



**Regional Council Meeting
February 10, 2018
Warrenton Visitor Center
Warrenton, Virginia**

IN ATTENDANCE	
Regional Supervisor	Carrie Camp (DRHPC)
Vice Regional Supervisor, Activities	Absent
Vice Regional Supervisor, Administration	Dawn Bellinger
Regional Membership	Aldona Petraitis (LHPC)
Treasurer	Steve Vorpal
Secretary	Cindy Shelberg
RIC	Cathy Frederickson (BRHPC)
HMO	Staci Kapinos (MBFPCRC)
Regional Champs Coordinator	Lisa Woods (LHPC)
CWPC	Jennifer Carpenter, DC Angela Cooney, Joint DC Erin White, Joint DC Laura Cooley, Treasurer
DRHPC	Kim Ford, DC Leesie Leake, Joint DC Kristin Caskey, Treasurer
LHPC	Margaret Good, DC
MOCP	Philippa Fewell, DC
RBPC	Nicole Gnozzio
Red Gate Farm Riding Center	Christine McKitrick, Center Admin

Meeting Minutes

- I. Call to Order/ Introductions - *Carrie Camp, RS*
 - a. The meeting was called to order at 12:10 pm
- II. Welcome new DC's – Introductions - *Carrie Camp, RS*
 - a. Red Gate Farm Riding Center will be joining Virginia Region with 14-17 new members.
 - b. Wheatland Farms Riding Center will be joining Virginia Region. This is a therapeutic riding center but will join with traditional members.
- III. Approval of the Minutes –
 - a. MOTION: Dawn Bellinger moved that the minutes from November 11, 2017 Regional Council meeting be approved as presented. Jennifer Carpenter seconded the motion. There was no discussion.
 - i. VOTE: the motion passed unanimously.
- IV. USPC Annual Meeting Report - *Carrie Camp, RS*
 - a. Carrie delivered an overview of the 2018 USPC Annual Meeting. She noted how many VRPC members participated and were recognized: Cathy Frederickson Founders Award recipient;

- Jana Scholtz DRHPC for research project; A recipient Michaela Yowaiski, ODHPC; 50 year award recipient Difficult Run Pony Club.
- b. She noted that USPC Champs 2017 realized a net loss. She also noted the theme for this year's annual meeting was inclusion. Pony Club is truly a home for everyone.
 - c. Dawn Bellinger mentioned this year's annual meeting had quality receptions with major sponsors.
 - d. Carrie mentioned next year's USPC annual meeting is in Connecticut. Transportation will be easy with the train. Discussion followed suggesting that all clubs try to attend.
- V. USPC Annual Fund Support – *Dawn Bellinger*
- a. Dawn encouraged all clubs to make donations to USPC fund. National sponsors review support level of USPC members to its national fund. Sponsorships are important part of the budget for USPC.
 - b. Dawn reminded all clubs that a donation from a club would result in a donation from every member of that club on the USPC list of donors.
 - c. Angie Cooney explained how important donation percentages to the Annual Fund are when USPC goes after corporate funding.
 - d. Carrie mentioned that she will ask VRPC to contribute to USPC annual fund; if VRPC budget allows.
 - e. A vote on an amount to support the USPC Annual Fund was postponed until the budget discussion.
- VI. VRPC Fundraising – *Carrie Camp RS*
- a. Carrie mentioned that she would like to form a committee of 3 to organize a VRPC fundraising effort in 2018. Goal is to raise \$5-6, 000 for the general treasury to fund VRPC activities i.e. exchange programs, sending members to annual meeting, rally costs. Ideas include Christmas Wreath sales. No one readily volunteered. Carrie said she would appeal to individuals directly.
 - b. Dawn mentioned that the VA Horse Industry Board grant is due March 1st. She asked for volunteers to prepare and submit this year's grant document. Laura Cooley, Erin White and Cathy Frederickson agreed to write and submit the grant application for Education money.
- VII. VRPC Advertising – Dawn Bellinger
- a. Quiz Rally entries for non members no entries so far. Reminded members that the event needs entries in order to plan and design a good working program.
 - b. Loudoun Equine Expo on March 20. Dawn asked for volunteers to attend.
 - c. Washington International Horse Show Oct 23-28 2018. Dawn noted that VRPC, MD region and Capitol region have a shared booth/table for the event and needs volunteers to staff. There are discounted tickets to the show for volunteers.
 - d. Brochures, bookmarks. These items are available for clubs and centers to use when marketing their club/center.
 - e. Virginia Horse Festival March 23-25. VRPC has a booth reserved. Dawn requested clubs/centers provide her with club activities for a flyer/handout. On Sat evening 6-7 pm VRPC will give a riding demo. The title of our demo is "A Pony Club Cavalcade: A Parade of Disciplines." Dawn will ask clubs/centers to provide riders/ponies for the event. Dawn will organize the event.
 - f. Google AdWords Grant. Dawn reported that the DC of Commonwealth Foxhounds has taken over the project which allows VRPC ads to pop up on web searches.

- VIII. Upper Level Testing – *Cathy Frederickson, RIC*
- a. Cathy reported that the region received sponsorships from companies for this year's upper level preps: Culpepper Farm Coop \$600 and Hastilow Saddles to be determined. She explained the money raised helps to defray costs of hiring national examiners for national testing. She requested that clubs assist in getting the word out for prep dates. She suggested that the kids are texters, not emailers, and using texts has proved a successful way to communicate with the kids.
 - b. Culpepper Farm Coop Unmounted Prep Jun 29 is open to non members. Cathy encouraged clubs to send their members to this event.
 - c. Survey Results - the regions surveyed members for preference of a date to host National Examination August vs October. Results showed 22 replies or 54% chose the October timeframe. Carrie noted that Maryland region will host a national exam in August at Fairhill. She also noted that Specialty testings will be hosted by Capitol region in August. She suggested that the location for the VRPC National testing would be either Morven Park or Frying Pan Park. Carrie asked for a show of hands for support of region to host National Test in October. The vote was unanimous.
- IX. Treasurer's Report - *Steve Vorphal* See Attachments A-D
- a. Steve presented the actuals for 2017 vs budget. Income was \$1400 less than 2016, expenses were also less than 2016. Net for 2017 was \$4401.02. Carrie noted that the \$4000 surplus was because of the \$4000 brought in by Dawn in Advertising grant money. 2017 members totaled 248; 10 less than 2016. Rallies overall were at break even for the year.
 - b. MOTION: Carrie Camp moved that VRPC contribute \$250 to the USPC Fund and increase that amount to \$1,000 if the budget allows, to be determined at the Nov 2018 meeting. The motion was seconded by Angie C. There was no discussion.
 - i. VOTE: 6 voted in favor; 1 opposed; 1 abstained. Motion carried.
- X. New Procedure – Expense Voucher – *Carrie Camp, RS*
- a. General discussion about what form to use when submitting Expense Vouchers to VRPC. It was discussed that the wording should be changed to make it clear when a donation of services or fees was being submitted. It's not a problem to donate expenses (when a receipt accompanies the expense. The problem arises with a donation of fees.) It was decided to use the VRPC form currently on website as amended by Dawn asap. In addition, it was discussed that there are 2 options for a vendor or person to donate all or a portion of their fee. Option 1: Vendor reduces fee charged & reduced fee represented on the expense voucher. Option 2: Vendor charges full fee for payment and then submits a check in amount of their donation. Receipt from VRPC required for check written.
- XI. Insurance – *Carrie Camp, RS*
- a. Carrie discussed the need for insurance at all club and VRPC events. In addition, specialty insurance should be added when non members are attending; and recommended land owner optional coverage when it applies.
- XII. Fee Increases – *Carrie Camp, RS*
- a. Event Cancellations - For events that are cancelled, Carrie asked group to consider if region should keep an admin fee. After discussion it was decided that Erin White and Steve Vorphal would work on a proposed policy and present to the region at the November 2018 meeting.

- b. Memberships – general discussion about fees and need to cover other expenses including an increase in website fees.
 - c. Wild Apricot Fees will increase to \$90/month nearly double from 2 years ago. The benefits of this website were discussed. General consensus is Wild Apricot serves our needs well.
 - d. MOTION: Dawn Bellinger moved that 2019 member fees be increased to \$30 for regular & renewal (on or before deadline) and \$35 for prorated new memberships (Sept 1, 2018 – Jan 1, 2020). Laura Cooley seconded the motion. No discussion.
 - i. VOTE: unanimous. Motion carried.
- XIII. 2018 Calendar Discussion - See Attachment E
- a. Several updates were made to the 2018 calendar. Eventing Rally on June 17 will held at Kelly's Ford. An upper level prep that was cancelled on Feb 4 has been rescheduled for March 4 at Piedmont Equine in The Plains. Dressage Rally will be on Sunday May 6; Tet Rally will be on Saturday May 5 both held at Deep Run Hunt Club.
 - b. November Regional Council Meeting date was discussed and determined to change to November 17.
- XIV. Champs 2018 – *Lisa Woods, Coordinator*
- a. Carrie began a discussion about charging late fees for incomplete champs entries. Citing how much work it is to run down all of the information.
 - b. MOTION: Carrie Camp moved that the VRPC Champs entry form include a check list of required items and that each item not submitted before deadline **and in proper format** be subject to \$10 late fee. Staci Kapinos seconded the motion.
 - i. VOTE: vote was unanimous. Motion passed.
 - c. Carrie also mentioned VRPC tradition of hiring coaching for champs is not the practice by other regions. After discussion it was a consensus of the group to continue to have VRPC hire the coaches and to include a coaches fee for VRPC teams at champs.
- XV. Old Business
- a. Membership – Aldona Petraitis reminded clubs/centers about the renewal process. The need for a unique email address for each member and that members who have not renewed will be archived in the system by end of February.
- XVI. New Business
- a. USPC News – Dawn congratulated members from many Virginia Region clubs for being featured in this month's USPC News at Field Hunter Championships. She will work on promoting this on social media soon.
 - b. Treasurers Meeting – Carrie proposed that the clubs/centers schedule a Treasurers meeting before June to go over USPC new system and complete a peer review audit. It was decided that Laura Cooley and Steve Vorphal organize this meeting.
- XVII. Meeting was adjourned at 3:45 pm.