

# WTBA Board of Trustees Meeting Minutes

February 16, 2008

**B**oard members present: Char Clark, Joseph DiPietro, Michael Feuerborn, Mary Lou Griffin, Nina Hagen, Dana Halvorson, Todd Hansen, Dr. Duane Hopp, Dr. Michael Konecny, Karla Laird, Boyd Lusarreta, Steve Meredith and Jerry Woods. Board members absent: Claudia Atwell Canouse, Dan Agnew, Stan Gillman, J.R. Leckbee and David Reising. Board members represented by proxy: Claudia Atwell Canouse, proxy Mary Lou Griffin; and Dan Agnew, proxy Dana Halvorson. Guest: Debbie Pabst. Staff present: Duane Belvoir, executive director.

The meeting was called to order by acting president Dana Halvorson at 12:15 p.m. in the WTBA offices in Auburn, WA.

*Board Minutes:* A motion was made, seconded and approved unanimously to accept the minutes as presented.

*Financial Report:* Not available, as the new bookkeeper is in the process of converting the old system and reports from Peachtree to QuickBooks.

*Sales Committee:* Sales chairperson Debbie Pabst reported that the sales committee had met on February 12 to discuss the selection process, criteria and a number of rules and regulations concerning the summer sale. The assessment of penalties was also discussed. She pointed out that the meeting had gone very well and that while the changes made in the selection process and criteria are tentative at this time, they should be completed by the next meeting. Some key points brought up include changes that will favor Washington and Northwest-bred and -sired yearlings and that no sales committee member will be able to evaluate a horse that they consign or own.

Additional information and insights were shared by a number of board members. Most of the information offered concerned pinhooks (price minimum on weanlings) and identification (possibility of digital photos). Belvoir stated that while these changes are still tentative, all suggestions and ideas will be discussed at the next sales committee meeting before being made final.

*Finance Committee:* See executive director's report.

*Fundraising Committee:* See executive director's report.

*Executive Director's Report:* See executive director's report.

Responses to items:

- CTHS (British Columbia Division) and Joint Venture Cup Days – It was noted that none of the board members, except for Halvorson, know any of the British Columbia directors. Halvorson will begin contacting them, starting with Leif Nordahl. Belvoir would also contact the BC CTHS president to find out what their concerns are pertaining to BC Cup and Washington Cup. Concerns were brought up about merging the two series. It was felt that maybe, initially, it could be done with a few of the races, perhaps the three-year-old races, if it is reciprocated by all parties involved. Another member shared that there are already concerns about the size of the fields in certain races. Figures pertaining to the size of the fields were shared. Belvoir noted this is just the beginning of developing relationships and that nothing will be finalized by talking with them initially. A motion was made to have Washington representatives meet with or talk with the BC group to discuss that we would be willing to start this new venture initially with the three-year-old races, if it is reciprocated. The motion was seconded and passed unanimously.

- Tax-Exempt Status – A number of questions were asked. It was determined that Belvoir would look into this matter, work on the application and bring it to the next meeting.

- Lease – A number of questions were brought up. A member shared information pertaining to the history of the facility. It was determined that Belvoir would discuss this matter further with Washington Thoroughbred Foundation president Richard Hitchcock

and ask about renegotiating the lease and/or other possible options pertaining to the facility.

- Cost Efficiency and Copy Machine – There were a few questions pertaining to color copies, interest charges and time period. Belvoir stated that if anyone is interested in discussing this matter further, he would be available after this meeting.

- Cost Efficiency and Board Meals – Questions were asked about this matter and how it pertains to Emerald Downs. Belvoir will discuss this matter further with Emerald to find out what the stipulations are and if it matters to them if we went another route.

- Finance Committee – Belvoir felt the conversion should be done by the end of the month and by the next meeting.

- Committees – There were not very many questions at this time; however, strategic planning pertaining to our purpose and goals were brought up by a number of members.

*Unfinished Business:* See executive director's report.

- a. Vacant Board Position. A motion to nominate Debbie Pabst to fill the board vacancy was made, seconded and passed unanimously. Belvoir will contact Pabst to see if she is willing to accept the position for the remainder of that position's term. There was discussion regarding future vacancies. Any additional vacancy may not be filled until the issues concerning timing, association by-laws and the size of the board of directors have been finalized.

- b. 2008 Board Meeting Dates: Deferred until the next board meeting. Belvoir will try to pull together examples of year-long calendars of the other associations for the next meeting in order to assist in determining the dates of our board meetings.

*New Business:* See executive director's report.

- a. Nomination of 2008 officers. Prior to voting, Woods removed his name from all positions. Laird, Clark and Griffin removed their names from the Secretary/Treasurer position. Ballot forms were distributed and filled out. Belvoir collected and tabulated the results with Halvorson. The results of elections for officers and two additional finance committee members are:

- President: Dana Halvorson.

- 1st Vice-President: Michael Feuerborn.

- 2nd Vice-President: Mary Lou Griffin. There was a tie with Todd Hansen; however, he removed himself at this time.

- Secretary/Treasurer: Dr. Michael Konecny.

- Finance Committee: Joseph DiPietro and Todd Hansen. As well as Secretary/Treasurer Konecny.

- b. Other:

- The new bookkeeper, Pamela Morris from Contractors Bookkeeping and Accounting, Inc., will be in the office on Thursday, February 21, at 8:30 a.m. Board members and the finance committee are invited to attend the meeting at which she will share information about her business and answer questions.

- A board member brought up his concerns regarding the association by-laws. He feels that it is time to reassess or amend them or develop new by-laws to address the function, role, purpose, change in times and concerns of the members. Belvoir will send a copy of the current by-laws to all board members, as well as the prior by-laws that were done in the 1970s. It was agreed that a committee would be formed to address the issues pertaining to the by-laws at the next board meeting.

*Good and Welfare:* Belvoir shared that leading breeder and longtime industry member John Konecny passed away on February 13 at the age of 89. A card for Doris and his family was passed around to be signed.

The meeting was adjourned at approximately 3:15 p.m.

The next board of directors' meeting is scheduled for March 14 at 12:00 noon at the WTBA offices.

*Prepared and submitted by Duane Belvoir, executive director.*

## Executive Director's Report

- Meetings – The proper protocol and procedures at board and committee meetings need to be addressed.

- I have had the opportunity to speak with and/or met with a number of board members individually or in small groups.

- WTBA Annual Awards Banquet – Next year we will need to address the future of the banquet, in regards to members, budget, timelines, etc. I would like to thank those who will be volunteering and Susan, Sheila and Anne for all their hard work and efforts.

- 2008 Stallion Season Auction – Ends a half-hour after the awards banquet tonight. Future auctions will need to be addressed, in regards to solicitation, rules, budget, timelines, etc.

- Personnel – I have filled the sales manager position with Melissa Wenzel. She will start on February 19. I will not submit or put her through what I saw Craig Lanouette go through during the last auction. I am referring to the problem with a number of different consignors neglecting to follow procedures, policies and not meeting required dates, as well as those who asked Craig to do the business that was their responsibility as a consignor.

- Washington Cup and BC Cup Meeting – The February 4 meeting was cancelled. The CTHS (BC division) has a number of concerns at this time. I have been asked by Susie Sourwine to provide you with a list of their board members and phone numbers to see if any of you could talk with them to see if there are concerns or questions we need to address.

- Tax-Exempt Status – Needs to be addressed.

- Lease – Needs to be addressed.

- Policy and Procedures – Guides, timelines, forms, contracts, etc. need to be addressed.

- Human Resources – Developing and working on a Personnel Policy Handbook.

- Cost Efficiency and Copy Machine – Request to any board member: Is there anyone willing to give the WTBA a short term loan in the amount of \$22,500 over a 24 month period at five percent interest. See copy machine handout and cost analysis.

- Cost Efficiency and Board Meals – \$250 x 12 months is \$3,000. This can not continue to happen. The cost allocation should not be more than \$100 per meeting. This is a saving of \$1,800, which I could put towards better use for the WTBA and the members.

- Website will be under continuous construction over the next couple of months, while we develop it to further better serve you the member. At this time, *The Blood-Horse* headlines and a voting booth have been added.

- E-mail list serves – Developing and working on.

- Services – Developing and working on:

- List of items.

- Information about each for brochure, magazine, advertisement and website.

- Membership – Needs to be addressed in order to create a voice within the industry, state and Northwest.

- It is steadily increasing.

- The second renewal notice will go out next week.

- Of the 242 members, 20 are new, which the staff and I have brought into the organization.

- Several board members have not paid their 2008 dues.

- In regards to the “challenge” to board members. If each board member matched the number of new members that the staff and I have brought in at this time, there would be an additional 360 new members.

- We need to get brochures, magazines and fliers out within your businesses, as well as to other members of our organization. I have copies of the magazine, if you're interested in distributing them or placing them within your business.

- The organization needs your list of clients within the industry (broodmare owners, those who breed to your stallions, those who you train for, use your facility or who work for you, etc.), as well as those from Idaho, Montana, Northern California and British Columbia, if you have any way of obtaining them. At this time, I have only received one such list.

- Just a thought, but how many people have you shared with

since the last meeting that you are part of this organization and/or a board member?

- Sales Committee – See executive director's report.

- The meeting went all right; however, proper protocol and meeting procedures need to be addressed.

- The selection process and criteria for the summer yearling sale needs to be further discussed in order to complete the final draft for the nomination form and approve it. See the copy of the most recent draft of the selection process and criteria (tentative). This draft will let you see the progress and direction the sales committee is moving in and will not be addressed at this time.

- Rules and regulations for the consignor's contract and nomination form that were discussed will be shared at a future board meeting. There are still a number of other issues that need to be addressed pertaining to these forms.

- Items that need to be developed and created include policies and procedures of the sales, agreements and contracts, specific dates, deadline requirements for paperwork, penalties and fees.

- The next meeting date has not been determined at this time.

- Finance Committee – See executive director's report.

- Fundraising Committee – The meeting went very well.

- We discussed my concerns and expectations of the committee.

- I shared a guide with the committee, of which I have provided a copy of the table of contents for the board. A guide like this one will need to be created for every aspect of the association.

- I also met separately with fundraising committee chairperson Karla Laird to review the guide and prepare for the first meeting with potential volunteers.

- Laird and I will begin by soliciting board members for donations, to get the process started in the right direction.

- Committees – I believe that two standing committees need to be appointed to address certain matters.

- I would like them to be five-person committees with three board members and two members at large.

- Fundraising to address the new direction, identity, environment and culture that needs to be created; and

- Policy and Procedure to address the infrastructure of the organization and review same prior to being presented to the board of directors.

- In the future, we need to evaluate the purpose and usefulness of the present committees.

- In the future, I would like committee reports in bullet form, similar to the way I write up the minutes for the board meetings. This will make the information easier to follow and understand. We also need to start obtaining copies of the committee meetings minutes for board meetings and members.

- I attended the WHRC February meeting. Feuerborn was also present.

- Travel – I still plan on visiting the east side of the Cascades in the near future. The targeted areas will be Spokane and Yakima.

- Trip to the Barretts sale went very well. I met and talked with a number of people. I saw and learned a number of different things. I would like to thank American Horse Transportation and Clarence Belvoir for providing me with room accommodations during my time in California for the sale.

- At this time I am sorry to inform you that leading breeder and longtime industry member John Konecny passed away on February 13 at the age of 89. I have a card for Doris and the family and also handout pertaining to him and his memorial services.

In closing, I would like to talk about sacrifice and imprudent behaviors. In regards to imprudent behaviors, I will not be a party to them or let them continue. The other item is sacrifice, I have heard a few of the board members mention that they have made a lot of sacrifice in regards to this organization and being on the board. It should be your privilege and honor to serve on this board. Since taking the executive director's position, I and my family have had to make many sacrifices so that I could start to implement change within the organization. ■