



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Approved Minutes from the meeting: Monday, April 13, 2020, 6:30pm via Zoom

1. Call to Order at 6:32pm by President RKS
2. Roll Call
 - a. Raena K Schraer ✓
 - b. Frank Kolaski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacy Allen ✓
 - i. Wendy Drew - Absent
 - j. Maggie Smith ✓
 - k. Ruby Shea ✓
 - l. Kira Zerkel ✓
3. Approval of Meeting Agenda
 - a. Additions to the agenda:
 - i. DS added treasurer's report to the agenda for today and all future meetings.
4. Approval of Minutes – March 9, 2020 meeting
 - a. No minutes available at this time. TB and ZS to compile their notes and send to LW for approval at May meeting.
5. Treasurer's Report:
 - a. DS currently working on a template for future reports. Verbally went over current financial report for money market, checking accounts, and outstanding invoices. Accountant is assisting her in streamlining accounts.
 - i. DS to email completed template to LW and rest of board for inclusion in this meeting's minutes. LW will attach completed report to final minutes for approval and archival.
 - b. DS needs volunteer hours for EOY reporting
 - i. FK, ZS to email her their hours.

- c. FK asked about EATA's standing in financial reports. DS reports EATA owes AHC and has sent invoice, but EATA returned with questions. DS needs AHC/EATA agreement to confirm charges and edits to invoices.
 - i. FK to send DS AHC/EATA agreement asap.
 - ii. RKS suggests FK/DS work together with Christy & Cassie from EATA on invoicing in the next few weeks.
6. Committee Reports
- a. Committee members and assignments
 - i. Emergency Preparedness Committee Members: ZS, FK, SM
 - 1. FK asked ZS about AHC FEMA approval. ZS reports that per Animal Control – yes to all animals; Office of Emergency Management – yes to Horses and dogs only
 - a. FK's thoughts are that AHC needs to put into place power, water, snowplowing first before announcing FEMA approved.
 - b. ZS states that regardless of FEMA approvals, Animal Control expects AHC to be prepared to take in anyone at anytime.
 - c. Suggestion made by RKS and SM(?) to close gates all winter until Emergency process planned out and clarified, and to make emergency processes seasonal
 - d. FK to get ZS further grant information for FEMA approval
 - ii. Rule/Policies Committee Members: WD, RKS, LW, DS
 - 1. WD only member at this time, RKS, LW, DS volunteer.
 - iii. Events Committee: ZS, SA
 - 1. Per ZS, the events committee was originally designed specifically for Equifest and AHC sponsored events only while scheduling is responsible for all other events.
 - a. LW proposed to combine events and scheduling and planning to reduce future confusion about who to contact and how to schedule all events.
 - i. Motion made by LW to combine the Events and Planning Committees and run them as the Events Committee, which will be the one who schedules all events at AHC, not just AHC specific. Second: SM
 - 2. RKS asked about May/June event cancellations and how AHC is going to proceed with deposits, should AHC refund or push out for future event use.
 - a. ZS to contact management for all cancelled and tentative cancelled events in May and June to discuss options and then forward to DS/Finance Committee.
 - i. DS states it would be easiest to just refund deposits for tracking purposes.
 - iv. Grants Committee Members: ZS
 - 1. FK stated that AHC is eligible for SBA loan

2. ZS actively working on National Disaster Preparedness Grant to focus on getting water to center year-round.
3. RKS suggests to leave ZS on this committee and add more members in future
- v. Membership Committee Members: RKS, ZS, FK, LW
 1. No members of committee at time of initial discussion, RKS, ZS, FK, LW volunteer
 2. RKS suggests Membership to be combined with Community Relations (bylaw specified committee)
 3. FK suggests social media be added to Membership/Community Relations
- vi. Sponsorship Committee Members: MS, KZ
 1. MS and KZ have drafted a template to send out for sponsorship opportunities.
 - a. Committee (MS) will send to board members for edits that will be voted on at the May meeting.
- vii. Finance Committee Members: MS, DS, RS, RKS
 1. Finance Committee not established in past, RKS proposed to establish one. Volunteers are MS, DS, RS, RKS
- viii. Committees specified in bylaws as follows: Executive Committee, Corporate Operations Committee, Program Committee, ~~Community Relations Committee~~, ~~Planning Committee~~
 1. All other bylaw specified committee discussions tabled for May Meeting
- b. Committees and Members List
 - i. Emergency Preparedness: ZS, FK, SM
 - ii. Rules/Policies: WD, RKS, DS, LW
 - iii. Events/Planning: ZS, SA
 - iv. Grants: ZS
 - v. Membership/Community Relations: RKS, ZS, LW, FK
 - vi. Sponsorship: MS, KZ
 - vii. Finance: MS, DS, RS, RKS
 - viii.

7. Old Business

- a. Clean up day May 2nd
 - i. Tentatively rescheduled due to Covid social distancing and park closures
 - ii. FK mentioned that closures could change with upcoming state government decisions and would rather not commit to cancelling or rescheduling at this time.
 1. FK made motion to have an ad hoc meeting on April 27 at 6:30 to discuss the rescheduling or cancellation of both Equifest and Clean Up Day. Motion 2nd: SM
- b. Cancellation of Equifest
 - i. See above motion made by FK
- c. Bylaws update

- i. ZS stated the need for general and AHC specific updates to current bylaws. Has not proceeded with doing updates, but will look into the process of updating (lawyer, IRS, state).
 - ii. RKS suggests new committee. Unanimous no, and that this should be taken over by Rules and Policies Committee.
 - 1. Rules and Policies Committee to proceed forward with researching and starting process of bylaws updates.
 - iii. ZS noted that Nancy Buroughs is listed as the registered agent for AHC.
 - 1. Rules and Policy Committee to start process of updating registered agent, officers, and board members with the state.
- d. EATA coordination
 - i. ZS stated the horses coming from OR to AK might not be happening due to commercial hauling restrictions, but EATA/Jeannie is still tentatively planning on coming up, just not sure of timing.
 - 1. FK states that EATA/Jeannie is planning on coming up May/June as usual barring border closures.
 - a. RKS suggests FK and DS contact Jeannie/EATA to coordinate arrival.
 - b. ZS questions if EATA will board horses at AHC despite possible late program start. Points out they still have past due invoice and will also continue to get charged regardless of program start date.
 - i. RKS proposes to add EATA discussion to ad-hoc April 27 meeting
- e. Grounds person needed? (~~assign to Finance Committee~~)
 - i. Push to table at this time.
 - 1. FK agrees to table but mentioned that ZS volunteered previously to be grounds person as she has been in the past.
 - a. RKS notes that per bylaws and IRS restrictions, no board member can be paid to be an employee (grounds person).
 - i. ZS offers to resign her position in order to be grounds person, but notes that no payment is specified to officers and directors only.
 - 1. RKS to mail out quoted bylaws and IRS statues
 - 2. RKS asked if AHC is responsible for trail maintenance
 - a. ZS states that per Parks and Rec they (P&R) and AHC CAN maintain the trails, but are not obligated to do so. Also mentioned that Team Rubicon is scheduled through Parks and Rec to do fire mitigation this summer in Section

8. New Business

- a. Establishing terms of individual board members (contact me individually)
 - i. RKS proposes that all current members of the board privately email her with preferred term limits and a spreadsheet will be created. Also

emphasized that just because your term is up, doesn't mean you can't run to be reelected.

1. ALL board members to email RKS with preferred term length
 - b. Francine Reuter board position
 - i. RKS relays that Francine Reuter is still very much interested in becoming a member of the board and asks rest of board if they would like to vote her in.
 1. FK asks to table for future meetings
 2. KZ volunteers to call Francine to see if she is still interested and ask for new resume with her intentions which she will then distribute to board.
 - a. KZ motions for decisions about Francine Reuter's application to be added to ad-hoc meeting April 27, pending her phone discussion and application. Motion 2nd: SA
 - c. Establishing best means of communication amongst us
 - i. Unanimous agreeance to email communications being easiest, though text may get faster response. All members to get RKS phone number and emails for future communications
 - d. Methods of communication
 - i. Establish and e-mail and phone number list for use amongst board members
 1. See above note (c)
 - ii. Requests for past meeting minutes, requests for receipts, questions from the public, etc. Are there specific emails to contact (to go with board/committee positions?)
 1. RKS mentioned past complaints from the community on how to communicate with AHC board members or committees and suggests each committee have their own email, which would be posted.
 - a. LW gave example of Alaska State Horseshows emails to suggest uniformity with any emails being created (AHC."committee name"@gmail.com), and stated that there are also officers emails which have a spreadsheet of all emails and passwords to pass on to future committee members and officers should someone step down.
9. Comments and Announcements
 - a. SM – Memberships
 - i. Wonders if the board is prepared to refund memberships to those who may want refunds due to tight finances with COVID restrictions and how will the board appropriate those funds.
 1. Discussions decided that it will be up to the Finance Committee
 - b. ZS – Volunteer email
 - i. ZS received an email from a Girl Scout needing volunteer hours who wants to clean and paint stalls used by EATA

1. ZS to reach out to find out intentions.
10. Next meeting date, time and location
 - a. Ad-Hoc meeting scheduled for April 27 @ 6:30 via Zoom
 - b. May meeting to be schedule for May 11 or 18 @ 6:30. Location TBD
11. Motion to conclude meeting at 8:46pm by DS. ZS second

Action List

By person:

RKS: Communicate with board members regarding term lengths and preferred communication method, keep a list. Meet with Rules/Policy Committee regarding current workings as well as updating bylaws. Meet with Membership/Community Relations Committee. Meet with Finance Committee.

FK: Email DS volunteer hours for 2019 so DS can complete EOY filing. Email DS EATA/AHC agreement and assist in reviewing invoicing as well as contacting EATA regarding travel and boarding plans. Email ZS further FEMA and SBA grant information. Meet with Emergency Preparedness Committee to start emergency processes and clarifications. Meet with Membership/Community Relations Committee. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

LW: Complete Minutes and action list for 4/13/20 meeting, adding DS's treasurer report. Meet with Rules/Policies Committee regarding current workings and future bylaws updates. Meet with Membership/Community Relations Committee. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

DS: Email completed treasurer's report to LW for inclusion in meeting's minutes. Meet with FK regarding EATA/AHC agreement, invoicing, and travel/boarding plans for EATA. Complete EOY reporting. Meet with Rules/Policies Committee regarding current workings and future bylaws updates. Coordinate with Finance and Events/Planning Committees regarding refunds for memberships and event deposits if needed. Meet with Finance Committee. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

ZS: Email DS 2019 Volunteer hours. Email LW notes from March meeting minutes if available in order to approve at May meeting. Meet with Emergency Preparedness Committee to start emergency processes and clarifications. Meet with Events/Planning Committee to start reaching out to management of May/June cancellations and tentative cancellations re: deposit refunds. Continue with NDP Grant work. Meet with Membership/Community Relations. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

TB: Email LW notes from March meeting minutes if available in order to approve at May meeting. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

SM: Meet with Emergency Preparedness Committee to start emergency processes and clarifications. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

SA: Meet with Events/Planning Committee to start reaching out to management of May/June cancellations and tentative cancellations re: deposit refunds. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

WD: Meet with Rules/Policies Committee regarding current workings and future bylaws updates. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

MS: Meet with Finance Committee. Meet with Sponsorship Committee to complete sponsorship letter and options draft and distribute to rest of board for edits prior to voting at May meeting. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

RS: Meet with Finance Committee. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

KZ: Meet with Sponsorship Committee to complete sponsorship letter and options draft and distribute to rest of board for edits prior to voting at May meeting. Reach out to Francine Reuter regarding interest in board position, get application and intentions from Francine to distribute to rest of board for discussion prior to ad-hoc April 27 meeting. Email RKS with preferred term length (1-3 years), phone number, and preferred communication method.

By Committee:

Emergency Preparedness: start emergency processes and clarifications

Rules/Policies: meet regarding current workings and future bylaws updates, update state filings with Div of Corporations, Business & Professional Licensing, and also Dept of Law

Events/Planning: start reaching out to management of May/June cancellations and tentative cancellations re: deposit refunds.

Grants: Continue with NDP Grant work

Membership/Community Relations: Meet to discuss future memberships and community outreach/marketing ideas

Sponsorship: complete sponsorship letter and options draft and distribute to rest of board for edits prior to voting at May meeting

Finance: Coordinate with Events/Planning Committee regarding refunds for memberships and event deposits, review current and future relevant financial information.



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Approved Minutes from the meeting: April 27, 2020, board meeting, 6:30pm via Zoom

1. Call to Order – meeting called to order at 6:34pm by RKS
2. and Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓ (technology pooped out part way through)
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacy Allen ✓
 - i. Wendy Drew (absent)
 - j. Maggie Smith ✓
 - k. Ruby Shea ✓
 - l. Kira Zerkel (absent)
2. Approval of Meeting Agenda – additions to the agenda
 - a. Motion to adopt the agenda made by LW, second by DS passed unanimously
3. Old Business
 - a. Clean up day May 2nd
 - i. Board decided to officially open WCCEC on May 2 at 10 am. Various board members will be there at that time to up, take inventory of projects that need to be addressed and make sure the grounds are safe for riders. We will not have an official clean-up day at this time in observance of continued city guidelines surrounding social distancing. The board's understanding is that it is OK for individuals to come ride and use the facility, although any kind of event is prohibited until June 1, pending updated in local regulations.
 - b. Cancellation of Equifest

i. Frank suggests postponing until a later date rather than cancelling. Zoe described what she did to promote last year's Equifest, posters, contacts with vendors, etc., it took 2-3 months of planning for 2019 Equifest. Frank made a motion to indefinitely postpone Equifest with the intention of having it at some point when regulation allows. Darla seconded the motion. Passed unanimously.

4. New Business

- a. Brief discussion of how AHC notifies the public of information, currently Zoe does all the e-mailing and updates to social media, at a future meeting we will attempt to get her at least one other person to help. Wendy Drew is still an admin on the FB account from a few years ago.

5. Next meeting date, time and location

- a. Monday May 12, 6:30 via Zoom



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Anchorage Horse Council Board of Directors Tuesday May 12, 2020 6:30pm via Zoom

1. Call to Order - 6:34pm by RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacy Allen ✓
 - i. Wendy Drew ✓
 - j. Maggie Smith ✓
 - k. Ruby Shea ✓
 - l. Kira Zerkel – Absent
3. Approval of Meeting Agenda – additions to the agenda
 - a. No additions to agenda
 - b. **Motion to approve agenda and additions made by RS. Second SM. Unanimous vote to approve**
4. Approval of Minutes – April 13 and April 27
 - a. **Motion to approve minutes from April 13 & 27 meetings by MS. Second FK. Unanimous vote to approve.**
 - b. Suggestion made by DS to have minutes on AHC letterhead with President's Signature. All agreed
 - c. Minutes to be posted on AHC website on letterhead with signature.
 - i. **Motion made by RS. Second FK. Unanimous vote to approve**
5. Treasurer's report – Darla's new format
 - a. See attached Treasurer's report
 - b. DS still need FK to update volunteer hours. RS to re-send her. Also still needs volunteer hours from ZS.
 - c. DS stated she still needs to secure an accountant for tax hours. States that volunteer hours are the only thing left to be completed. Also notes that ZS will be listed as 2019 President.
6. Committee Reports

- a. EATA Committee Report (FK, DS, ZS)
 - i. Committee met with EATA board and clarifications have been made in reconciling invoice.
 - ii. FK proposed to EATA that contract format be implemented for future use.
 - iii. DS requested 2016-2018 EATA invoices, payment receipts, and notes from N.Burroughs and those were left in the AHC office for pick up. DS notes that research for discrepancies through the bank costs \$35.00/hour. She will look through provided paperwork and meet with finance committee in order to decide further action.
 - iv. Per FK, EATA is cancelled for the 2020 summer and no horses will be coming to the center. Shaw and Janie will be staying on site at AHC as usual though and will also dummy-lock the gate AM/PM.
 - v. FK also noted that Janie expressed some interest in joining the AHC board.

- b. Emergency Preparedness Committee (SM, FK, ZS)
 - i. FK states the pumphouse is open and will pursue year-round water availability
 - ii. SM is organizing what is required for Emergency Preparedness.
 - iii. RKS suggests that committee come up with something to explain to the public how/why AHC/WCCEC got that designation.
 - iv. RKS also suggests that committee come up with policies as to what designates an emergency, how long animals can stay, etc.
 - v. RS asked committee about defensible space with fire season. ZS explained Team Rubicon and the Fire Wise Program
 - 1. RKS asked ZS to find out if Team Rubicon is still coming and when.
 - vi. WD asked committee about emergency response at WCCEC and if the Municipality has funding for that (for AHC/WCCEC)
 - 1. FK researching requirements with committee
 - a. WD gave muni info to FK regarding emergency response
 - vii. RKS suggests adding another member to committee
 - 1. ZS states she has member volunteers she can contact

- c. Rule/Policies Committee (WD, LW, RKS, DS)
 - i. DS/RKS completed and returned paperwork needed.
 - ii. RKS still looking for registered agent
 - 1. WD discusses need for lawyer to be agent, stating it depends on organization time.
 - 2. SM has a friend who may be willing to donate time
 - iii. AHC forms still being updated.

- d. Events & Scheduling Committee (ZS, SA, RS)
 - i. ZS sent out emails to event managers regarding rescheduling/canceling events
 - ii. Equifest postponed and will be rescheduled as committee's discretion.

- e. Grants Committee (ZS)
 - i. No updates since last meeting
 - ii. To plan on applying for improvements grants
 - iii. Needs financial papers to show income for grant applications
 - iv. Actively researching other grant options

- f. Membership and Community Relations Committee (RKS, ZS, FK, LW)
 - i. Per FK, AHC is up 30 memberships since last meeting.
 - g. Sponsorship Committee (KZ, MS)
 - i. Discussed letter and donation receipt with edits.
 - ii. **Motion to accept edited letter as presented FK. Second SM. Unanimous vote to approve.**
 - h. Finance Committee (MS, DS, RS, RKS)
 - i. Committee did meet since last meeting
 - ii. DS spoke with QuickBooks and is getting account updated and reorganized. Also reorganized items sent by MS.
 - 1. DS talked about credit card payments with quickbooks and it was said that it depends on the website.
 - a. ZS looked into it in the past and will research again as it deals with website coding.
 - iii. DS stated for ease of bookkeeping, that she prefers PayPal and Square to no longer be used and only use QuickBooks for website, etc.
 - 1. ZS will assist.
7. Old Business
- a. Clean up day May 2nd **THANK YOU EVERYONE!!!**
 - i. WCCEC now open to everyone with membership or who pays day fee
 - 1. To be posted as such on social media with reminder to purchase membership or pay day fee.
 - a. Will be discussed with membership committee
 - b. Establishing terms of individual board members
 - i. RKS reminded all board members to email her to discuss their term length
 - c. Grounds staff
 - i. Shawn and Jani are on grounds for the summer
 - 1. AHC will propose grounds keeping contract in exchange for staying since there is no EATA horses. Contract can be used in the future as well.
 - a. FK stated that when Jani is in Alaska, she will be working volunteer hours at the center.
 - b. FK will coordinate with Jani/Shawn regarding duties.
 - ii. DS would like to know if she can remove worker's comp and payroll costs for the summer or 2020
 - 1. To be discussed at June meeting.
 - d. New emails – ZS still has a few emails to make still for committees and will complete that soon.
 - e. Old Minutes – the topic of finding old minutes was discussed and it was decided that minutes would be posted from April 2020 on, when LW became secretary.
8. New Business

- a. RKS stated that ZS submitted a letter of resignation from the board in order to become a paid employee/ground's manager.
 - i. After thorough discussion, ZS stated she will retract her resignation letter until next meeting so research and discussion on board member payment options can be completed.
 - 1. TB to discuss with legal friend
 - b. Discuss email list from FK
 - i. Livestock will be arriving back at the Center in June
 - 1. LW asked if there were "fees" associated with keeping livestock at the center. FK states no, since Rodeo Alaska does many out of pocket updates at the western arena area.
 - a. LW and RKS asked FK to come up with an agreement that the public can see regarding Rodeo Alaska keeping livestock at AHC in exchange for them (Rodeo AK) doing maintenance and updates to Western Arena Area. FK agrees and will send out for edits and approval.
 - ii. Material costs for completing announcer booth stair railings and support beams, etc.
 - 1. The current announcer booth is temporary and will be made more permanent via posts and railings.
 - 2. **Motion by DS that AHC reimburse FK for completion of safety standard on announcer booth at western arena within a budget of \$700. Second RS. Unanimous vote to approve**
 - iii. FK requests replacements for metal trash cans at the center. Said they should cost \$10-15 each. He will research and present back to the board for approval.
9. Comments and Announcements
- a. RKS suggests adding a young person to social media accounts to do more frequent "what's going on at the center" posts in exchange for their membership fee.
 - i. Board agrees it would be a good idea, but that a board member should be in charge of all comment replies, etc.
 - ii. RKS suggests Chase Quinn, who frequents the center.
 - iii. **Motion to have RKS contact Chase Quinn regarding being added to social media accounts to create more active posts made by LW. Second SM. Unanimous vote to approve.**
 - b. RKS suggests contest among board members to see who can get the most people to sign up for memberships.
 - i. **Motion made by LW that the terms of contest are whichever board member gets the most people to sign up (and pay) for their annual memberships will receive AHC financial assistance on a project of their choice within a budget of \$1,000.000. Second SM. Unanimous vote to approve.**
10. Next meeting date, time and location
- a. 6:30pm on Tuesday, June 9, 2020 at WCCEC
11. Meeting concluded at 9:47pm by RKS

Raina Schraue



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Treasure Report

Date:		Additions	Subtractions	Balance
May 10-12 2020				
Money Market Account				
	Prior Month Balance			\$ 20,852.35
	Interest	\$ 1.20		
	TOTALS			\$ 20,853.55
BUSINESS Edge Account (Checking)				
	Prior Month Balance			\$ 12,408.22
	Admin Expenses		\$ (86.00)	
	Rental Expenses		\$ (150.00)	
	Utilities Expenses		\$ (208.87)	
	Reimbursement	\$ -		
	TOTALS			\$ 11,963.35
Deposits				
	ACH Memberships	\$ 750.00		
	SQ fees		\$ (22.96)	
	Checks			
	Cash			
	TOTALS			\$ 727.04
	End of Month Balance			\$ 12,690.39
Pending Deposits				
	Checks	\$ 75.00		
	Cash	\$ 125.00		
	TOTALS			\$ 200.00
Outstanding Payments				
	P.O. Box		\$ 216.00	
	Ramsey&Sons-Dumpster		364.04	
	Insurance -Directors			
	Insurance Worker Comp		\$ 1,192.00	
	TOTALS			\$ 1,772.04
Outstanding Invoices				
	details pending EATA	\$ 9,275.00		
	TOTALS			\$ 9,275.00
Volunteer Hours reported				
	1st Qtr			
	2nd Qtr			
	3rd Qtr			
	4th Qtr			
	TOTALS			\$ -

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "Memorandum") is made on May 20, 2020, by and between **Rodeo Alaska**, of 2551 Lyvona Lane, Anchorage, Alaska 99502 and **Anchorage Horse Council**, of 3900 Abbot Rd. Anchorage, Alaska 99507 (hereinafter referred to as "**AHC**") for the purpose of achieving the various aims and objectives relating to the Livestock Land Use (the "Project").

WHEREAS **Rodeo Alaska** and **AHC** desire to enter into an agreement in which **Rodeo Alaska** and **AHC** will work together to complete the Project;

AND WHEREAS **Rodeo Alaska** and **AHC** are desirous to enter in a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for the future binding contract regarding the *Livestock Land Use* between **Rodeo Alaska** and **AHC**.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by the Memorandum, but agree to work together in the true spirit of partnership to endure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

a. Service to be rendered by **Rodeo Alaska** Include:

2019 - Cleared and maintained area around western arena. Added wood chips around entire western arena area. **Rodeo Alaska** incurred all costs for, delivery of material, equipment rental, fuel, and hourly wages for services rendered.

2020 - **Rodeo Alaska** will rework the western arena panels and supports that are needed for the edges of the arena. All panels will be taken down and the arena ground will be worked in order to re-establish the proper ground panel placement. New posts will be put into the ground to establish a safe and stable arena. This will eliminate the sagging, leaning and sinking of the current arena panel placement. **Rodeo Alaska** will be responsible for all labor, equipment, and material necessary to complete this job. To include but not limited to post hole digger, skid steer, fuel, posts, panel pins, and manpower. Estimated value for this project is \$5,000.00.

Rodeo Alaska will also provide the services/labor/tools necessary to complete the remaining check list items necessary for the newly constructed announcers stand.

b. Services to be rendered by **AHC** include:

Use of land around the north side of the western arena to house livestock.

Liability

No liability will arise or be assumed between the Partners as a result of this Memorandum.

Rodeo Alaska releases the **Anchorage Horse Council** and Municipality of Anchorage, their employees, agents, and representatives from any and all liability for damages, injuries, losses or claims suffered by any livestock being housed on property.

Dispute Resolution

In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Projects, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

Term

The arrangements made by the Partners by this Memorandum shall remain in place from May 30, 2020 until September 15, 2020. The term can be extended only by agreement of all of the Partners.

Governing Law

This Memorandum shall be construed in accordance with the law of the State of Alaska.

Assignment

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

Severability

If any provision of this Memorandum is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provisions of this Memorandum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussion, negotiations, and memorandums, whether written or oral.

Understanding

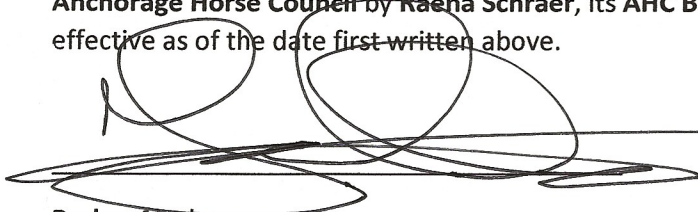
It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. Nothing in this memorandum shall obligate any Partner to the transfer of funds. Any endeavor involving reimbursement or contribution of the fund between the Partners of this Memorandum will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the Partners involved and shall be independently authorized by appropriate statutory authority. This Memorandum does not provide such authority.
- e. This Memorandum is not intended to and does not create any right, benefit or trust responsibility.
- f. The Memorandum will be effective upon the signature of both Partners.
- g. Any Partner may terminate its participation in the Memorandum by providing written notice to other Partner.

The Following Partners support the goals and objectives of the Livestock Land Use:

Signatories

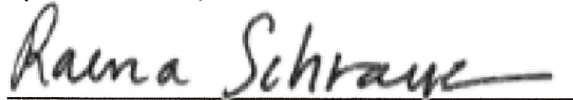
This Agreement shall be signed on behalf of **Rodeo Alaska** by **Frank Koloski**, Owner and on behalf of **Anchorage Horse Council** by **Raena Schraer**, its **AHC Board President**. This Agreement shall be effective as of the date first written above.



5-20-2020

Rodeo Alaska

By Frank Koloski, its Owner



Anchorage Horse Council

By Raena Schraer, it's AHC Board President

** This resolution passed unanimously by the AHC board via e-mail on 5/22/2020, see voting members on the next pages*



Tonya Brewer

to me, Kira, Maggie, Stacy, Wendy, Darla, Lauren, Ruby, Stacey, Zoe ▾

I Tonya Brewer vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.

Tonya Brewer



Ruby Shea

to me, Kira, Maggie, minklerclan, tonyabrewer99, wwdrew65, Darla, Lauren, Stacey, Zoe ▾

I Ruby Shea vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.



Kira Zerkel

to Ruby, me, Maggie, Stacy, Tonya, Wendy, Darla, Lauren, Stacey, Zoe ▾

I Kira Zerkel vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.



Darla Smith

to me ▾

I Darla Smith vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding

Darla Smith
AHC Treasurer



frank koloski

to me ▾

I Frank Koloski vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.

Thank you

Sent from my iPhone



Stacey Allen

to Kira, Ruby, Maggie, Stacy, Tonya, Wendy, Darla, Lauren, Zoe, me ▾

I, Stacey Allen, vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.

Sent from my iPhone



WW Drew

to me, Kira, Maggie, Stacy, Tonya, Darla, Lauren, Ruby, Stacey, Zoe ▾

I Wendy Drew vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.



Maggie Smith

May 21, 2020, 1

to me, kirazerkel@gmail.com, minklerclan@yahoo.com, tonyabrewer99@gmail.com, wwdrew65@gmail.com, Darla, Lauren, Ruby, Stac

I Maggie Smith vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.



AHC Secretary

to me, kirazerkel, maggiesmith15, minklerclan, tonyabrewer99, wwdrew65, Darla, Ruby, Stacey, Zoe ▾

I lauren williams vote in favor of of the May 2020 Rodeo Alaska Memorandum of Understanding.

Sent from my iPhone



Zoe at WCCEC Scheduling

to AHC, me, Kira, Maggie, Stacy, Tonya, Wendy, Darla, Ruby, Stacey ▾

I Zoe Seppi vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.



Stacy Minkler

to Zoe, AHC, me, Kira, Maggie, Tonya, Wendy, Darla, Ruby, Stacey ▾

I Stacy Minkler vote in favor of the May 2020 Rodeo Alaska Memorandum of Understanding.

Stacy Minkler

*** This proposal passed by unanimous vote of the board on 5/22/20 via e-mail. See attached pages.**


AHC board president 5/22/20

Proposal for improvements to the footing of the Rodeo Arena at WCCEC

May 21, 2020

Work to be performed

Equipment will pull the current footing material away from the area in the area where the barrels sit, then add material in 24 by 24 foot square around each barrel, compact the new material so the horses do not dig all the way down and hit the current hard slick base, then mix new material in with the current sand mixture that is there. This will make the dirt around the barrels a little heavier and not so shallow so the horses can move through it safely.

Parties performing the work

The work will be performed by Rodeo Alaska, Cooley Co., 907 Barrel Racers and their associates on or around May 30, 2020. This team has offered to donate labor and serviced in order to complete the project.

Financing of this project

Funding the materials needed for the project will cost \$750. Tonya Brewer (AHC board and 907 Barrel Racers board) has offered to contribute \$250 toward the project. Jenny Strasbaugh (907 Barrel Racer board member) has also offered to contribute \$250 towards the project.

The project team is asking for the approval of \$250 in funding toward this project from the Anchorage Horse Council.

*Footnote: the above-mentioned partners will attempt to mitigate a safety concern surrounding a buried metal bar at the entrance gate to the rodeo arena during their May 30, 2020 operations. If they cannot successfully address this safety concern AHC board and the rodeo community will circle back to this known issue and address it.



Ruby Shea

Thu, May 21,

to me, Kira, Maggie, minklerclan, rodeoalaska, tonyabrewer99, wwdrew65, Darla, Lauren, Stacey, Zoe ▾

I Ruby Shea vote in favor of the proposal to improve footing for barrel racing in the Western Arena at WCCEC.



frank koloski

Thu, May 21, 1

to Ruby, me, Kira, Maggie, Stacy, Tonya, Wendy, Darla, Lauren, Stacey, Zoe ▾

I Frank Koloski vote in favor of the proposal to improve footing for barrel racing in the Western Arena at WCCEC.

Frank Koloski

Rodeo Alaska



Tonya Brewer

Thu, May 21, 11

to me, Kira, Maggie, Stacy, frank, Wendy, Darla, Lauren, Ruby, Stacey, Zoe ▾

I Tonya Brewer vote in favor of the proposal to improve footing for barrel racing.

Tonya



Stacey Allen

Thu, May 21, 1

to Tonya, me, Kira, Maggie, Stacy, frank, Wendy, Darla, Lauren, Ruby, Zoe ▾

I, Stacey Allen, vote in favor of the proposal to improve footing for barrel racing

Sent from my iPhone



WW Drew

Thu, May 21, 1

to me ▾

I Wendy Drew vote in favor of the proposal to improve footing for barrel racing



Darla Smith

Thu, May 21, 1

to me ▾

I Darla Smith vote in favor of the proposal to improve footing for barrel racing

Darla Smith
AHC Treasure



Kira Zerkel

Thu, May 21, 1

to Stacey, Tonya, Maggie, Stacy, frank, Wendy, Lauren, Ruby, Zoe, me, Darla ▾

I Kira zerkel vote in favor of the proposal to improve footing for barrel racing

Sent from my iPhone



Maggie Smith

Thu, May 21,

to me, kirazerkel@gmail.com, minklerclan@yahoo.com, rodeoalaska@gmail.com, tonyabrewer99@gmail.com, wwdrew65@gmail.com

I Maggie Smith vote in favor of the proposal to improve footing for barrel racing



AHC Secretary

Thu, May 21,

to Maggie, me, kirazerkel@gmail.com, minklerclan@yahoo.com, rodeoalaska@gmail.com, tonyabrewer99@gmail.com, wwdrew65@gmail.com

I lauren williams vote in favor of improving footing for barrel racing.

Sent from my iPhone



Zoe at WCCEC Scheduling

Thu, May 21,

to AHC, Maggie, me, kirazerkel@gmail.com, minklerclan@yahoo.com, rodeoalaska@gmail.com, tonyabrewer99@gmail.com, wwdrew65@gmail.com

I Zoe Seppi vote in favor of improving the footing for barrel racing



--

Zoë Seppi



Stacy Minkler

May 21, 2020,

to Zoe, AHC, Maggie, me, kirazerkel@gmail.com, rodeoalaska@gmail.com, tonyabrewer99@gmail.com, wwdrew65@gmail.com, Darla

I Stacy Minkler vote in favor of improving the footing for barrel racing.

Stacy Minkler



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

1. Call to Order at 6:34pm by President RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacy Allen ✓
 - i. Wendy Drew - Absent
 - j. Maggie Smith ✓
 - k. Ruby Shea ✓
 - l. Kira Zerker ✓
3. Approval of meeting agenda – additions to the agenda
 - a. DS made a suggestion to limit time spent on each agenda point to encourage quick resolutions. If an agreement could not be made within the time limit, then the topic would be tabled until the next monthly board meeting
 - b. Motion to approve agenda with the addition of topic time limits made by MS. Second by SM. Unanimous approval.
4. Approval of minutes – May 12, 2020 meeting, Frank’s MOU and Tonya’s footing proposal
 - a. DS emailed corrections to previous minutes to LW. LW made changes to minutes and resent already.
 - b. Motion to approve corrected minutes made by DS. Second MS. Unanimous approval
5. Treasurer’s report (Darla)
 - a. See attached Treasurer’s report.
 - b. RKS made the request for coverage dates on future treasurer reports for clarification.

- c. FK made a request for Electrical bill breakdown in order to coordinate with the municipality regarding fixing the parking lot lights and a new meter. DS will provide 2019 statements.

6. Committee Reports

- a. EATA Committee (Frank, Darla, Zoe)
 - i. MS asked about a payment plan from EATA. DS states there is no agreed upon plan. FK stated that he wants to discuss with EATA a structured payment plan. RKS suggests committee meet with EATA to come up with payment plan for current and future invoices from AHC.
 - ii. Committee will also discuss insurance concerns for EATA arena usage for future EATA arena rentals (EATA operated)
 - iii. DS strongly suggests that EATA/AHC have signed agreements for future center and arena use.
- b. Emergency Preparedness Committee (Stacy M., Frank, Zoe)
 - i. Nothing to report
- c. Rules and Policies Committee (Wendy, Raena, Lauren, Darla)
 - i. No committee meeting held, but RKS suggests all forms and fees should be redone in the fall and posted for the 2021 season rather than changing in mid-2020
 - 1. SA suggested a join Events/Rules committee meeting on 9/1/2020 to go over forms and complete a draft by 9/30/2020 for the October Board meeting.
 - ii. DS/MS asked about helmets for those under 18. FK states most likely event specific (eg. Western pleasure vs Hunter/Jumper)
 - 1. Committee to check out liabilities for helmets and advise
- d. Events and Scheduling Committee (Zoe, Stacy A., Ruby)
 - i. No official report but committee did discuss lack of updates of calendar due to no paperwork. LW suggests we advise potential rentals to send a copy of the rental form electronically, then send hard copy with payment for ease of tracking.
 - 1. SM asked about electronic payments, ZS says that previously, N Burroughs stated that deposit fees would be too expensive.

- ii. ZS to update calendar
 - iii. RS says committee working on creating fillable forms for the website.
 - e. Membership Committee (Raena, Frank, Zoe, Lauren)
 - i. Nothing to report
 - f. Sponsorship Committee (Kira and Maggie)
 - i. KZ reports that she has sent out a few sponsorship letters and is awaiting responses.
 - g. Finance Committee (Darla, Maggie, Raena, Ruby)
 - i. Nothing to report
- 7. New Business
 - a. Create a bylaws committee to work on bylaws update.
 - i. RS has a friend who is a lawyer who is willing to work with AHC on reviewing/updating the bylaws
 - ii. RKS, FK, LW, RS volunteer to join committee
 - iii. Motion to create the Bylaws committee for review and updates needed made by DS. Second FK. Unanimous vote to approve.
 - b. Foraker group partnering
 - i. Partnering with Foraker Group would cost \$100. This would lead to lower fees for classes, etc.
 - 1. Motion to have AHC pay \$100 to join Foraker Group made by MS. Second DS. Unanimous vote to approve
 - c. Create a mission statement?
 - i. FK says AHC does have one. ZS says it's probably in the office somewhere.
 - 1. RKS suggests that the Sponsorship Committee come up with a mission statement OR go through the office to find the previous statement.
 - d. Frank's grant
 - i. FK states grant is almost completely finalized, just needs bank statement to send in. Will coordinate with DS.

- e. Membership contest
 - i. Winner still TBD
- f. Employment and WCCEC operations for events this summer
 - i. Jani – in charge of EATA building and is the main EATA representative
 - ii. Shawn – be a presence at the center, can assist in mechanical repairs (water truck, white truck, lawn mower, etc)
 - iii. DA suggests that AHC have a \$250.00 petty cash account for Shawn to access for repairs at the center
 - iv. AHC to come up with list of volunteer jobs for Jani and Shawn to complete in their time.
 - v. RKS brings up email proposal from ZS regarding employment as summer manager position
 - 1. Salary described as follows:
 - a. \$2,500.00 per month @ 30-40 hour weeks (hours may vary with events) for April 1 – October 31
 - b. \$1,500.00 per month for November 1 – March 31
 - c. Total would be \$25,000.00/year
 - 2. Much discussion followed. Agreed we do need someone to manage events.
 - 3. MS suggests coming up with best and worst case scenarios and readdress
 - vi. FK proposes different duties lists for paid vs volunteer positions.
 - vii. RKS suggests AHC hires ZS for the month of June, then reassess at next meeting
 - 1. FK made a motion to hire ZS for 30 days as Grounds Manager Position at her proposed rate of \$2,500.00, the Board will reevaluate need at July meeting. Second RS. Unanimous Vote to approve

a. ZS accepts

8. Comments and announcements

a. none

9. Next meeting date, time and location

a. Next meeting to be 7/7/2020 @ 6:30pm at WCCEC

10. Motion to adjourn meeting made by MS. Second by TB. Unanimous vote to adjourn.

a. Meeting adjourned at 8:32pm

Raina Schraue



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Treasure Report

Date: June 9 2020

Additions

Subtractions

Balance

Money Market Account

Prior Month Balance \$ 20,853.55

Interest \$ 1.23

TOTALS \$ 20,854.78

BUSINESS Edge Account (Checking)

Prior Month Balance \$ 12,690.39

Admin Expenses qb, payroll, suppl \$ (265.28)

Insurance \$ (1,495.00)

Rental Expenses \$ (405.00)

Utilities Expenses \$ (553.89)

Reimbursement \$ 0.43 \$ (0.43)

TOTALS \$ 9,971.22

Deposits

ACH Memberships \$ 1,370.00

Day use \$ 45.00

SQ fees \$ (36.07)

refund \$ 58.69

TOTALS \$ 1,437.62

End of Month Balance

\$ 11,408.84

Pending Deposits

\$ 3,210.53

Checks

Cash

TOTALS \$ 3,210.53

Outstanding Payments

Rodeo Ak \$ 700.00

Cooley Co \$ 250.00

Utilities \$ 193.02

Mary Downs Ck \$ 100.00

TOTALS \$ 1,243.02

Outstanding Invoices

EATA \$ 8,275.00

FUA -PENDING

TOTALS \$ 8,275.00

Volunteer Hours reported

1st Qtr 23.25

2nd Qtr

3rd Qtr

4th Qtr

TOTALS \$ 23.25



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

1. Call to Order at 6:40pm by President RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacy Allen - abs
 - i. Wendy Drew ✓
 - j. Maggie Smith - abs
 - k. Ruby Shea ✓
 - l. Kira Zerkel ✓
3. Approval of meeting agenda – additions to the agenda
 - a. No additions to agenda. Motion to approve agenda as is by RS, second by LW.
Unanimous approval.
4. Approval of minutes – June 9, 2020 meeting
 - a. Edits made to June 9 minutes by RKS, to be edited by LW. Motion for approval of edited minutes made by SM, second by RS. Unanimous vote for approval.
5. Treasurer's report
 - a. See attached Treasurer Report.
 - b. DS stated she would be transferring roughly \$15,000.00 to the money market account in order to earn interest.
6. Committee Reports
 - a. EATA Committee
 - i. Nothing to report. A sit down meeting TBD for August or September regarding winter costs.
 - b. Emergency Preparedness Committee
 - i. Nothing to report.

- ii. RKS suggests the committee come up with description of what defines an “emergency”
 - c. Rules and Policies Committee
 - i. Nothing to report.
 - ii. To start working on editing forms for 2021 season.
 - 1. Membership form - RKS
 - 2. Rules/policies - RKS
 - 3. Facility agreement* - ZS * to condense and combine
 - 4. Facility application* – ZS
 - 5. Facility information* – ZS
 - 6. Snack shack - SM
 - 7. Reservation check list - ZS
 - 8. Adopt a stall – sponsorship committee
 - d. Events and Scheduling Committee
 - i. Nothing to report
 - e. Membership Committee
 - i. Nothing to report
 - f. Sponsorship Committee
 - i. KS has sent more sponsorship letters out.
 - g. Finance Committee
 - i. Nothing to report
 - h. Bylaws Committee
 - i. RKS suggests lawyer friend pick a time for meeting and the rest of the committee can make it work.
- 7. Old Business
 - a. Shawn/Janie’s list ✓
 - b. Zoe’s list and employment
 - i. ZS not present for discussion and vote of job duties and salary.
 - ii. RKS went over list of duties ZS has been completing during AHC employment.
 - iii. Much discussion regarding ZS salary (summer vs winter). Board agrees to \$1,500.00 during the winter months is too much and should be a volunteer position.

iv. DS made motion to keep ZS at the salary of \$2,500.00 per month for June – August, then at a lesser salary of **\$1,500.00 for April, September, October**. There will be no paid salary for November through March. Second to motion made by FK. Unanimous vote to pass. ZS agrees.

c. Foraker group partnership

i. RKS paid for AHC to join and encouraged other board members to take classes.

d. Create a mission statement (Sponsorship Committee?)

i. RKS made a reminder to Sponsorship committee to create mission statement.

8. New Business

a. Raena's trail signage project

i. RKS reports she's been ordering trail signs and putting them up. Proposes to order more signs as needed.

ii. WD asked if there are any "you are here" map signs on trail system, the answer is no. RKS suggests that as a phase 2 plan and perhaps sponsorship committee can work on that.

b. Projects list? (Ruby and others have mentioned wanting one)

c. Elinor Harrington letter (and stall check out procedures)

i. Much discussion regarding the letter sent to board members. Board members feel like most, if not all, of the issues have been addressed.

1. FK to take water tank motor to get quote for repair.

9. Comments and announcements

a. DS suggests an electric door lock for office and garage (combo lock for man door, lock main garage door from the inside) due to so many sets of keys being unaccounted for.

b. RS wondered if there is any identifying "AHC STAFF" swag. RKS and ZS explained ZS has a magnet for her truck. RKS to look into getting clothing/vest/hat

c. Trail course discussion: Quarter Horse type trail course vs. trail-ride type trail course, and where to put it.

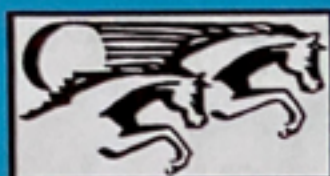
10. Next meeting date, time and location

- a. Next meeting will be at 6:30pm August 11, 2020 at WCCEC.
- b. Motion to adjourn meeting by DS, with second by RS. Unanimous vote to adjourn at 8:32 pm

Raena Schraer

Postscript edit made by board president Raena Schraer:

*** After this meeting Ruby pointed out that Dana Eaton had proposed to AHC that she buy some unused fencing from AHC. The board had discussed this proposal via e-mail in between the June and July board meetings and ultimately sold Dana Eaton some unused white vinyl fencing for \$1223.78 which was full price***



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Treasure Report

Date: July 7 2020, Additions Subtractions Balance
 THROUGH JUNE 30TH 2020

Money Market Account

Prior Month Balance			\$ 20,854.78
Interest	\$	1.20	
TOTALS			\$ 20,855.98

BUSINESS Edge Account (Checking)

Prior Month Balance			\$ 11,408.84
Admin Expenses	qb, payroll, suppl	\$	26.00
Insurance		\$	
Rental Expenses		\$	737.25
Utilities Expenses		\$	193.02
SUPPLIES		\$	114.89
FUEL		\$	103.20
PAYROLL		\$	22.00
REPAIR		\$	146.99
CHECKS (ARENA)		\$	950.00
Reimbursement		\$	242.45
TOTALS			\$ 13,944.64

expenses

Deposits

ACH	TO BE BROKEN OUT	\$	10,634.60
Day use			
SQ fees			
GRANT		\$	10,000.00
TOTALS			\$ 20,634.60

End of Month Balance \$ 29,507.64

Pending Deposits

Checks

Cash

TOTALS

\$ -

Outstanding Payments

TOTALS

\$ -

Outstanding Invoices

EATA \$ 8,275.00

FUA -PENDING

TOTALS

\$ 8,275.00

Volunteer Hours reported

1st Qtr 23.25

2nd Qtr

3rd Qtr

4th Qtr

TOTALS

\$ 23.25

Payroll History

	payroll	contractor	insurance	totals
2019	25284.32	\$ -	\$ 1,206.00	\$ 26,490.32
2018		\$ 14,090.00	\$ -	\$ 14,090.00
2017		\$ 6,007.50		\$ 6,007.50
2016		\$ 2,000.00		\$ 2,000.00
2015		\$ 2,000.00		\$ 2,000.00



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

1. August 11, 2020 Call to Order at 6:30 by President RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacy Allen ✓
 - i. Wendy Drew ✓
 - j. Ruby Shea ✓
 - k. Kira Zerkel - Absent
3. Approval of meeting agenda – additions to the agenda
 - a. Motion to approve agenda by RS, second by DS. Unanimous approval.
4. Approval of minutes – Motion to approve July 7, 2020 meeting minutes by SM, second by TB.
Unanimous approval.
5. Treasurer's report
 - a. See attached
6. Committee Reports
 - a. EATA Committee
 - i. Nothing to report
 - b. Emergency Preparedness Committee
 - i. ZS mentioned she is going to school for emergency management and is learning that livestock, etc (excludes dogs/cats) does NOT have an emergency plan overall.
 - c. Rules and Policies Committee
 - i. Forms to re-do: *in progress by all* forms to be emailed before next meeting for edits and approval.
 1. membership form (RKS)

- 2. rules and policies form (RKS)
 - 3. facility use agreement, application, information (ZS)
 - 4. Reservation Checklist (ZS)
 - 5. Snack Shack Application (SM)
 - 6. Adopt a stall form (KZ)
 - d. Events and Scheduling Committee
 - i. Does the board have interest in trying to do some sort of fall fundraiser? Playday? Silent auction? Something?
 - 1. Board members to suggest dates and games. TB to emails list of games and date suggestions.
 - e. Membership Committee
 - i. Nothing to report
 - f. Sponsorship Committee
 - i. Nothing to report
 - g. Finance Committee
 - i. Nothing to report
 - h. Bylaws Committee
 - i. RS reports that her friend is still working on the bylaws review, but is very busy.
- 7. Old Business
 - a. Shawn/Janie gone for season
 - b. Facility manager list – Raena and Zoe have worked on one, will continue updating to have it ready for next season
 - i. RKS to email to board for review
 - c. Foraker group partnership
 - d. Create a mission statement (Sponsorship Committee)
 - i. KZ still working on it. RKS suggests to collaborate with the rest of the board as well.
 - e. Trail sign project almost done – order the name signs
 - i. Much thanks to RKS for cutting down tree on trail.
 - ii. RKS looking into cost of ordering trail name signs.

- f. Dana Eaton fencing proposal (done, forgot to mention it at July meeting)
- g. Jump pole proposal (e-mail vote, refund RKS)
 - i. LMS got paint donated by Sherwin Williams, Andy and RKS did labor, FYF did painting.
 - ii. Ultimately we made 20 new poles and panels for show/clinic use.
 - iii. Total cost of \$292.
 - iv. Motion to reimburse RKS by _____ with second by _____. Unanimous vote to approve
- 8. New Business
 - a. Schedule a fall cleanup day/projects?
 - i. Table to August meeting
 - b. Roofing project
 - i. RKS reports that Jeff Ritter has stated that the roofing on the Dressage hut is rotting. To approach Mari Eaton's husband regarding quote and ideas.
 - c. Stall re-do?
 - i. LW reports that many stalls with frequent use are becoming unsafe (large gaps between wall/door braces and floor, large holes in main footing). Would like to have AHC look into redoing those that are worse. FK stated that D1 and delivery was a majority of the cost. LW to ask friend who works at AS&G how to approach for non-profit usage. LW also offered to mark stalls when no events scheduled to start the project.
- 9. Comments and announcements
 - a. Adopt a stall: start advertising Adopt-a-stall in January 2021!
- 10. Next meeting date, time and location
 - a. Next meeting scheduled for September 8, 2020 at 6:30 at WCCEC
- 11. Motion to adjourn meeting at 7:35pm by DS, second by TB.

Raina Schraue



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Treasure Report-draft

Date: August 11 2020
 For July 31, 2020

Money Market Account

	Additions	Subtractions	Balance
Prior Month Balance			\$ 20,855.98
Transfer From Checking	\$ 15,000.00		
Interest	\$ 1.87		
TOTALS			\$ 35,857.85

BUSINESS Edge Account (Checking)

Prior Month Balance			\$ 29,507.64
Admin Expenses	qb, payroll,	\$ (2,183.42)	
	Supplies/advertizing	\$ (187.17)	
Insurance			
Rental Expenses		\$ (700.00)	<i>prith pittles</i>
Utilities Expenses		\$ (351.16)	
Ground Mx	supplies and fuel	\$ (88.44)	
Reimbursement			
Grant			
	Transfer of funds	\$ (15,000.00)	
TOTALS		\$ (3,510.19)	\$ 10,997.45

Deposits

ACH	Memberships	\$ 2,201.58	
Day use			
SQ fees			
refund			
Grant			
TOTALS		\$ 2,201.58	\$ 2,201.58

End of Month Balance **\$ 13,199.03**

Pending Deposits

Checks	\$	3,025.00 ⁵⁶⁷⁵
Cash	\$	20.00
TOTALS		\$ 3,045.00

5695

Outstanding Payments

Payroll	\$	2,145.42
ramsey & Sons trucking	\$	453.16 <i>dumpster</i>
Stevens & Saur Inc	\$	130.00 <i>taxes</i>
Vehicle Reg		
Domains	\$	55.98 <i>domain</i>
TOTALS		\$ 2,784.56

Outstanding Invoices

EATA	<i>1000 June, July 1000, @ 450</i>	
FUA -PENDING		
TOTALS		\$ -

Volunteer Hours reported

1st Qtr	23.25		
2nd Qtr			
3rd Qtr			
4th Qtr			
TOTALS			\$ 23.25

do it!

Payroll History

	payroll	contractor	insurance	totals
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

September 8, 2020, board meeting, 6:30pm at WCCEC

1. Call to Order @ 6:35pm by RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith - absent
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacey Allen ✓
 - i. Wendy Drew - absent
 - j. Ruby Shea ✓
 - k. Kira Zerkel - absent
3. Approval of meeting agenda – additions to the agenda
 - a. Motion to approve agenda made by SM, second by RS. Unanimous vote to approve
4. Approval of minutes – August 11, 2020 meeting
 - a. Corrections to August minutes
 - i. Play Day date = 9/13/2020
 - ii. Reimbursement to RKS motion made by SA with second by SM and unanimous vote to approve.
5. Treasurer's report
 - a. See attached
6. Committee Reports
 - a. EATA Committee
 - i. NTR
 - b. Emergency Preparedness Committee
 - i. NTR
 - c. Rules and Policies Committee
 - i. Forms to re-do by **SEPTEMBER 30**:
 1. membership form (Raena)
 2. rules and policies form (Raena/Zoe)
 3. facility use agreement, application, information (Zoe)
 4. Reservation Checklist (Zoe)
 5. Snack Shack Application (Stacy Minkler)
 6. Adopt a stall form (Kira)
 - d. Events and Scheduling Committee

- i. Rescheduled Jumping event to be held 9/19/20 due to high winds at previous event.
 - 1. Jumps to be put away after that event
 - ii. Playday still on? Last meeting we'd said September 13. Board agrees to push to do it.
 - 1. TB and WD to complete Classlist and entry forms
 - a. Classlist to be:
 - i. Scurry jump
 - ii. Relay flag race
 - iii. Stick horse
 - iv. Ribbon race
 - v. Boot race
 - b. Price per class to be \$5/class or \$20 for the whole day
 - 2. Set up – FK, TB
 - 3. Awards – To use ribbons already purchased and stored by AHC. Board will get apples/carrots for horses as well.
 - 4. Food/drink – SA to get food/drinks/snacks
 - 5. Advertising (Facebook and e-mail)
 - 6. Costumes? Not mandatory, but would be fun to encourage!
 - 7. Raffle? RKS has blanket to raffle off for \$1/ticket
 - e. Membership Committee
 - i. NTR
 - f. Sponsorship Committee
 - i. NTR
 - g. Finance Committee
 - i. NTR
 - h. Bylaws Committee
 - i. We need to get this bylaws remodel process going! It's important
 - 1. Board agrees to find another option due to scheduling conflicts with previous lawyer who volunteered to help.
7. Old Business
 - a. Facility manager list – RKS and ZS have worked on one, will continue updating to have it ready for next season. Will get emailed out to board for approval/edits BY March 2021 meeting
 - b. Create a mission statement (Sponsorship Committee)
 - i. NTR
 - c. Trail sign project – order the name signs
 - i. NTR
 - d. Stall re-do – Lauren with gravel update
 - i. LMW to put in request with AS&G for gravel and will call to get trucking quotes.
 - 1. Will request for 2 dump truck loads
 - 2. Will also forwards trucking request to FK
8. New Business

- a. Zoe employment dates and pay rate
 - i. Much discussion regarding winter/fall pay rates and end date of employment for ZS. "Winterization" to be completed instead of usual grounds chores.
 - ii. LW proposes from 9/10/20-10/10/20 ZS work for higher pay rate of \$2500.00, which is based upon list compiled by remainder of board for winterization. List ideas to be emailed to RKS by Friday, September 11 to be considered. TB seconds this motion, and there is a unanimous vote to approve.
 - b. Schedule a fall cleanup day/projects?
 - i. Winterizing water truck and other equipment, find a place to store paint and batteries that will need to stay warm.
 - 1. Water truck needs lines blown out, valves closed, NEEDS new batteries (spring 2021), as well as new tires in spring 2021.
 - 2. Fall clean-up day to be 10/3/2020
 - ii. Lawn re-build
 - 1. Just needs topsoil and seed!
 - a. Topsoil to be delivered 9/9/20 for \$500. FK to spread after that.
 - i. Motion to reimburse for the cost of topsoil and delivery made by FK with second by TB. Unanimous vote to approve.
 - c. Roofing project
 - i. Proposal in progress (RKS, RS) and will include snack shack, dressage judging booth, and main arena "well".
9. Comments and announcements
- a. NTR
10. Next meeting date, time and location
- a. Next meeting to be 10/13/2020 @ 6:30pm. Place of meeting TBD
11. Meeting adjourned at 7:55pm

Raina Schraue



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

October 13, 2020, board meeting, 6:00pm at WCCEC

1. Call to Order at 6:04pm by RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski ✓
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler ✓
 - h. Stacey Allen ✓
 - i. Wendy Drew - absent
 - j. Ruby Shea ✓
 - k. Kira Zerkel - absent
3. Approval of meeting agenda – additions to the agenda
 - a. RS makes motion to approve agenda as is and TB makes second to motion. Unanimous motion to approve.
4. Approval of minutes – September 8, 2020 meeting
 - a. Minutes not completed by this meeting, LW will email out for edits with minutes for this meeting.
5. Treasurer's report
 - a. See attached
6. Committee Reports
 - a. EATA Committee
 - i. EATA to do Trailside Discovery program as proposed via email
 1. AHC needs Trailside participants to complete release form
 - a. TB find and send release to Cassi/EATA
 - ii. DS mentioned meeting with EATA to go over utilities costs (electrical is shared with AHC) and the 2021 budget.
 1. FK mentioned possibility of getting meter-monitor for EATA
 - a. RKS to check once per month
 2. RKS and EATA committee to be at EATA meeting.
 - b. Emergency Preparedness Committee
 - i. NTR
 - c. Rules and Policies Committee
 - i. Forms to re-do by **October 13**:
 1. membership form (RKS)
 2. rules and policies form (RKS/ZS)

- 3. facility use agreement, application, information (ZS)
 - 4. Reservation Checklist (ZS)
 - 5. Snack Shack Application (SM)
 - 6. Adopt a stall form (RKS)
 - ii. TB and SA to join Rules and Policies committee
 - d. Events and Scheduling Committee
 - i. Playday report
 - 1. \$800 made
 - 2. Discussion of making PlayDays a series tables to a later date
 - e. Membership Committee
 - i. Discussion of getting signs for gates regarding membership requirements.
 - f. Sponsorship Committee
 - i. NTR
 - g. Finance Committee
 - i. NTR
 - h. Bylaws Committee
 - i. Raena update
 - 1. SM's friend has gone over bylaws and has made suggestions regarding modernization of current bylaws (to include internet and digital communications).
 - 2. RKS suggests AHC READ the bylaws and make notes
7. Old Business
 - a. Facility manager list – RKS and ZS have worked on one, will continue updating to have it ready for next season. To send out to rest of current board for ideas and edits. To have completed by March 2021 Meeting.
 - b. Create a mission statement
 - i. TB to start working on mission statement
 - c. Trail sign project – order the name signs
 - i. RKS to come up with trail sign proposal. Proposal will include names, sizes, and prices for signs.
 - d. Roofing Project (SA, RKS)
 - i. Roofing project moving forward. Need someone to complete the roof prep (new plywood)
 - e. Stall gravel project/storage for paint
 - i. LW to follow up on gravel request email and will call FW if no quote received by next meeting.
 - f. Fall clean up day report? Anyone?
8. New Business
 - a. Pick Click Give (can someone look into this?)
 - i. TB to look into how to sign up for program
 - b. Side by side donation (RKS)

- i. AHC would like to accept possible donation of new side by side from RKS's parents.
- 9. Comments and announcements
 - a. KZ has resigned for board due to time constraints.
 - b. FK working on grant from GCI
 - c. FK working on idea for storing trailers at WCCEC similar to what ASF (Alaska State Fair) does during the winter.
 - d. FK also working on proposal for well house insulation to have year-round water to pumphouse.
 - e. FK also doing center walk through with Animal Control
- 10. Next meeting date, time and location
 - a. Next meeting to be held November 10, 2020 @ 6:30pm. Location TBD
- 11. Meeting adjourned at 7:25pm

Raina Schraue



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Treasure Report October 2020

Date: November 10 2020

Additions

Subtractions

Balance

Money Market Account (Reserve)

Prior Month Balance \$ 35,861.42

Interest 10/31/20 \$ 1.52

TOTALS

\$ 35,862.94

BUSINESS Edge Account (Checking)

Prior Month Balance 9/30/20 \$ 11,770.63

October Debits- Paid

Admin Expenses (qb, supplies, advertising) \$ 59.09

Payroll \$ 2,145.42

Grounds mx Cooley Co \$ 500.00

Rental Expenses Rent A Can \$ 365.00

Utilities Expenses \$ 399.99

Vehicle/equipment/Mx Expenses \$ 33.43

Refund - Mary Downs 2019 check 1792 \$ 100.00

TOTALS

\$ 3,602.93

\$ 8,167.70

Grant Tracking	Prior Month Balance	Recorded Expenses this Month	Balance
	\$ 6,785.62	\$ 802.99	\$ 5,982.63

Deposits- October

IRS refund 941 \$ 473.67

Pony Club \$ 85.00

EATA, Day Use, Rodeo Ak, ADA \$ 2,144.00

TOTALS

\$ 2,702.67

End of Month Balance

\$ 10,870.37

Pending Deposits FUNDS RECEIVED

Checks Valley Horse Shows- 11/2/20 deposit \$ 2,355.00

Cash Intuit - refund setting up accoutns \$ 0.20

TOTALS

\$ 2,355.20

Outstanding Payments- ACCOUNTS PAYABLE

Ck 1804	ASQHA show book	\$	200.00
CK 1822	Frank Koloski - reimbursement	\$	108.07
Auto pay	IRS tax payment 9/1-30/2020	\$	533.33
Auto pay	IRS tax payment 10/1-3/2020	\$	533.33
IRS BACK PAYMENT	BILL FROM IRS	\$	1,599.99
AK WASTE		\$	196.21
UTILITIES		\$	260.39
???? UNSURE	11/10/20 debit on statement	\$	119.25
RAMSEY & SONS	Trucking- bill	\$	453.16
TOTALS		\$	4,003.73

Outstanding Invoices

EATA	\$	5,825.00
Dana Eaton	\$	4,730.00
Valley Horse Sho	\$	30.00

TOTALS	\$	10,585.00
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Volunteer Hours reported

1st Qtr		
2nd Qtr		
3rd Qtr		
4th Qtr		
TOTALS	\$	-



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

November 10, 2020, board meeting, 6:30pm via Zoom

1. Call to Order at 6:32 pm by RKS
2. Roll Call
 - a. Raena Schraer ✓
 - b. Frank Koloski - Absent
 - c. Lauren Williams ✓
 - d. Darla Smith ✓
 - e. Zoe Seppi ✓
 - f. Tonya Brewer ✓
 - g. Stacy Minkler - Absent
 - h. Stacey Allen ✓
 - i. Wendy Drew ✓
 - j. Ruby Shea ✓
3. Approval of meeting agenda – additions to the agenda
 - a. Motion to approve the meeting agenda with a correction to 5c and Date of Meeting by SA with second by DS. Unanimous vote to approve.
4. Approval of minutes – September 8 AND October 13 meetings
 - a. Motion to approve the September and October meeting minutes made by TB with a second by SA. Unanimous vote to approve
5. Treasurer's report – see attached
 - a. DS reminded everyone to report their volunteer hours to her.
6. Committee Reports
 - a. EATA Committee
 - i. Committee reports that they still need to meet with EATA and their board. 2020 center usages (porta potty, trailer pumping, electric) still needs to be billed to EATA as well.
 - b. Emergency Preparedness Committee
 - i. NTR
 - ii. DS suggests that the committee meet to discuss what ZS is learning in her classes.
 - c. Rules and Policies Committee
 - i. NTR
 - ii. Forms to re-do by **January 1, 2021**:
 1. membership form - RKS
 2. rules and policies form – RKS/ZS
 3. facility use agreement, application, information - ZS
 4. Reservation Checklist - ZS
 5. Snack Shack Application - SM

- 6. Adopt a stall form - RKS
 - d. Events and Scheduling Committee
 - i. AQHA is planning to change show formats to two 1-week long shows in 2021 rather than multiple shorter shows. One will be in Fairbanks, the other in Anchorage.
 - e. Membership Committee
 - i. NTR
 - ~~f. Sponsorship Committee~~
 - g. Finance Committee
 - i. NTR
 - h. Bylaws Committee
 - i. NTR
 - ii. Raena update
7. Old Business
- a. Facility manager list – RKS and ZS have worked on one, will continue updating to have it ready for next season. They will have it ready by the March AHC meeting for editing and approval by the rest of the board.
 - b. Create a mission statement
 - i. TB will do a first draft and send out to the rest of the board for edits. There is currently a missions statement made by ZS on the AHC website made a few years ago we can use or edit. RKS suggests the board complete this by the December meeting.
 - c. Pick Click Give
 - i. TB reported that there is a lot of work that goes into applying for the PCG program. If is filed 2020/2021 the application would be approved for 2021/2022. There seems to be a lot of fees involved as well. TB will do some more research.
 - d. Trail sign project
 - i. Order the name signs
 - 1. RKS hasn't made any progress on ordering the signs, but did get a business card for someone who makes them.
 - e. Roofing Project
 - i. The idea to contact KCC/schools/Boy Scouts for labor was made. Per DS, KCC has cancelled multiple classes due to Covid-19. RKS will make calls anyway.
 - f. Stall gravel project
 - i. LW spoke with her AS&G contact and confirmed the email address for donation requests and quotes. She resent the request, and will continue to push further.
8. New Business
- a. Let's create a "year in review list" or "list of accomplishments" to send out to the e-mail list. Everyone send RKS your things you worked on this year and she make a list.
 - i. LW can put together a newsletter with photos and AHC presidential statement. Will get that completed soon.
 - b. "Trail Etiquette Class"? It is in the very early stages of planning and will be used to educate both the equestrian trail users and the general public on equine interactions on the trails.
 - c. Trailside Camp is happening. It was asked if they need to have liability releases for AHC.
 - d. Quarterly open meeting? It was a unanimous feeling to not attempt for 2020 and to try for 2021. There will be an announcement with a newsletter.

9. Comments and announcements

10. Next meeting date, time and location

a. Next meeting will be December 8, 2020 @ 6:30pm via Zoom

Meeting adjourned at 7:21pm

Raina Schraue



Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Minutes for: December 8, 2020, board meeting, 6:30pm Zoom

1. Call to Order and Roll Call - started at 6:38pm on Zoom
 - a. Raena Schraer - present
 - b. Frank Koloski - present
 - c. Lauren Williams - absent
 - d. Darla Smith - absent
 - e. Zoe Seppi - present
 - f. Tonya Brewer - present
 - g. Stacy Minkler - present
 - h. Stacey Allen - present
 - i. Wendy Drew - present
 - j. Ruby Shea - absent
2. Approval of meeting agenda – additions to the agenda
 - a. Frank motioned to approve, stacy minkler seconded
3. Approval of minutes – (we have none) someone take notes in Lauren’s absence?
 - a. Zoe seppi taking minutes in Lauren’s absence
 - b. two meeting minutes to be approved next meeting
4. Treasurer’s report (Darla absent - none)
5. Committee Reports
 - a. EATA Committee (Frank, Darla, Zoe, Raena)- Meet with Kassie on a Wednesday, Zoom, January.
 - i. Wednesday January 13th 2020 for a prospective meeting.
 - ii. Possible shawn charge for porta potties/ trailer pumping (depending on what charges Darla is showing)
 - b. Emergency Preparedness Committee (Stacy M., Frank, Zoe)
 - i. Extensive tree clearing is being done around the center and in Ruth Arcand park.

- ii. Tree cutting will go through till the middle of december
 - iii. (Frank)A car was abandoned in the WCCEC parking lot, frank called it in to be removed.
- c. Rules and Policies Committee (Wendy, Raena, Lauren, Darla)
 - Forms to re-do by **January Meeting, 2021:**
 - i. membership form (Raena)
 - ii. rules and policies form (Raena/Zoe)
 - 1. Zoe sends forms to reana with any rule changes that need to be done before the next meeting.
 - iii. facility use agreement, application, information (Zoe, Tonya, Stacey A.)
 - iv. Reservation Checklist (Zoe)
 - v. Snack Shack Application (Stacy Minkler)
 - vi. Adopt a stall form (Raena)
- d. Events and Scheduling Committee (Zoe, Stacy A., Ruby)
 - i. Dates are filling up
 - ii. france equestrian center will pretty much be closed for 2021 (essentially)
 - iii. Zoe confirm dates with everyone by January 10th 2020
- e. Membership Committee (Raena, Frank, Zoe, Lauren)
 - i. Meet in january for any updates that need to be done
- ~~f. Sponsorship Committee (Kira)~~
- g. Finance Committee (Darla, Raena, Ruby)
- h. Bylaws Committee (Ruby, Frank, Raena, Lauren)
 - i. Raena will get back with Josh Hodes this month (december), prior to the January meeting.
 - ii. Frank had questions about how detailed the bylaws should be or not be.
 - 1. Frank would like certain things like emergency preparedness included in the bylaws so that grants and can see that included in the mission

6. Old Business

- a. Facility manager task list – Raena and Zoe have worked on one, will continue updating to have it ready for next season
 - i. Do before next season (April 2021)
- b. Mission statement (Tonya)
 - i. will present at next meeting
- c. Pick Click Give (Tonya, Stacey A) – next period for application is Feb 1-March 31.
 - i. Wendy had information on earthquake preparedness, will reach out to the city since they own the property. will report back.
 - ii. Stacy allen - Grant may be available opening on december 18th- ‘the municipality stabilization’ through cook inlet lending (presumably not open to us in 2020 since that’s the one we already got)
 - iii. Frank is keeping grants in his sights
- d. Trail sign project – order the name signs
- e. Roofing Project (Stacey Allen, Raena)
 - i. spring project
- f. Stall gravel project (Lauren)
 - i. Next meeting for update - spring project
- g. Year in review newsletter (Lauren)- send her your photos and accomplishments from 2020.

7. New Business

- a. Eagle Scout and orienteering course

- i. Board mentioned the concern that horses could get pushed out.
- ii. But horses could be used in orienteering, get the horse community positively involved

8. Comments and announcements

- a. none

9. Next meeting date, time and location

- a. Next meeting January 12th 2021 at 6:30 pm on Zoom
- b. Meeting ended and adjourned at 7:27pm