

SOUTHWEST VIRGINIA HUNTER/JUMPER
ASSOCIATION



2004 ANNUAL REPORT
APPENDIX

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APPENDIX A: BOARD MEETING MINUTES

Southwest Virginia Hunter Jumper Association
Board of Director's
Meeting Minutes
January 13, 2004

Opening:

The meeting of the Southwest Virginia Hunter Jumper Association (SWVHJA) was called to order in Lexington, Virginia at 7:15 pm by president, Darlene Kemper. This was a joint meeting of the outgoing and incoming board members.

Present:

Vicki Byrd, Beverly Chenoweth, Carol Gwin, Anne Hall (executive secretary), Emily Helmick-Guyer, Cristy Jones, Darlene Kemper, Molly Moore, Vonda Reel, Susan Sjolund, Chip Surratt, and Kate Worsham.

Treasurer's Report:

Anne Hall reported for Sarah Brinks. The account balances were as follows:

Checking: \$6,029.35

Money Market: \$5,594.57

Old Business

1. 2003 Banquet Final Report

The 2003 banquet resulted in a profit of \$553.62. The quality and quantity of the food at the event was discussed. Most felt that it was less than satisfactory. The 2004 banquet committee will contact Leisure Time Foods to discuss and evaluate the issues and options. Other venues for the banquet were discussed and will be researched.

2. 2003 Year-End Final Report

The 2003 year-end report includes all horse show application fees. It reflects all year-end awards, engravings, keepsakes, apple treats and miscellaneous expenses. The year-end total was \$540.98.

The issue regarding the loss of revenue related to the reality of 12 fewer shows was discussed. The board was reminded that the deadline for show applications was established to provide the time required to create the 2004 calendar. The board will continue to examine the show date situation and make every effort to establish an accommodating system. Show managers who have lost or forfeited dates are encouraged to stay involved with the association. The board recognizes their contributions, talents and long-standing involvement, and strives to create an atmosphere of teamwork and growth. No immediate solution to the issue of lost revenue was proposed.

3. Final Review of By-laws Revisions

Molly Moore made a motion to amend the by-laws concerning show date applications and cancellations. "Show applications and fees must be in 30 days prior to the date of the show. If possible, 45 days notice of cancellation is required." The motion was seconded, and approved by vote. Anne Hall will email all board members the revisions in a pdf file. All comments and corrections should be brought to Anne prior to the February meeting. The by-laws will be reviewed for approval at the February meeting.

4. 2004 Annual Show Manager

No resumes or application for the 2004 Annual Show Manager Position have been received. Clyde Poarch has expressed interest in the position. Carol Gwin will contact him to follow up.

5. 2003 Annual Meeting

Darlene Kemper reported on issues brought up at the General Membership Meeting. The appropriate committees will address all of these suggestions.

- a) It was suggested that the Show Standards Committee be empowered to effectively monitor sanctioned shows. This would include, but is not limited, addressing issues brought up in show evaluations, course design, footing, administrative responsibilities, appropriate officials, and food.
- b) The double/double points issue was raised and resolved. The annual show and "A" shows will receive double points. All regular shows will receive double points based on the number of entries. (see by-laws revisions) This was motioned, seconded and approved by vote.
- c) Ideas regarding the involvement of juniors at board meetings were presented.
- d) Reminder that specs for the RMWC medal have been modified to allow ponies to compete. (A later discussion will address the use of in and outs in classes wherein horses and ponies compete together.)

New Business

1. 2003 tax preparation

Anne Hall is compiling tax material for the accountant. It was determined that the cost of this service is too high. The board authorized Anne to get estimates from other companies in an effort to lower this expense. It was suggested that perhaps a SWVHJA member might be able to assist with tax preparation as a gift in kind. No names were given.

2. 2004 Older Adult Medal

It was motion seconded and approved by vote that the 2004 older adult medal is offered.

3. House Mountain February

House Mountain Horse Show applied for the February 14-15 date. It was accepted. Molly Moore suggested that the Virginia Horse Center be given a SWVHJA mailing list electronically. In an effort to promote participation and attendance at SWVHJA shows, the board determined that effective immediately, SWVHJA managers may request the SWVHJA mailing list electronically one time, for a fee of \$20. Additional hard copies of the list are available for \$15 each.

4. Monthly Expense Format

The board agreed that the monthly expense format should continue to be presented in the same format. It was motioned, seconded and approved by vote.

5. Judging at SWVHJA Shows

Concern was expressed regarding the use of hunter and equitation judges from within the association. Many complaints have been made to the board about this ongoing problem. It was motioned that the discussion be referred to the Show Standards Committee. It was seconded and approved by vote. The Show Standards Committee will examine criteria for appropriate judges (qualifications, experience, geographical location). The board strongly urges managers to recruit judges from out of the SWVHJA area.

6. Green Status

In response to a question regarding green status the board amended the by-laws to read " ... to be eligible for green hunter status, green horses may not compete in more than three horse shows over fences. They may never have competed at height over 2'" This was motioned, seconded and approved by vote.

7. GHPC Show Date

In an effort to address the loss of the GHPC show date the board determined that the horse show managers who do not attend the Annual Show Mangers Meeting and Annual Membership meeting would be met with sanctions. A motion was made to amend the

By-laws to read "non-compliance with this rule will result in these dates being forfeited immediately by non attending show managers including all application fees. These dates will then be open for the normal application process. It was seconded and approved by vote.

8. Executive Secretary Report:

Anne Hall reported that 2003 "1099" forms are being submitted and 4th quarter payroll taxes are due. She also reminded that board about the RVHA donation request. The board agreed to continue its support as usual.

9. Election of Officers :

Nominations were made, closed and voted on for the election of the 2004 Board of Director's Officers. The results were as follows:

President: Susan Sjolund

Vice-President; Maureen Waldron

Treasurer: Carol Gwin

Secretary: Beverly Chenoweth

Parliamentarian: Molly Moore

Committee appointments will be made at the February meeting.

10. NHJA

The National Hunter Jumper Association has requested SWVHJA become an affiliate membership. Discussion on this mater was tabled until the February meeting.

The next meeting was set for February 10, 2004 in Roanoke, VA.

Adournment:

The meeting was adjourned at 10:25 pm

Respectfully submitted,

Susan Sjolund
Secretary, SWVHJA

Southwest Virginia Hunter Jumper Association
Board of Director's
Meeting Minutes
2-10-04

Opening- The meeting of the Southwest Virginia Hunter Jumper Association was called to order in Roanoke, Virginia at 7:10 p.m. by Susan Sjolund.

Present: Susan Sjolund, Kate Worsham, Carol Gwin, Maureen Waldron, Vonda Reel, Emily Helmick-Guyer, Molly Moore, Anne Hall, Vicki Byrd and Beverly Chenoweth were present.

Treasurers Report: Carol Gwin reported Checking \$5882.35
Money Market \$5566.37

Old Business

Annual Show Manager - Susan has been in touch with Clyde Poarch. He is very interested in the job. His fee is \$3725 (includes travel, per diem, fee, etc.) More information to follow. Ideas were brought up to lower show costs. Also discussed was the possibility of giving Clyde a bonus if he saves the Association money at the show as compared to other shows.

New Business

2004 yearbook - The Board has already been approached with questions about the yearbook. Vicki and Kate volunteered to be Co-Chairs. Pricing was discussed. The Board decided to open the inside front cover, back cover and inside back cover to bids. The bidding will be March 1 – 3 and results to be posted each night by 9 pm. Publication date is estimated for May 1st.

2004 Committees

Annual Horse Show-Chairs -Chip Surratt, Susan Sjolund
Annual Horse Show Sponsorship-Co-Chairs- Maureen Waldron, Vonda Reel
Clinic- Chair-Maureen Waldron, Susan Sjolund, Kate Worsham
Junior- Vicki Byrd- Chair, Emily Helmick-Guyer, Carol Gwin
Show Standards- Co-Chairs- Carol Gwin, Kate Worsham
Yearbook-Vicki Byrd, Kate Worsham
Banquet- Beverly Chenoweth, Molly Moore

Spring Clinic - The possibility of having a one-day only clinic, one mounted and one unmounted session was discussed. It was decided to make it a Board Participation Clinic. Everyone is to send Carol Gwin a topic that they would like to teach at the clinic. The clinic is to be held on March 27. Carol Gwin will check on using RMWC facilities.

In and Outs - The Board went over the specs for In and Outs . This is going to be looked into by the Show Standards Committee.

Carol Gwin made a motion that related distances between 2 fences be not less than 60' or four strides for Special Childrens and Special Adults. The motion was seconded and approved.

VPBA issue - The Board decided that it is not up to SWVHJA to keep points for VPBA.

SWVADA Educational Day - Anne is going to forward to all SWVHJA members information on the SWVADA educational day.

2004 Banquet Date – moved to January by Board vote.

Financial Audit - The need for a financial audit was discussed and the Board decided an audit was not needed at this time.

ISP phone - Anne went to digital internet service in early 2003 from dial-up, which is more expensive and more efficient. The majority of the use is for SWVHJA work. Carol Gwin made a motion to increase the service fee to Anne. It was seconded and approved.

Bulk Mailing - The discussion was tabled as to whether to keep the permit or let the permit expire.

Feed coupons - Molly presented a check for \$259.65 from Southern States as participation in the S.H.O.W. program.

Virginia Horse Council - has asked for a \$50.00 donation. The Board approved the donation.

The National Hunter Jumper Association - has asked the Association if it wants to be an affiliate member. The Board wants more information on who will be a hunter jumper representative before we join.

The meeting was adjourned at 9:50 pm.

Respectfully submitted,

Beverly Chenoweth, Secretary, SWVHJA

Southwest Virginia Hunter Jumper Association
Board of Director's
Meeting Minutes
March 9, 2004

Meeting was called to order March 9, 2004 at 7:05 pm. Present were Susan Sjolund, Maureen Waldren, Carol Gwin, Kate Worsham, Vicki Byrd, Molly Moore, Chip Surratt, Beverly Chenoweth, Emily Helmick Guyer, Anne Hall (Executive Secretary) and Vonda Reel.

Treasurer's Report- Carol Gwin reported \$ 6412.22 Checking
\$ 5567.84 Money Market

Old Business

2004 Annual Show

A letter was read from Clyde Poarch reporting on what preparations have been done for the year end show (judges, announcers, jump crews, course designer, hotel rooms.)

Yearbook

No bids were received for the inside front and back covers. Darlene suggested that all IHSA teams have a spot on the inside front cover to mention their teams (for a fee).

Spring Clinic

Carol Gwin reported that the clinic has had a good response. Nine slots are still left. The food concession and the EMT will be the same person to save money. All coaches are to let Carol know what they need for both the mounted and unmounted sessions.

GHPC Show Date

The fall clinic date is now becoming the Glenmore Hunt Pony Club date (September 12)

Fall Clinic

Discussed July 4 and July 31 but we are concerned about the heat. The Board still feels a 2 day clinic is the best to get the most out of it for horse and rider.

New Business

The topic of attendance at the show managers meeting/annual meeting was also discussed. All show managers are required to attend the meeting.

Sponsorship

No report

OMF July show date

OMF has informed Anne Hall that the July 10th date may have a potential conflict. They have given up that date for 2004 for the summer clinic.

Meeting Confidentiality

The board members were reminded that what is discussed in the meetings is to remain confidential.

Points Issues

Discussed "A" Regular Working Divisions and whether the points should count toward SWVHJA points. Our by-laws say that class specifications must read exactly the same as the SWVHJA specifications.

By-Law wording was reviewed and revisions discussed.

The next meeting is scheduled for April 13th at 7:00 at the Best Western in Lexington.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Beverly Chenoweth
Secretary

Southwest Virginia Hunter Jumper Association
Board of Director's
Meeting Minutes
April 13, 2004

The meeting was called to order at 7:08 p.m. at the Best Western in Lexington, VA. Present were Chip Surratt, Susan Sjolund, Molly Moore, Anne Hall, Beverly Chenoweth, Vicki Byrd, Kate Worsham, Emily Helmick-Guyer, Vonda Reel and Carol Gwin. Also present was Clyde Poarch.

March Minutes were seconded and approved.

Treasure's report

Checking	\$6994.42
Money market	\$5569.10
Invoices	\$748.42
Total	\$13311.94

Old Business

2004 Annual Horse Show

Show Manager, Clyde Poarch, reported to the Board as to what has been done in regards to the annual horse show. He has lined up judges, rooms, jump crew, announcers and others. The issue of 1 starter-announcer per ring option rather than 1 announcer for all rings was discussed. Clyde has already hired two announcers. Warm-up issue - Let exhibitors school for free on Thursday and increase the cost for other fees (class or division). Also suggested was the option to require entries per division instead of class. It is easier for the secretary to keep track. Also discussed was the possibility of having the Medals run only on Sunday. Everyone enjoyed the hospitality room in the Cashvan so we will keep that. Clyde has said that he will produce the prize list. We also hope to have vendors in the Coliseum. A discussion of what could be done on Saturday night to take the place of the Medals (Jumpers, Collegiate Cup or Stable Cup) took place.

Annual Show Sponsorship

No report yet. Ad deadline is 9-1-04

2004 Yearbook

Coming along well but last year's advertisers need to be contacted again.

Spring Clinic

Lots of positive feedback was received from the clinic. 6-7 new members were gained due to the clinic. It was felt that next time it would be a good idea to have the participants fill out an evaluation form. Positive reaction about doing another clinic based on the same format was received.

By-Laws

The By-Laws were reviewed and revised. A motion was taken and they were seconded and approved. They will be mailed hard copy to all show managers and posted on the web site for members. Hard copies will be available on request.

Miscellaneous

Ideas to be discussed at the 2004 Annual Meeting

- Pony Jumpers
- Short Stirrup

New Business

Lessee/owner

The horse must be shown exactly as it is recorded.

Show Date conflicts

The October House Mountain date has been resolved. Mill Creek Farm is October 23 and House Mountain is the 16th and 17th.

Fall Clinic

Location is still to be determined.

Possible clinicians

- Greg Best
- Rodney Jenkins
- Anne Kursinski

Classified Ads

Classified advertising will be made available on the web site. Members will be charged \$10.00 for a 2-month posting and non-members will be charged \$20.00. Ads can be renewed before the expiration date for ½ price.

The meeting was adjourned at 9:40 p.m. The next meeting is May 11 at the Best Western in Lexington.

Respectfully submitted,

Beverly Chenoweth
SWVHJA Secretary

Southwest Virginia Hunter/Jumper Association
Board of Director's
Meeting Minutes
June 7, 2004

The meeting was called to order at 6:30 on June 7, 2004 at Hollins University. Present were: Susan Sjolund, Anne Hall, Emily Helmick Guyer, Beverly Chenoweth, Vonda Reel, Molly Moore, Chip Surratt, Maureen Waldron, Darlene Kemper and Kate Worsham.

Checking \$9089.20
Money Market \$5571.94
Invoices \$1198.42

OLD BUSINESS

Annual Show Report

- Clyde sent a paper with the proposed schedule and changes.
A motion was made to cancel all qualifying medal classes at the year end show. The motion was seconded and approved. The board then noted that the by-laws require medal classes to be held at all shows.
- In discussing the Hunter Hack the board decided that instead of all entrants coming back to jump that in an effort to save time that only the top 10 would be asked to return.
- Kate suggested that each board member make changes to the course schedule as they see fit and e-mail those changes back to Chip or Susan.

April Minutes Approval

Minutes of the April meeting were read and a motion made to accept them. They were seconded and approved.

Sponsorship Committee

Maureen has talked to Nancy Ginaven about sizes of sweatshirts specifically Small. Nancy suggested another prize might be stadium blankets or a tote bag. All cost approximately the same as the sweatshirts. The Board liked the idea of the stadium blankets. We also brought up the idea of baseball caps as another sponsorship gift.

Yearbook Committee

A rough copy of the yearbook was brought for the Board to review.

NEW BUSINESS

Pony Medal Finals

Molly brought up to the Board the possibility of sponsoring a party at the USEF Pony Finals this year at a cost of \$500. The Board had already agreed to Pony Olympics with the Junior Committee earlier this year.

Short Stirrup

This will be addressed at the Annual Meeting.

Fine for Non-Members

The Board discussed the issue of fining non-members for showing in a Medal class. The fine will remain in place for 2004. Other options such as requiring show managements to check membership cards and the use of affidavits will be considered for 2005

Fancy Hill May Horse Show

No horse show evaluations were received in the show packet sent to Anne Hall. Susan brought up that we need the Show Standards Committee up and running and to go to some horse shows. A warning letter was sent to the horse show management detailing these observations:

- Pony Medals not posted prior to start of class.

- Courses not posted ½ hour prior to start of class.
- Hunter courses did not have required percentage of oxers at start but was fixed after trainers complained
- Striped rails in Hunter Ring
- Medal courses had to be redrawn
- Show manager never did attend the Annual show managers meeting
- Inadequate staff
- Still have not received prize list for June 19th show
- Inadequate Public Address system

Fancy Hill June Horse Show

Show management was fined \$100 for the prize list not being to the SWVHJA office 2 weeks prior to the show per the By-Laws.

By-Laws

Darlene made a motion to change Rule 3, Chapter 3, #2 Penalties #4 to “ The Board must be notified with 2 weeks of the date the violation occurred. It will be the Board’s responsibility to notify the management of that show within 4 weeks of the violation of the fine and probation imposed.” This motion was seconded and approved. By-Laws will be re-posted and show managers notified of the changes.

Pony rider age limits

Brooks Arrington- Susan is going to call her and discuss coming the Annual Meeting as we need to clarify rule (age appropriate) Our By-laws do not state and age for height.

Bedford Hunt Horse Show

Results sent in to the office did not comply with the requirements. A letter informing them of such will be sent to the show manager.

Question on Spring Premiere and Encore qualifying classes

ACL: points count

Childrens/Adults jumper points count when classes are run separately

Insurance policy

Insurance policy is due 7-4-04 in the amount of \$839. Anne will remit this payment

Roanoke Valley Prize List

It was noted the there is a Special Children’s Equitation and SWVHJA does not recognize that for year-end points.

Darlene offered as a perk to SWVHJA Presidents a reserved parking space at all SWVHJA shows. This matter will be discussed at the show managers meeting.

Next meeting to be held July 22, 2004 at the Best Western in Lexington. The meeting was adjourned at 10:07 p.m.

Respectfully submitted

Beverly Chenoweth SWVHJA Secretary

Southwest Virginia Hunter/Jumper Association
Board of Director's
Meeting Minutes
July 22, 2004

The meeting for SWVHJA for July 22, 2004 was held at the Best Western Hotel in Lexington, VA. The meeting was called to order at 7:15pm by Vice President Maureen Waldron.

Present: Vonda Reel, Maureen Waldron, Emily Guyer, Vicki Byrd, Molly Moore, Executive Secretary Anne Hall, and Chip Surratt.

Due to traffic accidents making travel impossible, a quorum was not present at this meeting.

June Minutes were reviewed and corrections were made.

The treasurer's report was read by Anne Hall.

Checking Account balance \$8,911.68
Money Market Account balance \$5,573.43

Old Business

Annual Show Report

Vonda reported that the sponsorship letter was revised and this will be mailed with the class list to previous sponsors and members. Chip will contact Clyde Poarch to have the class list sent to distribute with the sponsorship letter.

Yearbook Report

Board members will try to recruit advertisers for this publication. Many opportunities for advertising remain in the pages of the yearbook.

New Business

Roanoke Valley Horse Show

An inquiry regarding an age limit of a rider was received by the board. Small, Medium and Large Pony divisions at the Roanoke Valley Horse Show will be recognized using SWVHJA rules.

Intermediate Division

A discussion was led by Maureen on behalf of Carol Gwin to introduce a 2' division for riders less than 18 years of age. This would be a 2' hunter division as a step before the Intermediate hunter division. A discussion about investigating VHSA divisions to see if they have any division that matches the criteria for such a division was suggested.

The Meeting was adjourned at 8:15pm. The next meeting will be at the Best Western in Lexington on August 17, 2004.

Respectfully submitted,

Chip Surratt

Southwest Virginia Hunter/Jumper Association
Board of Director's
Meeting Minutes
August 17, 2004

The meeting was called to order at 7:10 p.m. on August 17, 2004 at G Willakers in Lexington, VA.

Present: Susan Sjolund, Molly Moore, Maureen Waldron, Vicki Byrd, Vonda Reel, Beverly Chenoweth, Emily Helmick-Guyer and Executive Secretary Anne Hall.

The June and July minutes were read, seconded and approved.

The treasurer's report for June was seconded and approved.

Treasurer's Report for July
 \$8,181.39 checking account
 \$5,575.55 money market account

OLD BUSINESS

Annual Show Report

Susan has contacted the show manager and arrangements are being made to hire a photographer. Glasses have been ordered as prizes for the show. The Sponsorship Committee reported that sponsorships are coming in. Information has been placed on the website regarding donations for the hospitality booth at the show.

There was discussion on how to shorten the Friday evening classes especially the Hunter Hack. Possible solutions:

- Leave at judge's discretion
- Possibly use a ringmaster
- Course design
- Description of class

Yearbook

We are continuing on with plans for gathering the ads for the yearbook

Fancy Hill

The fine was received. The Show Standards Committee reported rave reviews on the following show at Fancy Hill. The August prize list has been reviewed and changes made as needed.

Intermediate Division

Specs say the Intermediate and Special Hunter can be done in the same year.

NEW BUSINESS

McNeil/Burkholder awards

Nomination forms were mailed August 16 for the Iris McNeil and Guy Burkholder sportsmanship nominations.

Upcoming bills

Corporation paperwork and dues filing deadline is next month.

Classic definition in By-Laws

Discussed what the definition of a "Classic" should be. It was tabled and will be discussed next meeting and added to the By-Laws.

The meeting was adjourned at 8:25 p.m. The next meeting scheduled for Tuesday September 7, 2004 at Gee Willikers in Lexington, VA

Respectfully submitted,

Beverly Chenoweth

Southwest Virginia Hunter/Jumper Association
Board of Director's
Meeting Minutes
September 9, 2004

The meeting was called to order at 7:25 p.m. Present were Beverly Chenoweth, Vonda Reel, Chip Surratt, Maureen Waldron, Molly Moore, Carol Gwin, Susan Sjolund, Sherri Bostwick and Executive Secretary Anne Hall.

Treasurer's Report

Checking \$9374.52

Money Market \$5575.55

A motion was made to accept the treasurer's report. It was seconded and approved.

OLD BUSINESS

Annual Horse Show Committee

- Hunter Hack - The hack will go first and then the Judge will decide how many can be asked to return to jump
- Awards Coordinator - Sherri Bostwick was assigned to be the coordinator.
- Leisure Time Food Service will be preparing the food for the Friday night chili party and the Saturday night buffet. Carol is going to talk to them to see their menu. It was mentioned that there are different foods and other horse shows and that we may like another menu.
- Hospitality needs to have people to re-stock the hospitality room.
- Photographer - Anne is contacting local photographers for availability so that all rings are covered.
- Sponsorship - Current sponsorship was reviewed. Ads are needed by September 15.

Yearbook

The Yearbook Committee reported the yearbook is being printed and bound.

Nominations

Only 8 nominations have been received for the Guy Burkholder and Iris McNeil Award. The Board will consider doing nominations by e-mail for 2005. The cost is over \$250 to send out ballots.

Hall of Fame

Nominations for this award should be considered for 2004.

NEW BUSINESS

Show evaluations

Recent show evaluations were reviewed.

Advertising

Advertising in the Virginia Horse Journal for the Annual Show was discussed and approved.

Fancy Hill

This show management will be fined for not meeting the requirement to have prize list to office 2 weeks prior to show September show.

Yearbook

The Board is discussing a new format for next year. New ideas were talked about and will be discussed closer to starting the 2005 yearbook.

Annual Report

Committees need to begin organizing thoughts for the Annual Report.

The next meeting is scheduled for October 5 at 7:00 at the Best Western in Lexington.

A motion was made to adjourn the meeting at 8:45 p.m. It was seconded and approved.

Respectfully submitted

Beverly Chenoweth

Southwest Virginia Hunter/Jumper Association
Board of Director's
Meeting Minutes
October 6, 2004

The meeting was called to order at 7:45 p.m. in the Lexington, VA Holiday Inn Express meeting room. Present were Sherri Bostwick, Molly Moore, Executive Secretary Anne Hall, Vicky Byrd, Beverly Chenoweth, Emily Helmick-Guyer, Chip Surratt, Maureen Waldron, Susan Sjolund and Carol Gwin.

Before the meeting was called to order the Board spent 45 minutes reviewing and correcting the Annual Show program.

The September minutes were reviewed and a motion was made to accept them. They were seconded and approved.

Treasurer's Report
Checking \$5890.78
Money Market \$5578.13

NEW BUSINESS

Annual Horse Show

Grand Marshall - An escort for Mrs. McNeil was discussed. The first option was not available and alternative people are being contacted.

The Board is also looking in to the possibility of having someone play the National Anthem on the trumpet.

Responsibilities

- The Board is getting volunteers to help with the show to help with delivering awards to the rings, hospitality, etc. The plan is to have the awards delivered to the rings in the morning and the starters will hand out the awards as needed. There will also be a volunteer at each ring to help with ribbons and awards.
- Goody bags will be made for each judge to have at the ring.
- Anne Hall will make candy bags for the Medal Finals draw.
- Lou Toms has volunteered to help keep the Hospitality Room supplied with food and drink.
- Draft Feed has contacted a Board member concerning a drawing to win feed. Direction was given for Draft Feed to contact the Annual show manager to discuss the feasibility of a contest.

Sponsorship Committee

The Board reviewed the status of the Annual Show sponsorships.

Yearbook

The yearbook has been mailed. It cost the Association \$1341.31 (not including postage) to issue the 2004 Yearbook.

Annual Report

The Annual Report template was prepared and discussed. Committee chairs were asked to begin drafting the reports for their areas.

NEW BUSINESS

Show Evaluations

Several were received and passed out for the Board to review.

Keepsake awards

The estimate for the keepsake awards to be given out at the Annual Banquet was \$850. Repeating the apple treat jars or moving to another item was discussed and pricing was requested on several options. Anne Hall will obtain pricing and report back to the Board.

Feed Coupons

Molly Moore reminded everyone to turn in any Southern States or Triple Crown coupons. The Association can redeem coupons to offset Year-End awards costs. Susan reminded all the Board members to start making up a list of topics to be discussed at the Annual Meeting.

Next meeting to be held November 1, 2004 at the Holiday Inn Express in Lexington, VA at 7:00.

A motion was made to adjourn the meeting at 9:09 p.m. It was seconded and approved.

Respectfully submitted

Beverly Chenoweth
Secretary

Southwest Virginia Hunter/Jumper Association
Board of Director's
Meeting Minutes
November 1, 2004

The meeting was called to order at 7:05 p.m. on November 1, 2004 at the Holiday Inn Express in Lexington, VA.

Present: Molly Moore, Chip Surratt, Maureen Waldron, Carol Gwin, Vonda Reel, Emily Helmick-Guyer, Sherri Bostwick, Past President Darlene Kemper and Executive Secretary Anne Hall.

The October minutes were reviewed, seconded and approved.

The treasurer's report was seconded and approved.

Treasurer's Report for November
\$4,312.62 checking account
\$5,581.60 money market account

OLD BUSINESS

Annual Show Report

- Iris McNeil has accepted the invitation to act as Grand Marshall for the 2004 show. Arrangements have been made for transportation and to escort her for the show.
- Volunteers will be on hand from Radford, Longwood, Sweet Briar and VI to assist with awards.
- Table/Tack Room award ideas: Dominion Gift Certificate, Danny Young photo collage, Gail Maslyk portrait.
- Food: Friday will be Italian night. Saturday night will be Steamship round, brie with brown sugar, cheese/fruit, meatballs, macaroni and cheese, green bean casserole, lemon bars, carrot cake, cash bar. Bracelets are to be placed in sponsor bags and purchased through horse show office. Cut off time will need to be established for the office.
- Older Medal only has 3 qualified. Separate section will be held if 4 are qualified.
- Medal bio will be posted on web site.
- Sponsorships: \$5420.52 has been collected at this time.
- Order for Pony Medal: Large, Medium, Small

Yearbook Committee

Ideas for format change for 2005 Yearbook were discussed. The suggestion was made to contract editor/photographer position.

NEW BUSINESS

Show evaluations

No evaluations to review.

Annual Meeting and Banquet

- Different mailer formats were reviewed and one was approved.
- Date for mailer to be sent was established (Dec. 1).
- Remaining apple jars will be given away.
- Practicum will be opened to amateurs this year.
- Scholarship question were reviewed and established for this year. Scholarship reviewers were chosen from Board members without students.
- Silent auction items for banquet were discussed. Items which could be donated at little or no cost will be encouraged, such as a division/stall for a member show, a photo session with a

photographer, golf cart rental, reduced rate for judging at a non-sanctioned show and a raffle for smaller items.

2004 Annual Report

Anne Hall requested reports from committees to be submitted in order to prepare the Annual Report and post to the web site for sufficient review by members prior to the Annual Meeting.

The meeting was adjourned at 8:30 p.m. The next meeting scheduled for Tuesday December 14, 2004 at the Holiday Inn Express in Lexington, VA

Respectfully submitted,

Sherri Bostwick