

## Action Items

## Motions Voted On

### Minutes for PNWIC Committee Zoom Meeting Monday, May 28, 2018 7:00 PM

#### In Attendance:

WA – Houston Chatham, Marcia Hallman, Adam Kasper, Shannon Motley, Melanie Rodwald, Cheryl Bains, Aaliyah Bains

OR – Candi Bothum, Scott Chauncey, Denise John, Katie Renner, Jan Harer

Vote Count –

#### Treasurers Report –

- Current balance - \$11,752
- Have received both OR and WA “\$5 athlete” checks.
- All the awards have been paid for.
- Have 2 sponsors
- Have 3 vendors –
  - May have more.
  - **Denise to send the 3 vendor information to Houston.**
- Still do not have official contract from the fairgrounds.

#### Old Business

#### Patterns –

- They are complete.
- Did not get on the OHSET score sheets – are doing that now.
- Adam needs an equipment listing – **Houston will get that to him.**
- **Patterns will be sent to Candi for review.**
- Jackpot patterns –
  - Scott is drawing those up.
  - Will create a score sheet.
  - **Will send to Candi for review.**

#### Stalls –

- When will stall information be available to Houston?

- Due June 1<sup>st</sup>. **Scott/Shannon will forward to Houston when complete.**
- Stalls will be labeled.
- Maps will be available in barns, when arriving, and on the website when ready.
- Horses can start arriving at 12:00 PM.

#### Shavings –

- Each stall will receive 2 bags of shavings.
  - Pre-purchased extra bags will be available in the office at 9:00 AM and 3:00 PM.
    - These pre-purchased bags may be picked up in bulk if needed. Example: Team can pick up all their pre-purchased bags and/or a district may also do so.
  - Bags will be for sale at \$9 per bag and can be purchased in the office at 9:00 AM and 3:00 PM.
  - No outside bags of shavings allowed.
- **Shannon will get a stall/athlete listing to Denise when complete.**

#### Arrival of Board Members –

- Houston and a few others will be arriving on Wednesday to label stalls and get office set up.
- Would like board members there by 2:00 PM at the latest.
- Will have a PNWIC committee meeting at 4:00 PM on Thursday in the Arnell arena by the office.

#### Color of Shirts –

- Friday – Tan
- Saturday – Brown
- Sunday – Blue

#### Radios –

- Have been ordered.

#### Camping –

- Will be assigned by district.
- Within that district it is – 1<sup>st</sup> come, 1<sup>st</sup> serve.
- There are some full hook up spots.
  - The PNWIC committee has 8 reserved for judges/board members.
  - The others are on a 1<sup>st</sup> come, 1<sup>st</sup> serve for those that ordered them.

#### Golf Carts –

- Are coming from Spokane (closer vendor retired).
- Will have 3 for PNWIC committee/office staff use.
- There is no vendor onsite with golf cart rentals.

#### Sponsorships –

- T-Shirt/Sweatshirt Sale –
  - Candi will send Houston all school names involved in OHSET.
  - Will get all links to Candi/Houston to put up on social media sites.
  - These are PNWIC T-Shirts/Sweatshirts that can be purchased directly through the link provided on the social media/websites.
- Fundraising on Facebook –
  - So far \$190 has been raised.
  - Denise will get the link to Candi and Houston to get put up on social media sites.

#### Welcome Packets –

- They will be personalized.
- WA will need to get 2018 and patches to their qualifiers.
- Shannon to send Marcia a listing of the athletes (with school/district information).
- Candi will see if she can ship the OR/WA sleeve stickers to Marcia.

#### Hotel Rooms –

- Judges and OR PNWIC committee members have been booked.
- WA committee members have also booked their hotel rooms.

#### Volunteer Sign up -

- Links have been posted on various social media sites and the website.
- Please let your districts/teams/parents know to sign up directly through the link.
- Anyone can sign up to help.

#### Schedule –

- Houston will get the drag schedule to the fairgrounds.
- Will be time to warm up for all events.

#### Drill Practice Times –

- Will be 10 minutes per team.
- Will sign up online via the website – is up and posted.

### Flag Carriers –

- Flags –
  - USA – WA
  - WA State – WA
  - OR State – OR
  - WAHSET – WA
  - OHSET – OR
  - PNWIC – OR
- Each district flag may also be carried in. These flags will stay in the arena for opening ceremonies.
- Each school may also have one rider carry their flag in. These riders/flags will run a lap and exit the arena.
- Denise and Adam will be the coordinators for opening ceremony.
  - A form will be coming out to be filled out by each district –
    - Who is carrying the district flag.
    - Who is carrying the school flag.
    - Can be turned in at the meet to the office.

### Jackpot Classes –

- **Candi will put together a SOP for these jackpot classes.**
- Will have pre-registration and day of registration for the classes.
- Patterns will be posted at the meet.
- Will get information about these classes out on social media.
- Payout will be by check.
- \$10 per class to enter.

### Website –

- Needs to be kept up to date.
- Rules are now posted.
- Will get 2018 sponsor letter on website.

### Morning Meetings for PNWIC Committee –

- Will be 8:30 AM each morning near the office.

### EMT's –

- Will not be on site.
- Should be a very short response time according the nearest ones.

Programs –

- Will be needing a class listing for each event.
- Deadline for any ads, class listing, etc. is June 10<sup>th</sup>.
- Katie will be in touch with Shannon regarding the class listing.
- **Wendy/Sonya will bring the programs to the meet.**

Meeting adjourned at 8:35 PM.