

# **BCHW - Board of Directors Meeting**

**2nd QUARTER 6/15/2019**

**Ellensburg, WA KVEC – Armory Building**

**Meeting** was called to order at 9:00 a.m. by President Kathy Young.

**Roll call attendance** was taken by President Kathy Young. Absent: Oakland Bay/excused, Inland Empire/excused. Quorum was present.

**Agenda was adopted.**

**Minutes** from the 1st Quarter Board of Directors Meeting were accepted as published.

## **Officer and Committee Reports:**

**Executive Committee** - Kathy Young reported no actions were taken by the committee between meetings. Kathy spoke to the Board on the need for Directors to take the BCHW Board meetings seriously by attending or have the Alternate Directors attend in their place when necessary. The point being that the Chapters need to have someone present representing them at the Board meetings and to conduct BCHW business. Kathy announced that she will not be running for office again in the upcoming elections and a nomination committee needs to be established for coming elections. Nominations will be accepted for President, Vice President, Director BCHA position #1, and Alternate Director BCHA. Kathy stated that she has been taking a lot of phone calls from members and there needs to be more effort put into the members contacting their Directors first and going through their Directors not Kathy. She stressed the need for good communications and correspondence between the Directors and the President. There needs to be good E-Mail communications at all times as well.

**Safety Chairman**- Kathy announced that Chuck Regimbal has taken over from Doc Wesselius as BCHW Safety Chairman. Chuck spoke to the Board stating all safety items should be coming through him from now on. He asked that BCHW members do things safely for BCHW when performing their duties/tasks.

**Awards Chairperson** – position is open and a chairperson is needed.

**BCHW Hikes the Hill**- Kathy reported on her experience while in Washington DC. "Hike the Hill" is held annually in Feb. As a change for this year WTA , EMBA and BCHW did their own "hike" in early June to concentrate on Washington state legislators.

The 3 organizations met with 14 legislative offices and with USFS Officials over 2 1/2 days. The message from these 3 organizations meeting together to discuss recreation and trail use from a multi-use perspective carried great impact in every office visited. Issues that were discussed included FS budget funding, volunteer programs, and recreational legislation.

**Treasurer** – Report was posted. Teri Starke gave her report on the status of the BCHW Treasurer. She said Grant matches are needed for reimbursements. There is an ongoing issue with checks not being cashed in a timely manner at the Chapter level. She said in any given month there are 30 to 50 checks

that are open. Teri stated that we need someone to manage the charity wish list with Amazon. BCHW could have a wish list on Amazon for donors to purchase things for our use.

Mary Kane asked about a problem opening the reimbursement form and Teri said that it is in compatibility format now. Sandra Ihly asked about the compatibility issue and Teri answered.

A general question was asked on how do we get on Amazon Smile? Teri stated that she puts out information monthly on Amazon to Lori Lennox and it is posted on BCHW Facebook site.

Rob DeBoer asked about using Excel & issues with protections. Teri explained.

Jeff Chapman asked about reimbursements & when the form is needed & for what? Teri said if you have questions always feel free to ask her.

**Ways & Means** – Report was posted. 2020 BCHW Calendars are available now.

**Winery Ride** – Barb Thomas & Nancy Rust reported to the Board on status. The application form is done and they need the Chapters to start getting their donations for prizes put together and to them. Teri asked who is taking the money for registrations this year and Barb said it is the same as last year. There was a discussion and presentation on the new access to the property where we stage the ride out of. The new access is in and now needs to be graveled.

**Grants** – Report was posted. Nicole Sedgwick reported that Jason's grant was fully funded at \$102,294.00. The Peninsula RTP grant for \$90,870.00, and the other RTP grant (for the rest of the state) for \$112,952 were also fully funded. LNT program was offered \$6,375.00 from excess 2019 funds but we need chapters to report volunteer LNT hours have been done from 6-1-2019 to 9-30-2019 for education hours for match. These hours need to be turned in to Nicole We need \$8,000 matched total. We need 530 hours minimum turned in. It was suggested that LNT training could be done at meetings at the Chapter level and turned in for the match.

LNT program was offered money from excess 2019 funds but we need chapters to report volunteer LNT hours that have been done from 6-1-2019 to 9-30-2019 for education hours for match. These hours need to be turned into Nichole. We need 8,000 hrs matched total. We need 530 hrs right now turned in. It was suggested that LNT training could be done at meetings at the Chapter level and turned in for the match.

Jeff Chapman asked when do we start reporting match hours for other RTP grants? Nicole said to wait for her to tell us.

Jason Ridlon spoke to the Board about being careful how we handle our volunteer hours when it comes to turning over our hours to another agency for matching hrs. We have to be careful to not double dip for one thing. Also we need to be careful what we turn over to the land managers for our volunteer hours. We need to hold on to our hours when we are using Grant funds for projects as matching hours for our Grants not the land managers.

Lori asked about the use of LNT signs? Nicole questioned her and discussed the subject. Nicole said to use the volunteer forms for volunteer hours for Grant 18-2263.

**BCHA** – Jason Ridlon reported on the recent BCHA National Board meeting in N. Carolina. Jason had a Power Point Presentation that showed the topic's that were discussed at the meeting. The proposal of reducing the number of BCHA Directors was addressed along with the proposal to use MRA's (Minimal Requirement Analysis) with in the USFS. The proposal for reducing the number of Directors was voted down. The proposal on Wilderness & MRA's was tabled but a vote was taken on Wednesday and passed by 100% margin. A discussion took place on the different committees that Jason, Darrell Wallace and Bill McKenna participated with during the Board meeting.

Kathy asked about the status of the MRA Process and where it is? Jason answered with a discussion on what the USFS position is and the lack of change in the process at the USFS level. Jason did explain that it is his belief that he has gotten folks attention and believes that we will see a change take place on the subject.

Jeff Chapman spoke to the Board on what he sees on Federal Legislation and he sees some changes coming. He needs input from BCHA on where they are & what is BCHA doing on issues. Jeff expressed the need for better communication with him from BCHA because of his need to make decisions on where the state ( BCHW) is when acting on policies and legislation that he works on.

Mary Kane asked who we ask for information on what BCHA is doing on Public Lands issue's at the National level. The names of BCHA folks that can help are- Randy Rasmussen Advisor for Public Lands and Recreation, Jerry Bentz Public Lands chairman and our Pete Erben Public Lands Chair for BCHW. Questions to BCHA should go first to our BCHA Directors, Jason or Bill McKenna can then take them to BCHA.

Jason spoke to the Board on the needs for packing support in different areas of the state. He stated that there are issues with communication with Chapters in areas. There are communication issues with Chapters when it comes to his involvement in meetings with different land managers and he expressed how difficult it is for him to communicate with the respective Chapters on his efforts. He apologized for any problems it causes the Chapters and he doesn't mean to cause problems.

Bill McKenna spoke to the Board about the status of BCHA.

Jason spoke to the Board on the State Wide Work Party and its progress.

Sandra Ihly ask Jason if he gets the volunteers that are needed to do work parties? He said yes. Sandra said that there are 132 paid Independent members and they are willing to volunteer on Chapter projects.

**Special Projects** - Report was posted.

**Independent Members** – Sandra Ihly gave a brief report to the Board on the status of the Independent Memberships. Ken Carmichael asked Sandra if we can get a list of Independent Members in a Chapters area. She said yes and would work with Ken on the request.

There was a discussion on the matter of the Independent members not wanting communications and Kathy spoke on the issue and what can be done. Rob DeBoer stated on the matter of communication with the Independent members that it is a two way street.

Ken Carmichael spoke on how it works when a member joins multiple Chapters and BCHW. Also how Independents are counted and listed as members. Dana Chambers said that Chapters that receive an application from a individual that is already a member of another Chapter in BCHW should one verify membership in the other Chapter and two report this new Chapter membership to BCHW.

**Membership Development** – Report was posted.

Kathy called for a ten minute break. 10:15 a.m.

Kathy called meeting back to order at 10:36 a.m.

**Governance & By-Laws** – Report was posted.

Ken Carmichael spoke to the Board on his proposal to comply with Washington State Law and good business practice. He posted a copy of “Records Retention and Destruction Policy and Records Retention and Destruction Schedule” as proposed for approval by the BCHW Board of Directors. Not all documents are included on the Records Retention and Destruction Schedule but it does include those that are required and others that are typically retained by BCHW.

Ken Carmichael made a motion “I move that the BCHW Board approve the Records Retention & Distribution Policy and the Records Retention & Destruction Schedule. “ Louise Caywood seconded the motion.

Discussion took place on the motion. Ken said this is a State (BCHW) level policy not a Chapter policy. He said this is for protection of Teri Starke at the State level. He also said this is not adding another level of liability for BCHW.

Kathy suggested a postponement of Ken’s motion and Jim Thode moved and Doug Stewart seconded motion to postpone. Motion passed on voice vote.

**Legislative** – Report was posted.

Jeff Chapman stated that DNR had funds taken from the Discover Pass of \$750,000,000 because of some budget process issues at the DNR level. There is also an issue with DNR getting match funds and they will lose out on some grants as a result as well. Jeff said policies are being look at on E-Bikes on dirt non motorized trails so some changes are being made for the most part for no E-Bikes on non-motorized trails. Jeff spoke on changes being proposed for permitting of Process’s & Projects without having to go to the EIS (Environmental Impact Statement) process. We are hoping this will be done using “CE’s” (Categorical Exclusions) instead.

**Public Lands** – Pete Erben said the “WTA Crews Training Class” had four individuals from BCHW attend. They were well accepted for being there for the training. The attendees gave good input to the discussions on trail maintenance and other subjects. Pete spoke on BCHA trail issues across the country. An issue that is happening everywhere is with Equine Trail Heads/Parking /Camping being taken over by non-equine users. Pete stated that conference calls are a real help with Public Lands issues. NEPA rules changes are in the works that will help stream line the permitting process. We need to comment on these proposals because it is important to be heard and we just need to do it. Pete said that

communications are very important and a link will be sent out to Chapters to improve communications on public lands issues.

A discussion took place on the matter of members and Chapters representing BCHW in an official status on public issues. Kathy said members need to have a conversation with their Directors before making an official BCHW comment on a Public Issue. Individual comments are still needed from equine supporters.

Pete stated rule changes are needed please support the changes when you can. He said we do need better communications with our members.

Mary Kane said she doesn't know what the official position is for BCHW on issues and as a Director she doesn't know what BCHW position is on any given issue and this is a concern for her.

Jeff Chapman spoke on his concerns of Horse Camps like "Three Rivers Horse Camp" closing and the need to give input on stopping the process.

Pete Erben spoke to the Board on the question of how do we respond to issues like this as equestrians and BCHW members. The Recreation Analysis Process is being done in Forests all the time and we need to respond to them.

Louise Caywood discussed their questioning process and need to comment on their (USFS) policies & surveys.

Kathy expressed the need for the Chapters to get involved with the Land Managers on issue's and report back to BCHW officers and committee heads with input on the issues.

Pete Erben brought up concerns on Concessionaires at camp grounds and stated that it is a different issue that we need to be proactive on.

Doug Stewart asked as a point of order what does it take to respond to the issue of losing two horse camps. Do we need a letter from BCHW? Pete answered that he will work on a letter. Pete feels that BCHW is becoming more important & noticed by the Land Managers on issues and carrying more weight on issues.

Sandra Ihly asked about the Sawyer Certification Web Site changes that are coming and how would a person find a Sawyer for a project? A discussion followed with answers.

**Executive Director** – Report was posted.

**Rendezvous** – Report was posted. Nicole stated that table reservations are on now and 47 tables total are up for reservations with 20 reserved now. Get your reservations to Nichole.

**Volunteer Hours** - Report was posted. Louise Caywood said if there were any questions to get with her and she would see that Deb got them.

**BCHW Store** – Report was posted.

**Awards** – Kathy Young stated we need a new awards chairperson and asked for a volunteer.

**Safety** - Chuck Regimbal the new Safety Chairperson spoke on Riding Helmets for safety when riding saying they do save lives.

Lori Lennox asked about the status of the Liability Release form update and asked when we will see a newly adopted form? The answer is the form is being worked on right now and will come out soon.

**Membership** – Report was posted. Dana Chambers said we are at 1409 members as of last night. That is up by 16.4% as compared to 2017. Also there are 1290 Trail Head News Letters going out now. A list was handed out of non-members who get the THN. Dana asked Directors to make comments on any that need to be taken off or added. Dana said that when checks are sent out with attached paper work they should be checked on and handled accordingly and addressed properly. Dana asked our members check for any change of address and when going on travel for the winter for example put a hold on your THN's by calling Dana to put a hold on sending out that time period.

**Lunch - 12 Noon**

**Sawyer Program** – No Report and no one present.

**LNT** – Report was posted.

**Publicity/THN** – Lori asked about a brochure and said the current NW Horse Source has a good article on horse use and to share with folks in the Chapters and elsewhere. Lori gave out a hand out for the “NW Horse Source Magazine & BCHW” for the Directors to take back to the Chapters.

**Web Site** – Report was posted.

**Education** – Kim Merrick spoke on Leadership Training and the Rendezvous for training and suggested doing training on Saturday as ED-Day. Kim is working on a proposal for a Committee made up of suggested members from Sawyers, LNT and Education. She needs an organization chart. Kim is going to make the proposal to the next Board meeting.

## **Unfinished Business:**

Ken Carmichael made a motion to have the Liability Release Form issue moved to the September Board meeting. The motion was seconded and passed on a voice vote.

**3S Program** – Linda Moran spoke on the proposed “3S Program” needs. She would like to see BCHW LNT program adopt the program. A discussion took place on different Chapters supporting the proposal. Dave Seibel said there is a problem with the CD Video. Mary Kane said education materials should be made available to all BCHW members and there should be a web site made available for the materials. General support was expressed for the program.

Linda Moran made a motion that the “3S Educational Program” be adopted and be incorporated into BCHW educational programs and to create a line item in the budget in the amount of \$200.00 for the 3S Program. Motion was seconded and passed on a voice vote.

**Lifetime Membership** - Ken Carmichael Governance & ByLaws Committee Chair, spoke on a proposal for an amendment to the BCHW Bylaws as posted on the web under reports. Ken said “I propose that in accordance with BCHW Bylaws Article IX (Amendments to Bylaws) that:

Article III Section1. Paragraph B which reads as follows:

B. Any individual member may choose to purchase a lifetime membership, by paying a one-time membership fee of \$1,200. All fees paid for lifetime memberships will be paid into a "Lifetime Member Trust", which is untouchable for a initial 5-year period. These funds must be invested in interest bearing instruments /accounts of reasonable risk levels and staying within the boundaries of a 501c3 organizational status. During the second 5-year period, only the BCHA dues for each Life member may be withdrawn to cover BCHA dues payments. During the third 5-year period, 50% of the interest may be transferred to the BCHW general fund. After 15 years, all the interest may be transferred to the general fund each year.

Be totally replaced with the following paragraph:

B. Any individual member may choose to purchase a lifetime membership, by paying a one-time fee of \$1200 for BCHW and BCHA dues. All fees paid for lifetime memberships will be paid into a "Lifetime Member Restricted Fund". These funds must be invested in interest bearing instruments/accounts of reasonable risk levels and staying within the boundaries of a 501c3 organizational status. For each Lifetime member, BCHA dues are removed from earned interest in this restricted fund each year in January of the membership year, leaving the remaining principal and interest to continue to accumulate. If insufficient earned interest is available BCHA dues will be paid from the BCHW General Fund. The BCHW Board of Directors may upon a majority vote decide to use earned interest for authorized activities recognizing that sufficient earned interest must be retained to pay BCHA dues for eh member's lifetime.

This proposal clarifies the original bylaw and was discussed at the September 15, 2018 BCHW Board meeting and it was decided to proceed with publication in the THN."

Ken made a motion to adopt the membership bylaw change. Motion failed. Kathy called for a show of hands vote. 8 opposed 16 in favor 30 Directors present. Motion failed for a lack of 2/3 vote.

Jim Thode questioned the policy of Life Time Membership process and handling of funds gotten from the memberships.

## **New Business:**

**Winery Ride Road Access Costs** – Dan Chappel spoke to the Board on the progress of construction on the new road access to the property where the Wine Ride stages out of. Dan had worked with the property owner Bill Jordan and Jay Spurlock owner of Severino Cellars on getting the road put in. All the work was done with Jay Spurlock's equipment and labor that he has donated. The dirt was donated but the hauling and loading was an expense. Next will be the expense of buying and spreading gravel on the new road. BCHW owes Jay a big thank you for his efforts.

Dan made a motion to have a budget of \$2000.00 to pay for the building of the new access. A motion was made to amend the motion to "Have BCHW pay up to and not exceed \$2000.00 out of Winery Ride expense to improve the access for safety of the event." Motion was seconded and passed on a voice vote. Teri stated that it will be a Winery Ride expense to be legal for sure.

**Donation Envelope** - Nicole discussed the costs of Donation Envelope:

100 for \$243.60

2000 for \$365.70

5000 for about \$700.00

10,000 for about \$1400.00

A discussion took place on this being used out on the Trails.

Bill McKenna made a motion to buy 1000 Donation Envelopes and Cathy Upper seconded it. Motion was amended to buy 1000 Donation Envelopes for \$243.00. Motion passed on a voice vote. Jim Thode said he likes the use of the Business Cards instead. Scott Lee stated on the BCHW Web site the donations goes to BCHA. Kathy explained that it goes to BCHW not BCHA.

**CPR/1<sup>st</sup> Aid Program** – Laura McDonald made a proposal to have 1<sup>st</sup> Aid Training available at Leadership Training and Rendezvous. She said Chapters can schedule Training as well. She would build a tracking system for Training and Certification Cards. Member cost would be \$15.00 and they would get a card and kit. Yakima Chapter is in full support.

Louise Caywood moved we use \$5,925.00 from RTP Grant # 16-2714 to train Laura McDaniels to be a First Aid Trainer and buy First Aid supplies for initial set up of a BCHW First Aid/CPR/AED training classes. Cathy Upper seconded the motion. Mary Kane questioned if this training could be done at Board meetings & ect. A discussion took place on the subject.

Kathy called for a vote and the motion passed on a voice vote.

**IRS 990 Form Filing** – Teri Starke spoke on the form and the corrections she has caught and what others have caught. These corrections will cost us money to make. Discussion took place on the issue.

Louise Caywood moved that we approve the IRS 990 Form with the needed corrections. Motion was seconded and passed on a voice vote.

Teri stated that she wants to get approval of Laura McDaniels to be added to the BCHW checking account.

Jim Thode moved to add Laura McDaniels to the checking account for BCHW. Motion was seconded and passed on a voice vote.

Teri spoke and read her proposal to make a change to the way we operate our (Procedures) Treasurer accounting system and how the Chapter Treasurers operate and report to the state BCHW Treasurer. Teri went into a detailed explanation of the problems she is experiencing. Teri said we should have a budget at the Chapter level each year and it should be approved by January 1<sup>st</sup> each year. Scott Lee talked on Teri's concerns and how the cash flow works between the Chapters and the State (BCHW). Laura pointed out how important it is for more than just the Treasurers hear Teri's training. Rob DeBoer talked on the need to make the necessary changes.



Ken Carmichael made a motion that the Board accept the letter as posted from the Treasurer to the BCHW Board dated 6-15-2019 and adopt her recommendations in the letter. Laura McDaniel seconded.

A discussion took place on the proposal with multiple individuals giving input.

Kathy called for a vote on the motion. The motion passed on a majority voice vote.

Kathy called for a vote on Ken Carmichael's earlier motion on "Records Retention and Destruction Policy". On a majority voice vote the motion passed. (See Ken's motion made earlier in the meeting)

### **Good of the Order:**

**Instagram** - Kathy asked if anyone present used Instagram and could we get someone to look into finding out what it is and how we could use it for BCHW purposes. A couple of folks said they would check it out and get back to Kathy on it.

**Mt. St. Helens Work Party** - Jim Anderson gave a presentation on the work party to the Board.

**Public Awareness & Education** - Cathy Nelson gave a presentation on Public Awareness & Ed to the Board.

Cathy Upper reported on the N. Summit Horse Camp. Progress is being made and hopes to open in September.

Kathy called for volunteers for the nomination committee and asked for Laura McDaniel, and Lori Lennox and Mary Kane. They accepted.

Meeting Adjourned at 3:41 p.m.

Minutes prepared by Danny Chappel for Janelle Wilson, Secretary.