

BSHP Board Meeting

July 11, 2023

Started at: 6:00pm

In Attendance: Clara Davison, Tienry Wheaton, Deb Anderson, Drue Kerns, Karla Nichwander, Katie Nichwander, Jennifer Cote, Jan Harris, Arwyn Anthony, Nancy Adams, Natalie Sullivan, Scott David

Start and Welcome

Board discussed moving meeting to 6:30pm. **Jan makes a motion to move the meeting start to 6:30pm. Jennifer 2nd. All present in favor,**

Facilities- Still working on mowing grass as it has gotten tall. A sprinkler was broken near the western events arena, but Bill and Scott were able to fix it. There are no actions for the board. We are still short-handed, but there are no permanent candidates yet. There is the possibility to temporarily hiring

Projects- Proposal to install shelving in tractor shed to make it easier store and move the jump rails. Project is budgeted at \$500. Project request form will be attached below. **Scott makes a motion to approve the rail shelves. Jennifer 2nd. All in favor. Motion carries.**

5-year planning committee- Committee has put together a map showing areas of projects grouped into various categories. Map will be attached below. Once the committee is able to survey to community, they will be able to prioritize projects, create a master plan and fundraising plan. Additional suggestions would be to add multi-use areas, improvements to obstacle course, using native plants for barrier and creating an interpretive trail, adding swings, equipment upgrades, addition of well, and cross-country course improvement, creating a more modern gate code system. Jan suggested that we look into grants from homeland security for the additional stalls due to the fact that we are an emergency shelter. **Jennifer makes a motion to move forward with community survey. Jan 2nd. All in favor, motion carries.**

Public relations- There has been a 50% increase in posting and about 100% increase in reach on Facebook. There is still a need for content from board members and event organizers.

Community Outreach- Nancy has still been canvassing the neighborhood to increase awareness. People are thrilled to hear about the horse park. There was a comment about including general use of the park to our mission statement, interest in making a botanical garden in unused space, concern about the tall grass during fire season. Nancy was wondering if she could post a QR code to the website. People are also wondering about having a Gala this year. Nancy has been doing a wonderful job and we are hoping she could take a picture to post on social media.

Membership- The membership has increased memberships at above 200 and we are already above our previous years' membership income. Currently we are not auto-renewing memberships because there is an issue with Wix and renewal dates. In order to fix this issue, we may have to stop giving early-bird pricing. We may also need to stop renewing all memberships on Jan 1st and instead the auto-renew on the individual purchase. Karla thinks we need to prioritize getting auto-renew, no matter if we have to sacrifice the process now. The only vulnerability would be that people could be given the new gate code and use it even once their membership expires. A potential solution would be to modernize the gate security to allow individual access. Tierney suggests giving the problem back to the membership

committee and finance committee to estimate the potential loss of income with the current gate vulnerability. **Scott makes a motion to approval the removal of early bird membership pricing. Clara 2nd. All in favor, motion carries.** The committee will come back in a couple months to prepare for the next years memberships.

Events- There is price discrepancy between stalls online and stalls through shows. The committee would like to make all stall fees \$30 and \$50 stall deposit. Jennifer suggested increasing the price to \$35/stall as many shows charge that. **Karla makes a motion to increase all stall fees to \$30/night and a \$50 stall deposit fee that is refundable after stall inspection. Scott 2nd. Deb would like to amend the motion in include the increase price for shavings to \$15.**

Additional discussion about how many bags we initially provide, which is currently 1.

Katie makes an amended motion to \$35/night, \$50 deposit, and \$12/bale of shavings. This pricing will be across the board to all events and individuals. Jennifer 2nd. All in favor, motion carries.

There is interest in increasing the cost of RV hookups from \$15 to \$25. **Katie makes a motion to increase the price of RV hookups to \$25 across all events and individuals. Scott 2nd. All in favor, motion carries.**

Finance Committee- The finance committee has not met yet, but are still working on finalizing a budget. The finance committee would like to add \$1000/month to pay for accounting assistance. There is discussion about the value of the detail our accounting currently contains and if it is worth increasing accounting costs to cover. Tierney will join the next committee meeting to help. There is also discussion that the finance committee needs to send out a survey to determine what event organizers want as far as accounting details. There is concern that our current additional accounting help needs addition money to continue to pay her. There is also discussion that we need to look into outside accounting to modernize the process and hopefully iron out our current accounting problems. The board is asking the committee to come up with a long-term plan for accounting. **Scott makes a motion to approve 4 months of accounting help at \$1000 with a 2-month review. Natalie 2nd. Approved with 1 nay.** There is concern that the current process is not working well and that we need to change this ASAP. Natalie suggests that the finance committee needs to come up with other options so that the board can decide. Jennifer is confident that at its current state, we could not pass this onto another accountant and expect it to be successful.

Event preparation – The event preparation form needs some adjustments and make it easier for Scott to find. Arwyn will organize this issue to make it easier. This form will allow Scott to organize help.

Horses for clean water- Jennifer makes a motion to use our marketing tool to promote the event. Jan 2nd All in favor, motion carries.

Jennifer makes a motion to approve the minutes from last month. Deb 2nd, all in favor, motion carries.

Scott made a motion to adjourn the meeting, Jan 2nd, motion carries, meeting ends at 8:40pm.

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

7/11/2023

BSHP Member Sponsor (s) Name

Clara Davison, Deb Anderson, and Arwyn Anthony

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).*

Request is to install pole shelving on the back wall of the storage shed where poles are currently stored. Doing so will allow more space to be utilized in the shed as well as making it easier to move poles for shows. Currently, the poles are stored vertically, leaning against the back wall which uses up more space and is physically challenging to maneuver than the proposed project. Installing shelves would also increase the ability to organize poles.

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

The shelves will be installed along the back wall of the tractor shed, currently where the poles are being stored vertically.

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

The project is expected to start and finish on 8/13.

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.*

The overall budget for the project is \$500. This includes 20x 8ft 4x4 lumber and timberlock screws.

Fundraising Plan *(if amount exceeds BSHP general fund amount)*

This project would be using money from the general fund.

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

Project is planned to take place the day after the Jumper Day show. This will decrease the workload due to the fact that some of the rails will already be out of the shed.

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.*

NA

Date of Submission to BSSC for approval (if required)

NA

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

NA

