

# Missoula Equestrian Council

Tuesday, April 5, 2011 – 7:00 PM – Hilton

## MINUTES

**Board members present: Lisa Barnes, Autumn Kozimer, Mike Hartkorn, Barbara Howell, Christine Foster, Kathi Olson, Ginny Schuler, Drue Kerns, Jeanne Gaudreau,**

Guests in attendance: Alex Clemow, Susan Mayer, Ken Rolf, Jim O'Reilley, Marge Harper, Laura Bakker

**7:00 PM Members, Guests & Visitors welcomed**

**7:10 PM 1. Call Meeting to Order - Roberts Rules Of Order**

**2. Minutes** – Lisa Barnes, secretary: Minutes were distributed and reviewed electronically prior to the meeting. Kathi proposed a motion to approve the minutes as previously distributed and amended electronically. Christine seconded; motion passed.

**3. Treasurer's Report** – In the absence of the treasurer, Barbi reported on the budget and upcoming expenses. Barbi reviewed the funds structure for MEP, which includes the endowment, interest, and income from events. Barbi shared information on the MEC financials including explanations of income origination. The board can borrow against the endowment principal but cannot actually spend endowment principal funds.

- a. Income – Financials were reported and distributed. Approximately \$18,000 in income was generated from 9 shows or 'events' in 2010. There are 18 events scheduled in 2011 to-date.
- b. Expenses – Groundskeeper expense is the largest expense annually.

**4. Grounds Keepers Report - Ken Rolf - Action and information –**

1. Shavings are locked in a stall; individuals needing shavings should contact Ken to access shavings as the lock was broken.
2. There was a discussion of park services such as port-a-potties. Ken reported that the requested jump repairs have been completed.
3. Ken requested to transition from contractor to an hourly employee. Ken will provide data requested by the board and the board will discuss and vote on this question at a future meeting.
4. Ken reported that supplies are needed for the facility.
5. The xc jumps need to be oiled with used hydraulic fluid. The board would like to obtain donated hydraulic fluid so that the course can be painted. All jumps need to be treated. Volunteers for this job will be appreciated.

6. The water jump needs to be repaired before June 5<sup>th</sup>.

7. Groundskeeper's summer schedule: Ken anticipates being available to handle park grounds keeping needs throughout the summer.

## 5. Business

- a. Shows/Events/Calendar/Insurance – Barbi presented the calendar of events scheduled for this season.
- b. Dressage Arena – Susan Mayer representing the committee, reported on two proposals that were received by the committee for completion of the arena improvements. The committee's recommendation is to contract with Missoula Valley Excavating, whose bid was approx \$3,200 to crown, fill, and finish the outdoor dressage arena resurfacing. Ginny proposed a motion to proceed with the project and to approve a total expenditure of up to \$5,000. The cost for this project will be shared equally by MEP and MDCTA, which has agreed to contribute one half of the cost. Everyone seconded the motion; motion passed.
- c. Western Events Arena – Laura reported for the committee that the WEA completion has been slightly delayed due to schedule conflicts. Jim O'Reilly reported on fencing: several fence contractors have been contacted regarding the job. One contractor is willing to provide equipment and his own time if we can provide 4 or more volunteers to assist with the fencing project. Additional bids are forthcoming.
- d. Show Requirements Guide – Autumn & Christine distributed the new show requirements guide. Members of the board and others interested should review the packet and provide comments and feedback prior to the next meeting.
- e. Stall Roof – Kathi, Mike, Barbi – various painting and roof protective options were shared. Bids will be obtained before the next meeting.
- f. Web Site – Ginny provided an update on website changes and requested suggestions.
- g. Advertising – Kathi posted an ad in the 'Uncover Missoula' Magazine and has received positive feedback on the ad.
- h. Fundraisers – Drue reported on planning progress for Arwyn's Benefit Jumper show. Registrations are lower than anticipated but registration is still open for the show, which is scheduled on April 30<sup>th</sup>.
- i. Policy and Procedures Manual- the updated manual was distributed to board members electronically prior to the meeting. A brief discussion was

held regarding changes. Ginny proposed that the document be adopted as distributed. Kathi seconded; motion passed.

**5. Next Meeting Time May 3, 2011 7pm  
Hilton Garden Inn Conference room**

9:25 PM Meeting Adjourned