

## BSHP Board Meeting

January 27, 2024

Started at: 8:03pm

In Attendance: Clara Davison, Tienry Wheaton, Deb Anderson, Katie Nichwander, Jan Harris, Arwyn Anthony, Bill Butcher, Jen Belitz, Irene Given, Scott David, Natalie Shaw, Jan Harris, Katie Nichwander, Karla Nichwander, Jennifer Cote, Penny Bucher, Jennifer Belitz

### **Start and Welcome**

**BSSC:** Mitch was pleased with how the past year has gone. The archery event and the cyclocross were a great success. This winter an ice rink was originally planned to be made in the little league parking lot, but it was unable to work in that area. Mitch talked to Scott and Karla and they were able to coordinate making an ice rink in front of the judge's tower. The county is covering liability of the ice rink and the BSHP is not responsible.

The BSSC has received the Trail Grant to be used to create a formal trail head near the little league. The gravel trail will leave the parking lot, go between Tower and the sledding hill and connect to the perimeter trail that includes the horse park. From the walk-through gate on Mount to the perimeter trail has been beaten in through use, so some of the monies will be used to create a formal gravel trail. The BSHP will be reimbursed for creating two new entrances in the fence last year as well as the extra rail and wire added to the 4H arena.

The use agreement by the county needs updating. As it stands, the BSHP hosts more events than is in the agreement. The BSHP and the BSSC have a gentlemen's agreement that it is ok to host our events. There have been complaints about the grass cutting and the manure piles, which the BSHP need to keep up on. Overall, Mitch has not received many complaints and he believes that our interaction with the public has been good.

Karla has prioritized working with the BSSC this year and we believe that it has helped foster a better relationship between the BSSC and the BSHP. Someone drove through our fence where the cyclocross runs through, so Bill suggested that when we repair it, we should install a gate instead so the cyclocross can use the gate instead of having to temporarily take down the fence.

Natalie would like to use the money raise from the Horses for Clean Water event to add permanent signs to the walk-in entrances with membership information. Karla suggested that adding this request to the other signs the county is planning to add. Natalie, Karla, and Mitch will work together to get approval. Jennifer was curious if in addition to the trail modification that will be ADA compliant, if we could make an ADA ramp to allow ADA people to mount and ride horses. Natalie has been on the Open Lands council and she is more interested in improving the habitat around the park.

### **2024 Visions**

Tierney would like to decide on 3 big things that should be our vision for this next year. The Tower Street Plan needs updating, so Karla is interested in how this may impact our visions and plans.

1. By the end of 2024, all of our events are following our increased fiscal responsibility and managing our events on a margins basis vs a dollar basis.
2. **Who is managing the manure plan and being understaffed on maintenance? We need to make a better maintenance plan and prioritize supporting that.**
3. How many non-horse events should we try to have?
4. Should we prioritize wildlife habitat.
5. **Modify the financing plan to be able to approve a yearly budget prior to the year (December).**
6. Send out a monthly newsletter.
7. Announcers stand in the Western events arena and a new portable PA system
8. "Permanent" porta-potties
9. Events coordinator work-shop day
10. Handicapped accessible ramp
11. Improve cross-country course safety
12. Paid bookkeeper
13. Replace and repair equipment. We should have a dollar amount of reinvestment to equipment.
14. Redesigning the license plate
15. Prioritizing fundraising campaigns for specific projects and purchases for the park.
16. Set-up a part of the website or have a permanent database that is board specific.
17. **Prioritizing spectator involvement.**

## Events

Calendar is similar to last year. There are a few overlapping events, but Arwyn has worked with event organizers to make sure it is properly coordinated. The Hunter Jumper Association would like to have an event. Also, the 4h show would like to potentially use the horse park because the fairground is currently under construction and may not be completed by then. Arwyn will coordinate with 4H and the MHJA show if they can share that weekend. Ideally 4H would use both the main arena and the western events arena, so we would not be able to host the MHJA show on the same day, however we could potentially have each show on one day.

The fairground is scrapping their rodeo royalty program and so Penny and Bill's daughter is starting her own rodeo royalty program. They were hoping to use the 4H arena in May 18<sup>th</sup>-19<sup>th</sup> and on June 8<sup>th</sup>, which is the same day as the WE. They will also have rodeo princesses who would like to potentially run flags at the start of some events.

Karla would like to know the process of having outside organizations host events at the park. Arwyn is working on creating a form to submit that will allow the events committee to decide if this is an event they can host. Penny is hoping that we could create a hybrid system that would allow a new show to use the facility in exchange for a percentage of profit.

## 2023 Business Report Summary

There were many changes last year, but we did overall have a good year. At the end of the year, we had about \$7,500 operating loss. At the beginning of 2023 we had about \$80,000 with a \$50,000 reserve. We ended up spending \$77,000 in operating costs alone. We had \$38,000 available for projects and spent \$10,000 on projects, with some of that money still designated for special projects. This leaves \$12,000 left over from 2023 that we can spend on projects. In 2023 we had a net revenue of \$35,000. Our current sum of accounts is \$106,000. With a \$50,000 reserve, \$15,000 reserved for special projects, this leaves \$40,000 left over for spending from 2023 for 2024.

The dressage arena project is now projected to cost much more money than originally anticipated. The board would need to set aside an additional \$23,000 to cover the estimated cost. The decision of whether or not to go forward with this project will be discussed during our capital project time.

Maintenance needs to have more money aliquoted in order to help keep up with operation. Zane and Elle are interested in working on maintenance this year. While this is great, it will come at an expense. Tierney would like to have a base park maintenance plan so that we can budget appropriately. Any additional maintenance needed for events would have to come out of the event budget. Scott would like to draw a hard line in the sand about what maintenance does do and what it does not do.

### **Guiding Documents Review and Updates**

The board spent some time to read through our current bylaws and write any comments or changes that we may want to make. Arwyn will go through these comments separately and compile any official changes we may want to make to the bylaws.

### **Committee Assignments**

- Events- **Arwyn**, Deb, Natalie, Katie, and Irene.

***Jennifer Cote makes a motion to change the roles of the BSHP director (event coordinator) to add that they will also chair the events committee. Jan 2<sup>nd</sup>. All in favor. Motion carries.***

- Finance- **Jennifer**, Irene, and Deb. We will need another member to assist in insurance.
- PR/Marketing- **Clara**, Katy, Nancy Adams, Karla, another potential non-board member
- Membership- **Natalie**, Jen
- Planning- **Karla**, Clara, Katie, Jan
- Maintenance- **Scott**, Karla, Katie, Jen
- Karla will stay the BSS representative

The committees will be expected to have one meeting early on in the year to create a plan for the number of meetings and general expectations of each committee. This information will be presented at the next board meeting.

### **Event Budgets**

- BNB – 4 shows, estimated revenue: \$5,000, estimated expenses: \$1,800
  - Lower ribbon ordering, expecting better turnout for weather

**Motion to approve BNB budget: Scott, 2<sup>nd</sup> Jan – approved**
- Omoksee – 4 shows, estimated revenue: \$6,000, estimated expenses: \$500

**Motion to approve Omoksee budget: Jen, 2<sup>nd</sup> Deb – approved**
- CMR – 2 one day shows, estimated revenue: \$4,000, estimated expenses: \$1,200

**Motion to approve CMR budget: Jennifer, 2<sup>nd</sup> Scott – approved**
- Derby – Estimated revenue: \$4,000, estimated expenses: \$920

**Motion to approve Derby budget: Jan, 2<sup>nd</sup> Jennifer – approved**

- Jumper day – Estimated revenue: \$4,000, estimated expenses: \$1,550

**Motion to approve Jumper Day budget: Deb, 2<sup>nd</sup> Irene – approved**

- Mini-Events: 2 shows, per show estimated revenue: \$11,500, estimated expenses: \$2,700

**Motion to approve Mini-Event budget: Bill, 2<sup>nd</sup> Jennifer – approved**

**Capital projects – Karla**

- Administrative Facility and Additional Stalls
- Optimization of Existing Arenas for multi discipline use
- Improvement for XC course
- Improve Spectator Experience
- Year Round Use Indoor Arena

**Proposed 2024 Projects and Improvements**

- Discussion on equipment and possible repair or replacement:
  - Arena drag – repair, replace, or purchase second?
  - Brush hog
  - Mower – replace with 2<sup>nd</sup> tractor?
  - Pumps
    - Jennifer suggests we put \$5-10,000 aside for immediate maintenance repairs
    - Scott and Bill will compile a list of maintenance repairs needed in the near future and send to the board next week
- Dressage arena project – get professional assistance for arena plan and quote
  - Arrange meeting with Susie/Marj – Jennifer/Karla/Bill/Scott
- Announcer stand at WEA – get quote on building

**Finance and Budgeting**

- Breakdown of plan to transition financial information through 2024 for transition to hired bookkeeper starting 2025
- Insurance – Jennifer discussed switching insurance agents, will look for insurance helper for the coming year

Motion to adjourn: Scott, 2<sup>nd</sup> Karla – meeting adjourned