



## **NOPRC ANNUAL BOARD OF DIRECTORS' MEETING MINUTES**

**9 January 2010, 10:00 AM  
14221 Medwick Road  
Upper Marlboro, MD 20774**

Meeting called to order at 10:45 am

Present: Betsy Burnett, Karen Freeman, Whitney Williams, Liza Craig, Shiela Haviland

### **1. Adoption of Minutes from Jan, Apr, and May 2009 NOPRC Meetings**

Review of minutes posted to the NOPRC website for accuracy. Minutes were accepted as is.

Vote: unanimous yes

### **2. Old Business**

Action Item List Review (See May 4, 2009 Minutes) All action items completed  
Changes to bylaws: Everyone approved  
Policies: Everyone approved

### **3. President's Report**

Shiela Haviland gave us a "state of the union" which was later published to the membership. It addressed our progress and goals for the coming year.

### **4. Treasurer's Report**

Year to date accounting  
Jan 1 2009 – Dec. 31, 2009 = \$13,002.57 (See attached)  
Betsy asked how many members were buying Personal Equine Insurance; Shiela estimated approx. 30

### **5. New Business**

2010 Proposed Budget (See attached)

- Discussion of OPRC products we have in stock offered for sale. Still have a lot of patches for sale. And they seem to sell better than shirts and hats and other items. We have 14 hats left; 11 shirts left, med and sm.
- Dues & Subscriptions: ARG membership which allows us to offer membership PEI.
- Event expenses: purchase of prizes and prize shipping.
- Insurance includes our riding club insurance and D&O insurance



- Public event insurance: we reimbursed chapters \$2040 this year.
- Member Appreciation award – Volunteer recognition expenses
- PayPal fees: PayPal charges 79 cents per member who pays online.
- Reimbursements: Board travel fees
- Software expense: To purchase Adobe Acrobat Full for Pat.
- Web server hosting: Cost increased this year because we now use SSL encryption.

#### **6. Date of 2009 NOPRC Annual Board of Director's Meeting (Vote required)**

January will remain the timeframe of the annual meeting. In the future we will purchase flights that are refundable to accommodate changes due to weather that time of the year.

**The 2011 meeting will be on Jan 29 at Betsy's home in Jeffersonton, VA**

Unanimous vote: yes

#### **7. Rally Enhancements – combined chapter rally scoring**

Jumper Section: This year we might ask the Brass Ring to help design the course for Jumpers since their scores did not get accepted this year because their scores came in too late.

Score input: Need to specify in rally packet that each chapter needs to input their own chapters scores, even if they do a co-op rally.

Host every year or every other year? Maybe support Chapter Scavenger hunts in even years, and National Rally odd years.

Unanimous Vote = Yes

#### **8. Scavenger Hunt**

With 24 chapters potentially hosting; we can hopefully afford \$75 per chapter for scavenger hunt; and if two chapters co-op it's \$150.

There's a scavenger hunt packet on our website.

#### **9. Betsy's Draft of Basic Rules & Regulations for Competitions**

Outlining horse showing and what to be prepared for. Will add trail ride etiquette to this document and post it on our website under education.

#### **10. Annual Luncheon**

Hard to get participation. We will discontinue this because it's not worth the time and money.



Unanimous vote: Yes

**11. Bylaw change on annual board meeting expenses, covering travel for members, food budget, accommodations, etc (Vote required)**

Add: “ All travel expenses should be pre-approved by treasurer.”

Vote: Unanimous Yes with discussed changes

In the future, board members will book their own travel, then get reimbursed.

**12. Cookbook fundraiser.**

We decided don't need the money so as a fundraiser it makes no sense. Maybe we'll do a recipe exchange and post a link on the website.

**13. New Policy that only paid members may participate in rating rides.**

Define “A Member in good standing” as a member who is current in payment of dues.

New policy should read: Only a member in good standing can participate in ratings and OPRC sponsored activities.

This will be added. Vote: Unanimous yes

**14. Open a Savings account with excess funds.**

Shiela will ask the accountant about this and we'll discuss at a later date.

**15. Should National join this organization? <http://www.marylandnonprofits.org>**

Offers many educational opportunities and support to allow the board to better serve this organization.

Vote: unanimous yes

**16. Should National pay for a limited number of public insurance applications per chapter?**

We're going to wait and see how many clubs take advantage of the covered insurance this year. If it seems to be costing us too much, we will re-evaluate this policy.

**17. Draft a new policy that National will only cover the public event insurance costs if all the proceeds from that public event benefit only the chapter(s) hosting the**



**event. The chapter(s) may then elect to donate their proceeds to a public organization but they may not donate their proceeds to a private organization.**

Vote: Unanimous yes

**18. National volunteer offered free lifelong National membership?**

Because many volunteers do not stay in the organization, it makes no sense; and the dues are low enough to not make it a huge incentive.

Vote: Unanimous no

**19. Securing our corporate documents behind a login. Corp Docs include National bylaws, policies, OPRC Trademark, Rating tests D2 and up.**

Other riding clubs are using our rating standards, but not paying membership. D1 test will stay there, and the standards of proficiency will remain as verbiage for the other levels

Vote: Yes

**20. Presidential nominations/elections/qualifications**

We need to find a good way to publish to members the qualifications of a potential new president so they can carefully consider their vote.

After much deliberation, we concluded the board should become the nominating committee. Membership will still cast a vote. This change will be made in the bylaws.

Each board member is asked to identify someone who we think could step up to take either our place on the board or president.

Whitney to look at her community assoc bylaws for officers, and how new officers get transitioned in and out.

**21. Expansion of the driving ratings beyond the D1.**

Linda Gerlach from Stayin' Alive in Illinois interested. A NC person was interested in starting a chapter with most driving. In Maine there are some drivers. Betsy to contact Vivian to find out how to do a D2 rating test.

Meeting Adjourned 1:53 pm

Minutes submitted by Secretary Whitney Williams

## President's Report

2009 was another successful year. National accomplished all its goals and then some. We added two new members to the National team. Pat Hrubciak volunteered to be our National webmaster and we gained a new membership coordinator, Kim Normandin.

From the contact I've had with the chapters around the nation, I feel they are healthy and thriving. As has always been the case, some chapters choose not to communicate with National. However, those that have sent us their newsletters, written us emails, updated their photo albums, updated their web pages and spoken to me or the National team directly, they all seem to be thriving.

I have personally received rave reviews for the work we do and I have heard others express their approval as well. I have received reports from non OPRC affiliated sources, that the equine community in our general area has noticed what we have accomplished and are attempting to keep pace with what we offer our membership.

Our budget is strong, so strong in fact, that we were able to reimburse the chapters for any public event insurance they purchased in 2009. We informed the chapters that we will pay for all their public event insurance in 2010, but now understand the possible ramifications of that statement. Because of that, we must put limits in place to insure we do not over extend our budget. If the 2010 insurance program proves to be successful, we can reevaluate our financial situation and possibly expand the program in 2011.

In 2009 we concentrated heavily on providing our chapters a secure foundation to build on and clear guidance on how to handle arising situations. We worked with our corporate lawyer to ensure any changes to our organization were legally sound.

Our National programs did not have the participation we had hoped for, despite all attempts to promote these programs. Janet reported that the 2009 Year End Award program had less participation. We only had three Community Award applications. The Rally program was the only program to show a slight increase in participation. Hopefully 2010 will show a greater interest in these programs.

The AGM was cancelled due to lack of interest and we decided to offer the OPRC luncheon bi-annually.

Kelly and Kim, our membership coordinators, authored a chapter bylaw template and a new chapter startup manual. The bylaw template was posted in the chapter admin section.

Our entire team worked closely together and provided superior service to our membership. I have never worked with a more dedicated group of people. It has been an honor to serve as the National President.

NOPRC President, Shiela Haviland

**Old People's Riding Club National Account**  
**Budget Overview: 2010 NOPRC Budget - FY10 P&L**  
 January - December 2010

	<b>Total</b>
<b>Income</b>	
<b>Membership Dues</b>	12,084.00
<b>Sales of OPRC Products Income</b>	
Hat	40.00
Patch	180.00
Polo Shirt	66.00
<b>Total Sales of OPRC Products Income</b>	<b>286.00</b>
<b>Total Income</b>	<b>\$12,370.00</b>
<b>Expenses</b>	
<b>Dues &amp; Subscriptions</b>	100.00
<b>Event Expense</b>	1,608.00
<b>Grants and Charitable Contributions</b>	500.00
<b>Insurance</b>	1,579.00
Public Event Insurance	2,040.00
<b>Total Insurance</b>	<b>3,619.00</b>
<b>Legal &amp; Accounting Professional Fees</b>	2,405.00
<b>Member Appreciation Award</b>	250.00
<b>Office Supplies</b>	200.00
<b>Paypal Fees</b>	70.00
<b>Postage</b>	200.00
PO Box Rental	240.00
<b>Total Postage</b>	<b>440.00</b>
<b>Quickbooks Online Service Charge</b>	227.95
<b>Reimbursements</b>	400.00
<b>Software Expense</b>	300.00
<b>Telecommunications</b>	20.00
<b>Web Server Hosting Fee</b>	180.00
<b>Total Expenses</b>	<b>\$10,319.95</b>
<b>Net Operating Income</b>	<b>\$2,050.05</b>
<b>Net Income</b>	<b>\$2,050.05</b>

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## Old People's Riding Club National Account

### Profit & Loss

January - December 2009

	Total
<b>Income</b>	
Non Profit Income	12,134.97
Insurance - Income	481.00
<b>Total Non Profit Income</b>	<b>12,615.97</b>
Refund - Income	103.00
Sales of OPRC Products Income	103.60
Patch	180.00
<b>Total Sales of OPRC Products Income</b>	<b>283.60</b>
<b>Total Income</b>	<b>\$13,002.57</b>
<b>Expenses</b>	
Event Expense	1,600.39
Grants and Charitable Contributions	500.00
Insurance	1,262.00
Clinic Insurance	66.00
Excess Personal Liability	442.00
Location Insurance	40.00
Public Event Insurance	720.00
<b>Total Insurance</b>	<b>2,530.00</b>
Legal & Accounting Professional Fees	1,400.00
Office Supplies	171.08
Paypal Fees	65.94
PayPal Online Test	8.00
Postage	171.27
PO Box Rental	232.00
<b>Total Postage</b>	<b>403.27</b>
Quickbooks Online Service Charge	215.56
Telecommunications	42.39
Travel	242.40
Web Server Hosting Fee	113.41
<b>Total Expenses</b>	<b>\$7,292.44</b>
<b>Net Operating Income</b>	<b>\$5,710.13</b>
<b>Other Expenses</b>	
Other Miscellaneous Expense	118.43
<b>Total Other Expenses</b>	<b>\$118.43</b>
<b>Net Other Income</b>	<b>\$ -118.43</b>
<b>Net Income</b>	<b>\$5,591.70</b>

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