



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## Minutes for: January 11, 2021, board meeting, 6:30pm @ Stacy Allen's residence

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- Call to Order
  - a. Call to order at 6:38 pm by RKS
- Roll Call
  - a. Raena Schraer ✓
  - b. Frank Koloski ✓
  - c. Lauren Williams ✓
  - d. Darla Smith-phoned in due to COVID exposure
  - e. Tonya Brewer ✓
  - f. Stacy Minkler ✓
  - g. Stacey Allen ✓
  - h. Wendy Drew- Sick
  - i. Janie Call ✓ - phoned in
- Approval of meeting agenda
  - a. FK makes a motion to approve the agenda as provided with no corrections or additions, with SM as a second to the motion. There is a unanimous vote to approve.
- Agree on next meeting time (February 8, 6:30)
  - a. DS requests to change the next meeting to 2/15/2022 to accommodate scheduling conflicts.
    - i. FK makes a motion to schedule the next meeting on 2/15/2022 at 6:30pm, with SM as a second. Unanimous vote to approve.
- Approval of minutes
  - a. SM makes a motion to approve the October and November meeting minutes with no changes, with SA as a second. Unanimous vote to approve.
- Treasurer's report
  - a. See attached
  - b. DS reminds the board to update their volunteer hours
  - c. Discussion of waste/manure removal was had regarding current company used and other options. FK to get in touch with Ramsay & Sons to get cost breakdown, confirmation of dumpster size, etc.
    - i. DS stated she will also look into other available options for manure removal.
- Committee Reports
  - a. EATA Committee
    - i. MOU discussed briefly
      - 1. Committee to meet at RKS's home to discuss further
        - a. Meeting set for 1/19/2022 @ 6:30pm

- b. Rules and policies committee
      - i. RKS spent quite a bit of time redoing the forms with a friend's assistance and suggests a committee meeting to finalize or discuss them further
        - 1. Meeting set for 1/20/2022 @ 6:30pm at RKS's home
- Old Business
  - a. Retaining wall project
    - i. tabled
  - b. Muni gravel project
    - i. tabled
  - c. RKS is requesting that we seek a new board member immediately with the specific duty of managing memberships.
    - i. Discussion regarding finding another board member for this position was had and the board agreed that a call to action should be sent out to the community. LW agreed to create the Facebook post that can be used in email form as well.
      - 1. TB makes a motion that the board start seeking a new board member to take on the task of memberships and maintaining the membership list, with a second from SM. Unanimous vote to approve.
    - ii. Current Board Terms:
      - 1. Stacy Allen, Stacy Minkler, Janie Call terms up in March 2022.
      - 2. Lauren Williams, Wendy Drew, Darla Smith terms up in March 2023
      - 3. Frank Koloski, Tonya Brewer, Raena Schraer terms up in 2024
- New Business
  - a. Partial arena rental
    - i. DS raises questions regarding Alaska Dressage Association's request to rent 1/3 of the main arena during their shows.
      - 1. RKS explains historical need for the 1/3 rental
      - 2. Discussion of allowing open use of the other 2/3 of the arena was had. RKS suggests that another board member emails ADA to approve the use and rental of 1/3 (only) of the main arena as long as it does not interfere with other uses and it is understood that the remaining 2/3 will be available for general open use.
  - b. Membership drive
    - i. The board discusses the success of the previous membership drive and agrees it should be done again. Will continue to discuss at further meetings.
  - c. Open Membership Meeting
    - i. Questions regarding an open membership meeting were raised regarding space concerns (Covid, inside space, outdoors, etc). Much discussion was had and it was decided that AHC would target the first week of May to have an open meeting with the location to be determined. FK offered to call regarding Tanglewood space pricing.
- Comments and announcements
  - a. Discussion regarding the WCCEC gates was had and it was agreed that it would be communicated to any and all user that the gate will need to be shut behind them.
- Meeting adjourned at 7:41pm

*Raena Schraer*



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## Minutes for: February 23, 2022, board meeting, 6:00pm @ Raena Schraer residence

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- Call to Order
  - a. 6:13pm by RKS
- Roll Call
  - a. Raena Schraer ✓
  - b. Frank Koloski ✓
  - c. Lauren Williams ✓
  - d. Darla Smith ✓
  - e. Tonya Brewer ✓
  - f. Stacy Minkler ✓
  - g. Stacey Allen ✓
  - h. Wendy Drew ✓
  - i. Janie Call – called in
- Approval of meeting agenda
  - a. FK makes a motion to approve the agenda with corrections of date and time made by DS, with SA as a second. Unanimous vote to approve.
- Agree on next meeting time
  - a. Next meeting to be 3/7/2022, 6:30pm
- Approval of minutes
  - a. Tabled to March meeting
- Treasurer's report
  - a. See attached
  - b. RKS states she received PPP loan forgiveness for AHC
  - c. Discussion regarding the cost of taxes and biennial reporting made.
    - i. The CPA's fee for doing our annual tax filing will be \$800
    - ii. CPA will do our biennial state reporting for a small fee
- Committee Reports
  - a. EATA Committee
    - i. Committee had a good meeting, however, afterwards, DS and FK noted one more thing to be clarified and done before the next committee meeting.
      - 1. Next meeting to be 3/7/2022 @6:00pm
  - b. Rules and policies committee
    - i. Good committee meeting had. RKS to get the edited version to LW for completion by 3/7/2022 meeting.
- Old Business

- a. Retaining wall project
  - i. tabled
- b. Muni gravel project
  - i. tabled
- c. Membership drive again?
  - i. Tabled to next meeting. However, RKS did state that she did get the membership badge supplies.
- New Business
  - a. Two new board members interested in starting in March!
    - i. Katelynn Toth and Elise O'Loughlin submitted letters of intent to AHC wishing to join the current board starting in March. Much discussion regarding both applicants was had by the board members.
      - 1. FK makes a motion to have both applicants join the board starting at the 3/7/2022 meeting, with TB as a second. Unanimous vote to approve.
  - b. Michelle Coburn requests stall rentals May 1-3
    - i. Discussion regarding the stall rentals was had. Board members agree to the usage with the stipulations of the following
      - 1. Center may not be staffed at that time
      - 2. No water will be running
      - 3. Mandatory adult supervision of horses/night check
      - 4. Porta Potties will not be available
  - c. Discussion regarding manure removal options had and will continue as pricing comes in.
  - d. Scheduling for the weekend of July 22-24, two organizations applied.
    - i. Much discussion regarding both applicants and timing had by board. Discussion regarding future rental applications had as well.
      - 1. LW, as first applicant, agreed to get an answer regarding dates needed by the end of March
        - a. FK makes a motion to have Stacey Allen reply to Jaimie Thurman and VHSA via email, with cc-ing the remainder of the board, that AHC will be giving AHJA and LW until 3/31/2022 to solidify answers due to AHJA having application in first. DS makes a second to the motion. Vote of 7 for approval and 1 against, the motion passes.
  - e. Hire employees, make a plan for them
    - i. DS stated she made a hiring packet.
    - ii. Discussion regarding the number of employees needed
    - iii. Board agreed on idea to make a facebook post and email blast to open up search.
      - 1. RKS to send to board and it will be voted on at the next meeting.
  - f. New Gate lock
    - i. The gate lock was changed due to EATA needing to maintain access to Equidome for snow plowing and users, also the police asked AHC to keep it closed/locked when no one is physically present at the WCCEC. The new setup will be two locks linked to each other and the chain, with one lock for Municipality access and the other for AHC/WCCEC use.
  - g. Office IS accessible, using the lock box and the key inside.
    - i. Note that the key is to the back office door

- Comments and announcements
  - a. This meeting will be the last meeting for SM as she is moving out of state.
- Meeting adjourned at 7:38pm

*Raina Schraye*



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## Minutes for: March 7, 2022, board meeting, 6:30pm @ Raena Schraer residence

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- Call to Order
  - a. 6:41pm by RKS
- Roll Call
  - a. Raena Schraer ✓
  - b. Frank Koloski ✓
  - c. Lauren Williams ✓
  - d. Darla Smith ✓
  - e. Tonya Brewer ✓
  - f. Stacey Allen ✓
  - g. Wendy Drew ✓
  - h. Janie Call -called in
  - i. Katelynn Toth ✓
  - j. Elise O'Loughlin ✓
- Approval of meeting agenda
  - a. Motion to approve agenda made by TB with a second by SA. Unanimous vote to approve
- Agree on next meeting time
  - a. Next meeting to be April 19, 2022 @ 6:30pm
    - i. Location TBD
- Approval of minutes
  - a. Tabled to April meeting
- Treasurer's report
  - a. See attached
  - b. Voted to approve two "honorary" members, Liz Mering (lawyer who volunteered hours to help with EATA MOU) and Erika Kelsey (good with documents/formatting, volunteered hours to revise AHC paperwork)
- Committee Reports
  - a. EATA Committee
    - i. A brief meeting was held and committee has come up with a new MOU between AHC and EATA. Last one was dated from 2014. RKS will be sending to the remainder of the AHC board and EATA prior to April meeting.
  - b. Rules and policies committee
    - i. RKS still needs to send the edits to LW for formatting and updates and hopes to have them done by April meeting.

- Old Business
  - a. Retaining wall project, parking lot gravel project, gate lock
    - i. Retaining wall discussion tabled
    - ii. Gate lock discussion tabled
    - iii. FK to call the municipality regarding the parking lot project
  - b. Membership drive again?
    - i. KT to start helping with the membership
      - 1. To meet with RKS on 3/11/2022 at 5:30pm
  - c. Darla – updates on other potential manure management options?
    - i. tabled
  - d. Scheduling for the weekend of July 22-24 (AHJA to get back to us by March 31)
    - i. AHJA still working on scheduling and will have answer by March 31 as promised.
  - e. Hiring
    - i. Discussion regarding RKS's "3 person plan"
      - 1. 1 employee to work 4-5 days per week starting at 8:00am
        - a. Duties include: dragging, mowing, checking arenas, etc
      - 2. 1 employee to be employed specifically for event duties
        - a. Duties to include: jumps, watering, drags, trash, stall openings, etc
      - 3. 1 employee to be for mechanical duties
        - a. Duties to be listed for bid but will include managing tractor, water truck, white truck, etc (heavy equipment)
    - ii. JC to reach out to 2021 employee, Christian, to see if he is interested again.
- New Business
  - a. Inquiries about boarding due to the closure of Diamond H
    - i. Much discussion had regarding possible boarding. Was agreed that if it were short periods (less than 1-2 weeks) and close to time of barn closure (May 31), with other stipulations, then it could be a possibility for very short term.
      - 1. Stipulations to include:
        - a. Minimum of on premises night watch – 24 hour watch preferred
        - b. No turnout available
        - c. Must have plan for increased AHC costs of manure removal, etc
        - d. Minimum of a membership purchased for arena use
          - i. Arena rental preferred
    - b. Working towards hiring an executive director and regular employee or employees
      - i. RKS would like remainder of board to consider hiring an executive director and regular employees for AHC future.
- Meeting adjourned at 7:36pm

*Raina Schraue*



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## Minutes for: April 19, 2022, board meeting, 6:30pm @ Raena Schraer residence

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- Call to Order
  - a. Meeting called to order at 6:41pm by RKS
- Roll Call
  - a. Raena Schraer ✓
  - b. Frank Koloski -phoned in
  - c. Lauren Williams ✓
  - d. Darla Smith – phoned in
  - e. Tonya Brewer ✓
  - f. Wendy Drew ✓
  - g. Janie Call – phoned in
  - h. Katelynn Toth ✓
  - i. Elise O’Loughlin ✓
- Approval of meeting agenda
  - a. DS would like to add discussion of Directors Insurance and biennial filing to “New Business”
    - i. EO makes a motion to approve the agenda with the addition to New Business by DS, with a second by KT. Unanimous vote to approve.
- Agree on next meeting time
  - a. Next meeting to be May 17, 2022, 6:30pm at WCCEC
  - b. Open membership meeting to be May 7, 2022 during Clean Up Day at WCCEC. Time TBD
- Approval of minutes
  - a. RKS noted she’s received questions regarding why minutes for 2022 are missing, LW stated she’ll have them done by Sunday April 24.
- Treasurer’s report
  - a. See attached
  - b. DS requests that board members update their volunteer hours!
- Committee Reports
  - a. EATA Committee
    - i. Committee is needing to meet one more time to finalize the MOU
      - 1. To meet 5/4/2022 at 6:00pm at either WCCEC or RKS’s house
  - b. Rules and policies committee
    - i. tabled
- Old Business
  - a. Retaining wall project, parking lot gravel project, gate lock
    - i. Retaining Wall



1. To start up with action plan as soon as the center thaws. FK will need to some clean up prior to block setting.
- ii. Parking Lot
  1. FK will need to do some clean up prior to starting back up when the center thaws
- iii. Both project start dates TBD due to weather and thawing or the ground
- iv. Gate Lock
  1. Seems to be working well for now
- b. Membership drive
  - i. RKS has resumed sending regular updates and membership prompts. Good results!
  - ii. RKS asked for ideas of what to include with the email pushes
    1. TB suggests a contest or race concept for each “group” (hunter/jumper, rodeo, dressage, trail, etc)
    2. RKS to email the board regarding prizes, “Membership May”, and “Fun Friday”
- c. potential manure management and porta potty options
  - i. DS presented manure removal options:
    1. Country Garden: RVS rack with bags
      - a. \$300 per rack + \$45-55 per bag (per pick up)
    2. Susitna Organics
      - a. 15 yard dumpster \$500/dump (possible more if over weight)
    3. Bin There, Dump That
      - a. \$150/month rental, \$185 per pick up + \$86/ton at landfill
    4. Ramsay & sons
      - a. Did not reply to DS’s request for quote but historically is: 20 yard dumpster, \$600 per pick up with minor miscellaneous fees
  - ii. Much discussion regarding the costs, board decided to maintain status quo at the moment (retain Ramsey & Sons) in light of there being no obviously better alternative.
  - iii. Discussion regarding the porta potty rental. For now, to continue to use the same company as 2021, with all main arena porta potties by main bleachers. To also relay to company that no pumps are to be done unless ordered by a designated AHC caller (FK or RKS)
- d. Regular updates to the calendar
  - i. Calendar being updated with changes by RKS
- e. Employee Hiring
  - i. RKS spoke with Dennis who currently works at Diamond H regarding employment. He expressed an interest in non-event projects such as: mowing lawns, water truck, dragging arenas, and early morning projects.
    1. Current pay is roughly \$20/hour (currently salaried by Diamond H)
  - ii. Nancy Norvell also expressed interest in employment
    1. Perhaps for event management?
  - iii. Christian declined position for 2022
  - iv. Wendy stated that Hunter Hauseman is interested in side-jobs, although he has full-time work. Will forward his contact info.
  - v. EO’s son would like to look at current equipment prior to committing to AHC mechanic position

1. FK and EO to discuss further
    - a. FK also mentioned that the tractor is going to Craig Taylor Mechanical for mechanical tuneup/work
  - vi. RKS suggests AHC get someone to work on stall projects so AHC can get stall sponsorship program going again.
    1. Levelling
    2. Mats
    3. Repairs as needed
    4. Name plates (for sponsored stalls)
- Kimberly Kennedy volunteered to help with replacing the plaques, getting the program going again, and helping find sponsors.
  - New Business
    - a. Zoe proposes a tack swap at open membership meeting/spring cleanup on May 7 and she's willing to manage it.
      - i. Board ok with this suggestion
    - b. Plan for May 7<sup>th</sup> @ WCCEC
      - i. Open WCCEC for summer use
      - ii. Clean-up day
      - iii. Tack swap
      - iv. General open meeting
      - v. Games - TBD
    - c. trails grant
      - i. RKS and DS applied for grant. RKS estimated roughly 2 weeks of employment to clear and clean up trails as they are currently. Most need is for downed trees.
        1. It was suggested that those who assist can take the downed trees as firewood. Also suggested to post for public taking once wood is in convenient spot for pick up.
    - d. Office updates:
      - i. all keypads fully functional
        1. batteries now functioning
      - ii. we got a donated printer, works great!
        1. Old printer donated to KT for membership tag use
      - iii. Donated an old printer to Katelynn for memberships
    - e. Get the stall project going again if we hire a person to do it.
      - i. See Old Business, Employment for discussion
    - f. RKS mentioned Non-Profit networking event on June 8
      - i. RKS will be going and will also ask Cassi with EATA to attend as well
    - g. DS explained and discussed the Directors' Insurance and biennial filing. TB made a motion that AHC has DS renew the insurance policy for \$1400 and file the biennial reports, with WD as a second. Unanimous vote to approve.
  - Meeting adjourned at 7:46pm

*Raina Schraue*



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## **Minutes for: May 17, 2022, board meeting, 6:30pm @ WCCEC**

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- Call to Order and Roll Call
  - a. Raena Schraer - present
  - b. Frank Koloski - present
  - c. Lauren Williams – phoned in
  - d. Darla Smith – phoned in?
  - e. Tonya Brewer - present
  - f. Wendy Drew - present
  - g. Janie Call – phoned in
  - h. Katelynn Toth - absent
  - i. Elise O’Loughlin – phoned in
  
- Approval of meeting agenda (corrections or additions) ✓
  
- Agree on next meeting time (June 21 @ 6:30) ✓
  
- Approval of minutes (January-April 2022 and Raena’s doc) ✓ (posted to website)
  
- Treasurer’s report (Darla) ✓ (see attached)
  
- Committee Reports
  - a. EATA Committee (Frank, Raena, Darla Janie)
    - i. Version 5 EATA MOU and hopeful signing ceremony.
      - 1. This version sent to EATA on May 16, 2022 with all corrections and updates made.
  - b. Rules and policies committee
    - i. Paperwork updates are tabled until a later date when RKS has more time (August or later)
  
- Old Business

- a. Retaining wall project, parking lot gravel project – Frank updates
- b. Membership- 98 members as of 5/16, RKS sending regular membership updates via MailChimp.
- c. Clarify manure removal plan (Ramsey & Sons)
- d. Hiring:
  - i. We hired Hunter Hausman, will proceed down his list of tasks as he's able in his off time.
  - ii. Jeremy O'Loughlin met with RKS, got the white Ford running, will be getting the water truck going.
  - iii. Still looking for a person who can drag/water/lawn mow in the AMs.
- e. May 7 tack swap was nice, maybe not lucrative, but a nice social event.
- f. Raena/Darla's trails grant was APPROVED, we have \$3300 to spend as written up in the grant (2 weeks employment for someone at the rate of \$20/hr, cleaning up dead wood from the trails and replacing missing or damaged trail name signs)
- g. Adopt a Stall program is coming alive again. Updates pending after Raena's return – Kimberly Kennedy has offered to help with this program. Hunter fixed up the stalls on the short isle.
- New Business
  - a. Darla/Wendy/Raena have spent time cleaning up the office and will insist that any users leave it in good shape going forward. Possible fines if left otherwise.
  - b. Frank – report on Hillcorp grant and intended use.
  - c. Raena gone-unavailable May 18-29.

*Raena Schraue*



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## Notes regarding canceled summer 2022 meetings:

- **June and July 2022** regularly scheduled meetings were canceled due to Raena's work schedule allowing for zero extra time/effort and most other board members also having very little extra time and effort available during those busy months.

*Raena Schraye*



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## **Minutes for: August 16, 2022, board meeting, 6:30pm @ WCCEC**

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- Call to Order and Roll Call
  - a. Raena Schraer - present
  - b. Frank Koloski - absent
  - c. Lauren Williams - absent
  - d. Darla Smith - present
  - e. Tonya Brewer - absent
  - f. Wendy Drew - present
  - g. Janie Call -absent
  - h. Katelynn Toth - present
  - i. Elise O'Loughlin – present

This meeting did not have a quorum since Raena is a non-voting board member, so we did not make any votes or decisions at this meeting, rather we use the time to review project status and financial status after not having met since May.

- Approval of meeting agenda (corrections or additions)
- Agree on next meeting time (September 20 @ 6:30) – will look for a coffee shop open late enough, also Elise has offered to host at her house.
- Approval of minutes (none)
- Treasurer's report (Darla) – many open invoices to address with event managements and updates to be made. Darla was out of state for much of the early summer and is currently working on updating the last few months' worth of financial records.
- Committee Reports
  - a. EATA Committee (Frank, Raena, Darla Janie)
    - i. Version 5 EATA MOU – Darla noted that this still isn't complete, RKS has an inquiry in with EATA to find out why.

- b. Rules and policies committee
    - i. Paperwork updates are tabled until a later date when RKS has more time (August or later) – Darla has an interest in helping get this going after State Fair and over the winter.
- Old Business
  - a. Retaining wall project - DONE
  - b. Membership- same or more members this year as last year.  
Katelynn has been sending the badges, both Raena and Katelynn have been maintaining the membership list.
  - c. Clarify manure removal plan (Ramsey & Sons)
  - d. Hiring:
    - i. Hunter Hausman – contact to find out if he wants to continue stall project in the fall
    - ii. Cecil Purrington – has been very helpful to us all this summer dragging, watering, trash collecting, and general maintenance.
  - e. Trails Grant, we have \$3300 to spend as written up in the grant (2 weeks employment for someone at the rate of \$20/hr, cleaning up dead wood from the trails and replacing missing or damaged trail name signs) – Raena will get this going September/October.
  - f. Adopt a Stall program – would like to continue, need someone to do the work. Raena doesn't want to advertise the program until we have someone who can do the work for the sponsored stalls and update all the previously sponsored stalls. (October/November, Hunter?)
- New Business
  - a. Water at the rodeo arena, there is none, that's why they are so heavily dependent on the water truck. This is a good capitol improvement project to prioritize, getting water over there, bury a water line like the rest of the facility has. Will look into local parks

that have a similar watering system in place and see how they operate it.

- b. Dressage arena is needing an overhaul, Alaska Dressage Assn. will be developing a proposal to do it and fundraising goals, will be in touch with AHC and will likely ask for some funds to help.
- c. AHC needs to get a plumber to the WCCEC this fall or next spring to address all the various water-system issues.

*Raina Schraue*



## FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This First Amendment to Memorandum of Understanding (the "Amendment") is made as of **May 16, 2022**, regardless of the date signed by the parties, and is between Equine Assisted Therapy Alaska, formerly known as Rainbow Connection 4-H Riding for the Disabled, P.O. Box 240663, Anchorage, AK 99524 ("EATA") and the Anchorage Horse Council, Inc., an Alaska non-profit corporation, P.O. Box 112195, Anchorage, AK 99511 (the "Council").

WHEREAS, EATA and the Council entered a Memorandum of Understanding on January 1, 2014 (the "MOU") to establish governing principles for their mutual, continuing use of the Council Exclusive Use Area, as defined in the 2014 MOU, and

WHEREAS, as the parties have completed construction on the Coverall at EATA Arena ("Equidome") and the parties would like to update terms in the 2014 MOU to establish procedures for the operation of the Equidome as a year-round operating arena at the Center and to update terms.

This amendment modifies the 2014 MOU where specified. If there is a conflict between the terms, the terms within this amendment are controlling however if not addressed in the amendment, the original terms in the 2014 MOU are applicable.

NOW THEREFORE, in consideration of the foregoing, EATA and the Council agree to amend the 2014 MOU as follows:

### 1. Rental Obligations:

- a. EATA shall be responsible for sewage expenses related to residents of the EATA 5<sup>th</sup> Wheel.
- b. EATA may have up to 10 horses residing at the WCCEC, using stalls and/or paddocks (whichever is preferred) during active operations, normally June through August, for \$150 per month per horse. EATA agrees to provide all care for horses in their program. the Council will cover fees associated with keeping the pumphouse operational, trash, and manure removal, as well as basic facility maintenance.
- c. EATA Equidome and ancillary facility fee of \$400/month for months of program operations only.
- d. EATA no longer is expected to pay office/tack/hay stall fees and may use up to three stalls on the 800 aisle for these purposes. In the MOU prior to this, office/tack/hay stall fees were specified at \$50 a month each.
- e. EATA will be responsible for 25% of WCCEC's yearly electric costs for the whole facility (barns and pumphouse), as specified on monthly Chugach Electric bills, until actual usage at the Equidome as indicated by a meter can be determined, at which point EATA will become responsible for the meter-determined charges.
- f. EATA is responsible for snow removal costs associated with accessing the Equidome when it is open for rental in the winter. In the case that the Equidome is not open for rental in the winter, then EATA has no responsibility to provide plowing to the Equidome.
- g. EATA agrees to pay for a wheelchair-accessible porta-potty whenever EATA's program is running and, if necessary, provide a regular porta-potty when the Equidome

is open for rental. The Council agrees to pay for and manage all other porta-potties on the property.

2. **Ring Maintenance:** EATA agrees to do all ring maintenance and upkeep for the Equidome and the Council agrees to maintain all other rings and facilities on the property. EATA may use the Council's equipment and tractor during upkeep and while caring for EATA horses. The Council may use the EATA water truck as needed during events and for regular maintenance. EATA and the Council will work cooperatively to address any maintenance needs of the equipment. When the Council employees or board members are using the water truck, all liability associated with the use of that truck is to be assumed by the Council and vice-versa for EATA's use of the Council's equipment and tractor.
3. EATA will continue to manage all scheduling, payments, and operations of the Equidome.
4. **Authorized Representatives:** The EATA and the Council will designate authorized representatives for annual meetings or to resolve any issues that arise outside of the terms of the MOU or this amendment.
5. Paragraph 8 in the MOU regarding the Construction of Coverall at EATA Arena is no longer required as the construction is completed.
6. **Terms of Agreement:** The terms of this amendment shall begin on **May 16, 2022**, and shall continue in full force and effect until further amended or until the expiration of the Ground Lease.

In WITNESS WHEREOF, EATA and the Council have executed this Amendment to the Memorandum of Understanding as of the date first written above,

By: Kassi Fetters <sup>President</sup>  
Representative of EATA EATA

Printed Name: Kassi Fetters

Date: 8/18/2022

By: Raena Schraer <sup>AHC President</sup>  
Representative of the Council

Printed Name: Raena Schraer

Date: 8/18/2022



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## **Agenda for: September 20, 2022, board meeting, 6:30pm @ Starbucks**

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- Call to Order and Roll Call
  - a. Raena Schraer (present)
  - b. Frank Koloski (absent)
  - c. Lauren Williams (present)
  - d. Darla Smith (absent)
  - e. Tonya Brewer (absent)
  - f. Wendy Drew (present)
  - g. Janie Call (absent)
  - h. Katelynn Toth (present)
  - i. Elise O'Loughlin (present)

We did not have a quorum with Raena being a non-voting member, so we did not make decisions or hold votes.

- Approval of meeting agenda (corrections or additions)
  - a. Approved as written
- Agree on next meeting time (October 17 @ 6:30)
  - a. agreed
- Approval of minutes (May and August 2022)
  - a. Couldn't approve without a quorum
- Treasurer's report (Darla)
  - a. discussed
- Committee Reports
  - a. EATA Committee (Frank, Raena, Darla Janie)
    - i. Version 5 EATA MOU SIGNED and finalized August 18!
  - b. Rules and policies committee

- i. Paperwork updates – time to start them again? (Lauren, Darla, Tonya, Raena)
    - 1. We discussed getting this going again, and re-instating the \$100 security deposit.
- Old Business
  - a. Membership- No updates, RKS will try to resume some WCCEC update emails with membership info and pick.click.give info. Current membership list updated on website.
    - i. We discussed getting a new mail box for the WCCEC at the office, with a better locking system.
  - b. Hiring:
    - i. Hunter Hausman – RKS will contact regarding the ongoing stall-adoption project.
      - 1. He may be moving, probably done working
    - ii. Cecil Purrington – wishes to continue working this fall as needed. RKS gave him a list of tasks.
  - c. Trails Grant - we have \$3300 to spend as written up in the grant (2 weeks employment for someone at the rate of \$20/hr, cleaning up dead wood from the trails and replacing missing or damaged trail name signs) – Raena will get this going September/October – must be used by May of 2023
- New Business
  - a. The latest installment of gravel in the parking lot, topsoil, rental of heavy equipment- Frank
    - i. Talk to Frank about it and get a proposal in writing to vote on via email in between meetings if this can't wait until the next meeting.
  - b. Schedule a fall clean-up day?
    - i. Make sure to address whatever the needs of the trucks are

- c. Getting water to the rodeo arena – they currently have none, heavily dependent on the aging water truck.
  - i. We discussed with Wendy
- d. Get a plumber to address the WCCEC's current water system issues. Intelligent Design?
- e. 2023 Scheduling
  - i. It's happening, Raena requests help
- f. We discussed a potential Halloween themed day at the WCCEC

**Current board members and terms:**

- Lauren Williams, Wendy Drew, Darla Smith terms up in March 2023
- Frank Koloski, Tonya Brewer, Raena Schraer terms up in 2024
- Janie Call, Elise O’Laughlin, Katelynn Toth terms up in 2025

**2023 Aspirational Improvement Projects**

1. Stall sponsorship program revival
2. Parking lot gravel/roads project, topsoil project
3. Water to rodeo arena
4. Jumping equipment- ongoing
5. Signage/membership info along the road into the WCCEC
6. Sign for WCCEC with the mission statement
7. Roofing project (Raena/Andy, Stacey Allen)
8. New benches in front of the barns
9. Bylaws Update
10. Rules and Use Applications and paperwork update (for 2022)

Minutes AHC board meeting October 18, 2022

Meeting called to order at 6:32 pm by Raena Schraer. Location: Starbucks, 100<sup>th</sup> Street, Anchorage.

Present- Raena Schraer (P), Frank Koloski (VP), Darla Smith (T) Tonya Brewer, Wendy Drew, Katelynn Toth, Elise O'Loughlin, Janie Call (via telephone). Lauren Williams not present for October meeting, will not be available for November meeting.

Raena asked for a volunteer to take minutes for the next few meetings. Elise volunteered.

The minutes for September meeting were not available for approval.

Raena presented meeting agenda. Motion for approval was made and seconded. The agenda was approved.

Next meeting will be at current location on November 22, 2022 at 6:30 p.m. Amended –meeting date changed to November 15<sup>th</sup>, 2022.

Treasurer's report:

Discussion regarding grant money; it was suggested by Raena, after conversations with Katelynn, to look into placing **AHC savings account funds, if they are not immediately needed, into an** interest bearing Certificate of Deposit. Raena then turned the discussion over to Katelynn Toth for clarification. Katelynn reported that CDs are now being offered at four (4) percent interest. Darla had not been aware of that. She will look into the CD.

**Darla stated that she had talked to a person working on cleaning out the water system for the winter and he said the city was looking into turning over some publicly owned facilities to their operators. Discussion ensued.** Frank Koloski said he would speak to Lyle (no last name given) for more information.

Discussion regarding the future of the outhouse. Debate was make it operational or cover it permanently and use Porta-Potty's in the future. **Frank notes AHC has gone over this before with the City, with no results. AHC would have to approach the city about getting the once-functional outhouse going again.**

Darla reviewed the expenditures/deposits.

Darla requested updated volunteer hours. Elise and Katelynn sought clarification regarding qualifications of hours. They were informed that the monthly meetings were considered valid volunteer hours.

Treasurer's report was approved.

Committee reports:

EATA:

EATA MOU version 5 signed and finalized August 18, 2022

#### Rules and policies:

Raena requested help with paperwork. Elise offered to help.

UPDATE: Call between Raena and Elise were arranged, but had to be cancelled due to work circumstances for Raena. Will be rescheduled ASAP.

#### Old Business:

Membership—Raena informed the board that she will try to resume update emails with membership information and pick/click/give options. Current membership list is updated on WCCEC website. Membership may have gone down for the current year.

#### Hiring:

Hunter Hausman will not be working for WCCEC. At the time of the meeting, no contact had been made to him regarding status. Wendy Drew reached out to him and reported back that he had taken temporary employment at another location and will be moving out of Alaska early 2023.

Cecil Purrington was contacted. He confirmed he was interested in continuing working during the off season as needed.

Discussion regarding communication between event organizers and WCCEC staff for clarification on what groups need to be done for an event has to be improved. Prior notification of arena maintenance, jump poles and standards, etc. should be given, not the morning of an event.

#### Trails Grant:

Money must be used by May of 2023. David (no last name given) spoke with RKS. He offered to organize and direct the clean-up.

Discussion was had regarding the disposal of trees after being removed from trails. Frank asked if the logs were going to be bucked down into smaller lengths to make removal easier. There was no firm decision on that subject. It was suggested that persons who are coming to pick up the wood, bring personal chain saws or equipment.

Location of free wood disposal site was discussed. Decision was made to place wood in the parking area closest to the entrance. Notifications will be made on the website and social media that wood is available at WCCEC for no cost. Must be loaded and hauled away by individuals.

#### Gravel in parking lot:

Frank reported that a loader had been donated for use and the project will be addressed in a couple of weeks.

#### Western Arena water:



Much discussion was had. Frank suggested the water hose be stored at the Beer Garden end of the arena as that is low lying and water would not be puddling. Suggestions were discussed over fire hoses being utilized. It was suggested looking into requesting the fire department for availability of no longer used hoses. Many are still in good shape, but aren't viable to be used on a truck.

The board voted and resolved to have Frank find a donated or purchase a fire hose or other suitable hose to run from the pump house over to the rodeo arena to help resolve watering problems.

#### Water Truck:

It was agreed by the entire board that the current water truck is old and we need to look into other options for the future. Water truck was to be winterized during Fall Clean-up day. Removal and proper storage of batteries, drain fluids, etc.

#### Plumber:

Suggested to approach plumbing company Intelligent Design to address the current water system. Darla/Raena had made a list at one point over the summer of the currently plumbing concerns. Leaks have been reported by the EATA Dome, and the back stall area. Water pressure was varying in areas.

#### Dumpster:

Discussion regarding frequency of emptying of both big and small dumpsters. It was reported by Darla that doing an on-demand request for emptying was more expensive than establishing a scheduled removal.

Tonya requested clarification on responsibilities for post-event trash removal. Discussion on event staff versus WCCEC staff. It was decided that event staff were going to be responsible for small arena cans being emptied into dumpster.

#### Arena footing:

Alaska Dressage Association will be working on grants and fundraising to do a major overhaul of the dressage arena and at some point will approach AHC with their proposal for approval as well as to ask for some amount of matching grant for the project from AHC.

AHC discussed doing improvements to the round pens and possibly "warm up arena" concurrently with the Alaska Dressage Assn project, in order to utilize labor efficiently, potentially the same contractor, and use materials from the dressage arena.

Potentially spring 2023 depending on funding.

#### 2023 Event Scheduling:

Raena requested help for event scheduling. Elise volunteered.

#### Fall clean-up day:

Fall clean-up day was scheduled for October 29<sup>th</sup>, 2022.

Meeting was adjourned at 7:41 pm, October 18, 2022

Minutes submitted November 13, 2022 by Elise O'Loughlin



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Minutes for Anchorage Horse Council monthly meeting December 19, 2022

6:30 p.m. at Starbucks, W. 100<sup>th</sup> Street, Anchorage, Alaska

Meeting was called to order by President Raena Schraer at 6:34 pm.

| Present:                | Absent:         | Excused:   |
|-------------------------|-----------------|------------|
| Raena Schraer           | Lauren Williams | Wendy Drew |
| Frank Koloski           |                 |            |
| Darla Smith             |                 |            |
| Tonya Brewer            |                 |            |
| Janie Call (via foncon) |                 |            |
| Katelynn Toth           |                 |            |
| Elise O'Loughlin        |                 |            |

Next meeting date and time of January 17<sup>th</sup>, 6:30 pm was agreed upon conditionally due to possible absences of Board members. Raena will notify members of any changes. Motion to approve agenda was made by Frank, seconded by Darla. Motion carried.

Minute taking was discussed.

As per previous discussion, Raena contacted Lauren Williams regarding reducing some Secretarial duties. Lauren said it was fine with her if someone else handled the taking of minutes. Janie Call and Elise O'Loughlin will continue working together.

Darla noted that Roll Call for meetings needed to be designated as Present, Absent or Excused. Clarification of categories was determined.

Absent will be defined as a no show, or no prior notification of absence. Excused will be defined as previous notification to board of absence, or emergency notification to any member.



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Darla also noted that official minutes were required to be on AHC letterhead. Raena will send a link to the website to both Janie and Elise to create a letterhead template for future minutes submission. It was suggested that Elise and Janie review previous minutes submissions and use the approved agenda to keep organized.

Discussion regarding the necessity of including utility expenditures in formal minutes was had. Treasurer Darla Smith noted that while not posting detailed reports monthly is acceptable, having utility expenditures posted made it easier to track usage, and determine causes for abnormalities, such as large reductions or spikes in power and water usage throughout the month and year.

Motion to approve minutes was made by Tonya, seconded by Darla. Motions carried.

Treasurer report:

Questions have been sent to board members regarding winter use of EATA Dome.

Who is responsible for snow removal into the Center grounds and the cost.

Will it be open for members to ride?

It was suggested that Kassi be contacted for information on facility use on a regular basis.

Monthly trash and manure removal is included in expenditures. Darla noted that a removal schedule has not been set up yet, and it was in the board's best interest to utilize a weekly removal plan.

Darla has set up a folder for use for scheduling events.

Janie did not have a chance to talk to the EATA bookkeeper regarding AHC hiring them for future bookkeeping duties.

Edward O'Loughlin confirmed that he would be willing to act in an advisory role regarding regulations and requirements for non profit 501(c) 3 designation reporting. Provided documentation from Alaska website regarding proper reporting procedures. Raena will look over documents and research legality of having off-Board persons perform duties.

Darla confirmed that she would like to resign her treasurer duties in 2023.



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## EATA:

There were no updates for EATA.

## WEBSITE:

Updates were made to set-up online registration and reservations. It was suggested that links be used for uploads of forms and reservation requests.

Janie offered to set up a Google Folder for members to access. Forms will have the ability for submission and signature, making it easier for users. This will also reduce conflict over multiple requests for events by groups wanting the same dates. A non-refundable deposit to confirm reservation will be required upon submission of forms.

Raena suggested that January 6<sup>th</sup> be designated for reviews and comments to be submitted from the document committee.

## HIRING:

Cecil will be the new administrator for one of the youth groups. Raena will inquire about his availability for summer.

Tonya again emphasized the importance of a detailed checklist to be completed by each group holding an event. Who will be held responsible for set-up and tear-down, trash removal, stall clean-up and maintenance, ground preparation and other requirements. Tonya will submit an email detailing organizational duties.

## TRAIL GRANT:

Raena submitted an example view of the new signs that will be posted along the trails.

Frank asked for clarification of locations designated for Center Use signs. Usage signs will be posted at each arena, by the office door and at the entrance to the Center. Frank, Tonya and Katelynn will be designing signs.

## MEMBERSHIP:

Tonya asked if there were any actions being taken regarding membership drives. There have been none as yet. Tonya suggested offering incentives to group organizers to encourage their members to sign up.



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

## OFF SITE STORAGE REQUEST:

Anchorage Rowing Association has completed their installation of storage containers onto AHC property. ARA will be responsible for items.

## DRESSAGE ARENA:

Fund raising is ongoing. Frank suggested contacting Governor Dunleavy's office to request funding for supplementing AHC's contribution. The funding could come from Parks & Recreation budget.

## NEW BUSINESS:

Darla notified the Board of the requirement of a safety briefing at each meeting. Subjects can be varied, but must pertain to location, users, equipment safety.

Briefings will be noted in minutes under SAFETY heading.

Tonya made motion to adjourn. Elise seconded. Motion passed.

Meeting was adjourned at 7:27

Post adjournment, Elise remembered a question she wanted to ask. Raena approved request. Elise noted that she was losing parts of topic discussions while trying to write, so she requested the use of an audio recorder. To be provided by her. Members had no objection to being recorded strictly for meeting use.

Elise O'Loughlin



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Submitted December 23, 2022

Minutes Anchorage Horse Council Board Meeting, November 15<sup>th</sup>, 2022.

President Raena Schraer called meeting to order at 6:37 p.m.

Board members present: Raena Schraer (P), Tonya Brewer, Katelynn Toth, Wendy Drew, Elise O'Loughlin, Janie Call via telephone.

Absent: Frank Koloski, Darla Smith, Lauren Williams

December meeting date of December 20<sup>th</sup> at 6:30 pm. Location: Starbucks. 100<sup>th</sup> Street, Anchorage was agreed.

Meeting agenda was presented. Janie Call made motion to approve agenda. Wendy Drew seconded. (motion passed)

Minutes were presented with corrections.

Tonya Brewer made motion to approve minutes. Elise seconded. (motion passed)

Raena opened a discussion regarding procedures for minutes.

Raena felt the minutes **have not been** handled in a timely manner **in 2022 and does not wish to continue assuming many of the minutes-related duties herself. Discussion ensued regarding how to resolve this. Board agreed that Raena will approach** Lauren with an offer to have other board members take over that responsibility. Janie Call offered to work on the minutes (**going forward**) but requested assistance with them as her phone connections weren't always clear. Elise offered to co-work with Janie. Board members agreed the change would be beneficial to all.

Raena **reviewed normal non-profit minute procedures:**

1. **Making the minutes available to the board within a week of the meeting so that board members who were unable to attend can review what took place at the meeting**
2. **All board members review and note corrections to minutes prior to the board voting on approval of minutes at the next meeting**

**Raena is willing to continue** publicly posting to AHC website **after the minutes are approved at the following meeting.** Janie and Elise will work together to make that happen.

UPDATE: due to prior family commitments by Elise, the week deadline was not met.

Discussion was had regarding **whether monthly treasurer's reports should be part of the minutes and** posted on the website.

Tonya Brewer made a motion to stop **including** monthly **financial** statements **with the minutes** on the website. Motion was seconded with unanimous approval.



Board will instead provide a year-end financial reporting and tax documentation publicly.

Treasurer's report:

The subject of outstanding balances from organizations using the AHC facility was brought up. Board expressed continued concern that organizations were not paying their bills within a reasonable time frame. Wendy suggested that if an organization still had an outstanding balance by end of month December, after holding their event during the summer months, that they would no longer be considered as having priority on the event schedule. She also suggested that an account being 60 or more days in arrears after the date of their event be subject to a consequence, such as a fine. Board members felt the suggestion valid and further conversations on the idea would be held. Actions will be determined prior to 2023 events.

Darla Smith has expressed her desire to Raena to no longer be AHC treasurer although she is willing to continue keeping the books through summer 2023.

Raena asked Janie if she would inquire again about rates and other relevant information from the individual who keeps EATA's books who at one point had been open to additionally keeping the books for AHC.

Elise offered to talk to Ed O'Loughlin regarding acting as an advisor to check for compliance and reports within 501(c)3 guidelines.

Katelynn will talk to Darla regarding time commitments for AHC bookkeeping.

EATA Committee

AHC continues receiving inquiries about how to use/rent the Equidome with some individuals expressing confusion regarding the procedures to take if they wish to use it. Janie will talk to Kassie to offer any help.

Janie/Kassi will get back to Raena and make sure all the info is current and up to date so Raena can send out info to the AHC email list.

Membership Committee:

Nothing to report at this time.

Hiring:

We will contact Cecil to determine his interest in being employed for the summer 2023 season.

Board members expressed dissatisfaction at the lack of a clear and concise chore list for event organizers and AHC employees to follow. Board members felt there were too many garbage cans around the center for use. Some were not used or only had a few items and

others were overused. People would leave trash on the ground next to the cans. She suggested that there be event-specific cans with information on how and where to empty them; who was responsible for disposing small cans into the dumpster. A discussion followed regarding replacing current cans for bear proof lids. It was mentioned that the city might have bear-proof cans with lids. Wendy will reach out to the city for more information.

There was a discussion about creating a specific plan for trash management, i.e. disposal, can liners, pick-up dates. Board members agreed this was a good idea **and that trash management has been an ongoing concern.**

Signs:

A vote was taken regarding using grant money to fund center use and trail signs. Motion was passed.

**Newly formed “sign committee”** Katelynn, Frank and Tonya were put in charge of signs. It was decided that the center use sign was not adequate, and more signs were needed in various locations **encouraging membership and illuminating some basic rules of facility use.** Several suggestions were offered. The front gate, **at each individual arena**, and office door.

2023 event schedule

Dressage arena:

Fundraising is ongoing for upgrades to the dressage arena by the Alaska Dressage Association. **Anchorage** Horse Council will donate money.

New business:

Katelynn Toth was approached by members of the Anchorage Rowing Association inquiring about an opportunity to store two equipment trailers on AHC grounds for the winter. The group practices on Sand Lake and Jewel Lake. The ARA are willing to offer a donation of five hundred (500) dollars and rowing lessons to board members.

Discussion regarding insurance liability, best location, **etc.** Katelynn was asked to have contact person write up a proposal describing trailer information, what items were going to be included and two people designated as emergency contact. **Board members present agreed that a vote by email would be timely and appropriate upon receiving the written proposal.**

**Raena reviewed the legal conditions for a vote by email, since it has been a while since we did one, mainly that the decision must be unanimously affirmative to pass, otherwise a proposal requiring voting must wait until a board meeting because all board members have a “statutory right to be heard.”**

Motion was made to adjourn and seconded. Meeting was adjourned at 7:35 p.m.

Submitted December 13<sup>th</sup>, 2022 by Elise O’Loughlin