

BSHP Board Meeting

June 13, 2023

Started at: 6:01pm

In Attendance: Clara Davison, Bill Bucher, Irene Given, Tienry Wheaton, Deb Anderson, Drue Kerns, Karla Nichwander, Katie Nichwander, Jennifer Cote, Jan Harris, Drue Kerns, Arwyn Anthony, Nancy Adams, Natalie Sullivan
Members present on Zoom: Scott David

Start and Welcome

Karla makes a motion to approve minutes. Deb 2nd. Motion approved.

BSSC Meeting Report: The work that was done on the 4H arena and the new gates were originally going to be reimbursed by the BSSC. That process requires approval from both the BSSC and the county. The reimbursement has been approved through the BSSC, but the county has yet to be presented to. We are hopeful the country will approve and we will be reimbursed the \$2800 for both projects. Now that we know the process, the goal is to get full approval prior to starting a project.

The cycle cross is still set for the fall. Our participation would only be to allow parking at the horse park. We still do not know if they will need additional parking. We have a two-year agreement for this, but can reevaluate if we feel the need to do so.

Committee Reports

Facilities- Water truck is back in full operation. Bill and Scott are still fixing the John Deere mower. Elle and Konner are trying to get the tall grass cut down. The main events arena has some low spots and Scott will try to level it. Bill was able to find the master breaker for the west stalls and it is ordered, he will not have to replace the whole panel. We do have another load of shavings to last through the mini event. Bill asked to move the jump flowers from the first bay so that we can store shavings there. Arwyn and Deb will make sure they are moved. Pony Club accidentally dug up the ropes in the arena used for barrel racing. They have been notified and will figure out how to rectify this.

Events- Committee hasn't had a chance to meet. Arwyn is planning to contact someone who is interested in doing barrel racing clinics. She will coordinate appropriate dates for this. There is also interest in doing a cutting show next summer.

The breeches and buckles series made \$2,600. The show did well on stall rentals on both weekends. She does feel like there was competition between her show and other shows in the area.

The CMR show will be moved to 8/6 as that weekend is currently open.

Drue moved her hunter/jumper show to 9/16-9/17.

Public Relations- Public relations haven't had time to officially meet. But the committee would like to use Slack to upload any social media content. There is a current social media calendar. Jennifer suggested getting our events posted on the Missoula events website.

Membership- Nancy has been going door to door with information on the horse park membership options. She has helped people with different issues getting memberships. There were also comments on how people liked the tall grass giving habitat for the wildlife, while others say it looks messy. There is also feedback that the grass outside the park is too tall and there is no one mowing it. The maintenance committee is working hard to get caught up. Now that the weather is better and school is out, it will get mowed asap. People were also sad that the Pet Run didn't happen.

Nancy has also met people who have interesting history associated with the park. She will ask them to write their stories for social media postings.

We now have 28 non-rider members.

Finance- The committee is recommending that we pay back our endowment fund, as it has lost money. Every month we get interest from the endowment and the recommendation is to save that money until we can reimburse the fund. Deb would be willing to pursue making changes to the endowment to help it. The committee is also planning to have a meeting with the trustees to bring them up to speed and discuss potentially changing investments.

Deb makes a motion to save any amount earned off the endowment interest into a separate savings account, with the intent to bring the endowment back up to \$100,000. The finance committee will keep track of monthly interest gained and report to the board in the next three months. Karla 2nd. All in favor, motion carries.

The finance committee recommends that the board adopt a project request form starting June 1st. This form will allow the board to see project budgets and proposed monies to pay for the project. Natalie would like to clarify that the documentation will be stored and accessible to board members. The order of operations would be to fill out this form with required stipulations to the board, then after approval, the documentation will be added to the meeting minutes and stored. At that point, project leads would have approval to start with their project. We will need to add a change order process in case there is a change in budget or vendor. The form should also have a committee and board member sponsor to receive updates on the project.

Jennifer makes a motion to approve the form to be utilized by the board with the above change request. Jan 2nd. All in favor, the motion carries.

The finance committee is recommending that the fencing for the dressage arena be ordered asap using the donated monies. The fencing can be used to make a temporary dressage arena while the second dressage arena is being built. This would immediately increase capacity for dressage shows and benefit the park. They also recommend that the board assist with fundraising the remainder balance of the project. The project proposal will be attached below. There is concern that if the project leads are unsuccessful with fundraising the balance, the board will be responsible for the remainder. There is also concern that the quality of the project may be lowered due to increased costs.

Karla makes the motion to approve the second dressage arena project as written in the sample project request. Deb 2nd. Motion carries with some dissent.

Jennifer makes a motion that the \$6000 that the board is responsible for this project be used to purchase the fencing and letters for the dressage arena and the remainder of the monies is available to the dressage arena project leads. Jan 2nd. Motion carries.

Karla makes a motion to table the long-term planning discussion topic to next meeting. Irene 2nd. Motion carries

Bill made a motion to adjourn the meeting. Deb 2nd. Motion carries

Meeting adjourns at 8:37

Big Sky Horse Park Project Request Form

Definition and Use - to be used for any and all Big Sky Horse Park Improvements or Park Expenses exceeding \$500. Requirement to be completed prior to submission for review to the BSHP Board. If project is approved at Board Level, it may also require submission to Big Sky Stewardship Council and further approval by Missoula County Parks and Trails Advisory Board.

Date of Submission to Board and

Approval BSHP Member Sponsor (s)

Name

Business Need or Purpose of Project (description of what is being requested to be done and/or purchased and how it will improve the park experience for all members).

Schematic or Map of proposed Improvement or if equipment location for which it can be used.

Project Time Line (when project is expected to start, benchmarks along the time line, and how long for completion)

Financial Considerations (Proposed Cost Budget for project) Is the project to be funded via general funds from the BSHP and/ or if additional funding is required above the BSHP supported amount, plans and timeframe for fundraising the gap.

Fundraising Plan (if amount exceeds BSHP general fund amount)

Project Timeline Detail Expense of what steps are to be completed and a project timeline

Proposed Vendors or subcontractors which are proposed to be used. These should include : estimates for work, insurance, contract requirements for payment for work. If any prepayment fees for work need to be incorporated into project timeline and an assurance that financials are in hand prior to meet any obligations.

Date of Submission to BSSC for approval (if required)

Date of Submission to Missoula Parks and Trails Advisory Board for approval (if required)

Big Sky Horse Park Project Request Form (sample submission)

Date of Submission to Board and Approval 6/15/23

BSHP Member Sponsor (s) Name Susan Mayer and Marj Harper

Business Need or Purpose of Project

Provide a second full size dressage arena for the BSHP for utilization in multiple disciplines (Dressage, Combined Tests / Eventing, Western Equitation). Currently with only one dressage court, events being held require utilization of a grass arena in which letters and rails are positioned on a grass area, although functional, the grass arena is uneven and requires setup and tear down for each event utilization.

Background

Past president of BSHP approached Susie and Marj with the request to support the building of a secondary arena 2 years ago, the project was at that time presented to the BSSC for approval as it would entail physical changes to the Horse Park . Monies from the MDCTA were reserved for this future use.

Schematic or Map of proposed Improvement or if equipment location for which it can be used.

The arena will be located on the east side of the primary arena. Project would include dirt work and base installation for arena, additionally would include the letters and low profile fencing along with a judges booth (gazebo). The arena will be a 20 x 60 meters arena with a 20 foot apron base around the arena.

Financial Considerations

Projected cost for the second arena are \$28,800 with a breakdown of:

\$15,000-20,000 for base and dirt work

\$5800 for dressage fencing and letters

\$3000 for judges booth /gazebo

MD and CTA will provide \$5000, additionally, Marj and Dan Harper will donate \$1000 towards the arena, BSHP has an anonymous donation of \$5000 directed to the construction of this project. This leaves an \$17,800 gap for funding of the project.

Fundraising Plan (if amount exceeds BSHP general fund amount)

Marj and Susie have committed to fundraising to fund the balance of the project monetary requirements.

Project Timeline

Projected Start of

6/19 - 6/26/23 Excavation and base installation (approximate 2 week work as will work around events being held at park.

6/19 Dressage Letters and fencing to be ordered with 30 day ship.

7/1/23 completion of base work.

Proposed Vendors or subcontractors which are proposed to be used. These should Include : estimates for work, insurance, contract requirements for payment for work. If any prepayment fees for work need to be incorporated into project timeline and an assurance that financials are in hand prior to meet any obligations.

Date of Submission to BSSC for approval completed 2021

Date of Submission to Missoula Parks and Trails Advisory Board for approval (if required)