



Foothills Chapter CDS | MINUTES

Meeting date | time August 24, 2020 | 2pm | Meeting location Zoom

Meeting called by	Ana Gilmour	Debbie Doss
Type of meeting	Board Meeting	Kathy Cain
Facilitator	Anjolie Daryani	Laura Culver
Note taker	Misty Sheldon	Cristi West

FINANCIALS

General Fund: \$10,405.27

Junior Fund: \$8,976.54

NEXT BOARD MEETING

September 7, 2020 @ 6pm this will be a hybrid meeting. Location The Courtyard 6802 Laird Road, Loomis, CA 95640 (weather permitting). If you can not attend Zoom link will be provided on Foothills Chapter website.

AGENDA TOPICS

| Agenda topic Appointment of Secretary | Presenter Ana Gilmour

Discussion Appointment of Misty Sheldon to position of secretary in interim until next election

Closing Ana Gilmour and Cristi West appointed Misty Sheldon to secretary

| Agenda topic Communication Going Forward | Presenter Misty Sheldon

Discussion Developing a clear communication system utilizing text, email and Google platform

Action items	Person responsible	Deadline
One Group Text Messages with all board and committee chairs	All members	N/A
Weekly email follow-up with board and committees	Misty	Weekly
Creating a Google platform for document communication	Misty/Anjolie	September 7 th
Future Meeting will be hybrid between face to face and Zoom	Misty	

| Agenda topic *Job Description* | Presenter *Anjolie Daryani*

Discussion Approving board and committee job descriptions

Conclusion Ana Gilmour, Cristi West and Misty Sheldon voted yes

Action items	Person responsible	Deadline
Approved Job descriptions will be uploaded to website	Anjolie	September 7 th

| Agenda topic *2021 Board Elections* | Presenter *Anjolie Daryani*

Discussion 2021 board elections and the nominating committee appointments.

Conclusion Ana Gilmour and Misty Sheldon appointed Anjolie Daryani, Kathy Cain and Laura Culver to the nominating committee

Action items	Person responsible	Deadline
The nominating committee shall present a ballot of nominees no later than October at a regularly scheduled business meeting of the Chapter.	Anjolie, Kathy Laura	October 1st
Nominating Committee contact info will be added on foothills website	Anjolie	September 1st

| Agenda topic *Scholarship* | Presenter *Anjolie Daryani*

Discussion Extension of time frame to use, adjustment of application period and awarding, reimbursement process.

Conclusion Extension of time for use has been approved by Ana Gilmour, Cristi West and Misty Sheldon. Awardees now have until March 31, 2021 to use. Deadline adjustment for application of scholarships has been approved by Ana Gilmour, Cristi West and Misty Sheldon to December 1, 2020. Awardee will be announced by December 31, 2020 and will be eligible for use on April 1, 2021. Reimbursement will be done on a monthly basis as approved on first Monday of the month.

Action items	Person responsible	Deadline
Adjustment website and scholarship documents will be made.	Anjolie	September 7 th

| Agenda topic *Fall Classic* | Presenter *Misty Sheldon*

Discussion Filling all volunteer positions, Facebook post and Facebook Ad campaign, change costume class to Saturday October 17th, access to Equestrian Entries for clinic, getting event on CDS website. Raffle prizes and Junior Gift Shop table fundraiser. Go Fund Me for Paula.

Action items	Person responsible	Deadline
Create Flyer for Fall Classic and email CDS/Chap	Misty	September 7 th
Debbie and Misty will continue to ensure all positions filled.	Debbie	September 7 th
Confirm Juniors Gift Shop fundraiser with Mari	Ana	September 7 th
Facebook and Instagram post to advertise Fall Classic (Misty needs to gain access to FB will contact Becky)	Misty	September 7 th

| Agenda topic *Melissa Creswick Clinic* | Presenter *Anjolie Daryani*

Discussion Confirming details: First hour will be lecture, minimum is 5 attendees, cost needs to be calculated based upon her fee plus cost of insurance. No food will be provided. Ana Gilmour will scribe for Melissa. October 25th at PEC Insurance Cost is \$65

Action items	Person responsible	Deadline
Create Flyer for Fall Classic and email CDS/Chap	Misty	September 7 th
Confirm Cost of Clinic for marketing	Anjolie	September 1 st .

| Agenda topic *Ana Gilmour Introduction to Half Step, Piaffe & Passage: from the Ground & Under Saddle* | Presenter *Ana Gilmour*

Discussion Confirming details: November 14 & 15, location of Clay Station to be confirmed. Ana will also conduct a lunch lecture

Action items	Person responsible	Deadline
Create Flyer for Ana Gilmour Clinic and email CDS/Chap	Misty	September 7 th
Insurance needed	Cristi	September 7 th .

| Agenda topic *Bokeh Portrait Fundraiser* | Presenter *Misty Sheldon*

Discussion Contacting Cheryl to see if she will extend the fundraiser to November 1st. and also invite her to the Fall Classic to have a booth in order to promote fundraiser.

Action items

Person responsible Deadline

Email Cheryl to confirm extension of fundraiser and invite to Fall Classic Misty

Adjusting marketing flyer with changes Debbie

| Items Voted on by Board

Job Descriptions Approval

- Ana motioned
- Cristi second the motion
- Misty vote yes

The vote was unanimous by board.

Extension of time frame to use, adjustment of application period and awarding, reimbursement process-

- Misty motioned
- Cristi second the motion
- Ana vote yes

The vote was unanimous by board.