

Action Items

Motions Voted On

Minutes for PNWIC Committee November 22, 2015 10:00 AM Columbia River High School

In Attendance: WA – Sean McDonald, Sarah Hall – Youth, Houston Chatham, Kathy Wendlandt, Adam Kasper
OR – Denise John, Sonya Kunkle, Katie Renner, Jan Harer – Secretary, Ron John

Vote Count – 9 Total

WA – 4 Adult and 1 Youth

OR – 4 Adult

Secretary's Report –

- Denise motioned to accept the October minutes. Kathy seconded the motion.
- No discussion.
- Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.

Treasurer's Report –

- Sent out all reports prior to meeting.
- Budget –
 - This budget is without asking for any money from the districts.
 - Sponsors may be a little high.
 - The budget includes those that were going to sponsor last year and will this year.
 - Still need to get sponsors.
 - Need at least \$2000 additional.
 - Sponsors are used to pay for awards.
 - Athlete registration includes one stall and 2 bags of shavings.
 - We do make some money off of the stalls.
 - Camping is currently a "wash".
 - Upgraded points program is paid for.
 - Taxes are already figured into the arena costs.
 - Facility is for 4 days.
 - We do receive a 25% discount for being a non-profit.
 - Does this apply to being an Oregon non-profit?
 - Do get a 10% discount for using all stalls in a barn.
 - We can bring our own equipment for dragging.
 - The hotel rooms are for judges and for some of the committee staff.
 - There will be 350 stall NIGHTS @ \$16 per night. Less a 10% discount for taking all the barns.
 - This is based on what we used two years ago in Redmond.
 - Extra shavings bags will be available at \$8 a bag. Must use fairgrounds shavings.
 - Not sure if we will need security. Is not included.
 - There is no disposal fee. We did budget \$10 per stall for cleaning fee (which was based on Redmond costs).
 - What if we charge a \$15 stall cleaning fee for those that want to pay for it?
 - Could include in registration fee – if wanted to pay for it.

- Would have to designate those stalls that have paid for cleaning fee – sticker or something.
 - Need to have someone make sure that all those stalls are accounted for at end of meet.
 - Districts would be billed for any stalls not cleaned (that didn't pay for it).
 - **Denise motioned that we add an OPTIONAL \$15 stall cleaning fee to the athlete registration fee. Sonya seconded the motion.**
 - ◆ No discussion.
 - ◆ **Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.**
- There is no money from the districts included in the budget.
- There is the deposit to Redmond for next year.
- Some have not paid for their shirts.
 - Committee members need to have shirts – even if not a state board member.
- Should include name tags in the budget for committee members.
 - **Sonya motioned that committee members get shirts (at own expense) and also receive name tags (states will pay for their own). Katie seconded the motion.**
 - No discussion.
 - **Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.**
- Awards budget is high because we have already purchased them.
 - Still need to do labeling and replace date on buckles.
 - Leave in the budget at original amount.
- Raffle – is it in there?
 - No not in budget.
 - Will do at the meet.
 - No fundraisers are in the budget.
- Was suggested that districts COULD contribute to the PNWIC meet overall.
 - Are NOT going to ask districts this year to contribute.
 - Discussion on districts contributing in the past –
 - ◆ OR has 8 districts and WA has 6. Didn't seem quite fair that OR was contributing more.
 - ◆ Could base on athlete count for the individual districts and let the state decide on how to collect money from districts.
 - ◆ Need to figure differently on how we decide how much each state brings into PNWIC.
 - Do need to SUGGEST that districts contribute to the meet and see the overall value of that contribution.
 - Could be any amount \$200/\$250 as a suggestion.
 - Would not be hard for districts to come up with this amount by getting sponsors.
 - **Denise motioned that we SUGGEST/REQUEST – this will NOT be a requirement – that each district from OR and WA contribute \$200 to sponsor the PNWIC meet. Huston seconded the motion.**
 - ◆ No discussion.
 - ◆ **Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.**
- **Sonya motioned to accept the budget with all the above changes/additions for this year. Adam seconded the motion.**
 - No discussion.
 - **Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.**

Old Business

- Facility –

- They are a good facility to work with.
- One district in WA has their 3 meets there and had the WA state meet there.
- Kathy did go up 2 weeks prior to their state (WA) meet to meet with facility personnel and discuss how meet would flow.
 - Kathy can do this again for PNWIC.
- Did not feel there is a need for a tour – we have all the information (unlike Monroe).
- Do have one concern that one of the horse barns stalls are not big enough for horses (they are 8x8).
 - Those could be used as tack rooms for the closest/adjoining barns.
- How many stalls are at the facility?
 - Will we need to rent portable stalls?
 - There are 409 stalls available for use to use.
 - Registration included one stall. If need an additional stall – will be less.
 - Tack rooms will be extra.
- No other events will be going on at the facility when we are there.
- There will be concessions.
- Will we need security?
 - Don't think so.
 - Is not required.
- Is there a set-up fee for the meet? Will we need an extra day?
 - Budget includes set up day.
 - 4 days have been budgeted.
- PA system is not as good as in Redmond.
 - Had issues at the WA state meet – kids missing classes/events.
 - Will need to have a “system” in place with personnel to help with this.
- Camping will be our responsibility.
 - Will be monitored daily with facility personnel.
 - Should be done at same time as registration and turned in at the same time.
 - First come, first served.
 - Districts can turn in everything together to request a block of spots.
- Will need a couple of golf carts for the committee staff.
 - Kathy will provide vendor name.
- Will need to send facility contract to Candi to sign.
 - A copy of a non-profit status letter needs to go with contract.
- Dates of the Meet –
 - Need to decide what dates we are having the meet.
 - Friday – Sunday OR Saturday – Monday?
 - Will need to contact the facility about changing the dates – but shouldn't see a problem.
 - Drill practices would be on move in day and those closest would go earlier.
 - Kathy motioned to have to PNWIC meet **Friday, June 17, 2016 (Move in day) – Monday, June 20, 2016 (pending approval from facility)**. Adam seconded the motion.
 - Discussion –
 - ◆ This change is to account for the late final testing days for WA (Thursday the 16th).
 - **Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.**

Awards –

- Were purchased last year.
- About \$50 to change wording and date on each buckle.
- Could be pre-purchasing awards for next year.

Judges –

- Kathy has lined up a couple of judges for WA.
 - Will get those names to Candi.

Rule Changes –

- Seems to be none.
- Do have to keep on the back burner the possibility of OR proposal for “combined teams” for team event with small athlete rider schools.
 - Will need to wait and see what OR decides to do.

Cattle –

- Would like to keep cattle all on the same day.
- The cattle contractor is close by.
- Would like to get a basic schedule to let the cattle contractor know what day.

Schedule –

- Need to start scheduling the days – what events.
- No detailed yet.

New Business

- Lodging –
 - AmeriStay Inn is the closest to the fairgrounds.
 - Kathy has already booked a block of rooms.
 - Will work on getting things set up.
 - Most hotels in area great to work with – will comp rooms, etc.
- Vendors –
 - There is limited indoor space for vendors.
 - Lots of room outside.
 - Photographer will be from the respective state.
 - Would like to see vendors donate for raffle baskets, prizes, etc.
 - Denise will get a listing of OR state meet vendors to Kathy.
 - Kathy will be the contact for vendors.
 - Kathy will get name of golf cart vendor and have available for individuals to contact for meet.
- Program –
 - Vendors can purchase ad space.
 - More sponsors – the less cost for us.

- When sponsoring – will receive an ad space.
- Will be full color front and back.
- Individuals can buy ad space.
- Athletes will receive a program.
- Was budgeted \$800 last year. Is not is budget this year.
 - Sonya motioned to add \$800 to budget for programs. Katie seconded the motion.
 - No discussion.
 - Vote: 9 Yes, 0 No, 0 Abstain. Motion passed.
- WA will need to go around to local business in the Moses Lake area to get sponsors.

Meeting Dates –

- Keep meetings at Columbia River High School in Vancouver.
- Would prefer Saturday meetings.
- Not everyone can make it every time – understand that.
- Need to encourage more youth to come to meetings. And adults.
- Each state has 5 adult votes and 3 youth votes.
- Jan will send out an updated contact listing.
- See below for future meeting dates and times.

Meeting adjourned at 11:56 AM.

Future Dates

PNWIC Meeting	Sunday, January 9, 2016	Columbia River High School, Vancouver, WA	1:00 PM
PNWIC Meeting	Saturday, February 20, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meeting	Saturday, March 19, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meeting	Saturday, April 30, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meeting	Saturday, June 4, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meet	Friday –Monday, June 17-20, 2016	Grant County Fairgrounds, Moses Lake, WA	