

Meeting Minutes - Board of Directors Meeting - Maritime Quarter Horse Association

November 24, 2022

Chair: Liane Nelson, President

Note Taker: Shannon Boyce, Secretary

Attendance: Liane Nelson, Shannon Boyce, Jennifer Poole, Wyatt Macgregor, Shandi Dryden, Doug Perkins, Katurah Waye, Leah Currie, Sarah Boss, Barry MacEachern, Jonathan Melong, Lacey Fisher

- Meeting was held virtually via Zoom and was called to order at 7:30 pm by Liane Nelson, president.
- 1. Motion to approve the agenda was made by Jennifer Poole, seconded by Shandi Dryden. There were no additions to the agenda. Motion carried.
- 2. Minutes of the last meeting, from the AGM held November 12, 2022 in Moncton, New Brunswick, were provided to all in attendance in advance and were not read at the meeting. The question was asked if there were any comments or questions regarding the minutes, to which there was no response. Motion to approve the minutes of the last meeting was made by Sarah Boss, seconded by Barry MacEachern. Motion carried.
- 3. Liane Nelson provided the President's report where she discussed priorities for the upcoming year to include communication and transparency by using resources like our MQHA Facebook page and our MQHA website to update the membership. She also discussed reviewing the MQHA mission statement, bylaws and constitution. The point was raised that these should coincide with the AQHA. Leah Currie agreed to email a copy of the bylaws to the BOD so they can be reviewed prior to our next BOD meeting.
- 4. Jonathan Melong provided the Treasure's report. He discussed how the past treasurer, Melodee Grey, used SAGE (Simply Accounting) for the accounting software, which we currently don't have access to. He discussed how hiring a bookkeeper will cost the MQHA approximately \$30/hour and an accountant will be even more (\$75 to \$100/hour). We can purchase SAGE for \$314.99 and then hire an accountant to prepare the year-end financials for the CRA. It was decided to table the discussion for now regarding purchasing SAGE so Jonathan could speak with his accountant to see if they would be willing to help with the MQHA year end financials and to see what software they would recommend.

It was also discussed that our current year-end is the end of December which does not coincide well with our AGM in November as year-end financials are not available to present at the AGM. The CRA allows a change of an organizations fiscal year-end one time for free. If the MQHA is able to change the year-end it was suggested that the end of September would be a more appropriate date.

Signing authorities were also discussed. Katurah Waye and Shannon Boyce currently have signing authority and Jonathan Melong and Liane Nelson are to be added. Shandi Dryden placed a motion to have Katurah Waye, Liane Nelson, Jonathan Melong and Shannon Boyce as the signing authorities. Lacey Fisher seconded the motion and it was passed.

5. Committee Reports and Business for Action

A. The formation of the different committees within the MQHA were discussed. The MQHA bylaws, as they pertain to committees, do not specify a minimum number of members per committee and they lack a definition for each committee. It was discussed that each committee must contain at least one board member, although they do not necessarily have to be the chair of that committee. They serve as an open source of communication between the committee and the board. It was also discussed that Liane Nelson, as president, would sit on each committee.

B. Board members, and some known general members, volunteered for each committee as follows:

Equine Review Committee- Sarah Boss, Lacey Fisher with respect to the Youth Tack Sale

Show Committee- Leah Currie, Lacey Fisher, Katurah Waye, Doug Perkins, Jennifer Poole, Shandi Dryden, Shannon Boyce, Barry MacEachern, Trina Perkins, Lois-Anne Landry

Youth Committee- Doug Perkins, Wyatt Macgregor, Lacey Fisher, Shandi Dryden

Communications Committee- Katurah Waye, Rose Cook, Shannon Boyce

Fundraising/ Sponsorship Committee- Katurah Waye, Barry MacEachern, Jennifer Poole

Social Committee- Sarah Boss, Katurah Waye, Leah Currie

Year- end Awards & Banquet Committee- Shannon Boyce, Shandi Dryden, Jennifer Poole, Trina Perkins, Lois-Anne Landry

Membership Committee- Shannon Boyce, Rose Cook

By-Law Review Committee- It was decided the BOD would all have a look at the By-Laws prior to the next BOD meeting and we'll revisit the topic of forming a committee.

Equine Review (ER) has been set for May 13 and 14th. Discussion of working with other associations centred around how ER is a large fundraiser for MQHA and collaboration with other organizations would cut into the funds raised for the MQHA. Originally ER was primarily comprised of demonstrations of other disciplines and has in recent years turned into a clinician based event. Which format to pursue depends upon where the revenue is coming from. The BOD is awaiting the financials from the 2022 ER to determine what the break even point was for the clinicians, how much money the booth rentals raised, etc. A suggestion was made to perhaps bring in some entertainment for Saturday pm. It was also mentioned that Hannah Searle is the CQHA representative and there is \$2500 grant potentially available for clinicians.

Targets were set for each committee to meet by mid-January, with the Equine Review and Fundraising/Sponsorship committee agreeing to meet by early January.

C. Other business for action from the previous agenda

I. Show dates were set as follows:

June 30th to July 3rd- Canada Day Classic

July 28th to 31st- Summer Sizzler

September 4th to 5th- Fall Classic (Tentative, to be discussed amongst the show committee)

A motion was made by Shandi Dryden to approve the show dates. Leah seconded and the motion carried.

Ideas for the upcoming show season, to help attract new members, included reaching out to the local shows with information booths or pamphlets, coordinating trainers to help new people and possibly providing all-breed open classes. Possibly putting up some funding for some big money classes was also mentioned.

The 2022 show management team of Rose Cook and Beth Perkins was discussed with regards to how much work they did, how well they did despite some challenges and how even though show management can be expensive they do a lot of behind the scenes work that involves much more time than just the days present at the show. Leah Currie made the motion to continue to hire Rose Cook and Beth Perkins as show management pending financial agreement. Katurah Waye seconded the motion and the motion carried.

II. Discussion of using Sharepoint for board access was tabled for a future meeting.

III. It was decided discussion regarding the youth scholarship would be reserved for the youth committee.

IV. It was decided discussion regarding the Congress youth team qualifiers would be reserved for the youth committee.

V. It was decided discussion regarding adding Select classes to the amateur division would be reserved for the show committee.

VI. It was decided that a budget would have to be developed for 2023 before the BOD could allocate potential individual committee budgets. Everyone agreed that since Jonathan just recently received the previous books as treasurer that this could be revisited after he has a chance to look at everything.

VII. It was discussed that committee reports and board minutes should be turned in PDF documents and uploaded/ shared with the membership through the MQHA Facebook page and/or website as they are approved. This is in alignment with the goal of open communication and transparency with the members.

6. A date for the next board meeting was set for Thursday, February 2nd, 2023. It was mentioned that it would be ideal if the different committees could meet before the next BOD meeting.
7. Motion to adjourn meeting at 9:03 pm- Lacey Fisher