

Missoula Horsemen's Council

March 4, 2014 Board Meeting
Upstairs Meeting Room – Joker's Wild
7:00 P.M. – 9:30 P.M.

I. Call to Order – Roberts Rules of Order - Jeff

7:14 Jeff welcomes board members, and guests. Carolyn, Colleen, Erika, Eunice, Jake, Jeff, Jim, Kim, Lynn, Rachel and Sheila are in attendance.

II. Roll Call : All present please sign attendance roster.

III. Minutes:

1. Approval of Previous Meeting Minutes

Rachel made motion to approve the minutes. Carolyn seconded the motion. Motion carried by unanimous vote.

2. Lori Hamilton Mc gave a quick verbal resume that she has been a secretary in clubs before, and is a manager. Lori has volunteered to become MHC's secretary.

Carolyn made motion to appoint Lori Hamilton as MHC's new secretary. Colleen seconded the motion. Motion carried by unanimous vote.

IV. Announcements:

Letter from Marni Amis: Northwest gate is plowed in by the homeowner across the street. Decision made to write her a letter and relate that we are sorry for the inconvenience but plowing falls under the county's responsibility.

V. Treasurer's Report : There were no questions for the report.

Lynn made motion to accept treasurer's report. Rachel seconded the motion. Motion carried unanimously.

VI. Guest presentations: Gavin Kearn: Big Sky High School

Gavin gave a presentation about holding a run, “The Rabbit Dash” and an Easter egg hunt at MEP for his Senior Project on April 12th. Westside Little League will allow parking. The 5k would begin at 8:30 am, Easter egg hunt at 9:30 and 10k at 10:00. The Easter egg hunt would be held at Westside Little League. All proceeds will go to Big Sky’s Cross-Country team.

Eunice asked if the school would provide a proof of insurance. Gavin said he would check with his mentor.

Sheila asked about the time frame. Set up would be around 6 am.

Jake said that Gavin will need to fill out an event user form.

Carolyn made a motion to allow the Rabbit Dash to be run. Jim seconded the motion. Motion carried by unanimous vote.

VII. Maintenance report :

Drue asked if Bill would be the maintenance person again this year. He has not responded yet if he will.

VIII. Committee Reports:

1. Lease contract negotiations: Lisa sent an email saying nothing has been settled about lease agreements or park managers, it is still being seen by lawyers. The delay is not the intent to take away the use/ care of the lease areas, but is due to staffing workload and procedural issues within the County due to insurance issues.
 2. Membership: Jeff noted that a couple of people were listed twice on the membership excel sheet. Erika will consolidate and update.
 3. PR committee report: Rachel has talked with KECI/ KPAX/Charter, newspapers, and radio that will run a free PSA and press releases for the MEP. Sheila asked if anyone would be interested in being the PR person; the PSA’s would be focusing on the park’s 30th anniversary, and would give general info about the park. Carolyn asked if there could be multiple people and be involved for their specific events.
- a. On Tuesday, May 6th Give Local Missoula (non-profit web-a-thon) will run and match donations and could draw attention to our park and the upcoming mini event. Sheila asked if people would like to do different equestrian demos from 4-8 at the

park for this. Timing would be adequate as it will start off our season with PR. \$25 to be part of.

- b. Discussion about St. Patrick's Day parade and if MHC wants to participate. Since we do not have to pay upfront, then we will plan on doing it, but can pull out if the weather is bad. \$50 donation entry fee.

Decision was made to not do the St. Patrick's Day Parade, however focus on Homecoming Parade.

- c. Bumper/ windshield stickers are \$2.50/each.
- d. MT Equine Directory is \$150/ year for advertising. Online version allows users to log on and add articles at any time as well as having advertisement published in the yearly booklet.

Lynn motioned to pay \$150 for the MT Equine Directory and \$25 for the Give Local Missoula. Carolyn seconded the motion. Motion carried unanimously.

4. Erika and Drue revisited the Presentation on Cross Country Course that was emailed earlier.

Carolyn made the motion to approve the Preliminary cross country course plan. Rachel seconded the motion. Motion carried unanimously.

Drue said that, with help, she was willing to put on two MHJA shows and to have the proceeds go to finishing the cross country course this fall. Jeff said he would like to have a plan presented for the next meeting.

5. Grounds and Habitat Development and Enhancement: No one has responded to the email sent out to for a new Chair person. Discussion about reaching out to the UofM and boy scouts to help with projects.

IX. Old Business

1. Jeff gave an update on insurance for the Park. We have general liability insurance. The insurance company is waiting on a lease, but due to not knowing what the county will do for the lease; we can only provide our extensions of the lease. Lynn commented that we have general liability insurance and that we should move forward with managing the park as the board has always done. Eunice has researched different liabilities for the board and explained what insurance would be the most appropriate. Directors and Officers insurance would be

the best fit, but is only a defense and would not pay for any judgment fees; that is why the general liability is in place. Jeff says MT has an immunity statute saying that with the Directors and Officers insurance, then board member should not be able to be sued, however, this is not absolute.

- a. Lynn asked how much the Directors and Officers insurance would be. Jeff read the figures from Payne and West of \$744/year for \$1million, \$595/year for \$500k and fiduciary is an extra \$100.

Discussion followed about the need to cover the board. Drue said that as a general member, she thinks that it should be done.

Eunice said that she would send out an email to the board member so we can review the different policies and decide on the best one.

Lynn made a motion to move forward with Directors insurance and decide on a plan appropriate for the board. Rachel seconded the motion. Motion carried unanimously.

- b. Jeff talked about general liability volunteer insurance: If park is found to be in gross negligence, then it would be covered; if not found grossly negligible, then it would be covered under a work comp policy for the private sector (\$300/yr).

Sheila made motion to get a workman's comp policy. Eunice seconded the motion. Motion carried unanimously.

2. A. By-Laws have been made. Additions and corrections were reviewed.

- a. Section 2. Discussed uncontested candidates receiving 51% of the total votes cast. Contested candidates must receive the majority of the votes cast.

Sheila made a motion to accept the above change. Jim seconded the motion.

Motion carried unanimously.

- b. Section 4. There shall be no requirement to fill vacancies of the board until vacancies reduce the board to the minimum of seven members.

Jim made a motion to accept the above change. Lynn seconded the motion.

Motion carried unanimously.

- c. Article X Section 3. At the board's discretion, superintendents may be appointed to supervise certain functions of the park.

Jim made a motion to accept the above change. Eunice seconded the motion.

Motion carried unanimously.

Rachel made a motion to accept all changes to the By-Laws. Kim seconded the motion. Motion carried unanimously.

B. P&P additions/ corrections have been made. Additions and corrections were reviewed.

- a. Treasurers 9: Added and Form W-2 and W-4 to payroll employee
- b. Coordinator 4: Added ensuring grounds are ready and properly maintained.
- c. Committees 1 & 2: Committee chairperson/ superintendent. Discussion followed that the P & P needs to give definition to distinguish the two positions.
- d. Scope of Policy 6: Failure to disclose a conflict of interest, either real or perceived that may influence transactions conducted by the Board.
- e. Internal Controls: Removal of: Maintaining dual board member signature requirements on checks.
- f. Member in good standing Remedy 3: After diligent consideration and deliberation, should the board determine that the violation of the Member in Good Standing rule was knowingly and purposely committed...etc.

Sheila made a motion to approve the above change. Carolyn seconded the motion.

Motion carried unanimously.

3. Certificate of Insurance: Drue has completed the certificate of insurance. Laura needs to add this board and the county as certificate of insured.
4. Review committees and make necessary appointments if any are needed.
5. Back Country Horseman proposed obstacle trail. Marge will contact Jeff when they have a meeting to see if anyone from MHC would like to participate in the plan.
6. Use of park for commercial camps or lessons:
Jeff discussed Compensation to the park for commercial camps or lessons. Need to come up with a legitimate way to have people who hold commercial camps or lessons at the park pay a fee. Rachel discussed the need of a chair person for this position. Colleen and Cindy have a committee to discuss fees and will reach out to trainers and students to come up with a system.
7. Storage of MHC records: Eunice and Jim received two storage cabinets from the County. Lynn will ask Barbie for the records that she has maintained for the MHC.
8. Jeff discussed having a committee to explore funding for additional barns.

X. Adjournment

Jim made a motion to adjourn at 9:50. Eunice seconded the motion. Motion carried by unanimous vote.

Next Meeting: Tuesday, April 1st 2014 at 7pm, meeting room TBA, Joker's Wild on North Reserve St.

Minutes are submitted on March 31, 2014 electronically

Erika Scofield

Erika Scofield, Board Member