

## **HCRC Meeting Minutes**

### **3/20/2024**

**Participants:** Jennifer Peotter, Teri Bullis, Irina Scully, Diane Merritt, Destinee Parkinson & Rory Flynn

**Approval of Meeting Minutes:** February 2024 = Accepted

#### **Board Membership:**

- Jen explained the back story for requiring Board members to sign the “conflict of interest” form..  
Our Bylaws Article XVI note Compensation limitations for Members and Board Members and since there was a past concern (long ago), we developed a “Conflict of Interest” policy for Board members to protect against the potential or perception of someone or their family benefiting from decisions around club activities.
  - Destinee and Teri still need to sign forms
- Open President Position
  - Lise will send an email to membership announcing Teri is the new president
  - Teri will send an email to the membership introducing herself
- *Secretary - Taken from 2/28/2024 Minutes*
  - *Diane Miller may be willing to take on this role*
  - *Lise, Teri and Jen will pull together a list of responsibilities*

#### **Treasurer’s Report:**

- Teri created a Financial Reports folder in Google drive
- \$4,075.71 Checking Account
- Income = \$504.33 (membership mostly + interest on our CD)
- Expenses = \$956.38 (insurance payment, Community Horse magazine)
- Scholarship Donation was received from Nina Pinger in the amount of \$50
- Irina did contact electric company so that we are only paying for one service at the secretary’s booth
- Irina sent a check for \$300 to sponsor the Mustang Makeover program

#### **Annual Forms:**

- Jen will add Irina for the 2-factor verification to file the 990N form so that Irina can do it next year
- Officers and Directors insurance has been renewed and Irina sent them payment.

#### **Members:**

- Board members will continue to contact members who are on their list from last year about upcoming events. When we call folks about the Horse and Pony Party, we should ask if they plan to renew for the year if they haven’t done so already. We can get an updated membership list from Jen prior to calling folks about that event.
- 33 Members to date

- Board members discussed how we can become more visible and connected to our membership. Jen suggested we wear name tags at our events. She will bring some for Trivia Night. We should discuss whether we need to order official name tags at our next meeting.
- Board agreed we would like to get more HCRC t-shirts - will discuss at our next meeting
- We will make an effort to ensure that members know they are welcome to attend our Board meetings - Jen will edit the Events Listing to say that all members are always welcome to our Board meetings

#### **Advertising:**

- Jen still needs to add our events to our social media
- Rory offered to help with making posts on various social media groups - Jen and Rory will schedule a time to get together to discuss

#### **Upcoming Events:**

- Board Meeting 3/20/2024 at Diane Merritt's house
- Trivia - 3/22/2024 6:30 at Smith-Voc Library
  - Set up at 6:00pm
  - Teri will follow up with Diane Miller about getting a microphone and maybe a screen
  - Prizes: Destinee, Jen, Irina, and Diane Merritt
  - Lise and Diane Merritt will be setting up a registration table
    - Donation jar for Mustang Challenge will be there - created by Rory
    - Membership Forms will be at the table
    - Raffle tickets will be at the table
- Grounds Clean Up and Trailer Clean Out/Content Listing on May 5
  - Board Members will call folks on their list and ask if they want to help with the grounds and trailer clean up
  - Board agreed that we might be able to handle any garbage without a dumpster. We won't order one ahead of time and see what we need.
  - Storage for jumps: Board agreed that we will hold off on making any decisions about how to store them until the Trailer Clean Up day
  - Jen suggested we create an inventory of all of the the things we are keeping
  - Diane M. pointed out that we might want to think ahead of time about what we will be keeping so we are more efficient on the day of the Clean Out
- Hilltown Misfits Fun Day May 19
  - Lise will ensure a porta-potty is on the grounds before the Fun Day. We will keep it on the grounds through August 8th and then ensure we have it scheduled to come back again for the fall Misfits Day
- Chesterfield Gorge Ride on Saturday, May 25th
  - Sherry will offer to collect parking fees when she checks people in.
  - Lise will be the "sweep" at the end to make sure everyone has gotten back to the parking lot so we have two leaders from and back.

- Horse & Pony Party at HCRC Grounds on June 8 - Teri volunteered to organize, Destinee, Rory, and Diane RM offered to be part of the committee
  - Teri sent an email to the membership asking for folks to let us know if they want to be part of the Horse and Pony Party
  - Teri is the contact for this event
- Thursday Night Games at the HCRC Grounds (June 20 & 27, July 11 & 25, August 8, Awards Ceremony)
  - We will drop reference to gymkhana when promoting this event
  - Rory will be the contact for this event
  - People will register when they show up, not ahead of time
- Peter Whitmore Agility Clinic on June 29
  - Jen will handle registration
  - Ask for volunteers to help with the competition component as we get closer to the date of
  - Have back-up indoor arena option
- Fourth of July Parade on July 4, Jennifer
- 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:**

#### **Promotion of Events and Social Media:**

- Rory will be going to speak on a panel at the Equine Career Fair at Smith Vocational on April 10 6:00-8:00. Destinee and Irina volunteered to go staff an HCRC table. Set up starts at 4:30, doors close at 9:00.
  - Rory will sign us up - DONE
  - Jen has membership forms, event listings, posters from Lise and raffle tix if we want to do that. We don't have access to the trailer to get the banner.

#### ***Insurance: Carried over from February Minutes - not discussed in tonight's meeting***

- *Lise will contact insurance company regarding our event schedule. The only clinician that will need to provide coverage will be for the Peter Whitmore clinic this year.*
- *Lise will check with our insurance to find out if we need to require that riders are wearing helmets*
- *If helmets are not required by our insurance, we will add verbiage on event listing to strongly encourage people to wear them and have them sign a waiver if not (already exists).*

**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:** April 17, 2024 at 7pm at Diane Merritt's house