

VIRGINIA REGION PONY CLUBS
Regional Council Meeting
February 8, 2014
John Barton Payne Building

IN ATTENDANCE	
Regional Supervisor	Carolyn Lorenzen (LHPC)
Regional Supervisor, Activities	Leslie Pitcher (RBPC)
Regional Supervisor, Administration	Dawn Bellinger (RBPC)
Treasurer	Valerie Page (DVPC)
Secretary	Anne Williams (BRHPC)
RIC	Vicki Fox (LHPC)
HMO	Brian Smith
BRHPC	Mary Schwentker, Joint DC
CFPC	Gina Nelson, DC
CWPC	Jennifer Carpenter, DC
DRHPC	Carrie Camp Megan Proffit, DC
DRPC	Sue Murdock Fox, DC
DVPC	Barbara Shurtleff, Joint DC
GGPC	Diane Fanta, DC
LHPC	Margaret Good, DC Michelle Johns, Joint DC Lisa Woods, Champs Coordinator
MBFRC	Dan Clymore Vicki Golden
MOCPC	David Quanbeck, DC
ODHPC	
RBPC	Nicole Gnozzio, DC
RCPC	Christine Brandel, DC
SARC	Pamela Smith, CA

Meeting Minutes

1. **Welcome and Call to Order**
Carolyn Lorenzen welcomed the Council and brought the meeting to order at 12:05 pm.
2. **Review and Approval of the Minutes from November 2013 Meeting**
Upon motion made by Leslie Pitcher, which was duly seconded by Mary Schwentker, and without opposition, the minutes from the November 2013 Regional Council meeting were approved as submitted, without addition or correction.
3. **Regional Youth Board presentation** – *Alex Arabak (Regional Youth Board Chair; C+ from Misty Brae)*

Arabak reported that the Regional Youth Board (RYB) has met twice with both meetings yielding good attendance. The following plans are being developed by the RYB: (1) Pizza party at Show Jumping Rally; (2) Trail ride (noncompetitive); (3) 2015 Annual Meeting activities; (4) Alumni project at Annual Meeting or in support of anniversary, having alumni come back to the RYB to discuss successes after graduation from Pony Club; and (5) Silent Auction at Quiz Rally.

4. **National Youth Congress presentation** – *Email submission by Cara Goode reported by Carolyn Lorenzen*

Cara reported that when she attended the National Youth Congress, she saw that the Virginia Region provides many things to their members which other regions are not able to do. She thanked the Council for helping her attend.

Discussion: Jennifer Carpenter suggested that the email be shared on the Region's website.

5. **Regional Supervisor Report** – *Carolyn Lorenzen*

A. Annual Meeting Review:

1. Rallies - Lorenzen noted the differences between rallies in the West and our rallies in the Virginia Region. We are able to have rallies close to our members and able to offer individual discipline rallies while the West does "MegaRallies," which include all disciplines at one time, to save their members from excessive traveling.
2. Club Policies - USPC wants to review all club policies in 2014. There is a template on the USPC website for clubs to consider. Club policies are to be general so clubs may want to have a more specific handbook to accompany the policies. Policies are to be approved by sponsors and Regional Supervisor.
3. New Regional Administration Council – USPC has formed a new council comprised of several committees focusing on different areas of USPC.
4. Financials – USPC is working on a new project for a continuous approval system for accounting. It's very important that clubs and centers send the appropriate USPC forms by Feb 15th and IRS forms by May 15th. Peer Reviews & Audits are to be done every 2 years. USPC is testing a web based accounting system for clubs which would be visible to the Region and USPC so that the accounting is transparent. Lorenzen noted that this only applies to clubs (not centers). Lorenzen and Bellinger suggested that the region take part as testers.
5. Annual Meeting, January 2015 –
 - a. Overview: Will be held in Crystal City (Hyatt) Co hosted by Virginia and Capital Regions. There is a video posted in the newsletter about Annual Meeting, and Lorenzen encouraged the council to show it to club members. While much is handled by the National Office, the Regions present suggestions for contacts in the area, and can sell/promote spirit wear and do an auction to raise money for the region

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. VRPC and CRPC, along with USPC, are in the process of designating committees that people can sign up for. One example is fundraising for presenter gifts and for "spirit wear."

i. Discussion: Sue Murdock Fox suggested a design competition since we have so many artistic children in the Region. Carolyn, Pamela and Carrie mentioned using an on-site silk screening company so there wouldn't be an inventory issue. Ultimately, it will be decided by the committee responsible.

b. Subsidizing Member Attendance - Carolyn noted that the Oregon Region subsidized the registration fees for all of their members to attend the Annual Meeting and that we should consider some type of subsidy as the year goes on.

i. Discussion Sue Murdock Fox volunteered to coordinate housing from Regional families in Northern Virginia for those members in the Region who would need lodging. Leslie Pitcher noted that she would prefer to use Regional funds for the kids and that the clubs can subsidize their adult attendees. Carolyn Lorenzen agreed that funds should be used for the kids. Carolyn Lorenzen asked the Council if we want to have an event to fund our members attending the Annual Meeting. Carrie Camp suggested an open XC Schooling day at Glenwood Park, but Dave Quanbeck noted that the Glenwood calendar may be booked and that there would be personnel issues because of the racecourse. Jennifer Carpenter suggested Morven Park but it was noted that Morven's fees would be cost prohibitive for a fundraiser.

ii. MOTION - Carrie moved that a committee be formed to explore these possibilities and report back to Carolyn with the Treasury to match funds raised, if there are funds available. Leslie Pitcher seconded the motion. Said motion was called for a vote, none opposed. Upon motion made by Carrie Camp, which was duly seconded by Leslie Pitcher, a committee will be formed to explore subsidizing member registration fees. Carolyn Lorenzen will send an email to the leaders to see if volunteers step forward to form this committee.

c. Carolyn Lorenzen distributed USPC fundraising envelopes.

B. USPC 60th Celebrations - Carolyn Lorenzen announced that in 2004 the Region did a 50 year anniversary celebration and asked whether the Region would like to host a celebration at Eventing Rally.

a. Discussion:

i. Vicki Fox and Dawn Bellinger suggested a tent with cake and collecting pictures and inviting alumni. Council agreed.

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- ii. Dawn Bellinger suggested creating a video recognizing the alumni and founders of the clubs of the region by having some of the Junior Board members interviewing those people as an alumni project for the Annual Meeting, and maybe for the Anniversary if we can pull it together. Jennifer Carpenter agreed to chair this activity. Each club should email Jennifer Carpenter names of those who should be interviewed.

6. **Treasurer Report – Valerie Page**

- A. Changes to Budget from November: (1) Champs - refund received (2) Rallies - \$300 increase because of a discrepancy in Pay Pal; (3) Budget amended to 349 members in 2013.
 - a. Discussion – Carolyn Lorenzen noted that it looked as if we made money on Champs, and that we should review that to be refunded to participants.
 - b. MOTION: The council agreed that Carolyn Lorenzen and Lisa Woods (Champs Coordinator) will take a closer look to see where the costs were allocated. If the overpayment was from a cost that was allocated to all children, then an across the board refund will be given if over \$25. If it was attributed to coaching fees, then the refund will be issued to those children who paid for coaches. If the refund is less than \$25, then it will be rolled over for Champs 2015. Valerie Page so moved, Leslie Pitcher seconded the motion. None opposed, and the motion carried.
- B. Announcements/Reminders –
 - a. Cash Receipts and Disbursements Form is due February 15th to USPC and copy to Regional Supervisor;
 - b. 1099s due to IRS February 28th or April 1st if done electronically; and,
 - c. May 15th is the deadline for E-postcard.
 - i. Clubs earning \$50,000 and under file the E postcard.
 - ii. Over \$50K need to file 990 EZ. Also send copy to Regional Supervisor.
 - d. Discussion: Jennifer Carpenter asked if USPC is requiring each club to register as a corporation or charitable trust in their state. Carolyn Lorenzen tasked Carrie Camp to call Karol Wilson to see if that is required.

7. **Officer Reports**

- A. VRS Administration – Dawn Bellinger
 - i. Newsletter – The Region continues to email a monthly newsletter. Send submissions to Cindy Shelberg, editor, who is doing a great job.
 - ii. Membership - There is a new member form on the Regional website that Dawn is using. An email to her is fine as well. Don't send Dawn page 2 of the membership application! She just needs the information and the dues. Dawn distributed rosters to each club to check their membership.
 - iii. Website/ Facebook/ Twitter - Dawn encouraged clubs to send content for the website and reminded the clubs that each DC has a log in to see sensitive club information. Dawn would like to post the alumni video and

a Hall of Fame page on the website. Dawn has created a Twitter Account for the Region.

- iv. Horsemasters - Perri Green has agreed to be the liaison for the Horsemasters group in the Region. Serene Acres currently has a Horsemasters program as well. Any adult who wants to be in Horsemasters can affiliate with a club or with Virginia Region by contacting Perri Green at perriwgreen@gmail.com.
- v. International Exchange – Available for Quiz and Tetrathalon. A great experience for our members.
- vi. USPC Website - new website will be out in May. Parents and kids will have their own logins and be able to see their own information on their homepage.
- vii. Late Fees – Dawn Bellinger reported issues collecting money by January 1st. Our current policies state that we have a late fee, and Dawn has not imposed one before, but may have to if this does not improve.

B. VRS Activities – *Leslie Pitcher*

- i. 2014 Rallies
 - 1. Quiz is the pilot rally for using online entries only. Leslie Pitcher encouraged clubs to create a Pay Pal account to easily pay for rally fees.
- ii. Reminders
 - 1. Remember to name volunteers in the entry forms. New parents make great volunteers at rallies so encourage them to sign up. Volunteer assignments will be sent out ahead of time. DC's need to work with their rally coordinators so ensure that their competitors are entered in the correct divisions.
- iii. Diamond Legacy Eventing Award - Vicki Fox distributed a description of an award proposed by Melissa Fox to present in Eventing since we don't have an award for Eventing in the Region to date. Some type of bowl or plate will be purchased and engraved.
- iv. General Discussion: Carrie Camp requested that language be inserted into the Champs eligibility criteria incorporating a closing date for paperwork to be eligible for the Regional Team.

C. RIC – *Vicki Fox*

- i. Upper Level Prep – Occurred the first weekend of January. There were four (4) Virginia Region participants, and four (4) out of region.
- ii. HB Sessions – Are underway. Mock HB on March 15th at Marley Grange.
- iii. USPC Instruction Committee Meeting notes – Vicki Fox encouraged C-2 tests to be done by National Examiners. Vicki Fox reviewed the pass rates of the National Level Tests. There are handbooks and tests forthcoming for local level examiners who will now have to be certified to do local tests.

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- iv. Lesson plans will be available soon for instructors and for members who are learning to teach.
- v. Reminders:
 - 1. Once clubs have tests set up, email Vicki Fox to offer those certifications to other clubs in the region.
 - 2. Specialties are called "tracks" now. When there is a track certification, be sure to get an examiner who specializes in that track.
 - 3. The Region will host the H-B in May and a C-3/B/H-A/A test in August
 - 4. XC Clinic is tabled right now because Glenwood is unavailable.

D. HMO – *Brian Smith*

- i. New HM Rulebook on its way
- ii. HM Seminar – Brian Smith could use one or two more presenters and participants. Asked clubs to email him with numbers of attendees.
- iii. Reminders:
 - 1. At rallies, Rulebooks must be downloaded to devices; Links do not suffice.

E. Champs – *Lisa Woods*

- i. Hotel reservations have been made for a block of rooms.
- ii. Shirts & Saddlepads - Lisa Woods is looking into a less expensive alternative.
- iii. Lisa Woods is looking into transportation for the horses from the Region.
- iv. Reminders:
 - 1. Members need to be sure they have signed chaperone forms.
- v. Discussion:
 - 1. Mary Schwentker noted that Young Riders will be at the horse park at the same time and they are thinking about doing opening ceremonies together.

8. **Identify Nominating Committee for 2015 Officers**

- A. The following Council members were approved for the Nominating Committee:
- 1. Nicole Gnozzio (RBPC)
 - 2. Pamela Smith (SARC)
 - 3. Diane Fanta (GGPC)

9. **Open Forum**

- A. Polocrosse Rally - Jennifer Carpenter proposed a Polocrosse Rally on May 17, 2014. Jennifer projects 4 teams would participate.
- i. Discussion & MOTION: Leslie Pitcher moved that the Region use May 17, 2014 as a fun day for Polocrosse, and table the possibility for a rally in 2015. Brian Smith seconded said motion. Upon motion made by Leslie Pitcher, which motion was duly seconded by Brian Smith, the Polocrosse Rally is tabled as an action item for the Regional Council meeting in

November 2014.

10. **Adjourn**

- A. Upon motion made by Valerie Page, duly seconded by Leslie Pitcher, the Regional Council Meeting adjourned at 2:51 pm.

Action Items for Next Meeting:

1. Polocrosse Rally

Respectfully submitted,

Anne Williams (BRHPC), Regional Secretary