



MISSOULA HORSEMEN'S COUNCIL

STEWARDS OF THE MISSOULA EQUESTRIAN PARK

MISSOULA HORSEMEN'S COUNCIL BOARD MEETING February 2nd, 7 p.m. Missoula County Extension Conference Room

Lynn Thee called the meeting to order, at 7:05 p.m.

ATTENDANCE:

Present: Lynn Thee: President. Sheila Mealey: Vice President, Joan Scheffer: Secretary, Jake Kolb: Treasurer, Rachel Ambrose, Lynn Lee, Kim Stickler, Ginny Fay, Aneill Fisler, and Vicky Balfour

Excused: Jennifer Kendall, Valerie Knudsen and Cindy Arnott

Unexcused: None

Guests: Drue Kerns, Bill Bucher

Minutes

Welcome to the new members who were not present at the January meeting: Aneill Fisler and Vickie Balfour: introductions were made.

The January minutes: reviewed and approved as updated. Lynn mentioned some important clarifications on use of the consent agenda and e-mails sent out for review of BOD members, so meeting could become concise and productive.

BOD members are asked to review the items and understand them in advance of the board meeting. Use of the Consent Agenda allows the members to read/review/and vote yes to support it- an agreement that committees can proceed. The agenda should include "Action Items" that require a vote by the BOD. Finance items stay out of the "Consent Agenda". Joan moved and Kim seconded that we use the "consent Agenda". Membership all approved it. Motion passed.

Jake Kolb had e-mailed a **treasury report** and had updates and information on it. There was not much activity since the Dec. /Jan. meeting. Kim moved to approve the treasurers report and Lynn seconded. Members all voted "yes" and motion passed.

Lynn presented the first "action Item" as the **2015 budget**. Jake and Lynn reviewed budgets from 2013-2014 and planned out a "best guess" for a usable budget for 2015 that can be adapted and upgraded as we progress. The line items were based upon the previous years. There are actual and projected expenditures and required payments. The 2015 budget was discussed and Lynn referred to many of the line items that are in place including: Miscellaneous income (\$2500.00), advertising (1000.00), office expenses-which should be down from last year's computer buy amount, new license plate project (\$4000.00), expenditure approved in Jan. for new jump cups and jump repairs (\$1300.00), \$5000.00 designated for events costs, \$2000.00 for equipment upkeep and repairs, \$2500.00 for the fuel for the tractor, \$500.00 for the water truck,

undecided amount for the accountant, and money for the park maintenance manager.

Ginny wanted to discuss the budget and brought up a number of important points of concern. She felt we need to come up with good “projected: expenses for the various committee ideas and hold them accountable to spending amounts not going over a budget amount and that possible income was also well defined and matching or exceeding expenses. The revenue line for the Western Events should increase as the committee is working on several projects that will bring money into the park that have not been there before. She stressed, “Don’t spend down the surplus that we have.” Committees should all set specific goals and expectations. Lynn mentioned that Kim and the Western committee had done that and had a good working plan already. She mentioned that Lynn L. and Kim had gone down to a barrel racing event at the Sapphire arena in Corvallis to gain important information of running such events, the ground itself and footing issues, set up, equipment used, and costs as well as what was needed to run a good event. Kim brought up that many there had talked to her about the footing in the new western arena being a concern. She investigated some solutions for this and is looking at getting some help to evaluate what is needed to improve that footing.

In order to save some time, Lynn tabled the budget discussion until the end of the meeting. The BOD agree with many of Ginny’s concerns and thinks the committees should each have specific defined goals, budgets, and ideas for making the park more productive financially. It is also critical that word gets out to the general public of all new events and happenings at the park

Audit Task Force: Jake and Cindy made a list of what is necessary for this using the books from 2014 to match up to the audit. Volunteers to help: Ginny, Lynn T., Jake and Cindy (who Lynn will contact).

Accounting Person Proposals: Jake estimated the job involves about 5 hours per week. Lynn T. had spoken to Jessie Lyons, who gave a price of \$300-400/mo., and Gretchen Dunn who said \$55.00 per hour. The job involves all the bookkeeping, payroll and payroll reporting, W-2, taxes, and basic monetary organization. Other people who are to be contacted and had been discussed last month were, Jennifer Cote and Janet Surrena. Ginny can contact Janet. It was mentioned that Jennifer and Janet’s homes are located in close proximity to the park and Bill stated what an advantage that is to getting things done in a timely manner. Lynn explained that the position would replace many duties of the current treasurer, but has the advantage of a person with an accounting background and knowledge of finances. Right now, Quick Books is the program used. She said the accountant would not have to attend the meetings and the board would still have a Treasurer position to represent the board and work with the accountant. The job is budgeted currently for \$3600.00. It was discussed that accounting knowledge is critical to the MHC comfort and operation. Ginny moved and Sheila seconded that this discussion be tabled until all the folks interested are contacted and costs are clearly defined. This was voted on and all members agreed to that motion.

Ashley Juran; from the Weed Management program, gave us great information on available use of \$500.00 grants for weed control and identification that is available through the Missoula office. She had form and mentioned that the deadline for applications is Feb. 13 for this year. The Equestrian Park

already is involved with this, which came as a bit of a surprise tonight. This may have come through the Parks and Recreation Dept. (Ashly did not know for sure). She will let us know the main contact person on this. Bill is working to be approved for weed spraying. Ashley will talk with him to develop a good plan of possible use of bio-releases, spraying, identification of weed specific problems, and planning.

Committee Reports:

English Events-Rachel Ambrose: Action Item: Currently there is no good place to store jumps and attachments out of the weather. There is a 16x8 ft. flatbed available on Craig's list currently for under \$1000.00. The Dressage groups has offered a donation of \$1,000.00 for such a purchase. It could be stored in the chain link fence area-but gates are needed. These could be wooden or chain link. (This is located by the shed and brick building/tractor area). They are looking at getting quotes on the cost and the possibilities of adapting that space for storing the flatbed easily. Measuring needs to be completed and cost estimated attained. (??? What will fit, what won't, size of the flatbed when it is loaded up, ability to get it in and out of the space efficiently and safely? Revising the storage shed to accommodate and replacing some fencing? Cleaning up the area to make room?) Drue brought up some history of that storage area and stressed how the current system and lack of storage takes a toll on the jumps and equipment. Bill had some suggestions how it may be best to access and park the flatbed in the space as well as using racks for the jumps.

Lynn T. stressed that we cannot do all of this at once and that for now we need to decide if the purchase of the trailer is a good idea. Bill and Drue are able to go look at it tomorrow and make that decision. But a trailer is truly needed, so can we approve a purchase of one and continue searching if this one is unacceptable due to size or condition? The other decision is to decide on rebuilding the present structures. Finances were discussed and it was felt that a trailer should be purchased since we have a donation in place of \$900.00-\$1000.00 for that purpose. The board discussed this. There was a motion from Sheila and a second from Joan to approve a purchase of a flatbed trailer for no more than \$1500.00. It was passed with all in favor. The English Committee will be in charge of the decisions on this purchase and the best methods of proceeding on it.

The gates and storage area will be made an "Action Item" by considering the need for a good storage area, the safety of use of such an area as well as the security of it. Bids should be present on this to the BOD.

Drue wanted to know the amount of money that was SPECIFICALLY donated to the Cross country course upkeep and repair last year. She said there were many "directed donations" for this. Burt Wood has been contact to provide the work on this and needs to know what he can spend on it, so materials can be purchased and be available when he can work on the project. There may have been a Cross Country fund set up. Jake did not know if this was kept separately. Drue had a good idea of who had donated some of the larger amounts and will get with Jake about this. Sheila said there is a need for the preliminary course completion for this year. The finance committee will look into the amount designated specifically for this. Sheila stressed to Drue that she could not just

“tear up” the preliminary jumps”. Ginny made a motion that the money that is in reserve for this (est. \$6000.00) be given to the X-country course for improvements by Burt Wood. Rachel seconded, the board voted all in favor of this.

Western Event Committee:

Kim, Lynn, Joan and Lynn T met to discuss attracting more events to the western arena. It was noted that many had complained about the footing in the arena and that maintenance is needed on it for the events we want to attract. Kim had done a lot of research on costs, contacts, groups and ideas for the events. A proposal to attract 3 sanctioned barrel races for this summer was under development. Kim and Lynn L attend the Sapphire event to gain information and ideas on Jan.28. We would like to have a “warm up” event prior to the actual one to see how the footing is working and iron out any bugs. Dates of June 20, July 18, and August 16th are being discussed with the sanctioning body. August 16th is also under consideration for an Omoksee 2 day event with a Bitterroot group. We are avoiding any dates that conflict with the mini events.

Kim said, as a competitor-the arena needs some changes, due to footing concerns for barrel racers. She can contact a sanctioning body representative who could come out and offer suggestions and advice for the arena. The clay in the lower levels needs to mix more with the sand on top. We have the equipment (rake and plow) to be able to do this. NBHA people may be able to help examine this. The arena will need work at least each week and possibly 2x per week to upkeep the footing. It is needed to get a cost estimate of these items (footing evaluation) and other needs (equipment and requirements for the events themselves). Lynn T. mentioned that getting power to that arena is already on the agenda.

Action Item: Agreement with the Bitterroot Roughriders for 2 Omokcees (2 day show with boarding in stalls) for a \$200.00 arena fee and a \$30 for the 1st horse in a family boarded and a reduction to \$15 for other horses in the same family. The main arena is listed as a \$150.00/day rental currently and stalls \$30/day. A check on the Hamilton outdoor fairgrounds arena had pricing from \$250/2500 per day. The arena fee included timer, arena work, announcer booth, PA system, and electronics. This club is a small family club with not a lot of resources. We think the price they are asking is fair and will get the here for this and future event as well as to expose the families to the park itself and promote that use. Ginny mentioned it is a good idea to adapt some 1st time specials to try to get folks interested and make them feel valued. We also need to update our pricing on stalls and specify cleaning duties and expectations. Ginny wondered about promoting stalls to traveler who need a place for a night or more.

Sheila moved that we vote on the motion as presented by Lynn L, Kim and Joan of the Western committee. Vickie Balfour seconded and the motion was passed with all in favor. The group will go to the board with the final numbers and recommendations and decide on the plan at a subsequent meeting.

Mini-Events need to set dates so we can avoid any conflicts with the Western event or other park activities.

Executive Committee

Insurance renewal: a current quote that Lynn T got from the present carrier would cost \$4900.00 for the year with 2 million \$ coverage. Drue asked about the “event directors” liability and if they are covered. This really matters to her, Kim and Cindy, in particular. The board discussed looking for other insurance quotes just to see what is available. Lynn T was willing to investigate for us. Plans can usually be paid monthly or for the year. Joan moved that Lynn T. look into this and Rachel seconded. The board all agreed with a favorable vote.

Lisa Moise and Bill Dahlgren: discussion of a new power line need that involved park land and is necessary for us as well. Where this will go has two options. One that runs by the Western arena-seems helpful for our needs. It would be 12 feet from the current line and a buried line. We may be able to negotiate a payment for this from the Power Company or some project they can do in exchange for it. Lynn needs to research this and BSSC needs some sort of a proposal on it. (When will it be done? Will it interfere with our events or usage of the park? What do the power boxes look like and what size are they? Will reseeding be a part of the completion? Etc) Lynn will see what we may be able to gain from this. It is something that will happen anyway, so we may as well try to get something from it.

Cindy was not here to give her reports.

Bill: Maintenance:

Checking on plowing the trail in winter and this is not to be done. Trail repair is scheduled to happen in the Fall.

Bill would like the culvert replaced and Joan wanted to see edge covering on the large culvert that horses pass by on the South side. This could be a one of the work projects on the work day.

The water truck needs repairs to the fuel line and carburetors.

The round pen needs posts and upkeep (wood or panels?). Hitching rails need installed and could be done along with Round Pen repairs. (Need a posthole digger, molding for culvert edges, weed whacking, etc)

Aneill mentioned a great resource would be at the University for students doing Community Service projects. She will follow up on this.

Jumps need painting and some maintenance. We need a large dumpster for debris cleanup. Maybe some of the wood waste can be used for a BBQ bonfire following the work day? We need to secure a permit for that. A proposal for all this should be submitted at the March meeting with cost estimates.

April 1st is the final date for the license plate proposal. Val Knudsen is in charge of this. Not present tonight due to Doctor duties.

Rachel reported on the new membership tags and has given some out to paid members already. This should greatly help in identification of paid up membership and park usage. She will send out a blanket e-mail about it & also will try to tract new membership. BOD's talked about putting Park applications up at the feed and ranch stores. The Facebook page needs to be cut to one page

only not two. Vickie Balfour can work on this along with Tessy Baldwin. The PR committee should work on these things.

Ginny coordinated all three of these Park agreements and reviewed them for us. The Board needs to review her findings and bring it back to the BOD for final approval. Much of the fine points of language were consistent in all three documents and does not make sense for us to try to argue or change. We need to concentrate on the bigger matters. A Parks and Rec. person and Lisa Mosie should also be involved here. Ginny volunteered to look into this and compare further.

There are 2 separate agreements due to donations of land with specifications and guidelines for usage.

The lease agreement is at the lawyer and currently on hold for now due to access issues.

Aneill suggested we try to put on a "play day" show for the public with Western and English activities. She suggested a one-day event with lots of promotions and fun activities. She has seen this be very successful in the east coast.

Jake passed around thanks you cards for the BOD to look at from Faith Therapeutic Riding and Five Valley Pony Club. It was decided the Secretary should keep these for the BODs.

The BOD voted a 10% pay raise be given to Bill and Penny Boucher for their fine work and efforts. Joan motioned and Sheila seconded this be passed and it was by all members present.

Approval for the \$6000.00 to the English Events Cross Country was approved earlier and \$1500 was approved for the Western Events committee for their planning and development of events.

Sheila mentioned the "Give Local" event we are paired with and wanted a \$1500.00 goal. It will be called "Cinco de Donate".

Jennifer Kendall had sent word that she is extremely busy the next 1-2 months, but would stay on the board if that would be agreeable.

Mary Osellame wanted to go to the Park Membership and ask for donations, look at records of riding, etc.

Committees are reminded to meet monthly and have reports to present action items to the board each month.

Vicky motioned and Sheila seconded we adjourn. Agreed by BOD.

Submitted by Joan Scheffer 02/05/2015