

NEW YORK STATE HORSE COUNCIL, INC.
Organizational Budget and Planning Meeting

February 26, 2005

The Organizational Meeting of the New York State Horse Council, Inc. was held at the NYS Fairgrounds in Syracuse, NY. NYSHC President George King called the meeting to order at 10:40 AM. A quorum was declared with 20 officers and directors in attendance.

Present:

President George King	Central Region Director Sara Chevako
Executive Vice President Debra Morano	Finger Lakes Director Barbara Galbraith
Treasurer Stephen Ropel	Finger Lakes Director Drusilla Malavase
President Emeritus Diane Jones	Southern Tier Region Director Betsy Jensen
Recording Secretary Donna Philippone	Southern Tier Region Director Suzanne Etherington
Central Regional V.P. Elissa Sawyer	Western Region Director Mary Ann Byers
Northern Regional V.P. Karen Lassell	Cat-Chau Counties Chapter President Kathleen Calanni
Southern Tier Regional V.P. Daryel Jensen	Palisades Chapter President Dale Robinson
Western Regional V.P. Robert Pfohl	Putnam County Chapter President Jean Arledge
	Western Chapter President Susan Braen

Also:

Margueritte Illing
Gail Nardozi, Membership Chair
Janet Pfohl, Seniors Chair
James Knauer, Fall Pleasure Ride Co-Chair

Excused: Finger Lakes Regional V.P. Susan Knauer, Mid-Hudson Regional V.P. Harry M. Stokes, Mid-Hudson Region Director Chip Watson, Southeast Regional V.P. Richard London Westchester County Chapter President Kristen Tregar.

Approval of Minutes – **Drusilla Malavase moved to approve the minutes of the December 4, 2004 Board of Directors and Annual Membership meeting as corrected. Seconded by Barbara Galbraith. All ayes. Carried.**

Treasurer's Report – It was noted that with the transition to a new Treasurer and a new bank, there were some problems with the timing of closing the bank accounts, which caused some problems with several outstanding checks. It was noted that there were many outstanding checks throughout the State. **Barbara Galbraith moved that a letter be written to those people holding an outstanding check within the past eight months explaining that the checking account has been closed and that they have 60 days to contact the Treasurer for a replacement check. Seconded by Suzanne Etherington. All ayes. Carried.** Discussion ensued regarding funds remaining in the Stormy Reward Fund; Diane Jones said she would call the organizer for direction. The Account Balance Report, as of 12/31/04, was presented as follows:

Bank Accounts	General Fund	MHM	Trail Grant
Savings - Scholarships Acct. CD	3,101.29		
Pleasure Trail CD	2,775.44		
NYSHC General Checking	10,822.38		
NYSHC Savings	7,496.80		
NY100 Mile	1,916.64		
Pleasure Trail Ride			
Directory CD			
MHM CD Builder		40,025.37	
MHM Checking Account		1,200.42	
MHM Savings HSBC Bank			
NYS Trail Grant			4,405.24
NYS Trail Grant Money Market			70,646.10
OVERALL TOTAL \$142,389.68			
	Totals	\$41,225.79	\$75,051.34
	\$26,112.55		

Diane Jones moved to receive and file the treasurer's report. Seconded by Kathy Calanni. All ayes. Carried.

Trail Grant -- Daryl Jensen updated the Board on the status of the Trail Grant and concern that the \$75,000 will be recalled. He reported there has still been no resolution with the DEC and said the DEC requesting a permanent easement and multi use trails. Daryl stated that most homeowners do not want a permanent easement for multi use trails. He noted that he and Frolic Taylor of the EEAC met with the attorney for the DEC that is drafting the easement document. It was noted that there have been reports submitted to the State documenting the delays and lack of progress. ***The determination was made that a letter would be drafted to the State documenting the process that has gone on regarding the grant to date.***

2005 Budget – As the Board attempted to develop the 2005 budget much discussion ensued. Many concerns were raised and suggestions of cost reductions relative to memberships, meetings, advertising and the newsletter. President King asked for suggestions on how to utilize the newsletter and volunteers to work on it. Suzanne Etherington volunteered to work with George King on the matter. Some changes to the budget from last year include the elimination of the Horse Council Directory as income and the License Plate program as expense. President Emeritus Diane Jones was asked to stay on as Comptroller. ***A determination was made that the Finance Committee would complete the details of the budget development for the April meeting. Drusilla Malavase moved to accept a draft 2005 budget formulated from the 2004 NYSHC General Account budget. Seconded by Karen Lassell. All ayes. Carried.***

Lunch Recess -- The Horse Council recessed for lunch at 12:15 PM and reconvened at 1:35 PM.

General Items – President King reported on the following:

- Chapter Inquiry -- An inquiry from Joan Waldron of Central Square regarding the possibility of developing a chapter in Onondaga County. *The matter was referred to the Central Region officers.*
- Freeze Branding Clinic -- Westchester County is running a freeze-branding clinic on May 22, 2005.
- NAHMS – The USDA's National Animal Health Monitoring System will be conducting a national study during 2005 on the health and management of America's equine industry.
- Equine Survey – The USDA is working on a new equine survey for New York State to be released in 2006. It was noted that the 2000 survey has been invaluable to the horse industry.
- NY Farm Bureau – Steve Ropel suggested an association with the Farm Bureau noting that the Horse Council needs members and the Farm Bureau needs horse people. President King said there were discussions with the Bureau last year and he felt the cost was too high at the time. *The Board agreed it was a subject that should be looked into again at a future time.*
- Agriculture Chair – President King reported that Senator Patricia McGee is the new Agriculture Committee Chair.

MHM Program – President King stated that there was some confusion concerning the voting at the last meeting relative to the status of the MHM Program. He noted that the parliamentarian was not present to confer with, however the votes were in place to move the action.

Mary Ann Byers said the MHM needs to make \$10,000 this year and asked for donations. She also stated that 700 coloring books have been sold to date and suggested that members purchase a box of the coloring books which will profit the MHM \$500 per box.

Discussion ensued regarding the MHM Programs and Ms. Byers said anyone with proposals or suggestions should put it in writing and bring to the next meeting.

Insurance Status – Debbie Morano explained that they are still working on the insurance issues relative to officers and directors. She stated that the organization insurance for meetings and events is \$5,000. When the question was raised if any members had experience with submitting a claim, it was noted that it is a supplementary insurance and the homeowner's insurance would apply first and also, that it is not a medical policy. One member reported that she had a situation recently when she could have utilized the insurance, however she did not submit a claim because it would have involved suing the homeowner and she was not comfortable with that. Steve Ropel asked whether lifetime

members receive the insurance. Diane Jones noted that the lifetime members must pay the annual cost of \$20 for insurance.

Board of Directors Policies – Discussion ensued regarding the various Policies, with each being reviewed. Changes and updates are as seen in the attached policies. **Steve Ropel moved to authorize a majority response via email be considered a quorum of officers for a special meeting concerning financial authorizations. Seconded by Suzanne Etherington. All ayes. Carried.**

By-Laws Revisions – Karen Lassell proposed the following amendments to the By-Laws of the NYS Horse Council: Deleted material is [bracketed]; new material is underlined.

Article V. Membership Meetings: Section 1. Annual Meetings -- An annual meeting shall be held in [November or December] September at a place and date designated by the President of the Board of Directors..... Notice of the meeting shall be [mailed] distributed [as part of the September Newsletter] to each member *in good standing* no later than [September 10th] June 30th, such notice to set forth the place, date, time and initial agenda.

Article V. Membership Meetings: Section 2. Special Meetings – The President is empowered by the Board of Directors to call special meetings. Notice of any special meeting shall be [mailed] made not less than fifteen (15) days in advance of the meeting.....

Article VI. Directors: Section 5. Meetings of the Board – The Board of Directors, including the Executive Committee, shall meet at least quarterly to include an annual meeting in [November or December] September, and an organizational meeting to be held no later than [January 31] December 31 of each year; in the event of extreme inclement weather, this meeting may be rescheduled, but must be done so promptly. The President is empowered by the Board to call for special meetings of the Board of Directors. Notice of the annual meeting, signed by the Secretary, shall be distributed [as part of the September newsletter] to the last recorded address of each member of the Board no later than [September 10th] June 30th. Notice of the organizational meeting shall be mailed to the last recorded electronic mail address of each member of the Board at least 30 days prior to the date appointed for the meeting.....

Article VI. Directors: Section 6. Quorum – A simple majority of the members of the Board, including the officers, shall constitute a quorum for the transaction of business.....If a quorum is not present, a lesser number may adjourn the meeting to a later day. Voting on time sensitive issues may be accomplished via a quorum of electronic mail votes to be restated and certified in the minutes of the next Board meeting.

Article VII. Committees: Section 2. Nominating Committee – REPLACED IN ITS ENTIRETY AS FOLLOWS:

Before the end of June in each year the President shall appoint a Nominating Committee of at least three (3) members. The duty of the Nominating committee shall be to nominate candidates for Directors and Officers to be elected at the next annual election. The Chairperson shall notify the Secretary in writing at least forty-five (45) days before the date of the annual meeting of the names of such candidates. After verification of the nominated candidates' good standing as members of the Council, the Secretary, except as herein otherwise provided, shall mail a list of those names to the last recorded address of appropriate member simultaneously with the Annual Meeting Notice. Such notice shall be postmarked at least thirty (30) days before the Annual Meeting.

-- **Suzanne Etherington moved to approve the amendments to the NYS Horse Council By-Laws. Seconded by Bob Pfohl. All ayes. Carried.**

Country Folks Newsletter -- President King reported that the Country Folks Newsletter would be providing HC members a free six month membership. There will be an equine insert once a month and anyone wishing to have something published may email the information to them directly.

The Equine Journal – President King reiterated that the NEJ has proposed that the Horse Council pay \$3,500 (\$7 per member) for the New England Journal to send a subscription of The Equine Journal to all Horse Council members. He noted that in order to do that, memberships would have to be increased by \$7 per person. **Dru Malavase moved to**

decline the proposal for NEJ subscriptions for Horse Council members. Seconded by Barbara Galbraith. All ayes. Carried.

Exclusively Equine – President King reported that Exclusively Equine is a book publisher that would like an affiliation with the Horse Council. The group is requesting a list of the membership and would provide a payment to the Horse Council. Horse Council members would also receive 10 percent off their order. **Drusilla Malavase moved to approve the transaction. Seconded by Barbara Galbraith. All ayes. Carried.**

2005 Meetings Established – President King reported that the Chip Watson is in the process of reserving the meetings for 2005. Kathy Calanni, Chapter President, indicated that the Cat-Chau Counties Chapter would like to host the annual meeting and suggested the weekend of September 23, 24 and 25, 2005. **Further information is pending.**

Fall Pleasure Ride – Co-Chair James Knauer stated that the Committee for the Fall Pleasure Ride, scheduled for Columbus Day Weekend, is proposing to put together an information booklet that would be distributed at the ride in hopes of increasing memberships to the Horse Council. He noted that any memberships obtained at the event would include the next calendar year. Debbie Morano noted that those new members would not be eligible for the insurance until January 1, 2006. Discussion ensued relative to the number of non-members that participate in the event. Jim Knauer stated that membership applications will be sent with the event information to the approximately 75% non-members that annually participate in the event.

Cimarron Case – Discussion ensued regarding the Cimarron Case where the horse was stolen (sold) by a family member and without a coggin still made it to slaughter in Quebec. Leslie Personette of the USDA stated that there are ways to track the horse down. Steve Ropel noted that the Ag & Markets would refer the matter to the local authorities. President King reiterated the need to educate law enforcement agencies. It was also noted that many organizations, including the Horse Council are linked to netposse.com.

Farm Days – Bob Pfohl reported he would again be operating a NYSHC booth at Empire State Farm Days being held on August 9, 10 and 11, 2005 in Seneca Falls. He asked members for pictures of events to put on a display. Mr. Pfohl also asked for volunteers and George King, Debbie Morano and Sara Chevako all agreed to help with the event.

Brookfield Trail System – Elissa Sawyer stated that not only have there been no improvements, the Brookfield Trail System is not being maintained to the standards that it used to be. She said she was told by a DEC representative that there was very little funding in the State budget for maintaining the trail system. Ms. Sawyer suggested the Horse Council provide some assistance to the trail system in the form of materials. Discussion ensued. **President King would write a letter to the State on behalf of the concerns raised by the membership.**

Reports and Other Issues

- **Cat-Chau Chapter** – Chapter President Kathy Calanni reported the Ride In The Park event held in October was such a success, another is being planned for May 22 and on the day before a “work day in the park” is scheduled. Another event being planned is the Spring Round Up on April 3 at Ellicottville Ag Center. Ms. Calanni also reported that the Chapter was approached by the DEC about developing 18 miles of trails that the Chapter would be responsible for maintaining.
- **Palisades Chapter** – Chapter President Robinson reported that the Palisades Chapter has been providing assistance as an ongoing program to upgrade and improve trails at Sterling Forest.

New Business – Extensive discussion ensued regarding the US Animal Identification Program (USAIP) and it was agreed that the Horse Council would work with the Farm Bureau and the Ag & Markets. Information would be posted on the Horse Council website.

Adjournment – There being no further business, the meeting adjourned at 3:10 PM.

Donna Philippono
Recording Secretary

*** Follow-up items in italic.*

NEW YORK STATE HORSE COUNCIL, INC.
BOARD OF DIRECTORS POLICIES

POLICY BOOK

The Board of Directors shall, at its discretion, establish policies governing the conduct of the Council. The Secretary shall maintain such policies in a policy book, and provide a copy of all current policies to each incoming director upon his/her election.

ATTENDANCE POLICY

In order to have an effective and vital Board of Directors each person's active participation is a necessity. Therefore, attendance at all regular Board meetings shall be considered an essential qualification for all directors and officers.

In the event that a director or officer is unable to attend a regularly scheduled meeting of the board, or any committee to which he/she has been assigned, it shall be that person's responsibility to: 1) communicate to the President or Committee Chair (in advance of the meeting) the reason for his/her inability to attend, and 2) submit a written report, or otherwise contribute their ideas and energies to the work of the board or committee at least 5 days prior to the meeting if possible.

In the event that a director or officer should be absent without notice, as specified above, for more than two meetings during his/her term the President or Executive Vice President should call and ask the director to resign. The position may be filled by appointment if deemed to be in the best interests of the organization.

The above provisions shall be applicable only if there has been at least 21 days written notice of the scheduled meeting.

BUDGET/PLANNING POLICY

Each year, within 45 days following the annual election, each Officer and/or Committee chairperson shall submit a written proposal to the Board of Directors. Such proposal shall outline the coming year's planned activities, along with a detailed proposed budget. Once approved, it shall then become the committee's responsibility to conduct the outlined activities within the financial limits approved by the Board, unless an amended budget plan is subsequently submitted to and approved by either the Board or the Executive Committee.

FINANCIAL ACCOUNTABILITY

Any officer, committee chairperson or member who has been granted the use of Council funds, shall be responsible for submitting a written financial accounting to the treasurer within 90 days of the finish of the activity or event. It is the intent of the Council that all activities be self-supporting. Expense reports must be in by December 15 to go in the proper fiscal year.

AUTHORIZATION FOR EXPENDITURES

No officer, committee chairperson or member of the Council may incur any indebtedness on behalf of the Council, without prior official approval, as delineated below.

Officers and committee chairpersons may incur Council indebtedness or be advanced

funds in the amount of \$200.00, but not more than \$500.00 only as authorized by the board through the budget/planning process. Any unauthorized expenditures will not be reimbursed.

Expenditures not budgeted in excess of \$1,000.00 may only be authorized by action of a majority of the directors present at an officially convened meeting. Expenditures between \$100.00 and \$1,000.00 may be authorized by the executive committee, at an officially convened meeting, telephone conference or email. The President and Treasurer each may, at their discretion, authorize expenditures not to exceed \$100.00, provided that the person expending the funds is not also authorizing the expenditure. Checks over \$500.00 must have two official signatures as authorized per bank signature authorization cards.

SPOKESPERSON POLICY

In dealing with the print and electronic media, the President, Executive Vice President, and Regional Vice Presidents shall be the only persons authorized to officially represent the position and policies of the NYS Horse Council. They shall also be the only persons authorized to grant interviews on behalf of the Council. The President may, at his/her discretion, designate other directors and/or officers to respond to specific issues as requested by the press.

Other committee chairpersons who need to issue press releases shall first submit them to the President before publicly disseminating any information.

Updated 02/28/05 dkjlcfr@frontiernet.net