bag if we sell 70 bags = \$8.32/bag
 - a. We charge: \$10
 6. Still waiting on contracts back from Alisha and Jacob
 7. \$250 added to Non-Pro Ranch Riding on Saturday (Sponsored by Kim and Bob Weaver)
 8. NRHA Approved
 9. Saturday night get together ideas
 - a. Movie night in the arena, kickball, ice cream social, Karaoke, etc...
 - ii. September:
 1. **Gate Person: Still need to find a Gate Person - Any ideas?**
 2. **Scribe: Need a new scribe, Bryan backed out on Wednesday**
 - a. **Ashley Wells**
 3. **Drag Person: Reach out to Scott**
 4. Photographer: Emily Orr
 5. Hotels: Country Inn and Suites
 6. Shavings: Clyde's Feed and Animal Center
 - a. We Charge: \$10 (anticipated)
 7. Still waiting on contracts back from Alisha and Jacob
 8. \$250 added to Non-Pro Ranch Riding on Saturday (Sponsored by Kim and Bob Weaver)
 9. NRHA Approved
 10. Saturday Night – Potluck Dinner
 - c. Incorporation
 - i. Registered Agent Services – Can't incorporate us since we are already an established business. Looking into an attorney or seeing if we can do it ourselves
 1. Becky looking into personal contacts for consulting/advice on moving forward.
 - d. Special Event Buckles
 - i. Team Reining Challenge
 - ii. Green Reiner Shootout
 - e. Credit Card Fees
 - i. Charge service charge fee for using credit cards on website & shows
 1. Square is increasing their fee - 2.6% + \$0.15
 2. We charge: 3%
 - ii. Can't add one on PayPal
 - f. Square
 - i. Terminal (\$299 - \$50 off promo no longer available)
 1. Watch for sale - if no sale before June, buy it.
 - ii. Gift cards instead of paper WPRHA bucks to better track (\$66 for 75 cards - pay 2.5% fee when funds are added)
 1. Stick with paper
 - g. Year-end Awards
 - i. Only place top 5 for every class except Youth and Green to save money
 - h. Memberships
 - i. Membership Promo (membership paid by X date enters you into drawing for **50% off stall**)
 1. St. Patty's Day, **April Fool's Day**, Tax Day, Easter...
 2. Just for **full memberships (adult, youth, or PeeWee)** or for Associate memberships also?
 - i. Show Software
 - i. Possibly pay Jen to send file setup for last year or to give tutorial
 - j. HPA Reporting
 - i. Are we going to report? – Table until May meeting
 - k. Banners
 - i. 3 - 72x48
 - ii. 2 - Sponsorship smaller Banners for our sponsors instead of 1 - 96x60
 - l. WNY Equifest (March 15-16th) / Henderson's Horse-a-Rama? – look into this & other events for May meeting
6. Closing Remarks/Questions