

**SWVHJA Board of Directors Meeting  
March 13, 2012  
Buena Vista, Virginia**

**Call to Order:** 7:30 by President Maureen Waldron

**In Attendance:** Maureen Waldron, Sarah Brinks, Sarah Irvine, Molly Moore, Ann Shawver, Sarah Dean Duncan, Ashley Holsinger, Emily Guyer, Brooke Kemper, Past President Cricket Stone, and Executive secretary Anne Johnston.

**Review of Minutes:** The February minutes were reviewed. The minutes were amended. Sarah Dean Duncan made a motion that the amended minutes be approved. Sarah Irvine seconded the motion. The amended minutes were unanimously approved.

**Treasurers Report:**

Treasurer Ann Shawver gave the following report:

Checking: \$17,714.00

Savings: \$7,181.85

To be deposited: \$1025.00

Emily Guyer made a motion to approve the Treasurers Report and Maureen Waldron seconded the motion. The Treasurers Report was unanimously approved.

**Old Business:**

A possible recording issue was discussed. It was determined that there is not a problem at this time.

**New Business:**

**Farm and Horse Co-ownership:** There have been several incidents regarding points where there are multiple owners of a horse and/or farm. Ashley Holsinger made a motion that the recording forms be changed to list a primary and co-owner. The primary owner must be a current member in good standing. Sarah Irvine seconded the motion. The form change was unanimously approved.

**Rule Revision Wording:** The wording for Rule V regarding the number of entries needed for points to count for a division shall be as follows: For a Hunter division at a one day show to count fully, a minimum of three (3) entries must enter and compete in all classes of the division. Three (3) entries must complete the first over fence class of the division. That is, if there are eliminations in subsequent classes of the division, the other exhibitors will not be penalized. (See Old Business, February 7, 2012).

**Committees:** Board members on committees will be as follows: Junior Committee, Ann Shawver and Emily Guyer. Clinic Committee, Brooke Kemper, Ashley Holsinger, and Sarah Dean Duncan. Show Standard Committee, Sarah Irvine and Emily Guyer. All members will be on the

Annual Show Committee, the Sponsorship Committee, and the Nominating Committee.  
Jumps allowed in schooling areas: Sarah Irvine asked if the board could obtain lists of jumps which are legal and illegal in the schooling areas of shows. The lists would be shared with trainers and show managers in order to promote education and safety in the schooling areas.

Clinic: the Board began discussion of possible dates, locations and clinicians. There will be further discussion at subsequent meetings.

A motion was made to adjourn the meeting at 9:45 pm. The next meeting will be on Wednesday April 11, 2012 in Buena Vista.

Respectfully Submitted,  
Sarah M. Brinks, Secretary

**SWVHJA Board of Directors Meeting  
April 11, 2012  
Buena Vista, Virginia**

**Call to Order:** 7:45 pm by President Maureen Waldron

**In Attendance:** Sarah Brinks, Sarah Irvine, Ashley Holsinger, Brooke Kemper, Molly Moore, Emily Guyer, Britni Cash, Sarah Dean Duncan, Ann Shawver, and Executive Secretary Anne Johnston.

**Review of Minutes:** The March minutes were reviewed and amended. Sarah Dean Duncan made a motion that the amended minutes be approved. Emily Guyer seconded the motion. The amended minutes were unanimously approved.

**Treasurers Report:**

Treasurer Ann Shawver gave the following report:

Checking: \$1164.86

Savings: \$16,181.85

Emily Guyer made a motion to approve the Treasurers Report and Sarah Irvine seconded the motion. The Treasurers Report was unanimously approved.

**Old Business:**

Clinic: A date of July 9, 2012 was set for the clinic. The Clinic committee will contact The Horse Center and possible clinicians and report back to the board. Cost and the type of clinic will then be determined.

**New Business:**

Emerging Athletes Clinic: Brooke Kemper made a motion that SWVHJA support the Emerging Athletes Clinic to be held at the Lexington National Horse Show on August 6-9, 2012, with a \$750.00 donation. The money will allow auditors to participate at no charge. The motion was seconded and unanimously approved.

Roanoke Valley Cooler Sponsorship: Executive Secretary Anne Johnston brought to the board's attention that SWVHJA has traditionally sponsored a cooler for the Roanoke Valley Horse Show. Sarah Dean Duncan made a motion that we sponsor the cooler for 2012, and Sarah Irvine seconded the motion. The motion was unanimously approved.

Photographers for Annual Show: Photographers were discussed for the Annual Show. Ashley Holsinger made a motion that the board have the Annual Show Manager Clyde Poarch offer Danny Young his choice of two rings, and offer the third ring to David Bell and then to Sarah Black. This will ensure that all three rings are covered. Molly Moore seconded the motion. The motion was unanimously approved.

Insurance Coverage: Sarah Irvine inquired whether the Board was adequately protected in the event of a law suit. Anne Johnston will check on our coverage.

A motion was made to adjourn the meeting at 9:00 pm. The next meeting will be on Tuesday May 8, 2012 in Buena Vista.

Respectfully Submitted,  
Sarah M. Brinks, Secretary

**SWVHJA Board of Directors Meeting**  
**May 8, 2012**  
**Buena Vista, Virginia**

**Call to order:** 7:45pm by President Maureen Waldron

**In Attendance:** Maureen Waldron, Ashley Holsinger, Emily Guyer, Sarah Dean Duncan, Ann Shawver, Brooke Kemper, Molly Moore, Cricket Stone, and Executive Secretary Anne Johnson.

**Review of Minutes:** The March minutes were reviewed. Sarah Dean Duncan made a motion to approve the minutes as written. Emily Guyer seconded the motion. The motion was unanimously approved.

**Treasurer's Report:** Emily Guyer made a motion to approve the Treasurer's report. Brooke Kemper seconded the motion. The motion was unanimously approved.

**Old Business:**

Clinic: Maureen Waldron and Brooke Kemper met with Katherine Truitt, Executive Director of the Virginia Horse Center. The horse center has agreed to host the clinic on July 9, 2012 and provide the Northern Ring, advertising, information for the SWVHJA website, and shelter if needed. Brooke Kemper suggested that SWVHJA provide cards and envelopes for the participants to write thank you notes to the horse center. The clinic committee will meet to create a flyer. There will be 4 groups of 5 riders. The cost will be \$75.00 for SWVHJA members, \$100.00 for non-members.

Melanie Taylor-Smith Clinic: SWVHJA has been asked to sponsor a clinic to be held at the Virginia Horse Center on September 26 & 27, 2012. Discussion included concern about the dates and the ability of our membership to attend during the work week. Ann Shawver made a motion that we speak with Krista Hodgkin about our wanting to support the horse center, but we prefer to sponsor something that will benefit SWVHJA more directly. Ashley Holsinger seconded the motion. The motion was unanimously approved.

**New Business:**

Annual Show: Class prizes, championship prizes, and sponsor gifts were discussed. Brooke Kemper will contact Gift Horse Baskets to inquire about their inventory. Sponsor tiers will remain the same as last year. Discussion about the time table included the addition of additional lower level jumper classes, how to better work the schedule to shorten the length of the days, and if the medal finals should take place on different days.

A question was brought up about the Grand Hunter Championship. The description will be clarified to state the Grand Hunter Champion will be awarded to the horse with the most points in any one division (Green, Low, or Working) at the Annual Show. Discussion followed about the correct wording for the Leading Jumper Award. The wording for that award was tabled for future discussion.

Upcoming Bills: Emily Guyer made a motion that Anne Johnson pay annual bills that are coming due. Molly Moore seconded the motion. The motion was unanimously approved.

Use of a non-traditional bit in the hunter ring: A question was brought to the floor about the use of a Myler Hunter Gag bit in the hunter divisions. According to the USEF rules the judge has the discretion to penalize the horse or not.

Repetitive use of judges: It was noted that one judge has been used a number of times to judge SWVHJA recognized shows this spring. The board encourages show managers to look for new judges and to inquire if a judge they ask to officiate is judging at any other SWVHJA shows prior to hiring them. It is up to the individual judge, however, to be responsible about not accepting multiple jobs in the same area.

A motion was made to adjourn at 9:40pm. The next meeting will be Monday, June 25, 2012 in the Hospitality Room at the Virginia Horse Center.

Respectfully Submitted,  
Cricket Stone, Past President

**SWVHJA Board Meeting Minutes  
June 25, 2012**

Attendees: Britni Cash, Emily Guyer, Ann Shawver, Brooke Kemper (late), Sarah Brinks, Sarah Irvine (and Wags!!!), Ashley (late), Maureen Waldron and Anne Johnston.

Minutes taken by: Ann Shawver

Meeting called to order at 7:20

Minutes were approved with minor modifications.

Treasurer's report was approved.

Jan Simpson Clinic

The Board reviewed the status of details for the clinic including a discussion of scheduling, fence heights, groupings, etc. The 3'6" section was removed and a second 2'6" session added. There were still plenty of spaces available so we agreed on some efforts to market and promote the event during the upcoming horse show, on facebook, etc.

2012 Annual Show

The Board discussed a number of aspects of the annual show. Anne provided several handouts – 2011 prize list and sponsor list, letter to sponsors, list of sponsorship opportunities and a multi year history of entries by division.

Advertising - The question was raised to resume advertising in the prize list. Size options would be full, half and ¼ page. A concept might be to have a page for vets, farriers, feed/tack shops, etc. This would be an actual purchase, as opposed to being included in a sponsor package. Need to decide if going this route, costs, deadlines, what to do if not received prior to deadline, etc. Discussion included why this was eliminated in past. Deadline would potentially need to be 9/1 for a mailing date of 10/1. **Action items: At next meeting, Board needs to decide about advertising and we need to firm up associated deadlines.**

Scheduling – discussion of whether to expand the show to Thursday, what to do on Friday night, when to hold medals, etc. **Action items – Anne agreed to get availability and pricing information from the VHC and Clyde so we could better explore this possibility. For entire Board – consider these items: come up with plan to split the professional divisions over Th/Fri, create some unrecognized divisions (Shenandoah hunter, etc.) to allow horses to show more on Thurs, with some divisions not to start prior to 3pm for those kids who will not come until after school, show to start at 9 or 10, move hunt night to Thursday. Thursday night only with hunt night. Move some or all Medals. Friday night – change the Invitational derby to an open derby at 3' with 3'3" options.**

Red Eye Warm Ups – the Board discussed the pros and cons of these including a review of the entries and impact on the finances of the horse show. One benefit of adding Thursday could be to aid in having flatwork only in rings and not RedEye warm-ups. **Action item – Board members need to determine feelings about these and make a decision at next meeting.**

Photographers – discussed our current understanding about status of photographer arrangements and agreed to check in with Clyde to see what arrangements he had made so everyone would be clear.

**Action item - Anne agreed to check in with Clyde.**

Videographer – Ann mentioned that the group that did Roanoke did a great job. **Action item – Anne was going to check with Clyde about this.**

Sponsorships – The idea of allowing advertising in the annual show prize list was discussed. Ann reported out on her meeting with Patty Lemon to work on sponsorship ideas for the upcoming year and to share Patty's feedback about sponsorship process. Goals will include expanding our sponsor list including a more broad geographic region and evaluating the viability of having sponsorships in honor of riders. These might appeal to parents or grandparents. Also, we would like to take a more comprehensive approach to our sponsorship needs of in kind items, monetary donations and larger items for the silent auction. Patty suggested the Board consider providing a larger sponsor thank you gift to recognize the long-term sponsors. **Action item – each Board member was asked to begin developing a list of potential sponsors for SWVHJA given their geographic area and contacts. Board will need to decide at July meeting if we wish to pursue "in honor of" program.**

Gift bags – Brooke is working with Marsha Pillet on options for sponsor gift bags. **Action item – Brooke will furnish more info to other Board members and will attempt to get some samples made.** The average cost per bag is expected to be \$20. 60 bags are needed.

Boot socks – Ann has reached out to Pam Milliron about getting SWVHJA boot socks and hopes to have more info soon.

#### Junior Committee

Ann and Emily announced plans to try to have an event for the juniors at the upcoming July House Mountain Horse Show. Details would follow via e-mail.

The next meeting was set for Tuesday, July 17, 2012 to be held at Molly Moore's. {Note, subsequent to the meeting this date was changed to July 19, 2012.}

## **SWVHJA Board Meeting Minutes July 19, 2012**

Attendees: Britni Cash, Emily Guyer, Ann Shawver, Brooke Kemper, Sarah Irvine, Maureen Waldron, Sarah Dean Duncan, Molly Moore, and Anne Johnston.

Meeting called to order at 7:33pm

Minutes were approved with minor modifications.

Treasurer's report was approved.

Checking: \$6796.83

Savings: \$16,181.85

### **OLD BUSINESS**

#### **Jan Simpson Clinic**

The board discussed the clinic and the need to send thank you notes. Neil Wroten, Jan Simpson and Katherine Truitt will all receive a thank you note. Beth Bowles will also receive a thank you for her very generous contribution to the clinic (in the form of a monetary donation from her company). Sarah Dean discussed the need for more help on set up day. The board discussed reasons for possible light attendance...Mondays may be a hard day for people to attend a clinic on; colleges on summer break; camps and vacations.

#### **2012 Annual Show**

The Board discussed a number of aspects of the annual show. It was asked who was doing the courses and Anne says we are waiting on that info from Clyde. Joey Darby and Chris Wynne will be judging. The addition of another day was discussed and it was decided that it would not be profitable to do this. Molly motioned for the schedule to remain as three days, Sarah Irvine seconded the motion. The motion passed.

It was discussed changing the format of "hunt night". There was much discussing about the safety of hunt teams and the lack of formal attire (with costumes being worn instead). It was decided to keep the Invitational class as is, remove the hunter hack classes, change the handy hunter to two classes, a pony at 2'3" and a horse at 2'3" or 2'9", and hunt teams at 2'3". Formal attire will be required, no costumes allowed. This was voted on and passed. Maureen agreed to speak with the sponsors of the Invitational about remaining as sponsors for this year.

Sponsor bags-There was discussion about the bags, and several members expressed that they would like to use the Kensington bag for all levels of our bags, and change the content to reflect the level. Ann Shawver motioned for the board to give Brooke Kemper a budget and allow her to work with Marsha Pillet of Gift Horse Baskets to do the sponsor bags. Britni Cash seconded this motion and it passed. The board decided to set the budget at \$1200 for the bags. Anne Johnston also asked to get a quote from Marsha to purchase 200 of the Kensington bags and have them embroidered with SWVHJA. Brooke asked Anne about ordering more of the SWVHJA stickers.

Prize list-Anne is working on it and will be sending to the board members for review soon. The prize list will be mailed by 10/1/12. It was decided to remove the “add fee” as this is a major headache for office staff, but add an “office fee” of \$10 per entry.

Redeye Warm-ups- The warmups will remain in the schedule.

Sponsorships-A note will be added to the overall sponsorship letter about “in honor of” sponsorships. Brooke motioned for Ann S. (and Patti Lemon) to work on getting more sponsorships to cover the cost of the dinner Saturday night. Sarah I. seconded the motion and it passed.

## **NEW BUSINESS**

Sarah Brinks Resignation

The board agreed to alternate covering the secretary duties until further notice. The need for a replacement board member was discussed. Maureen will be contacting Matt Payne from SBC to see if he would be interested in taking this position. If Matt Payne declines, Matt Arrigon from RC/LC will be contacted second.

The next meeting was set for Tuesday, August 28, 2012 to be held at Ann Shawver’s.

Brooke motioned to adjourn the meeting, Emily seconded the motion. The meeting was adjourned at 9:35pm.

Respectfully Submitted, Brooke Kemper

## **SWVHJA Board Meeting Minutes September 2012**

**Attendees:** Britni Cash, Emily Guyer, Anne Johnston, Maureen Waldron, Molly Moore, Brooke Kemper, Sarah Irvine, Ashley Holsinger, Matt Payne and Sarah Dean Duncan.

**Call to Order:** The meeting was called to order at 7:59 p.m.

**Secretary's Report:** August meeting minutes were reviewed. Sarah Irvine made a motion to accept the minutes and Matt Payne seconded the motion. The minutes were approved by the board.

**Treasurer's Report:** Brooke Kemper made a motion to accept the Treasurer's Report, Sarah Dean Duncan seconded. The report was approved by the board.

### **Old Business**

Brooke Kemper will call Gift Horse Baskets and see if the samples for the sponsor gift bags are in. Brooke will also follow up with Ann Shawver and Patti Lemon to make sure the board does need to purchase additional stuffers as the sponsorships continue to come in.

As of the meeting date the board had not heard back from Triple Crown as to whether or not they would provide a sponsorship at the Annual Show.

Ann Shawver has been working to get SWVHJA logo boot socks as prizes for the Annual Show. She has seen this project through and the boots socks will be ready in time for the horse show.

The sponsorship mailer has been mailed as of this meeting date.

The board reviewed the Annual Horse Show prize list one final time. A few changes to be made were, to change the Leading Jumper Rider Award to state that the award will go to anyone winning the most points in Level 3, 4 or 5 jumper classes. The Clear Round Blue classes will run before the Children's Adult Jumper classes making that class number 79 and the Children's Adult Jumper class number 79A.

### **New Business**

Again, the board would like to remind exhibitors that costumes will NOT be allowed to be worn on Hunt Night in the Hunt Team Class at the Annual Horse Show.

There will be a posted order of go in the priority ring at the Annual Horse Show and all other rings will follow.

The October House Mountain Horse Show will not be holding a Costume Class.

The board agreed that non recognized horse show points will NOT count toward SWVHJA year-end awards.

All medal points will be sent to the board for review.

Upon reviewing and revising the association's by-laws, the SWVHJA Board has voted to quote the USEF helmet rule in the by-law's and follow those rules as stated in the USEF Rulebook. The board would like to encourage all horse shows to post a helmet rule sign that follows the USEF guidelines so all are aware. Helmets should be properly adjusted and fitted; ASTM/SEI approved helmets only to be worn while mounted. All who are riding MUST wear a fastened chin strap.

The board has elected to have SWVHJA uphold ALL USEF suspensions as an affiliate member of the USEF.

### **Next Meeting**

The next SWVHJA Board meeting will be held on Tuesday, October 23, 2012, 7:00 p.m. at the home of Molly Moore.

### **Adjournment**

Brooke Kemper made a motion that the meeting be adjourned and Britni Cash seconded the motion. The meeting was adjourned at 8:48 p.m.

Respectfully Submitted,

Emily A. Guyer

## **SWVHJA Board Meeting Minutes October 23, 2012**

Attendees: Britni Cash, Brooke Kemper, Sarah Irvine, Matt Payne, Maureen Waldron, Cricket Stone, Sarah Dean Duncan, Molly Moore, Ann Shawver (late), Anne Johnston.

Minutes taken by: Ann Shawver

Meeting called to order at 7:20

Minutes were approved.

Treasurer's report was approved.

### **Old Business**

#### **Annual Show**

**Sponsorship Status:** The sponsorship status was discussed and all agreed to keep trying to get more sponsors.

**Dinner menu costs:** Ann Shawver reported that the cost of last year's BBQ was \$3300 for 225 people. There is an option to upgrade to flank steak or pot roast and chicken Marsala for \$3700. Brooke made a motion to upgrade to the pot roast and chicken Marsala. Sarah Dean second the motion and the motion passed.

**Dinner Decor:** There was discussion about whether or not to have tables at the dinner. Ann S. is going to check into the price of tables. It was decided not to have tables, only the buffet line. Sarah Dean will get straw bales, trees, plants to decorate the ends of the buffet table/dinner area.

**Photographers:** Maureen reported that the show photographers will take pictures of championship winners in the ring with a sponsor board and banner. An area will be available outside of the ring with a banner and sponsor board for parents to take pictures.

**Music for Finals:** Maureen is going to contact Nick Masserella about playing music Saturday night during the course walks and between the medal classes. The music would start when the meal is served and play until the last class starts. Maureen will iron out the details and payment with Nick.

**Schooling in Coliseum:** Brooke reported on a conversation with JT Tallon about the schooling in the coliseum. He feels we need to post at the ingate and in the office that the coliseum will be closed for schooling after Thursday night. There was some confusion regarding this last year.

**Sponsor Gift Bags:** Brooke reported that Marsha is working on the bags and everything is going well here.

**Judges:** Danny Robertshaw will replace Chris Wynne as a judge. This information will be posted to the website.

### **New Business**

**2013 Show Calender:** There was a discussion about next year's calender. There are a few dates with shows overlapping. Anne J will be contacting these shows to sort this out.

**Starting in 2013:** There was discussion about requiring managers/co-managers to attend the show managers meeting. This discussion was tabled.

**Liability Insurance for the Board:** Anne J is working on filling out the required paperwork and getting a price.

**Rule Violations:** House Mountain and Bridgewater College horse shows will be sent letters regarding rule violations at there shows.

The next meeting was set for Wednesday, November 28, 2012 to be held at Molly Moore's.