



# Anchorage Horse Council

at the William Clark Chamberlin Equestrian Center

Minutes for Anchorage Horse Council meeting January 31, 2023

6:30 p.m. at Starbucks, W.100th Street, Anchorage, Alaska

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

ROLL CALL:

**Present**

**Absent**

**Excused**

Raena Schraer

Lauren Williams

Frank Koloski

Darla Smith

Tonya Brewer

Wendy Drew

Elise O'Loughlin

Katelynn Toth

Janie Call (via telephone)

NEXT MEETING:

February 21, 2023, 6:30p.m. at Starbucks . Raena mentioned a need for alternate locations. Elise offered her home. All members present agreed on date and time for the next meeting. Location of next meeting to be confirmed.

AGENDA:

Additions suggested for agenda: As per Darla Smith's reminder, a Safety Topic will now be included as formal agenda topic for each meeting of the Board. Topic to be decided as needed. Katelynn had two proposals for the sign committee and composting. See discussion under new items. Agenda reviewed and approved by unanimous voice vote.

MINUTES:

Minutes from December Board meeting reviewed. No corrections or additions proposed. Darla moved the minutes be approved as written. Janie Call seconded the motion. Motion passed by unanimous voice vote.



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## SAFETY TOPIC:

Frank Koloski presented information on how to safely on/off load horses under icy conditions on the WCCEC property.

Generous use of kitty litter for icy areas or use large rubber mats for ground coverage is recommended.

## TREASURE REPORT:

Report was compiled mid-January. Data is accurate as of January 31st.

Tonya questioned a notation for “refunds, grants,” on the report. Raena informed the Board it was an expense for signs from the Grant Fund. Some signs have been delivered and installed.

Porta potties will need to be contracted.

Pending deposits - Pick. Click. Give (P.C.G.), Events, Stalls.

Must sign up with P.C.G each year to obtain funding.

There are no membership deposits for January.

Raena suggested emphasizing membership drives, and benefits of applying annually to P.C.G as a funding source.

Questions were asked regarding the cost of telephone service for the center.

Discussion over different options. Elise suggested checking TracFone service. Raena asked for more information. Frank asked about internet service for the facility for members to use. Raena will contact AT&T to identify cost effective plans or packages for internet and cell phone costs. Additional discussion will be needed in future meetings.

The Quarter Horse Association will be using the fairgrounds this year; not the WCCEC.

Volunteer hours need to be updated.



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Accountant has been notified to proceed with Tax Long Form 990. Cost will be approximately \$800.00(+).

Discussion regarding the financial records that need to be posted publicly. The Board was informed that legally only the IRS Form 990 is required to be publicly available. It was decided to use tax forms as the required release of financial information for the annual report. Darla made a motion that going forward, the 990 tax forms are to be our annual financial report for membership. Frank, Tonya, Janie, Elise seconded the motion. Motion passed unanimously.

Domain website service is automatically paid.

Certificate of Deposit:

Darla previously sent email notifications to Board members to propose a transfer of funds to a CD Account with a higher rate of return. Raena discussed how to handle items that happen in between meetings that require a quick response.

Katelynn provided information to the board regarding CD accounts.

Board discussed pros and cons of timetables, expenditures, and amounts to earmark.

Item was tabled for discussion during the February meeting.

Raena informed the Board that there are two cost estimates for resurfacing of the Dressage arena. Raena proffered that if one arena is being resurfaced, we may as well have a second arena done.

Discussion regarding information needed to apply for grant funds to cover the cost of the arena resurface. Frank informed the Board of a meeting he had previously with the Mayor's office regarding procurement of Parks & Recreation funds. Frank has done some brainstorming regarding a covered structure surrounding the Western Arena. Idea to be discussed at future meetings.

Frank will continue being a contact with the Municipality.

A motion was made by Elise to approve the Treasurer Report. Tonya seconded. Motion passed unanimously.



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Post report approval, Raena brought up Darla's request to retire in 2023. It was previously suggested the board contact EATA for bookkeeping.

Board discussed Darla's treasurer duties and the time required. Darla will meet with RKS to create a more comprehensive job description to provide for future bookkeeping/bookkeepers. Darla provided Elise and Janie with a template for minutes.

## EATA

It was decided that a continuing EATA agenda item was no longer necessary. It will now be referred to as EATA UPDATES and used only when necessary.

## EATA UPDATES

Janie informed the board that EATA's volunteer coordinator is retiring. There is an opening for a paid position. Duties include staffing events, i.e. providing personnel for gate checks, vet certification for vaccinations, grounds crews, clean-up, etc.

## RULES and POLICIES

Raena said that she has received no comments.

## SIGN COMMITTEE

Katelynn spoke with her fiancé regarding design for six signs. He approached his marketing company for details. After talking with the company, they could provide a discounted rate offered for Non-Profit organizations. The marketing company would require a \$500.00 (five hundred) retainer, which may be reduced. AHC needs to provide details regarding what information we want on the sign, such as logo, wording, size, shape. His marketing company has a good relationship with a sign making company. Board members were asked to mock-up samples of signs with details to be discussed at February's meeting.

Side question from Elise regarding update for payment drop box. Current box isn't secure. Darla has looked at models previously suggested and found one that can be secured from the inside by a key. Darla will order the new box.



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## MEMBERSHIP

Membership motivation by offering gift certificates for services.

Suggestions for getting gift certificates from businesses and sponsors such as: M Bar D, Dalton Hay, SCP photo shoot, Moose's Tooth, Anodyne Pain & Wellness Clinic, Alaska Mill and Feed.

## HIRING

Raena spoke with Cecil. He would be happy to work at the Center again.

Raena expressed a strong desire to get the Adopt-A-Stall program going again.

## FUNDRAISING

RKS mentioned looking at online fundraising platforms for suggestions.

## NEW BUSINESS

Request for donation for two separate memberships to WCCEC for 907 Barrel Racers and Rodeo Alaska. Darla made a motion to approve a donation for two separate memberships; one to 907 Barrel Racers, and one to Rodeo Alaska for their annual awards banquet. Elise seconded. Motion passed.

Zoe Weston is reviving Alaska Equine Rescue and has requested support from AHC. Raena offered help by hanging posters, flyers, providing information on the website and newsletter.

Katelynn's request for a discussion on composting was not addressed due to time constraints.

Motion to adjourn the meeting, Elise seconded, motion passed.

Meeting adjourned at 7:43p.m.

Submitted: Elise O'Loughlin

February 7, 2023

Edited for approval submitted March 3, 2023



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