

HCRC Board Meeting Minutes

5/15/2024

**Italics indicates notes held over from previous Minutes that were not discussed in this meeting*

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

Approval of Last Meeting Minutes:

- 3/20/2024 Meeting Minutes: Approved
- 4/17/2024 Meeting Minutes: Approved

Board Membership:

- Secretary
 - Destinee agreed to call our sponsors and confirm benefits for members - Jen will give her a list
 - Diane Miller may be willing to take on this role
 - Jen put together a list of responsibilities - has communicated some of these to Diane
 - Will discuss and delegate Secretary responsibilities in our next upcoming meeting

Treasurer's Report:

- \$4,132.24 Checking Account (includes Paypal), \$14,750.96 CD
- Income = \$86.02 Membership + \$48 interest on CD (included in CD balance)
- Expenses = \$352.75 (insurance + \$21 electricity)
- YTD Net Income/Loss = (\$25.79)
- Venmo = Irina will set up, we can then use this for all events - will charge a small additional fee when folks are registering for events but not for donations
- Budget = The Board agreed that we should be keeping a budget in mind as we set up events for the year to ensure that we anticipate we will make enough money to cover our total expenses for the year
 - Jen reminded us all that members pay a reduced registration fee for events, and the increased registration fees for non-members help increase our overall income for the year
 - Jen and Irina will discuss previous budget and bring format to next meeting to do budget planning for the rest of this year

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

- Liability insurance =
 - Four Seasons Club for Chesterfield Gorge Ride - Teri will have Four Seasons added to our insurance and obtain a COI to share with them
 - Peter Whitmore - Sherry usually gets documentation from Peter about his insurance

- *If helmets are not required by our insurance, we will consider including verbiage on event listing to strongly encourage people to wear them*

Members:

- 4H Misfits Fun Day Sunday May 19th - Jen will be there with membership forms
- Jen researched clip-on name tags - seemed expensive - Teri will do a bit more research in preparation for having some method to identify HCRC volunteers at the Horse and Pony Party
- Board agreed we would like to get more HCRC t-shirts
 - Destinee did a bit of research but costs seemed too high, she will explore local options
 - Jen forwarded information to Destinee and Irina that has been gathered in the past for t-shirts
 - Teri will explore where Cross State gets t-shirts
 - Jen will try to find horse head logo with thicker lines

Advertising/Promotion/Social Media:

- *Jen still needs to add some of 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 - Still TBD*
- Board agreed that we want to create a standard template via Canva
 - Teri will draft this
- Horse and Pony Party promotion was discussed - see separate Minutes for that committee

Past Events:

- Grounds Clean Up and Trailer Clean Out/Content Listing on May 5 from 9:00-1:00
 - Board members who were there: Destinee, Rory, Diane Merritt, Teri, Sherry
 - We successfully managed to:
 - Clean out trailer
 - Brush and grounds
 - We still need to accomplish:
 - Mowing and brush cutting
 - Ring Repair & Painting - Need to schedule
 - Cleaning out woods - Need to schedule
 - *Come up with a plan for jump storage*

Upcoming Events:

- Hilltown Misfits Fun Day May 19 - Sherry is lead organizer
 - Membership info and a flyer on our Thursday Games night will be available
- Chesterfield Gorge Ride on Saturday, May 25th
 - We will need to collect parking fees of \$5 per agreement with Four Seasons Club
 - We should remind riders that there can be no fires on the Four Seasons property

- We need to ensure that trailers are not parked on the right in order to keep that lane clear for rescue services if needed
 - Destinee will share with Sherry all of the above
 - Destinee will ask Tate if they can arrive early and direct people to parking
 - *Sherry will collect parking fees when she checks people in*
 - *Sherry will be the “sweep” at the end to make sure everyone has gotten back to the parking lot*
 - *Sherry will designate the leader horses*
 - *? Snacks afterwards or at the campground*
- Horse & Pony Party at HCRC Grounds on June 8 - Teri is the lead organizer, Destinee, Rory, and Diane RM make up the committee
 - Porta Potty = Board agreed that we should arrange for handicapped accessible porta-potty - Teri will take care of this
 - Remaining volunteers needed
 - Is the waiver too wordy? No, Board agreed to use the waiver that Teri drafted
- Thursday Night Games at the HCRC Grounds (June 20 & 27, July 11 & 25, August 8, Awards Ceremony)
 - Rory shared that they already have six sponsors! Folks may donate in-kind or send checks. Irina will keep track of these funds separately so that we can acknowledge their sponsorship and send a letter to indicate the dollar value for them to use as a tax donation.
 - Registration fees will be adjusted for members vs. nonmembers
 - Venmo will be available for payment of registration fees, with an added amount to cover the Venmo fees
 - Jen will create an info sheet for the event
 - Jen will correct inclusion of the term “gymkhana” in the calendar
- 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 but may not be able to attend (Jen needs help - Diane Miller might be able to assist)*
 - *Ask for volunteers to help with the competition component as we get closer to the date of*
- *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

Morse House: Kim Dresser came to the Grounds Clean-Up day and asked if members of the collective that is working to renovate the old Morse House in Goshen could park two trailers in the woods on the northern edge of our property, adjacent to Kim Dresser's property line. They would be willing to pay rent.

- Limited members of the Board discussed this proposal and agreed to the following:
 - We would need documentation that they have insurance on the trailers
 - We would want to limit a rental contract to a yearly period of time to be renewed annually
 - Teri will send out an email with tonight's Meeting Minutes to alert all Board members to this discussion and ask other Board members to chime in their thoughts on this question

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: June 19, 2024 at 7pm at Teri's house (75 Mount Road, Cummington), option pot luck dinner at 6:00 before-hand. To get to Teri's, go to the Cummington Fairground and up Mount Road. Take a right at the top of the hill and Teri's house is the first house on the left, after the cemetery.