

HCRC Board Meeting Minutes

6/19/2024

Italics = Hold over until next meeting

Participants: Jennifer Peotter, Teri Bullis, Irina Scully, Destinee Parkinson, Rory Flynn, Diane Miller, Sherry Whitmore

Approval of Last Meeting Minutes:

- 5/15/2024 Meeting Minutes - Approved

Board Membership:

- Clip-on name tags for board members have all been distributed
- Secretary - Discuss responsibilities and vote on position
 - Proofread Minutes and send out to the Board
 - Destinee offered to take on the Secretary position, Board voted her in, Teri will mentor
- Jen's "job" - Discussed progress on delegating/sharing responsibilities
 - *Membership*
 - Event creation on Facebook, Events Listing, and Registration Forms = Jen noted that these tasks are onerous because many decisions need to be made and she does not want to make those decisions without Board input. The Board agreed that we should utilize a standard form for making decisions about events at a board meeting at least one month prior so that all of the details are agreed upon by the Board instead of falling upon one person to determine.
 - Teri will create this form with help from Jen (include information to share via social media as well as email so that everyone has equal access)
 - Social media = Rory volunteered to take on Facebook and other social media responsibilities

Treasurer's Report:

- \$3,752.88 Checking Account, \$14,797.23 CD, \$132.71 Venmo, \$76.45 Paypal
- *Income = \$ Events + \$ Membership + \$ interest on CD (included in CD balance)*
- *Expenses = \$ Porta-potty replacement cost and monthly upgrade cost difference?*
- *YTD Net Income/Loss =*
- Venmo Status = After a huge amount of effort, Irina has managed to set up a charity profile on Venmo - This will give us a report of the names/emails of people who have donated - As of this date, Venmo has not yet verified our charity profile but the initial Venmo profile that was set up as an individual person still works
- *Budget = Review draft budget for the year*

Administrative Tasks (insurance, tax forms, etc.):

- Sherry will call Peter and tell him to send his insurance information to Teri

- Insurance - Lise will check to make sure that we are being charged only for the number of events we are holding since we have so many fewer events this year but our insurance cost was higher

Membership:

- *Number of members =*
- *HCRC t-shirts - Status*
- *How to include more members in our activities - Have more social events?*

Advertising/Promotion/Social Media:

- Status of various events
 - Peter Whitmore needs to be promoted and pre-registration is necessary
 - Rory will send out a series of Facebook announcements
 - Board discussed that sharing, liking, and commenting on events on Facebook help to get the word out
 - Goshen Games - Rory will be promoting these
 - Fourth of July Parade - Teri will send out an email to membership and Rory will post something on Facebook
- Rory is taking the lead on social promotion of all events
- *Board agreed that we want to create a standard template via Canva*
 - *Teri will draft this*

Grounds Business:

- Grounds Clean Up
 - Ring Repair & Painting
 - Sherry pointed out that we should assess what needs to be fixed, prioritize which ring to fix first, and then set a date for fixing the ring
 - Teri volunteered herself and Lauren to assess what needs to be fixed
 - How many posts do we need
 - How many boards do we need
 - Jen noted there are a number of willing people with heavy equipment who can help with repairs if needed
 - Rental of our grounds - Make available for weddings? Board agreed we should discuss this further in future meetings
 - *Cleaning out woods - Need to schedule*
 - *Jump Storage plan?*

Past Events:

- *Hilltown Misfits Fun Day*
 - *How did it go?*
- Chesterfield Gorge Ride
 - 11 people attended, only two were non-members and paid the fee
 - Parking fee was collected and left in the money box at Four Seasons as requested

- Horse & Pony Party
 - \$284 cash + \$132 Venmo = \$416 Total income generated
 - Teri will send Event Recap sheet via email for folks to complete in prep for further discussion next meeting
 - *The Board will briefly review the Event Recap in our next meeting*

Upcoming Events:

- Thursday Night Games (first one is tomorrow night)
 - Rory will post on social media
 - Sponsors have covered all of the expenses for prizes
 - Need ribbons - Lise will bring ribbons to the grounds tomorrow night and help out if needed
 - We will need to put in a big order for ribbons for next year - consider getting a printed roll of ribbons instead of fancy ribbons (Sherry's idea)
- Peter Whitmore Agility Clinic on June 29 (Saturday)
 - Sherry will call Nancy Carrier to see if her arena can be a back-up indoor option
 - Jen will handle registration ahead of time
 - Diane Miller and Teri can handle registrations on site
- Fourth of July Parade on July 4
 - Teri will be there with Twinkie
 - Lise, Sherry, and Destinee might come
 - Joan might attend but not with a horse
 - Jackie Aston might come
- *DAR Ride July 28, Diane Merritt*
- *Windsor Trail Ride August 25, Diane Merritt*
- *Hawley Forest Ride September 15, Diane Merritt*
- *Northfield Mountain Ride October 20, Diane Merritt*
- *Hilltown Misfits Fun Day October 27, Sherry Whitmore*
- *Membership Meeting October 30, All*
- *Bonfire/Potluck/Hay Rides?*
- *Christmas/Winter Party?*

OTHER AGENDA ITEMS

Morse House: Teri updated the Board that the group renovating the Morse House found another location in which to store their trailers, so they no longer are requesting use of our grounds for that purpose.

Technology Review

- *Board discussed planning a specific technology review for Board members and anyone else who needs help understanding how to navigate Facebook, Google Drive, Instagram, etc.*

Next Board Meeting:

- NOTE: There will be no meeting in July!
- Next meeting is August 21 at 7:00. Location TBD.