



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



**Meeting Date:** Wednesday, 05.14.2025

**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 05.13.2025 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 – 06.11.2025**, 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		
Interim Secretary	Julie Alonzo	X		
Treasurer	Leesa Nero	X		
At Large Director 1	Amy Star	X		
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 (arrived 5:08)	
R4 Director	Kiki Pantaze	X		
R5 Director	Sara Barnwell	X		
R6 Director	Cera Olson	X		
R7 Director	Pat Melton	X		

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

# BOD members in attendance at roll call = 12 | 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 Dobiss	X	Licensed Officials (co-chairs)	Christy Reich	X
Awards	Lynn Maloney			Doreen Atkinson	
Competitions	Laurie Ridgeway		Marketing and Promotion	TBA	
Elections	TBA		Membership	Kate Steffes	
Ethics	Dan Dahlke	X	Professional Development (co-chairs)	Sue Watkins	X
Financial Oversight	Tamla Nichols	X		Seth Marshall	
Horse Recording	Mindy Finelli		Rules	Amy Star	X
International Competition	Barbara Price	X	Website	TBD	
Volunteer Coordinator	Emily Osborne	X	Youth Development	Kasey Riddle	X
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:** Alexa Maine, R1

**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



## PUBLIC COMMENT PERIOD

President Tracey Erway opened the floor to members not on the Board interested in speaking to any topics on the agenda for the night. No members requested the opportunity to speak at tonight’s meeting. This opportunity will be offered again in future meetings.

## TREASURER’S REPORT APPROVAL

In advance of the meeting, Treasurer Leesa Nero had provided the Board with detailed financials. She reviewed the report and asked if any Board members had any questions. She also provided an update on international wire transfers, related to fees charged by the bank of the person receiving the money. It will be important to ensure that the person receiving the money receives what they are expecting.



### USAWE TREASURERS REPORT Report for May 14, 2025 Board of Directors Meeting

The month of April 2025 has been reconciled.

Cash Assets as of April 30, 2025 are as follows:

• Chase Bank Checking.....	\$	20,654.16	
• Chase Bank Savings.....	\$	20,245.83	
• Chase Bank CD #1 Capital Reserves.....	\$	102,830.38 (1)	Matures 08.13.25 Interest + \$ 210.03
• Chase Bank CD #2 Emergency Reserves....	\$	55,721.19 (1)	Matures 05.10.25 Interest + \$ 279.01
• Chase Bank CD #3 Youth Restricted Funds \$		2,204.44 (1)	Matures 08.13.25 Interest + \$ 3.95
• PayPal Bank.....	\$	<u>1,197.86</u>	
	\$	202,853.86 (2)	

Previous Months Cash Funds Reported:

December 31, 2024	= \$ 210,902.76	July 31, 2025	=
January 31, 2025	= \$ 207,572.63	August 31, 2025	=
February 28, 2025	= \$ 212,094.19	September 30, 2025	=
March 31, 2025	= \$ 205,134.48	October 31, 2025	=
April 30, 2025	= \$ 202,853.86	November 30, 2025	=
May 31, 2025	=	December 31, 2025	=
June 30, 2025	=	January 31, 2026	=

NOTE = Due to submitting these reports in time for each BOD Meeting Agenda these reports, as well as the cash on hand, are based on the latest monthly reconciled bank statement.

- (1) Chase CDs are earning interest on the matured CD totals. They do not create monthly bank statements for reconciliation for these accounts. The interest earned to date will not show in QuickBooks, or the above cash on hand amounts, until after the maturity date noted to the side. CD #2 to renew on May 10, 2025. The treasurer will check Chase current CD rates the Friday before and have Chase renew these CDs at best percentage rates possible based on maturity period terms.
- (2) The U.S. Bank Credit Card shows a current balance of \$79.58 as of April 30, 2025 and will be paid from current cash by due date of May 24, 2025.

Respectfully submitted,  
Leesa Nero, Treasurer



## USAWE Board of Directors (BOD) Meeting Minutes



JULIE ALONZO, INTERIM SECRETARY, made a motion; ROBIN BOND, PRESIDENT ELECT, seconded

**Motion #1:** Accept the 051425 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 – 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		

### ETHICS COMMITTEE P&P AND DOCUMENT REVISIONS

In advance of the meeting Ethics Committee Chair Dan Dahlke had provided the Board with revised Policies and Procedures, Ethics Complaint Form, and Ethics Appeal Form (distributed by Interim Secretary Julie Alonzo, at Dan’s request). There were three changes made to the Ethics Complaint Form: two were updated document links, the third addition was adding a statement related to sending filing fees anonymously (by sending to Ethics Committee Chair) if the person filing the complaint would rather not send to the Treasurer. There were several changes made to the Ethics Appeal Form, including indicating that appeals should be filed within 14 days of the receipt of the decision related to the complaint. These updates are reflected in the revised Ethics Committee Policies & Procedures document. In addition, the committee extended the response time from 7 to 14 days.

Discussion included: (a) how to handle monies if the Ethics Committee receives a fee for filing an ethics complaint directly (rather than having that \$ sent directly to USAWE). Decision: Ethics Committee **should include** language related to having the check held until the Ethics Committee decides whether the case has merit, and if it does, then mail the check back, (b) Ethics committee **should include** language stipulating that if a member of the Appeals Committee is involved in the complaint, then they would be recused from the appeal, **and include** the following language: “At large directors could be alternatives to be brought in as needed to ensure at least 3 people on the appeals committee, and (c) whether we need the additional filing fee of \$100 for an appeal – after discussion, the decision was to **leave this part as is**.

JULIE ALONZO, INTERIM SECRETARY, made a motion; LEESA NERO, TREASURER, seconded

**Motion #2:** Approve the revised Ethics Committee Policies & Procedures document, Complaint Form, and Appeals Form, as submitted to the Board by the Ethics Committee Chair Dan Dahlke, with the following changes: Ethics Committee **should include** language related to having the check held until the Ethics Committee decides whether the case has merit, and if it does, then mail the check back, (b) Ethics committee **should include** language stipulating that if a member of the Appeals Committee is involved in the complaint, then they would be recused from the appeal, **and include** the following language: “At large directors could be alternatives to be brought in as needed to ensure at least 3 people on the appeals committee, with the odd numbered At-Large Director included if the appeal was submitted in an odd-numbered month and the even-numbered At-Large Director included if the appeal was submitted in an even-numbered month.

→ **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		

**RULES COMMITTEE**

The Rules Committee Chair requested the appointment of two new Rules Committee members and a document administrator. The Rules Committee interviewed people for the positions, and the people they are recommending to the Board come highly recommended. – *requested by Amy Star, Rules Committee Chair and At-Large Director 1*

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; KIKI PANTAZE, R4 DIRECTOR, seconded

**Motion #3:** Appoint Marie Maloney (KS) Region 3 and Alexa Maine (WA) Region 1 as voting members to the rules committee, and Emily Osborne (SC) Region 7 as Rules Committee document administrator, 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 – 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		

**REGIONAL CHAMPIONSHIP – REGIONS 3 & 4 – and WAVE QUALIFYING COMPETITION**

President Tracey Erway asked the Board to approve the changes in facility and date for the combined 2025 Region 3 and 4 Championship. The committee planning the event had already made the change, but the Board hadn't formally approved the change yet. It was noted that the facility is owned by a USAWE member.

Kiki Pantaze, R4 Director, recused herself from the vote because she is part of the organizing committee for the championship.

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

**Motion #4:** Approve the change in venue and date for the Region 3 & 4 Championship and WAVE Qualifying Competition, changing from November 5-8 at the Will Rogers Equestrian Center in Fort Worth, TX to November 6-9, 2025 at the Texas Rose Horse Park in Tyler, TX.

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

### EDUCATION TASK FORCE → COMMITTEE

The Education Task Force recommends the creation of an Education Committee to create a resource library and discover/access educational materials that have already been created. Holly Linz, who chaired the Education Task Force, presented.

#### Education Task Force Recommendations and Timeline:

##### BOD Action Required:

Formation of Education Committee

Goal of Committee: Organize, regulate and disseminate educational opportunities focused on foundational level L1-5 riders.

Committee Membership:

- . One R or S judge
- . One professional instructor who has been a PI for at least 1 year
- . One technical delegate
- . One experienced show manager
- . At least one person with curriculum development or instructional design experience
- . Identify at least 5 potential committee members

Note - members could fulfill multiple roles above (judge and experienced show manager OR professional instructor and TD, etc)

##### Meeting with relevant committees:

Education Task Force is scheduled to meet with representatives from LOC, ProDev, Youth, and Competitions on May 20. Focus on the following questions with the goal of information gathering:

- a. What current educational material do you have (static material, not live events - yet)?
- a. What is the format of those materials?
- b. Could those materials be provided to membership (with target audience identified)?
- a. What additional educational needs do you think we have as an organization? Keep a list - we won't be addressing this right away.

##### Education Committee Initial Recommended Actions:

Draft BASIC processes for:

- Soliciting ideas for educational resources
  - Social media poll to members
  - Feedback from existing educational resources and materials
  - Committee email where suggestions can be sent
- Prioritizing and requesting expertise to develop educational resources
  - Send to relevant committees
  - Request content from experienced judges
  - Others?
- Educational resource/material review
  - Review content - send to relevant committees with deadlines (or have key representation on committee to make more efficient?)
  - Review for branding - templates from marketing (this may be a year 2 goal)
  - Review for general quality - editing, professional style, etc
  - Determine audience for publication
  - Publication of materials
    - Website, YouTube (Phase 1 – potentially other distribution options at a later date)
  - Promotion of materials? How often and how do we promote? Newsletter, social media, etc
  - Frequency of reviewing and removing outdated materials

**Design and implement means of storing and sharing educational materials and content with membership:**

Phase 1 distribution recommendations:

- o Review membership survey doc for ideas
- o Establish a page on the website to present content, separate it out by categories and types of membership.
- o Everything must be dated to keep track
- o Identify review cycles (Annual or as rules are changed)
- o Ensure quality/relevant /branding guidelines

Phase 2+ distribution recommendations:

- o Thinking of the Education Committee as a clearinghouse that manages the materials on a site with various levels of access for members, non-members, and such. Hub for maintaining educational materials... platform with ability to set different access levels
- o Review other equestrian disciplines for platforms they use, and potentially higher education modules for creative ways to share information and encourage education.
- o Where is it stored? How is it catalogue? A formal Library
- o Gather resources already in Gdrive that can be utilized now, to start
- o Implement using living docs
- o User friendly interface
- o Could working committees use the program to offer for credit opportunities to members?
- o Potential for live, in person events, such as the LOC and IC training events.

**Timeline Summary:**

- May 2025** – BOD approve Education Committee formation
- July 2025** – Initial Education Committee membership finalized
- August 2025** – Education Committee work begins
- October 2025** – Education Committee draft policies available for BOD review
- January 2026** – Initial education offerings available to membership via website (existing content, not necessarily any new offerings)

Discussion included the importance of organizing the materials that USAWE already has, working in collaboration with other committees, writing up a “requirements document” to help ensure that the technology the group selects is appropriate to meet the organization’s needs, etc.

How many Board members agree that the Task Force should proceed with coming up with a list of proposed committee members, and to bring those to the Board for formal appointment to an Education Committee at our June Board meeting?

Holly Linz recused herself from the vote because she is named in the motion.

JULIE ALONZO, INTERIM SECRETARY, made a motion; CYNDI HARRIS, R6 DIRECTOR, seconded

**Motion #5:** Approve the creation of an Education Committee and appoint Holly Linz as chair of that committee, effective immediately.

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



## USAWE Board of Directors (BOD) Meeting Minutes



### UPDATES

**International Competitions Committee** – Barbara Price shared that the ICC has been very active. They are in the final planning stages of two weekend training camps that will be open to all High Performance Riders. If the first two camps are successful, they may be adding a third training camp. In addition, the ICC is working on recommendations for official USAWE tack and attire for International Competitions. They hope to have recommendations to bring to the Board next month.

Columbia competition – as of last month, it will be an “international show”. Doreen has taken on the organization of the U.S. participation. It has been challenging to get information from event organizers.

**Competitions Council Updates** – Glynn Hoekstra has been heading up work with a small group of show managers, licensed officials, etc., to try to come up with ideas for increasing membership. Their main message is that to bring in more people, we need to provide more opportunities for people to compete.

The group has come up with three main areas of focus: (a) schooling shows and other easy-entry opportunities to pull people into the sport, (b) support for show managers, and (c) marketing and PR.

*Schooling shows and other easy-entry opportunities* – The group will dive into this topic in depth at their next meeting. Any suggestions the group comes up with will be shared with relevant committees (LOC, Competitions, Strategic Planning, etc.).

*Recruitment and support for show managers* – How do we find people who want to be show managers, how do we make it fulfilling for them? (perhaps give guidance on how they can make a little \$ from their shows).

*Marketing and PR* – Still seems to be some confusion related to the word “equitation”. How can we cross-pollinate across other disciplines to bring in more people?

### COMMITTEE PROGRAM REVIEW PROCESS – INITIAL DISCUSSION

Following up on a discussion point from April’s meeting, President Erway shared guidance for committees working on developing and launching programs, to ensure that the committee includes gaining approval from the Board prior to launching, modifying, or announcing any new [or revised] programs. The Board is ultimately responsible for allocation of resources (funding, volunteer time, etc.), insurance, etc. Tracey shared several slides that can be used by committees to share their programs with the Board. Tracey will continue to work on this and will send it out to the Board as it develops.

### FYI ITEMS: GENERAL INFORMATION

- Immersive Educational Event in Portugal - Julie Alonzo shared information about the event. Four judges (3 from USAWE), several professional instructors, and numerous USAWE members/competitors attended. We have approval from the event organizers for a repeat next year, and Julie will put together a report for the Board.
- Insurance review needed (Tracey) Need someone to research LO insurance, are we wasting money? Sara Barnwell offered to help review, although she indicated that she is “not well versed in that subject.”
- Continued Findjoo (CRM) issues with member access and signup, payment confusion, horse registration (Tracey). Tracey will follow up with our contact person at Findjoo, Leesa, and others.
- Newsletter submissions due May 20th
- Mustang Challenge Update (Amy Star) – not a full competition, but USAWE “S” Judge Polly Limond (who will be judging) says it is a good event.
- Concerns from members – Amy send an email and asked that Board members review in preparation for discussing at our next Board meeting.
- Midwest Horse Fair (Amy Star) discussion on value and future events like this. Board members agreed that the event had value

**ACTION ITEMS REVIEW**

- √ Merchandise links have been removed from the website (completed)
- √ Tracey and Cera hired Google Workspace company (completed).
- √ Tracey signed website proposal and initiated work (completed).
- √ Tracey discussed LO insurance requirements with LO committee chair and renewed LO policy (completed)
- √ Merchandise links have been removed from the website (completed)
- √ Tracey and Cera hired Google Workspace company (completed).
- √ Tracey signed website proposal and initiated work (completed).
- √ Tracey discussed LO insurance requirements with LO committee chair (completed)
- √ Tracey to put together a presentation to clarify the committee program review process by board for next month board review (initial review was today, more to come)

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; KIKI PANTAZE, R4 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 – 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	absent	President – Tracey Erway	A
R7 Director – Pat Melton	A		

**President Tracey Erway adjourned the meeting at 7:03 PM, Pacific Time.**

Minutes submitted by USAWE Interim Secretary Julie Alonzo

**Action Items to Follow Up On**

- Tracey to put together slides on Member Designated Funds concepts discussed for next month's discussion at board meeting.
- Robin Bond to educate committees on program presentation board to create an understanding of what board oversight entails (after board approval of process) Add to next month action items
- Tamla and Tracey to meet with and hire audit personnel - not completed, add to next month
- Tracey to schedule attorney review of bylaws (in process - date not set but meeting requested)
- Education Task Force / Education Committee update and timeline
- Tamla to create travel reimbursement policy for events
- Alliance proposal based on Mustang Challenge and other events (Amy Star)
- Adding WAVE events to our website. No owner, should be web chair.
- Tracey to ask marketing to email volunteer positions
- Chart of Accounts
- PI Program Review
- Youth Program Review
- Who is interested in owning/ moving merchandise forward?
- Who is responsible for ordering approved name tags for the Board? (Robin/Amy)