

Minnesota Hunter Jumper Association

Board Meeting Minutes

May 19, 2014

Held via phone conference

Name	Present	Name	Present	Name	Present	Name	Present
Tracy Grandstrand	X	Linda Ostberg	X	Lee Gremillion	X	Heather Parish	X
Elizabeth Lampert	X	Mary Armstrong	X	Betsy Kieffer	X	Nicole Salazar	X
Tammy Johnson	X	Thea Bailey		Jane Martinson			
Ashley Woodhouse Slade	X	Sharon Golden		Patti Nelson	X		

Summary of Motions

Motion	Moved	Second	Approved	Not Approved	Comment
Meeting Minutes	Lampert	Salazar	X		
Treasurer's Report - April	Lampert	Parish	X		
Adjourn	Armstrong	Gremillion	X		
Motion to continue to research the use of credit cards for payment for the Harvest Show, membership, sponsorships etc.	Woodhouse-Slade	Kieffer	X		
Approval of the 2014 application for affiliation from Otter Creek and MN State Fair	Lampert	Armstrong	X		
MHHS account will start with a \$50,000 balance for the 2014 horse show. Remaining balance currently in the MHHS account will be transferred to the MHJA main account. Any outstanding bills for 2013 MHHS will be paid from the MHJA main account. The MHHS Sponsorship Committee will have a separate account for the 2014 horse show.	Johnson	Kieffer	X		
Motion to have Elizabeth Lampert review the contract between Pat Boyle and the MHJA for the MHHS with a lawyer.	Woodhouse-Slade	Ostberg	X		

Tracy Grandstrand called the meeting to order.

- 1. Meeting Minutes:** Approved
- 2. Treasurer's Report:** Main checking account - a total of \$2,330 in deposits. \$380 of this came from 2014 Newsletter revenue, 2014 Membership and Show Approval and Equipment Rental accounted for the rest. Major expenses included \$500 to Amp My Brand for the Spring Newsletter, \$162.40 to Caesar's Palace for hotel accommodations for USHJA Annual Meeting and \$975 in Professional Fees to Olsen Thielen for 1099 tax preparations.

The board went thru several points from Guidelines for Financial Policies and procedures for Non-Profit Organizations. The following was discussed:

- The board should approve major purchases prior to the purchase being made.
- The board should approve signer of checks.
- Treasurer should approve invoices before they are paid.
- Checks should not be made out to cash.

- Receipts are needed for every purchase, regardless of the amount of purchase.
- Credit/Debit card holders must provide itemized receipts.
- The Treasurer should be notified of any purchases on the Credit/Debit card.

There was discussion around the use of credit/debit cards at the Harvest Horse Show or to enable people to make donations. There was a recommendation of charging a 3% fee per transaction fee. A motion was made to continue to research the use of credit cards for payment for the Harvest Show, membership, sponsorships etc.

3. **Newsletter:** Heather is getting information from graduating seniors. There will be an article on the Asian Wild Horses. Information and articles should be turned in by Friday, May 23, 2014. Heather is looking for someone to take over the blast from the past article.
4. **Membership:** 241 members for 2014 year to date. Membership fees remitted for these 2014 memberships total \$12,350. Membership list is available on the website. Lee Gremillion provided a list of people that were members last year that have not renewed this year and is looking for input on whether or not they may join this year.
5. **Survey:** Highlights of the member survey were discussed. Refer to the website for more detail.
 - 78% of the responses came from riders.
 - 48% were 51 and over.
 - Everyone that responded was an MHJA member.
 - 76% of the people that responded have attended the MHJA Horse Show
 - 62% would like to attend the MHJA Spring Show in 2015.
 - Silent auction - mix of item is good and holding at the banquet is good.
 - Silent auction funds should go to subsidizing the banquet or spring show.
 - 70% of the people that responded attended the Harvest Show.
 - People check the website once a month.
 - People want points online.
6. **Clinics:** The board discussed offering a clinic again in 2015 – possible location is Leatherdale Center.
7. **Harvest Horse Show:** There was discussion around the account balances for the MHHS and how the show did financially. The MHHS account will start with a \$50,000 balance for the 2014 horse show. Remaining balance currently in the MHHS account will be transferred to the MHJA main account. Any outstanding bills for 2013 MHHS will be paid from the MHJA main account. The MHHS Sponsorship Committee will have a separate account for the 2014 horse show. There was also a motion to have Elizabeth Lampert review the contract between Pat Boyle and the MHJA for the MHHS with a lawyer.
8. **Show Standards, Specs and Approvals** – Otter Creek and MN State Fair applied for MHJA affiliation and the shows were approved for 2014.
9. **Website:** Lee Gremillion has been working on posting points on website.
10. **Nominating Committee:** Elizabeth Lampert has sent a letter sent to perspective nominees.
11. **Banquet:** Linda Ostberg sent out spreadsheet with potential locations. Linda and Elizabeth will look at the Earl Brown Center to determine if it will meet the needs of the silent auction and awards presentation. Decision on which venue will be decided on via email.
12. **Future Meetings:** July 14, 2014 at 7:00 pm at Ostberg Architects, Conference Call at 7:00 on August 11, 2014, Annual Open Meeting December 15, 2014 location to be determined.

The next board meeting will be at 7:00 pm Monday, July 14, 2014 at Ostberg Architects.

Meeting was adjourned.