

## **Teleconference May 17, 2016 – 8:00 p.m.**

President Greg Bagley called the meeting to order by calling for Roll Call. Present on the call were, Ken Airgood, Chuck Cryderman, Shannon Cobbs, Dave Hennen, Andrew Stalhiem, Dennis Johnson, Sierra Covell, Greg Bagley, and Cathy Behn. Ryan Mullen was unable to attend the teleconference.

President Bagley asked for a report from Cathy Behn on Office Operations. As a follow up to Tracey James resignation from her position with the Clydesdale Breeders of the U.S.A., Cathy Behn stated a letter of resignation had been emailed to her at the office and forwarded onto the executive committee of the board. Cathy Behn reported she was meeting with the local college that had an equine program to see if she could secure a part time employee or even an intern to assist in the Clydesdale Office. She related it was her intent to try and have a person secured by the time of the workshop.

Cathy Behn reported it had been very busy in the Clydesdale Office since the National Sale. She stated all the consignors check for horses and tack had been finalized. She also stated that approximately 80 percent of the Sale Transfers had been processed. Cathy Behn related there were still some bills and sponsorships yet to come into the office so the budgeted final numbers could be presented once those are all paid. She stated those numbers would be sent to the Board and could be discussed at the Board Workshop.

Cathy Behn related the other topic that needed to be discussed and resolved was the statement from the Board of Directors to be on the form to return paperwork that is incomplete. She stated that since the Board of Directors meeting following the sale, herself and Greg Bagley had been discussing the statement and that Greg had come up with some wording. Cathy Behn took his wording and came up with the following information or statement to be added to the form:

***Mission Statement:*** *“To protect and preserve the integrity of the breed through pedigree processing and the use of current technology, and to provide educational programs, and promotional materials to enhance the value and global image of the Clydesdale breed through superior serves offered to its current members, youth, and the general public.”*

*In view of the mission statement above, it is imperative that all paperwork for registry or transfer of purebred Clydesdale Horses is filled out accurately and timely. The Clydesdale Breeders Board of Directors has adopted the policy of returning incomplete applications for registration and transfer to the client filing said documents. The documents will have a checklist of what needs to be done to be processed. The adopted rules and fee schedule of all paperwork will apply to returned documents as well as completely documents. There will be a 30 day grace period to re-submit correct documents before any delinquent fees are incurred.*

*Once the corrected paperwork and fees are properly submitted to the Clydesdale Breeders Office, it will be processed within 30 days of it being received. If ever this Association Office can assist or answer questions, please contact us directly.*

*The following errors have been found with your submitted documents:*

Discussion was held on when this document would be used and if it appeared to be supportive, yet friendly to the submitter. Further discussion was held on how to handle delinquent fees if the paperwork comes back to the office completed beyond the time frame set out by current rules. It was the consensus of the board and Cathy Behn that assistance and help in working out paperwork issues were a priority, but a policy needed to be put in place for the re-occurring incomplete paperwork issues. Cathy Behn stated that the

investment of time for new clients usually paid off with a member being added to the Association. Shannon Cobbs asked an approximately percentage of paperwork needed to be returned and Cathy Behn stated at least approximately 20% of paperwork received has an issue. Sierra Covell felt that if the paperwork was returned with the funds and form explaining what was needed, people would be more motivated to re-submit paperwork than if we kept the funds and only returned the paperwork. Chuck Cryderman related that Ken Airgood's PowerPoint presentation on the USLGE was very professional and really explained the program in a positive manner to the membership, with positive results. Mr. Cryderman stated that it may be good for Cathy Behn to do a PowerPoint presentation on how to do a registration and transfer for future use as an educational seminar. He stated that it would be nice to have that PowerPoint presentation at the Board Workshop for all board members to brush up on the skills and methods for doing paperwork. Cathy Behn agreed to do such PowerPoint and have it ready for the board workshop. Sierra Covell stated it would be good to put the PowerPoint URL right on the website for clients to review and for troubleshooting when doing paperwork. It was also the consensus of the board that a grace period of 30 days should be implemented in the statement so that clients feel compelled to return the completed paperwork to the office within a timely manner. It was also noted that the new wording and policy for returning paperwork should be included in the next eletter as a point of interest to the membership.

**Dennis moved to adopt the statement above to be used on the return paperwork form. Sierra Covell seconded the motion and roll call vote resulted in the motion being carried.**

President Bagley asked if there were any additional comments for sale or if a complete overview could be reported at workshop. Dave Hennen related a list of things for next year was being established and would have more information at the workshop.

President Bagley moved on with the agenda to Board Workshop information. Shannon Cobbs had secured a few quotes for the workshop in the Orlando area. He noted that the process had him appreciating Cathy Behn's job of organizing such conventions as it was time consuming. Shannon Cobbs had secured a good price on rooms at the Colorado Springs Resort in Orlando. He related to the board that he would need to know the number of nights needed by each board member for the workshop to create a rooming list. President Bagley explained in addition to the rooms, there was a minimum required for food for the convention, but the meeting room was at no charge. Shannon Cobbs reported the total budget for the workshop would be approximately \$4500, which represents only about 50% of what board members are personally contributing. He explained that the previous year's budget had been lower as with the location by the office, 4 rooms were not purchased and Cathy Behn had provided the Friday evening meal, thus making the \$2000 from last year not an accurate cost of doing business outside the office and personal funding. President Bagley related that Shannon had gotten three quotes and this resort was the most reasonable venue for the workshop. It was noted there was a free shuttle from the airport to the Coronado Springs Resort. President Bagley announced he would like to begin at 2:00 p.m. on Friday until approximately 6:00 p.m. and then continue all day on Saturday. The dates of the workshop would be June 17<sup>th</sup> and 18<sup>th</sup>.

**Dave Hennen moved to approve Shannon Cobbs proposal to have the board workshop at the Coronado Springs Resort in Florida. Sierra Covell 2<sup>nd</sup> the motion and a voice vote was taken and motion carried.**

Shannon Cobbs agreed to send complete information as to locations, etc. to the board as soon as it was all secured. Cathy Behn offered to assist with the rooming list and food. Shannon Cobbs stated there would be a catered dinner on Friday night and then have catered lunch on Saturday.

President Bagley asked that if any Board Members had any topics for the workshop to forward them onto him so he could create an agenda for the workshop. President Bagley also stated he would like the convention to be called a Workshop/board meeting so that any time later Saturday, after discussions on topics, motions can be made or action taken on topics of discussion, Cathy Behn asked if the workshop is a closed workshop or open for members to attend. It was the consensus of the board that the workshop/meeting should be open to members and guest. Cathy Behn was directed to include the information in the next eletter.

Moving on with the agenda, President Bagley asked if the board wished to discuss the transfer of funds of the fundraising auction on the teleconference or if the topic could be tabled until the board workshop/meeting. It was the consensus of the board to table the issue until the workshop/meeting.

President Bagley spoke briefly on the agenda item of a Breeders initiative, stating he had sent a written proposal about six months prior. He stated the initiative included making the group classes at the 2018 WCS a priority in order to promote the breeders of the industry. President Bagley related he would like to table the topic until the workshop/meeting in an effort to get a more organized proposal to the board prior to the workshop.

Ken Airgood reported for the Draft Horse Youth/Novice Congress, stating the entry books are out and available on the website. He noted that entries are due June 6<sup>th</sup> with that information to be highlighted in the next eletter and on Facebook. Ryan Mullen & Ken Airgood were working on the final presenters, staff, etc. for the Congress. Ken stated volunteers were being accepted.

Dennis Johnson spoke for the next agenda item which was the topic of an Audit. Dennis Johnson related that on the 2/9/2016 teleconference the board had approved looking into an audit with the basic reasoning being that the Association had never had an audit, that the results could save the Association some money that an audit would point out the strong points of the Association and weaknesses also. Dennis Johnson related the Association would use the Audit to safeguard against an IRS audit. He related the Association was categorized as a 501 nonprofit corporation. Dennis Johnson reported the audit would be for the fiscal year of October 1, 2015 until September 30, 2016. He had quotes from several firms, but had narrowed the quotes down to two firms that were the most reasonable and also very reliable. One quote was for approximately \$7900 and another was for approximately \$6000 plus travel expenses which would total the quote at about \$7000. Dennis Johnson stated the end of our fiscal year would be a good time to do the audit as it would avoid tax season with the accounting firms. President Bagley related when he sold his property he had opportunity to do business with one of the firms and had also had discussion with said firm. He stated the audit would not begin until after the fiscal year ends in September of 2016, with o additional commitment at this point. The accounting firm will prepare all financial statements for the end of the fiscal year. Dennis Johnson stated he had secured 5 different firms, but three out of 5 were out of the ballpark in excess of \$14,000. Dennis Johnson related he had all the information and would forward it to Sierra Covell. Further discussion would be held at the workshop. If the process was to begin the audit at the end of the fiscal year, the cost of the budget could go on the 2016/2017 budget. Dennis Johnson stated no one was on a witch hunt.with the audit, but the Association just needed to be careful and prudent. President Bagley asked his accounting firm what a protocol for an audit schedule would be for an Association such as the CBUSA and the answer was between 3 and five years. Chuck Cryderman asked if the topic could table until workshop as action would not occur until fall. Dennis Johnson related it could wait.

Under other business on the agenda, Cathy Behn related that the Draft Horse Industry was fragile and she appreciated being a team with the Board of Directors to keep the CBUSA channeled in the right direction. It was noted that the National Sale had gone very well and the work on many was appreciated.

**Andrew Stalhiem moved to adjourn the teleconference at 9:14 p.m. Central Standard Time. Chuck Cryderman seconded the motion and motion carried.**

Respectfully Submitted,

Cathy Behn, Executive Director  
Clydesdale Breeders of the U.S.A.