**Minutes December 16, 2019 Northern Arizona Dressage**

**Attendees: Kirsten Kuzmanic, Anne Callahan, Kay Laake, Angelique Levell, Carol Lands. Absent; Traci Zeller**

1. Review of November minutes CHANGES;
* Change Kay’s responsibility; Delete Volunteers (should be Show Committee job) Add; Facebook with Angelique.

 as Show Chair, while others are 2 years? Kirsten will continue one year then decide what is next.

No other changes to November Minutes

**December 16 Agenda;**

1. **New Year’s Party “Shoulder Fore”**
2. Anne; Only Board and 1 other confirmed RSVP/ discussed concerns about slow response. No sponsors invited yet. Discussed that it is very early to expect RSVPs especially with the holiday. Kay will send the invites again, between Christmas and New Year’s, per Anne. RSVPs will come!
	* Kay; Will research some of the sponsors and invite them through email and phone. Sent 118 emails. 4 were bad. We need more contacts for our list for this event as well as clinics and shows.
	* Kirsten will ask Syndi for their list to add
	* Carol/Kirsten; Is the timing bad because it is feed time? Will this affect the attendance? Begin “program” by 6 PM. Shouldn’t we tell them there will be a “program”? Discussion?

. We will get appetizers and drinks & Phippen provides tables and black checked table

 cloths or we bring our own.

* + All work to spread the word. Encourage barns to attend, bring boarders and other
	+ Anne: Set up at 4 by all BOD. Tear down by 9:30. Will ask about hard liquor and capacity.
	+ Kirsten: Checked with Costco on appetizers. They need 1 day notice for trays. We will know approx. attendance by then. (een?) Phippen will get volunteers to give tours.
1. All: Let’s design a short survey to determine the direction, desires and concerns of the people. We need to have them identify if they are members or not. Angelique; Keep it to just a few (5?) questions Program ideas;
	* Recognize the volunteers
	* Angelique: Put a survey on the table
	* Check info what group you are involved with
	* Clinics you’d like
	* Raffle from completed surveys? Generally agreed no.
	* Everyone (BOD) write questions for the survey
2. **Membership**
	* Kirsten reminded BOD that we must all be members of USDF. December 1st was the start of 2020 and runs through November 30.
	* Kay; How do we sign up for the NAC of ADA online? Answer; Need to join ADA online and choose a group.

State group is not sending street addresses to Kirsten. Kirsten will ask for the newest list statewide and we can identify those in our area even if they are not our club members yet. Many don’t bother to join us as they intend to show at recognized shows only.

1. **Next Meeting; January 13 at Carol Lands (same location) to finalize New Year’s Party**
2. **Developing a Database**
* Kay: combined all six lists including several hand written and email blast addresses. We still only have 114 contacts, including us. I believe there must be more lists, ie. Jackie’s or Syndi’s lists. Kay will maintain and share the database. Others please forward contacts not on the list.
* Anne: We need to separate the emails by club and purpose to use the list more effectively. Kay to share the list for identification.
* Need many more. Collect contacts from our Facebook page as well.
* Kay to ask Marlena to add her (and later Angelique) to the FB administration of the NAC page.
1. **NAC Website**
* Kay just received the password the day of the meeting and Kay and Angelique will work on getting the show forms and online payment on the website by February. Ann to give us Chase acct info.
* Angelique will revise the entry form and conditions in time for the February BOD meeting to get approval.
* Unanimous BOD vote to use Paypal on the site. Agreed that our added $10 per rider/horse “Office Fee” will cover the additional costs and greatly.
* Online entries most important and online membership in future
* Facebook: once Kay is an admin, add the clinics and shows as well as reduced number of End of Year Awards.
1. **Clinic Discussions**
	* 3 clinics, Lois Wittingham (ride a test)at Randi Wagner’s / Amy Star, June 7, Working Equitation at Callahan’s/ plus additional TBD
	* Kirsten and Carol to research the clinician from Vancouver, BC or other clinician. Kirsten had been very impressed with her. Kirsten went to clinic with this clinician. $100 per rider plus expenses…. 8-9 in a day. Ann at Tucson ADA brings her once a month. ” She explains things simply”
	* **We should design a contract for clinicians to protect us from unforeseen costs, issues. Carol to research a generic contract.**
	* Carol; Ask in survey “how much are you willing to pay for a clinician?”
	* Clinician suggestions (Jody from NJ suggested by Carol) Hiltred Mormonn ( and Baird her husband) also a person from Germany and Klemke student… goes to Heather’s also Trish Mueller? Beverly Rogers of Cave Creek (S judge)
	* Angelique: Who is the clinician going to help? Is grand prix experience needed? Teaching level? Discussed
	* Add clinic at Horses With Heart arena. $250 September
2. **Shows**
	* Discussed and voted down the Jackpot class due to lack of funding and participation
	* Angelique reminded all that we must follow the maximum 3 class rule (per horse)
	* Other classes possible are: Paz a dues, pri caprili, leadline and musical demos (at lunch?)
	* $25 per show allows us to enter scores to USEF/USDF
	* **National schooling show Awards Program** in order to submit points; Started in 2019 Great for amateurs to get recognition. Is it per person or the show? Does the competitor or not? Angelique will let everyone know once she researches it. Angelique suggests we may want to put it into our year end program. It would give more recognition to the NAC that other local groups.
	* Traci sent contracts to American Ranch and waiting for approval (since reported approved) Will need deposit
3. **Insurance**
	* Insurance will go up this year per Anne. $540 and goes up every year. Now fills out an extensive form. (reminded that horse show insurance is generally all the same regardless of agency.)
	* Due in February. Ann will get a quote in January.
	* Have not had a claim.
4. **Sponsorship**
	* No show program for ads this year so we need to create a value
	* Offer to mention them numerous times at shows
	* Display ads on website and Facebook
	* Banners welcome at shows/clinics
	* Sponsors are invited to our party
5. Ne**w AGENDA items**
* **Create clinic contract**
* **Write survey for attendees.**
* **Plan for show**.
* **National Schooling Show award program**
* **Solicit sponsors**
* **Reduce number of awards… next month review the awards**

Other;

World Cup is April 15, 16 17