

BCQHA

BRITISH COLUMBIA QUARTER HORSE ASSOCIATION

DIRECTOR'S MEETING DRAFT MINUTES

April 13, 2013

TELECONFERENCE

1. CALL TO ORDER:

In attendance: Haidee Landry, Lynda Harrison, Norma Siebert, Cheri Smeeton, Denise Hill, Gayle Pawley-Wilson, Laurie Takoff, Darhl Paley, Doug Baker, Gordon McEachen.

Roger Smeeton sends his regrets, Lynne Carter will be late (arrived at 10:23am)

- Gord welcomes new director from LM Lynda Harrison to the BOD.
- Gord welcomes and congratulates New AQHA Director Haidee Landry.
- Gord thanks Lynne Carter for chairing the AGM and all those who helped.

2. APPROVAL OF THE AGENDA:

- Gord reviews the agenda and it's agreed that the length of this call is to be kept to 3 hours
- **Cheri moves to approve the agenda, 2nd by Denise, motion carries**

3. ELECTIONS/APPOINTMENTS:

- Gord explained and reviewed the new Bylaws before the process started.
- Gord explained that the board is now comprised of 3 elected members from each zone (was 2 members) and that we will now have a President Elect, President and Past President as board members (this is change)

- A quorum is 50% plus 1 for BOD or committee meetings and 10% of membership at a General or Annual General Meeting
- Laurie queries which of the BOD positions carry a vote. Gord advises that each representative elected carries one vote. Ie the Drug Screening Coordinator was not elected by her zone and the position does not carry a vote. Specifically does the Treasurer who is currently appointed and not elected carry a vote? The consensus is that she would not. Gord will investigate to clarify voting and non-voting board positions.

Lynne Carter has joined the meeting @10:23 am

- President - Gord is nominated, he accepts with the understanding that he may not be in the country for the next AGM, none opposed
 - President Elect - Darhl is nominated, accepts, none opposed.
 - Past President - Vacant
 - Treasurer - Norma - Norma Siebert is appointed, none opposed
 - Secretary - Haidee - Laurie Takoff and Haidee Landry are nominated
- Haidee by majority vote is elected Secretary.
 - Executive Committee- Laurie, Denise, Haidee, Darhl, Gord, Norma, none opposed
 - Amateur Representative – Cheri is nominated, accepts, none opposed
 - Recreational Advisor – Gayle is nominated, accepts, none opposed
 - Membership Secretary – Lynne is nominated, none opposed
 - HCBC Representative – Darhl and Lynda were both nominated
- Lynda by a majority vote was elected HCBC Rep
 - Website Coordinator – Lynne accepted the appointment, none opposed
 - Insurance Coordinator – Carolyn agreed to continue in this position, none opposed
 - AQHA Youth Coordinator – Denise agrees to continue, none opposed
 - Drug Screen Coordinator – Rose has agreed to continue
- Cheri asks about a conflict of interest and wonders if someone who doesn't show would be better suited. Will take into consideration for 2014. Rose is nominated, none opposed – need budget for Rose – Norma reports that last year's budget was \$2800
- Region One, Darhl nominates Laurie Takoff, Norma, Haidee, Gayle continue, none opposed (one vacant position remains)
 - Finance Committee – Norma, Cheri, Gord, Haidee, Darhl.
 - Awards Committee – Gord thanks 2012 committee and special thanks to Gayle. 2014 Awards committee is Gayle, LM- Lynda, VI vacant, SC Cheri, NBC vacant.

- Points keepers yet to be identified. This will be the responsibility of the President to find the points keepers for 2013.
- Governance committee - Gord, Laurie, Darhl, Denise.

2013 BCQHA Board of Directors

Past President	Vacant
President	Gord McEachen (VI)
Resident Elect	Darhl Paley (NBC)
Treasurer	Norma Siebert (LM)
Secretary	Haidee Landry
Amateur Rep	Cheri Smeeton (SC)
AQHA Youth Advisor	Denise Hill (LM)
Recreation Advisor	Gayle Pawley-Wilson
Membership Secretary	Lynne Carter (LM)
HCBC Rep	Lynda Harrison (LM)
Region One Reps	Norma Siebert, Laurie Takoff (SC)
AQHA Director/R1Rep	Haidee Landry
AQHA Dir.-at-Large	Gayle Pawley-Wilson (R1 Rep)
Website Coordinator	Lynne Carter
Director-at-Large	Roger Smeeton (SC)
Director-at-Large	Doug Baker (NBC)

Committees

Executive Committee	Denise, Haidee, Darhl, Laurie, Gord, Norma
Finance	Norma, Haidee, Cheri, Gord, Darhl
Awards	Gayle, Cheri, Lynda
Governance	Gord, Laurie, Darhl, Denise
Drug Screening	Roseanne Locke
Insurance Coordinator	Carolyn Farris

Meeting Dates for 2013/2014:

May Conference call – May 13, 7pm
 June Conference call – June 17, 7pm
 August Conference call – Aug. 12, 7pm
 October Board Meeting – Oct. 26/27
 January Conference call – Jan. 13, 2014, 7pm
 AGM & Board Meeting – March 1, 2, Location to be determined (Darhl to bring back a recommendation for the next directors meeting)

4. SIGNING AUTHORITIES:

- Norma, Denise, Gord will continue as signing authorities

Darhl moves to remove Carolyn Farris as a signing authority 2nd by Cheri, all in favour, motion carries.

5. APPROVAL OF MINUTES:

- Board meeting January 8, 2013

Darhl motions to approve the minutes of Jan 8, 2013 , 2nd by Lynne, motion carries with addendum regarding Laurie and Darhl's opposition to the BCQHA Policy outlining how the recommendation for the AQHA Director position is made.

- The 2013 AGM minutes were reviewed – Lynne identified corrections to (Lynda's name) Lynda Harrison moved to accept financials

6. CORRESPONDENCE:

- AQHA re youth Affiliate Agreement - NEW, needs to be submitted ASAP
- Discussion of how correspondence is handled from AQHA – needs to be distributed to the BOD in a timely manner, President to receive AQHA correspondence.
- LM President Change – BCQHA conferred with LM Directors regarding inappropriate correspondence sent by the LM President, LM Directors voted on and asked LM President to step down. Past President returned to the position.

7. FINANCIAL REPORTS:

- BCQHA Draft Report attached

* All zones need to send in show approval and fees, Nanaimo has been received.

- **Darhl moved to accept the draft financials Denise 2nd motion carries**
- Zone 2012 financials and 2013 budgets to Norma, cc Gordie to submit to AQHA, from BCQHA
- VI, LM, NBC still need to send 2012 actuals and 2013 budget, list of directors for each zone for insurance purposes. Due by April 15

NBC. LM and VI still carry outstanding balances to BCQHA

8. OLD BUSINESS:

- a. Insurance update – Zone Financial reports by April 15 need LM and VI ASAP. Q & A ready to upload to the website after Lynda proof reads.

- b. Previous meeting minutes / policies / bylaws etc. and website posting.
Gord has information on memory sticks. Laurie for SC and Darhl for NBC will be sent memory sticks with minutes, constitution etc.
- c. AQHA request for information
 - a. Ie. financial information/ director's /officers/ BCQHA contact info.
As reported by Norma under Financial Reports -Zones to forward information to Norma and Gord
- d. Bio Security brochure – Haidee to send completed brochure this week for submission to website.
- e. BCQHA Novice Championships qualification criteria
 - a. Reconfirm same as 2012 -To qualify Provincially for 2013 Novice Championships you must be a BCQHA member, compete at 6 AQHA shows, be BCQHA Year End Champion or Reserve Champion. To qualify nationally you must compete at 20 AQHA shows or place top 10 at Regionals. Lynne and Gord to complete and submit to website.
- f. Awards History project – status update and next steps -deferred
- g. Take Aim – New process. AQHA will award \$10,000 to 3 Affiliates. Affiliates to apply with an industry growth initiative to compete with other AQHA Affiliates for the \$10,000 grant. Opportunity for BC Directors to confer with their zones and develop some great ideas to compete for 2014 grant. Washington State was one of the affiliates awarded this grant for 2013 with a plan to create AQHA mascots for schools.
- h. Directors Responsibility Policy – carry over from October meeting
 - a. Requires a committee to review and update policy (sent to each of the directors) – Deferred and requires a committee to review this document.
- i. Societies Act – update for BCQHA (requires BCQHA directors form VI)
Norma has paper work to complete.
- j. CQHA - 2013 Affiliate Grant Application – Gayle will forward the Application that was submitted to the directors and each zone to come forward with their ideas on how we can allocate another \$250. Decision to be made at our May meeting and resubmitted to CQHA

- k. 2013 Rule Book update - ie AGM changes
 - a. How does a select/amateur declare? Executive committee to work on this.
- l. BCQHA Awards – Gayle’s submitted a 2012 awards report. Gord will help put awards and certificates together for distribution at May LMQHA show. Haidee and Lynda offered to help.
- m. Region One – Gayle needs BC show dates and contact info for ad. Need class sponsors and still have space in premium book for advertisers.
- n. Discussion regarding classes that don’t currently meet the criteria for Year End Awards

Darhl moves to have Rule # 2 removed from the rulebook, 2nd by Laurie.
More discussion, motion withdrawn

Denise moves to add Rule # 2, to the agenda of May 13 meeting for review by the directors, Lynda 2nd, motion carries

A comment will be made in the 2013 Rulebook that this rule is up for review and any changes will be announced by May 31, 2013

9. NEW BUSINESS:

- a. BCQHA Mailing Address- deferred
- b. Release & Waiver – deferred to May 13
- c. Honorary Membership for Linda Noble and Sue Wyllie (Spelay)
 - a. Next Steps in this process -deferred
- d. Drug Penalty policy for BCQHA – deferred and will likely require a committee to develop a policy.
- e. SCQHA update on extreme trail course at Hayton creek Ranch/Oyama-Deferred
- f. Rulebook, Constitution and bylaws, Insurance Q&A will be uploaded to BCQHA website. Lynda to review for editing

10. ADJOURNMENT - **Cheri moved to adjourn, 2nd by Darhl. Motion carries**

Next meeting May 13, 2013 via conference call at 7 PM.

Items for future meeting:

- Web-site
- CQHA Grant Application
- Mailing address
- Awards History Project
- Rule # 2
- Insurance waiver
- Honorary membership
- Drug Penalty Policy
- Extreme Trail update
- Need VI and NBC rep for Awards committee

Sent to committee:

- 2013 Rulebook update to Executive Committee

Action Items:

- President to investigate voting and non-voting BOD positions.
- President to contact Carolyn to continue as Insurance Coordinator
- Zones to submit info to Norma for Insurance
- President/Norma to submit Financials to AQHA
- Norma to complete paperwork for Societies Act
- Darhl to research suggested venues for 2014 AGM
- Gayle to forward completed 2013 CQHA Grant Application to all directors
- Lynne and Gord to complete Novice Championships Qualification Criteria and submit to website
- Haidee to submit Bio-security brochure to web-site.
- Lynda to review docs to be posted on website as per 9-f

Keep in sight:

- Need to identify points keepers for 2013
- Ideas for Take Aim industry growth project

Respectfully submitted by Haidee Landry