

Action Items

Motions Voted On

Minutes for PNWIC Committee Meeting April 11, 2015 3:00 PM

In Attendance:

OR - Sonya Kunkle, Karissa Dishon, Denise John, Wendy Bernards, Katie Renner

WA - Kathy Wendlandt, Shannon Motley, Adam Kasper, Tracy Mason, Marcia Hallmann, Emma Pust
– Youth, Hannah Cantrell – Youth, Brooke Mason – Youth

Voting Members (Those underlined above are voting)–

OR – 5 Adult

WA – 5 Adult, 3 Youth

Minutes –

- Secretary was unable to attend.
- Karissa motioned to approve the last conference call minutes from March 15, 2015. Denise seconded the motion.
- Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.

Treasurer –

- Reports were sent out via email.
- Currently we anticipate an \$11,407 deficit for this year.
- The Profit and Loss was also sent out.
- The proposed budget was sent out corrected from the last phone conference.
- Denise will send out again.
- Need to come up with an action plan to negate the anticipated deficit.
- Sponsorships are not coming in like last year.
 - Did anyone contact the big car dealership/club up in WA?
 - ◆ Kathy will check on it.
 - Coastal/Big R is an OHSET sponsor and the presenting sponsor for the state meet.
 - ◆ Karissa has sent an email to Coastal about being a sponsor for PNWIC.
 - ◆ Might come up with something.
 - ◆ Please hold up on contacting stores up in WA.
 - Are there any local athletes/teams that can canvas the Monroe area for sponsors?
 - ◆ District 3 has a new team in the area.
 - ◆ Not sure how the team will get sponsors – are a new team just starting out.
 - ◆ Kathy will follow up.
 - ◆ District 6 can approach a team to see if they can help canvas area for sponsors.
 - ◆ Athletes need to help with the canvassing for sponsors – with adult help.
 - ◆ Need local athletes to do this.
 - ◆ Brooke, Hannah, and Emma will head up a trip to try and get sponsors.

- ◆ Can be hard for athletes to get sponsors if they don't know if they will be attending PNWIC.
 - Need to go after larger sponsors for PNWIC.
 - Need to let the athletes know that getting sponsors needs to happen for the future of PNWIC.
 - Is a leadership quality for the athletes to gather these sponsors.
 - We need to grow the meet.
- Can we increase the stall costs to help cover the deficit?
 - Not the route we want to take this year.
- Are the states willing to come up with money to cover the deficit?
- Can use the carryover to help – but will not have any for the following year.
- Other ideas for funds –
 - Need to watch what we spend on expenses.
 - Why not up the costs for the stalls/athlete fees?
 - ◆ Will get a lot of pushback from families about the costs anyway.
 - ◆ If qualifying in only one event – increasing the cost may not justify coming.
 - ◆ Did have some “holes” in some of the events because of the cost of coming.
 - ◆ Last thing we want to do is raise the costs.
 - ◆ Have raised the fees from last year.
 - Again, need sponsorships.
 - Will need to dip into our reserves if necessary.
 - Have a class fee vs. a stall fee?
 - ◆ Will need to research this more.
 - ◆ Might work for next year.
 - Have a 50/50 raffle at each of our state meets to raise funds for the PNWIC meet.
 - ◆ Has been done at some of the district meets both in OR and WA.
 - ◆ Can also have one at the PNWIC meet.
 - ◆ Have the youth take this on in both states.
 - ◆ **Marcia will organize for WA state meet.**
 - ◆ **Karissa will delegate for OR meet.**
 - Charge a cow fee for those athletes that are in the cow events.
 - ◆ We don't charge in OR.
 - ◆ Cows are an additional cost for a meet.
 - ◆ \$5 per rider covers about half the cost of the cows.
 - ◆ Will have to think about this and readdress it later if need be.

Conference Call with the Fairgrounds –

- Feel like they (the fairgrounds) are nickel and diming us.
- Dragging –
 - Yes they will do both arenas.
 - Cost is \$100 an hour billed in 15 minute increments.
 - They say it takes about 15 minutes to drag the arena. This is not reasonable.
 - Have \$300 budgeted for dragging.
 - Need to rework the budget for a 45 minute drag time.
 - Yes can bring our own drag for the 4-wheeler.
 - ◆ But teeth on the drag have to be less than 2”.

- ◆ A WA team has a drag without long teeth – will bring it.
 - ◆ OR will also bring their small drag.
 - Current schedule has 7 drags.
 - Yes they can drag at 6:45 am.
 - 7 drags will be \$525 instead of \$300 budgeted. At 45 minutes per drag.
- Cattle Pens –
 - Will be \$100 to set up cattle pens.
 - We can set up the sorting panels.
 - There is no extra charge for the cattle to stay overnight.
- Gate Attendant –
 - Will have to have every day for \$50 a day.
 - What happens after the 8 hours of scheduled day?
 - What happens at night?
 - Will need to go back and ask.
- Lights can come on at 6 am.
- Camping –
 - It is our responsibility to take care of.
 - Will need to find someone to organize and run this.
 - ◆ Forms need to be sent out.
 - ◆ Money collected.
 - ◆ Map drawn up.
 - Tracy Mason will head this up.
 - Money will come in through the districts to the state treasurer.
 - Everything needs to go through the districts.
 - Will need a layout of the facility and camping.
 - Will need a spreadsheet for the camping, stalls, shavings.
 - ◆ WA has a spreadsheet that they use.
 - ◆ Needs to be sent to OHSET to be forwarded out to OR districts.
 - What will the camping costs be?
- Stalls –
 - Who will be handling stalls?
 - Kathy and Shannon will take care of the stalls.
- Vendors –
 - Who is handling vendors?
 - We are charging \$25 for a vendor spot.
 - Can make a vendor row with some stalls.
 - OR charges \$150 to vendors for the state meet.
 - WA doesn't charge a fee for their state meet.
 - Adam motioned to charge the vendors a \$100 fee for the PNWIC meet. Karissa seconded the motion.
 - ◆ No discussion.
 - ◆ Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.
 - Need a form for vendors to fill out.
 - Need to make sure electric is available if needed.
 - Can have vendors out in large parking lot.
 - Who is in charge of the vendors?

- Shavings –
 - Can't bring own shavings or pellets in.
 - Can either have baled shavings or bulk shavings?
 - Baled shavings are \$6.25 per bale.
 - Need to tack on a disposal fee.
 - Would make the bale cost \$9.25 per bale.
 - Most stalls have mats.
 - Will provide 2 bales per stall.
 - Need to separate the horse stalls from the tack stalls when registering.
 - Need to submit a stall chart to the fairgrounds 2 weeks prior to the meet with each stall labeled as a horse or tack stall.
 - Adam motioned to have baled shavings for the meet. There will be 2 bales provided for each stall. Will have baled shavings for sale. Katie seconded the motion.
 - ◆ No discussion.
 - ◆ Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.
- Roping Chute Set Up –
 - If already set up – will not charge.
 - Will charge to set up.
 - Can it be kept up for other events? Put a panel in front of box?
 - Will have to check further on this.

Camping –

- There are 87 electric hook up, 12 full hook ups, and other dry camping.
- Full hook ups has a length restriction.
- Denise motioned to charge \$60 per night for full hook up, \$50 per night for electric hook up, and \$40 per night for dry camping. Adam seconded the motion.
 - No discussion.
 - Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.
- Will be first come, first serve with camping spots.
- Will need to get things in early.
- Will need to communicate and educate district chairs about camping and getting in early.
- Will also need to have timelines for when things are due.
- June 1st is the deadline for getting everything in for PNWIC.

Hotels –

- PNWIC will pay for hotel rooms that are required for those on the committee –
 - Treasurer, chairs from OR and WA, and points chair.
 - Kathy motioned to have PNWIC pay for the PNWIC Committee chairs, the treasurer, and the points chair hotel rooms. Adam seconded the motion.
 - No discussion.
 - Vote: 11 Yes, 0 No, 2 Abstain. Motion passed.
- States would pick up costs of those that need to be there – other board members as needed.
- Kathy will resend out the hotel listings.
- Kathy will also contact other hotels in the surrounding area.
- Need 6 rooms for judges, PNWIC needs 5 rooms, OR needs 2 rooms, WA needs 2 rooms.

Awards –

- Buckles are in.
- Are currently under budget for awards – but still need sponsors.
- Please email Wendy if want to sponsor an award (class/event).
- In contact with the WA photographer for a sponsor.
 - Not sure if will need a flag.
 - Wendy will contact her.
- Realize that there will be some ties.
- Will be doing the awards every night as did last year.
- Buckles are ordered from Gist.
- Would like to award a buckle to the youth that designed the PNWIC logo.
 - Sonya motioned to award a buckle to the youth (now an alumni) who designed the PNWIC logo. Karissa seconded the motion.
 - No discussion.
 - Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.

Judges –

- Contracts are going out.

Schedule –

- Was approved.
- On the website.

Cattle –

- Contract has not been signed yet.
- Will sign in about 2 weeks.
- \$1750 for cattle.

Patterns –

- Are under control.
- Will meet the deadlines.

Programs –

- Will be no charge for the program.
- Will be in black and white. However, can have color if we want. But want to limit color.
- Denise motioned that if we have a \$500 (or more) sponsor, their ad will be in color. Tracy seconded the motion.
 - No discussion.
 - Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.
- Tumwater team will provide a banner with all the sponsors listed.
- Full page ads are \$100, ½ page \$50, and ¼ page \$25.
- Wendy will update the sponsor letter and email out.
- Please send all sponsors to Wendy. She will forward to Katie and money to Denise.
- Only have one class sponsor as of now – large drill team.

Porta Pots –

- Do we need to order them?
- Are there enough restrooms?
- There are plenty of restrooms around the fairgrounds.
- Kathy motioned to not have porta pots for the meet. Adam seconded the motion.
 - No discussion.
 - Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.

Vet –

- Will need to let local vets know we will be in town.
- Need a listing of local vets.
- Not necessary to have a vet on site.
- Kathy will contact vets and take care of a listing.
- There is biosecurity information on the OHSET website.

Security on Site –

- Need to notify the local authorities that there will be a large number of youth at the fairgrounds.
- Kathy will take care of notifying them.

Flag Draw –

- American Flag – WA
- National Anthem – WA
- WA state flag – WA
- OR state flag - OR
- WAHSET flag – WA
- OHSET flag – OR
- PNWIC flag – WA
- All sponsor flags – WA
- Karissa motioned to have WA youth carry all sponsor flags and the PNWIC flag. Denise seconded the motion.
 - No discussion.
 - Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.
- Sponsors will need to provide their own flags.

Sponsorships –

- Wendy willing to make barrel covers for a major/corporate sponsor.
- WA requires barrels to be white or blue.
- What if sponsor doesn't sponsor for the next year? What do we do with the covers?
- Can make vinyl covers with vinyl stickers that can be replaced.

Drill Order –

- Needs to be a random draw order – except for drill.
- Can't drill also be a random draw order?
- Kathy motioned to have a random draw order for all event including drill done by the points program. Adam seconded the motion.

- Discussion:
 - Per our WA rules, drill needs to be selected by a draw order.
 - Computer is considered a random draw order.
 - Program can't do an athlete based draw order.
 - State level sorts by district.
 - PNWIC sorts by state.
 - Need to be able to sort by district for there to be a random draw order for PNWIC.
 - Currently the default is by state for the PNWIC program.
 - Will need to talk to Don about changing this.
 - Would there be a cost involved? Probably not.
- **Vote: 13 Yes, 0 No, 0 Abstain. Motion passed.**

State Arm Stickers –

- **Wendy will again provide state uniform stickers for the athletes.**

Board Shirts –

- Each state paid for their own shirts.
- Those on the PNWIC board need to be wearing these shirts.
- Do we want to add another color for Thursday?
- Currently have blue, brown, and tan colors. Would like to add a green.
- Marcia will head up ordering new shirts. She will contact Donna for ordering.
- **Please email her with sizes for shirts.**

Work order –

- Will WA have all the equipment there for the events? Yes.
- Once patterns are out – will gather all equipment.
- WA will take all cattle events.
- OR will do jumping.
- **Sonya will send out volunteer assignments after approval with Kathy.**
- WA does have a raised dressage court.

Office Set Up and Supplies –

- When do we want to arrive?
- Can go in early Thursday to set up.
- Horses can start to arrive at 12 pm on Thursday.
- Board members need to try and be there by 11 am to start setting up.
- Stalls charts and stalls need to be up and labeled by 12 pm.
- Need to have athlete packets and greeters ready by 12 pm.
- WA can get there early to start to set up office.
- Where will the office be? Where will the points office be?
- Who is bringing all the office supplies?
- **WA will be organizing and bringing all the office supplies.**
- **Points office will provide all their supplies.**
- **WA will need to print score sheets.**
- **WA will need to have a copier for the score sheets.**

- What is used for a district meet – will be what is needed.
- **Huston will be bringing the radios.**

Karissa will not be there until Saturday. Candi will be there the whole meet.

Next meeting –

- Needs to be after the state meets.
- Also needs to be after the June 1st registration.
- **Next meeting will be May 30, 2015. 1:00 PM. Portland Yacht Club.**
- **Need to change the registration date to May 26, 2015.**
- Sponsors will still be June 1st.
- Camping and stall forms need to get out sooner.

Important Dates:

Registrations – Camping and Stalls will be due Tuesday, May 26, 2015.

Next face to face meeting will be Saturday, May 30, 2015.

Sponsorships will be due Monday, June 1, 2015.

Program ads will be due Monday, June 1, 2015.