

QCABHA BOD Meeting Minutes

November 20, 2020 ~ 6:00 p.m. ~ Conference Call via Skype

Present: Gail Stevens, Cindy Meldrum, Annette Johnson, Kathy Brenneman, Sue Larkin, Jennifer Miller, Susan Burr

- Meeting minutes read from October 30, 2020. Motion to approve by Susan; 2nd by Sue.
- Treasurer's Report read by Lowes. We currently have \$17,843.99 as of October. 30, 2020. Motion to approve by Cindy; 2nd by Susan.
- Ritchie Dykeman says he sent his \$60 reimbursement check to the mailbox two times and it was sent back to him. He tried a third time and will send it to Gail's PO box directly. Cindy has been checking the box regularly and the box has been paid for.
- Christmas banquet discussion. Iowa Gov. Reynolds has issued a mandate that no more than 15 people can meet at the same time. Our banquet is generally 30-45 people. Unanimous decision by the BOD to cancel this years' awards presentation and banquet.
- Sue Larkin brought up an idea of High Point awards. Rather than a trophy, why not make yard signs for the winners. It would have our club logo, persons name, horses name and division that they won. Can be used at home or at horse shows by your trailer. Sue thought they would be about \$15-18 each. She will do some more research on options and prices and let us know. The High Point money would be delivered/mailed to the winners with the sign. This would close out the books for 2020 to start fresh for 2021. BOD all agreed that this was a great idea! Thanks Sue!
- Cindy brought up an idea on Standard Operating Procedures (SOPs) for the club's officers and board. Currently, our president, secretary and treasurer are doing a number of tasks, either up front as part of our role descriptions as well as many behind the scenes tasks at the shows or other events. Many of our BOD/Officers are not as involved as they could be. If one of us becomes sick or injured, some of the club responsibilities could be lost in the cracks and things may not get done when they should. It would be nice to have a list of all things club task related in a written format so that some things could be delegated to others or taken over if someone is unable to. Cindy has the Bylaws/Rules that has the description of each Officer/BOD that she will send to each of us. Gail has another document that lists some other job responsibilities. We would like to have all the Officers/BOD send to Cindy all the things you do for the club; all the things you would like to do for the club; contacts; dates that some things need to be done; passwords as necessary. We will compile all the notes into one document and see what tasks can be delegated to others. Many hands make the workload lighter and hopefully we can avoid burning people out. We would like to have all things sent to Cindy by December 15.
- Glad to see that our 2020 BOD/Officers have agreed to continue in their same role for 2021. Thank you!
- Lowes said to say Thank you for the flowers that were sent on behalf of the club for her mother's passing.
- No further business.
- Motion to adjourn by Susan; 2nd by Cindy. Meeting adjourned at 6:40 p.m.

Respectfully submitted by
Cindy Meldrum, 2020 Secretary

Date Approved: