

**PNER Board of Directors Meeting
January 2024 in-person Meeting
Portland, OR @ PNER conference**

I. Call to order

- 101/21/2024 at 08:18 am Pacific by newly elected President Alex Lewis
- **ROLE CALL:**
 - Voting members present: Alex Lewis, Melissa Laws, Donna Lacey-Bacon, David Lewis, Bianca Chevalier (quorum present), Bentley xx, Nancy Worman, Tani Bates (virtual.), Jessica Huber (virtual), Regina Rose (virtual). Quorum is present (minimum of 6),.
 - Non-voting members present: Cindi Sayer, Cassee Terry, Tally Wren, Lisa Cohen, Mary Kay Krauss, Bobbi Walker, Nan Hauser (virtual), Greta Krauss, Mari Smultea (new PNER secretary).

II. Approval of minutes

- Minutes for the last meeting last Friday have not yet been sent out by previous Secretary Kristy Butler. Cassee contacted her and asked for notes to be sent to BOD. **Notes from last meeting need to be reviewed and approved by BOD quorum then uploaded to PNER website.**
- Kristy will finish them and send to Marlene to post on website. Kristy is former PNER secretary.

III. Reports

➤ **Treasurer – Cindi**

- Cindi has been treasurer starting last 2/3 of 2023.
- Ending balance in 2023 was \$15, 563. Beginning 2024 balance \$15,563. Today's balance \$4,311 (after PNER conference).
- Money market acct ending 8452 balance is \$65,244, Today's balance \$65,258
- To date we have paid embassy suites \$14,500 for the conference.
- Total received above revenues & expenses not transferred to 2024 yet, still being processed.

➤ **Convention Report– Cassee**

- Took in just under 6k for raffle, event, tack sale, silent auction, mini handbook. 30% of silent auction (\$497) to Mary and Anna junior fund. She will pass this over to CS today. This does not include PayPal income from the conference (e.g., tack sale registration).
- Number of attendees at conference – 55-57 names had signed up prior to conference, Cassee counted ~80 last night at banquet dinner.
- ML – have not selected 2025 venue for conference yet.

➤ **Representatives**

• **ID – Nance**

- Laney reported to Nancy nothing new to report. Nancy is new ID rep.

• **MT – Suzie**

- (Not able to be present).

• **OR – Bianca & David**

- BC-only received one response from the group email sent out to Oregon PNER members prior to the conference call Jan 16 BOD meeting.
- DS- nothing to report. Members have requested add another award to conference. Very short time available still to add an award to this year 2024, must start before 2024 ride season starts. Board must approve the award. Next conference call can discuss further.

• **WA – Tani & Donna**

- **Tani;** nothing new to report.
- **Donna;** someone wants to start a new award, want to know process.
 - **DL** – Jessica Huber must be contacted for this. Contact Jessica if want a new award. Must go through review process with Jessica, then goes to committee, then BOD.
 - **CT** – Kristen grace warned that need to be cautious with adding new awards, must be a trackable parameter. Must consider SHOULD we give an award. There is a new passport award being reviewed for if a rider finishes a ride in every state of PNER including Canada. Trackable. Final proposal still needs to be written up.
 - **(NW** - comment clarification added after meeting during review of these notes: on the new award for someone riding a ride in every state in the NW region (including

Canada) “Wayfarer Award”, note that the only ride in Montana is an EDRA ride, there are no AERC rides in the NW portion of Montana.

- **DL** – if any awards to be added will be for 2025 that would go into place.
- **MS** – heard from someone that asked 3 times in 2023 for an award to be added but no response. Per DL info, this is likely due to the delay in how long it takes to get approved by PNER process.
- **DLB** – she needs a list of all the WA riders. She asked for it last year, hasn’t gotten it yet. AL is working on this right now.
- **DS** – list of riders by state is sent out several times per year. Can go into membership list online to identify.
- **TB** – she received a list of OR riders but didn’t realize there was a request for it. Doesn’t think membership has ever sent out a notice to all the board members when a new member was added, this info was only sent to the respective state representative. TB would love to see this start happening again so we can make new members feel welcomed. Tani likes sending out emails connecting them to people in their area. Lora hasn’t done that. Tani requests that this be done again, e.g., email goes out notifying new member and their info, and state rep sends out welcome letter to that person.
- **CT** – heard from ride managers at this conference. As a vet, need to make sure our current rides are paying the bills. Must be super healthy on our current rides. Already we have rides almost every other weekend. We try to do at least 300 miles between our rides within the PNER region that are on the same date. Any rides being added to our plate is a stretch.
 - **AL** – could lost MT per discussion with a member recently.
 - **CT** – she has never heard of MT leaving. Our membership in MT is low.
 - **DL** – how can we add a MT ride or two?
 - **AL** – trying to find out if ride managers would like/need training, eg financially.
 - **CT** – Big Sky has a ride in MT, hard to have a ride in MT, terrain makes it hard to finish bc it’s a hard ride/lots of elevation, like Creek to Peak.
 - **MS** – how many of the PNER rides are financially viable?
 - **AL** – could research this, would need to get the info from the ride managers
 - **DL** - Prater MT was a PNER Fundraiser
 - **CS** – need to know well ahead of time for treasurer if a ride is a PNER fundraiser because there was no financial template she was aware of to follow for a fundraiser.
 - **DL** – there is now a template for PNER fundraiser ride. No proposals he knows of for 2024 for a PNER fundraiser ride. Some discussion for 2025.
- **Ride Manager Rep – Regina**
 - RR: At ride mgr mtg here at conference, none want any out of PNER region rides counting for points for PNER. Concerned that this would take riders away from their rides in PNER states.
 - AL – even if dates don’t coincide? If this was ever something that occurred, it would be weeks away from other rides that don’t coincide with in-state rides.
 - RR – e.g. Grizzly and xxx ride are on same weekend in PNER region.
 - SH has retracted motion to include out of state regions within an xx distance.
 - DL – suggest we add more rides in region rather than extend the range of our counting of ride points to rides that are beyond PNER region boundaries by xx miles. DL has heard from a few OR ride managers requesting to bring back a few rides in region if they are funded by PNER like Prater Mt. was. More ride mgrs would be willing to put on rides if the financial burden wasn’t exclusively on them, i.e., if they were supported by PNER funding would be willing to do more rides. DL wants to make sure ride managers feel supported by PNER.
 - AL – wishes she could have been in ride mgr mtg, wants to hear more.

IV. Committee Reports

- i. **Technology – Stace** (Not able to be present); DL reported need to update member and board lists and emails. All changes need to be emailed to Marlene.
- ii. **Awards – Jessica Huber**. All went well
- iii. **Education – Cassee**
 - Education has allotted funds.

- This committee already gives money towards clinics. Education could expand to allow scholarships. Education Committee already has a \$2500 per year budget, Scholarship Committee has \$1000. Education has more flexibility than Scholarship and can use education funds for scholarships.
- CS – in 2023, scholarship fund was voted and approved for \$2000 but CS doesn't see that any money got into the actual fund and none was spent..

iv. Juniors/Young Riders – Bentley –

- need to get some email addresses updated, change of board content needs to be updated to reflect new BOD/committee members for this group.
- GK – online still doesn't ID new members for board of directors. Greta needs to have her correct email given to BOD and on website for distribution of info.
- Bentley – at conference junior mtg: 8 juniors, 1 young rider, 1 former junior rider. raised \$70 from their dress sales. Junior funds budget – CS - \$717 opening balance plus this 70\$.
- Bentley – juniors/young riders thinking about making a new award called the supreme sponsor and make a contest for eg whoever sponsors most juniors, etc. similar to ride mgr and volunteer of the year award. Would be at discretion of juniors, not at discretion of rest of PNER.
- Bentley -would like to grow young rider category, so maybe emancipated juniors could be considered a junior rider still.
- MK –AERC followed PNER establishment of Young Rider category. Juniors had wanted young rider category bc felt weren't ready to jump to adult category at age 16. Young riders blossom when mentoring junior riders. Current low numbers of young riders. A lot of loss of juniors is when they become adult rider. Suggests that Young Riders compete in their own categories. Soon 7 of our PNER juniors will be young riders. Juniors can vote on board but only on junior issues.
- CT – juniors CAN vote at PNER board mtgs, not just on junior issues.
- GK: Suggest that a Young Rider also be a board member in addition to the Junior rider. Propose recognize the Junior rider as an official category—suggest a bylaw change.
- AL – email AL this proposal. AERC is going to make it a real category for young riders, wants PNER to keep pace with this and do it too. Juniors ride in both junior and adult divisions. There have been some instances where a junior has won adult first place but not awarded first place in adults, only first place in juniors.
- MK requests clarify on how this is awarded so it's consistent. Clarify that juniors are considered both in adult and junior awards for rides.
- DL – juniors can't vote on matters submitted to general membership, but junior board member can vote on every matter submitted to PNER board. Young riders would also be awarded adult and young rider.

v. Elections – Kristy Butler (not present). Per CT Kristy happy to continue in this role.

vi. Social Media – Shelah; no report.

vii. Trails – Tani;

- TB Nothing new to report.
- DS – can we have more comms w/ OET for trails so we are aware of events they are having and can communicate them out.
- TB-she is not a member of OET in OR.
- LC – she is member OR OET and will forward emails to TB from OET.
- DL – would like way to partner and collaborate more so PNER has more influence in OR eg the immunity law in OR.
- LC – happy to help there, LC on sisters trail alliance board repping equestrian trail committee.
- DL – Beth Skaggs mentioned that she and others have gone to master trail course but no one ever approaches them to engage their services, Nan too has.
- BC – is a chapter mgr, she can bring this topic up at meeting w OET next week.

viii. Scholarship – Greta

- GK-haven't had any applications. Hoping to restructure and possibly create two more scholarships to drum up more interest and support them in academic endeavors. For the

amount of money being awarded it's a lot of work to apply. Other similar value scholarship requires one click. PNER scholarship is \$1000, and requires an essay. College tuition inflation is at least 20k per year public, 30k per yr private. If we lessen requirements for entry, hoping to increase applications. Suggests dropping research paper requirement, application letters seems unhelpful, propose simplified version that requires a 250 word statement on how funds will be used, and 250-500 word essay creative with various topic possibilities. Currently available only for age 17-21. Want to make it available to adults doing educational pursuit, etc. Keep at \$1000. Propose \$500 junior award below age 17 to support educational pursuit out of junior fund (e.g. summer camp, etc.). Lower for younger riders bc camps cost less than scholarship award. Currently, if two people qualify amount would be split. Amount to award if multiple awardees dependent on PNER board decision. Could have a scholarship pool. Scholarship currently can be a riding clinic, a tech school, etc. There isn't a guideline yet for how to apply because it's still a proposal.

- DL – for PNER to be able to vote on this, need to propose restructure the scholarship to add a scholarship for adults per above,
- CT -need to establish a budget first.

ix. Marketing – David Lewis

- did not do as many things as hoped in 2023.
- Just added new marketing committee member Julia Sayer to run Instagram and TikTok for PNER she is tech savvy and has lots of followers. Taking on a lot of ideas right now.
- Albany expo won't go this year, too expensive. Looking for other expos, looking for where can advertise but need to determine a budget for this.

x. Membership – Laura – not present.

xi. Finance Committee – Lisa Cohen

- LC: Met yesterday. They look at how books have gone to ID any red flags re bookkeeping. CS has done a good job. New financial committee, is Simone, LC, and Tally. Recommendations **(1)** create finance committee that meets quarterly where CS gives budget update and 2 weeks before conference. **(2)** recommend that Treasurer should be member of board for best practices. **(3)** recommend analysis of fund raisers and convention cost benefit analysis strictly on the numbers to analyze what's working and what not working. Eg Prater Mt fund raiser – although came out ahead, a lot was ML and DL privately contributing funds. (4) Education fund – look at where we are in budget, were overbudget last few years. Decide based on anticipated budget then allocate funding for this. (5) Money market currently getting 0.25 % return, suggest switching to better interest bearing account.
- DL – financial committee would need to propose. See a lot of potential for blood machine to bring in money, though lost money in 2023 bc had to buy new parts.
- LS – Beth still on financial group to advise.
- CS – finance committee- believes in transparency and having this additional level of financial committee is a good safeguard for PNER. PNER current accounting system needs a second person who has access to books for viewing. (Per David Lewis after meeting: "The Bylaws actually require all 3 members of the financial review committee (audit committee) must have unrestricted access to the books". CS supports finance committee adoption. Brought to her attention that conflict of interest if Treasurer is voting member. Would financial committee be in conflict with an auditing committee? Would we need to have separate personnel for these two groups?
- LC has never been on a board where Treasurer not a voting board member.
- **AL - Motion to form finance committee to assume this role to review and audit PNER finances.**
- **DLB – seconded motion**
- **Vote result – passed by quorum of 6.**
- **Finance committee formation has passed/been approved.**

V. Old Business - Nothing to report.

VI. New Business

- Role call again after break since people have left. Voting members still present: Bentley, Nance Worman, David L, Alex L, Melissa L, Donna Lacey Bacon, Tani Bates, plus other non-voting members. Quorum still met.

1. **Finances** – setting budgets for year – Discussion – see attached financial report by Cindi Sayer and discussion notes below.

- Convention Budget: ML – per 2023 convention in Boise, expenses were \$13,200 and everything looks overbudget from there. Spent about ~\$20k more than we brought in. Goal is to budget for 2024: 5k for speakers, 5 k venue, 5k meals, 1k awards, etc. So full budget for 2024 convention is setting at 25k she recommends.
- CT – awards (purchases w Jessica Huber), in past budgeted 6k and they came in at just under 7k in 2023. CT worked to buy things reduced cost. Due to inflation she recommends 8k.
- ML – hoping to reduce cost of venue and use that money for speakers.
- Handbook expense was \$6300, budget ~\$4300 in 2023.
- Trails – keep at least \$5k
- Newsletter – \$200 budget. Was \$119 last year.
- Handbook \$1600? Bulk shipping cost less expensive. Cheaper to order upfront. Use membership numbers from last year to know how many to make.
- Marketing budget? \$2500 for 2024; was about \$525 in 2023.
- Education: AL proposes \$4800 for total education expense. E.g., of that, \$771 for blood machine expenses (for rotors). DL – if we use all the rotors the blood orders will pay for it. DS thinks we don't need to make a larger budget. Blood machine can make money. \$2500 budget total. CS: Revenue from blood machine has its own income under Revenues. Then put expenses under expenses.
- CT - Education has a bulk sum and then board/committee decides how money is paid. So don't have to allocate now exactly what the budget goes to as they all have to be proposed and approved by board. Education clinics at rides cost ~\$600 each per ride.
- Finances – \$475 budget for 2024
- Fundraiser – none proposed for 2024 so remove line items for this for 2024 so no budget allocated. legal professional fees – none budgeted for 2023, 100\$ for insurance. 2024 proposed budget \$1000 for CPA/attorneys
- PayPal fees – 2023 was \$400 budget, anticipated and can't be known ahead of time, depends on how much bought through PayPal.
- Scholarship budget 2023 was 2000 but was never allocated or spent in 2023. Scholarship is under Education, 2600 total for education for 2024, 2000 of it for scholarship.
- CS – 2023 was first attempt at building a budget, so will take a few cycles to build a history that we can base future budgets on.

FINAL 2024 BUDGETS (see CS financial summary attached)

- \$25,000 conference 2024
- \$7,600 education
- \$475Admin
- \$1000 Legal professional
- \$602 (actual 2023 cost) Insurance
- \$470 PayPal fees -
- **TOTAL proposed 2024 BUDGET: \$49,347 for 2024 expenses (see Cindi Sayer notes and finance summary attached). (2023 budget was \$29,125 actual was \$33,314)**

2.0 AL motion to vote BOD approval of 2024 budget at \$49,347.

- **Second - BC**
- **Discussion (see above)**

- **Vote:** motion approved by quorum vote.

3.0 AL: Motion to vote in our 3rd exec committee member, Suzy Hayes.

- **DL – seconded.**
- **Discussion:** none.
- **Vote result:** approved by quorum. Motion passed.

4.0 DLB– Motion to increase total 2024 scholarship budget from \$2000 in 2023 to \$3000 in 2024.
(Thus education is now total of 5600 including this 3000 scholarship budget).

- **Nance – seconded.**
- **Discussion;** due date for April 1. Need to change wording on website it currently says scholarship money comes from an anonymous voter but that is no longer the case (Greta will do this). Next step is to submit to BOD how propose to restructure scholarship program: propose to add 2 new scholarships: one for adults, 1 for juniors. Already have one existing scholarship group. Details of this motion announced by Greta. So now there are 3 scholarships. 1 existing, proposing to add 2 more. In past, the scholarship committee decided how to apply for scholarship and what was required to apply. DS-BOD responsible for budget and how funds are allocated, but up to Scholarship committee to decide details. Nothing in bylaws re scholarship details but must abide by 5013c rules and any related PNER bylaws. Scholarships are awarded to an institution, not the individual.
- **Vote result: Budget approved by quorum. Motion passed.**

VII. Announcements, comments, other business – none other than notes herein.

VIII. Future Meeting dates

- Alex will send out email re the potential future meeting dates to be decided upon by the BOD. Propose sometime April for next BOD meeting, with announcement before that in March.

IX. Adjournment

- Meeting adjourned at 11:04 am Pacific

Respectfully, Mari Smultea, PNER Secretary

Addendums/corrections to these notes were made by PNER Secretary Mari Smultea on 26 January 2024 and were indicated in red font as track changes in an email sent to the PNER BOD, based on feedback from meeting attendees to Mari via email. A quorum of voting PNER members approving notes with corrections was received.

2024-03-03 ADDENDUM REVISION BY PNER Secretary Mari Smultea

On Feb 22, 2024, Cassee Terry emailed the PNER BOD requesting a vote to approve providing \$700 from the PNER Education Fund to Jeff Tyren to support his request for \$700 of funding for the Endurance Boot Camp he is conducting on May 18 & 19 2024 in Sisters, OR. This proposal was approved by voting PNER BOD members quorum on 28 February 2024. Approval votes emailed to PNER BOD from (1) Bianca Chevalier (2/22/2024), (2) Alex Lewis (2/22/2024), (3) Suzanne Hayes (2/22/2024), (4) Melissa Stevenson (2/23/2024), (5) David Lewis (2/23/2024), (6) Nancy Worman (2/25/2024) and (7) Tani Bates (2/28/2024).



Mari Smultea, PNER Secretary