



**USAWE Board of Directors (BOD) Meeting Minutes**



**Meeting Date:** Wednesday, 04.09.2025

**Meeting Time:** 5:00 p.m. Pacific, 6:00 p.m. Mountain, 7:00 p.m. Central, 8:00 p.m. Eastern

**Meeting Frequency/Modality:** 2<sup>nd</sup> Wednesday each Month held virtually via Zoom

**Agenda:** Sent 04.07.2025 and posted to USAWE.org > Corporate > Records > Meeting Minutes > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder by Interim Secretary Julie Alonzo

**Minutes:** 04.09.2025 Minutes were e-approved 04.14.2025 by the BOD and posted to the USAWE.org > Corporate > Records > Meeting Minutes > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors

**NEXT BOD MEETING – 05.14.2025**, virtually via Zoom. Submit Agenda items using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records page.

Board of Directors		Attendance at Roll Call		
Executive Committee		Present	Present After Roll Call	Absent
President	Tracey Erway	X		
President Elect	Robin Bond		X (5:03 Pacific)	
Interim Secretary	Julie Alonzo	X		
Treasurer	Leesa Nero	X		
At Large Director 1	Amy Star		X (5:15 Pacific)	
At Large Director 2	Holly Linz	X		
<b>Regional Directors</b>				
R1 Director	Sara Mackenzie	X		
R2 Director	Glynn Hoekstra	X		
R3 Director	Cyndi Harris		X (5:05 Pacific)	
R4 Director	Kiki Pantaze	X		
R5 Director	Sara Barnwell	X		
R6 Director	Cera Olson		X (5:14 Pacific)	
R7 Director	Pat Melton	X		

Current # of Board members = 13 | 7 BOD members required for Quorum.

# BOD members in attendance at roll call = 9 | Quorum was established | BOD Meeting Attendance Log was updated.

**Excused = notified Secretary and President in advance director (or chair) was unable to attend meeting.**

Non-Voting USAWE Committee Chairs in attendance for all or part of the meeting					
Affiliate Organizations	Stephanie Dobbis	X	Licensed Officials (co-chairs)	Christy Reich	X
Awards	Lynn Maloney	X		Doreen Atkinson	
Competitions	Laurie Ridgeway	X	Marketing and Promotion	TBA	
Elections	TBA		Membership	Kate Steffes	
Ethics	Dan Dahlke	X	Professional Development (co-chairs)	Sue Watkins	
Financial Oversight	Tamla Nichols	X		Seth Marshall	
Horse Recording	Mindy Finelli		Rules	Amy Star	X
International Competition	Barbara Price		Website	TBD	
Volunteer Coordinator	Emily Osborne	X	Youth Development	Kasey Riddle	
Task Force Leads in attendance for all or part of the meeting					
Bylaw Review	After P&P reviews		Strategic Planning	Tracey Erway	X

Current # of Committee Chairs/Task Force Leads = 15; 8 in attendance.

**Additional USAWE Members in attendance for all or part of the meeting:** Kristine Strasburger, R3

**Call to Order:** President Tracey Erway called the meeting to order at 5:00 PM Pacific time.

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## USAWE Board of Directors (BOD) Meeting Minutes



### TREASURER’S REPORT APPROVAL

In advance of the meeting, Treasurer Leesa Nero had provided the Board with detailed financials. *requested by Tracey Erway, President*

Treasurer Nero took some time to go over the tracking sheet she’s using to document payments / reimbursement requests, etc. She also went over the information about the “swag store” / USAWE-themed merchandise. Expenses: \$5705.06 – no income received. All money people paid to purchase merchandise was used to create additional merchandise. Tracey now has the remaining inventory.

President Erway asked Secretary Alonzo to remove any links to the store that might still be on the website.

JULIE ALONZO, INTERIM SECRETARY, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

**Motion #1:** Accept the 040925 Treasurer’s report, as submitted by Treasurer Leesa Nero.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

### VOLUNTEER POSITIONS REQUEST

In advance of the meeting President Tracey Erway had provided the Board with a draft of a description of the different volunteer positions the organization would like to fill to be emailed to membership– positions had been written up, but prior to the BOD meeting input had only been received from Leesa Nero, Julie Alonzo, and Kristine Strasburger. Positions include Secretary, Clerical Assistant, Marketing Manager, Marketing Committee Contributors, Communications Coordinator, Webmaster, and IT Manager. Also includes updates to the Secretary Policies and Procedures document. Would like to send volunteer request immediately. – *requested by Tracey Erway, President*

SARA BARNWELL, R5 DIRECTOR, made a motion; ROBIN BOND, PRESIDENT ELECT, seconded

**Motion #2:** Approve sending the Volunteer Positions Request – 040725 to the membership via email and the updates to the Secretary section of the *Policies and Procedures* handbook, effective immediately.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**WEBSITE PROPOSAL**

In advance of the March BOD meeting, President Tracey Erway had provided the Board with a proposed contract for website work to be completed by Equine Online Design / Adrienne Raymond, a USAWE member and web development professional who has provided web development work for USAWE previously. She asked Board members to review the contract in detail in preparation for voting on it at the April Board meeting.

JULIE ALONZO, SECRETARY, made a motion; KIKI PANTAZE, R4 DIRECTOR, seconded

**Motion #3:** Authorize President Tracey Erway to sign the contract with Equine Online Design (Adrienne Raymond) authorizing up to \$3200 for work on the USAWE website, as outlined in the contract.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**FINANCE AUDIT**

President Tracey Erway asked the Board to consider allocating funds to conduct an audit of the USAWE finances, financial processes, and books. – *requested by Tracey Erway, President*

LEESA NERO, TREASURER, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

**Motion #4:** Approve an amount not to exceed \$2000 to be allocated for the financial audit of the USAWE books / financial records up through 2024.

→ **Motion passed by voice vote with 13 in favor, 1 opposed, 0 abstained, 0 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	Opposed
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**GOOGLE WORKSPACE CONTRACT & SPENDING APPROVAL**

Prior to the meeting, R6 Director Cera Olson and President Tracey Erway had shared proposals for contracts with two different companies to assist with organizing and managing the USAWE Google Workspace. – *requested by Tracey Erway, President*

R6 Director Cera Olson, who has experience in this area, indicated that it is her opinion that both companies would be suitable for the task. She reassured the Board that it is likely that the work would not take as long as people might fear because we are a fairly small organization still. Cera’s recommendation is that we allow the company we hire to set up the organizational structure.

Several other Board members agreed with Cera’s assessment.

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; CERA OLSON, R6 DIRECTOR, seconded

**Motion #5:** Authorize President Erway to sign a contract with Cortavo or itGenius to provide Google Workspace Management Assistance, with a budget of \$2400 for the next 12 months.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**INTERNATIONAL COMMITTEE T2W FINANCIAL REVIEW & SPENDING APPROVAL**

Prior to the meeting, International Committee Chair Barbara Price had shared a report about the Train to Win seminar they recently organized with World Champion Gilberto Filipe. As noted in the report, both she and President Erway self-funded their trip to the seminar to assist in its management, paying for their own flights, etc. Given that the seminar earned a small profit for USAWE, Barbara Price requested that the expenses for rental cars that she and President Erway used to transport the clinician in between the airport, hotel, and facility be reimbursed by USAWE. – *requested by Barbara Price, International Committee Chair*

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; ROBIN BOND, PRESIDENT ELECT, seconded

**Motion #6:** Approve reimbursement of Barbara Price (\$225) and Tracey Erway (\$157) for rental car expenses for use to transport the T2W clinician to/from airport, hotel, and clinic facility.

→ **Motion passed by voice vote with 13 in favor, 0 opposed, 0 abstained, 0 recused, 0 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**DISCUSSION**

***Affiliate Organizations*** – Member Designated Funds (MDFs) – Stephanie Dobiss

The Board discussed the importance of minimizing the burden on the Treasurer to issue the Member Designated Funds to AOs. Some shared that the funds provide incentives to members to vote and to AOs to encourage the voting. If the MDFs are removed as an incentive to AOs, we might need to come up with a different model to use. We need to send a few reminders about the deadline to confirm address to the emails listed. If they do not respond by the set deadline, then any funds designated to that AO should go to the general account.

AO Chair Stephanie Dobiss shared some information from the Affiliate Organization committee, letting the Board know that the AO committee is working on some alternate options for MDFs. The AO’s could really use some promotional materials to distribute to potential new members in their area.

This topic will be brought back to the Board for additional discussion at a later date.

***The Need for Board Review & Approval of Programs*** – Tracey Erway



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President Erway shared the need for USAWE Bylaws and Policies & Procedures to be in alignment (as related to the relationship between committees and the Board – responsibility, checks and balances, etc.). We also need to have the Board approve all USAWE programs.

Committees authorized to “develop programs” by their section of the Policies and Procedures document should feel free to *develop* their programs, but before any program is launched, modified, or advertised, the Board should have the opportunity to review and approve. All USAWE Programs should be expected to provide the Board with regular updates. The Board is ultimately responsible for allocation of resources (funding, volunteer time, etc.), insurance, etc. Tracey will work on a brief presentation to provide guidance to committees about these expectations.

### Updates (without presentations)

- Merchandise from the USAWE store has been sent to President Tracey Erway
- Newsletter Deadline – April 15
- Mustang Challenge – no updates yet
- Midwest Horse Fair – starts April 10<sup>th</sup>.
- 2024 Tax Return has been filed and posted
- Officers and Directors Insurance has been applied for and paid
- Club Liability Insurance has been applied for and paid (including T2W3 coverage)
- Licensed Officials Insurance policy is coming due soon
- Education Task Force update and timeline – committee held a meeting last week and is going to recommend the creation of an Educational Committee to create a resource library and discover / access educational materials that have already been created. They will bring a proposal to the Board in May.
- Bylaws update – Bylaws Task Force has completed their review and indexing. They’re ready to send the draft to the attorney for review.
- Competition Council notification – Glynnia is heading up a group to discuss ideas related to how competitions might be set up / altered to encourage more participation at USAWE shows / generate more memberships. A variety of ideas (schooling shows, B-Rated shows, etc.) have been discussed by a variety of people, and Tracey asked Glynnia to head up a group of people who had approached Tracey with ideas to share their thoughts on the matter. If Board members would like to join the group, you could contact Glynnia to ask to be included.
- FindJoo update: Membership – there are still a few issues springing up with some people having some issues joining.

ROBIN BOND, PRESIDENT ELECT, made a motion; PAT MELTON, R7 DIRECTOR, seconded

**Motion #8:** Adjourn the meeting.

→ **Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynnia Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	absent	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**President Tracey Erway adjourned the meeting at 6:43 PM, Pacific Time.**

Minutes submitted by USAWE Interim Secretary Julie Alonzo



## USAWE Board of Directors (BOD) Meeting Minutes



### Action Items to Follow Up On

1. Julie to block merchandise links on the website
2. Tracey to put together slides on MDF concepts discussed for next month discussion at board meeting
3. Tracey to put together presentation to clarify committee program review process by board for next month board review
4. Robin Bond to educate committees on program presentation board to create an understanding of what board oversight entails (after board approval of process)
5. Tamla and Tracey to meet with and hire audit personnel
6. Tracey and Cera to hire Google Workspace company
7. Tracey to schedule attorney review of bylaws
8. Tracey to sign website proposal and initiate
9. Tracey to discuss LO insurance requirements with LO chair