



Board Meeting Minutes April 16, 2019

Present: Allison Wheaton, Tiffany Yoquelet, Michael Simpson, Sara Harper, Sue Shilts, Jenn Vanderpool
Absent: Heather Hoffman

Meeting Called to Order: 11:00a

Consent Agenda: Meeting minutes (March 12, 2019)

Committee Report Discussions

Fundraising/Financial-

- Grant Schedule for 2019, 2019 balance sheet and 2019 budget will be developed by the Finance Committee
- Form 990 due May 15

Program Development-

- SEC Open House May 18 (1-3p)
- FWCS will have 2 sessions this spring (\$250 each session); 8-12 middle/high school age students each session
- Class schedules, 6 week blocks (with 1-2 week breaks between)
 - Summer sessions June 3-July 20, July 22- Aug 31
 - Fall sessions Sept 16- Oct 26, Oct 28- Dec 14
- Spring camps
 - Adult riding lessons offered thru Fort Wayne Parks & Recreation Department (5/9/19)
 - Child riding lesson offered thru Fort Wayne Parks & Recreation Department (4/20/19)
- NW Allen County schools are bringing one group this spring, and potentially 2 separate groups in the fall
- Lifeline's Pierceton Woods Academy has expressed interest in EAL sessions

Marketing-

- **Reminder: each Board member please provide the following to Allison as soon as possible**
 - **full name**
 - **role in the community**
 - **role in the organization and**
 - **vision for where the organization is growing**
- SEC Open House May 19 (1-3p) – press release completed and ready; other prep includes:
 - Signage
 - Printed ½ sheets on program (Veterans, EFP, EAL, Equestrian Club) and supply list
 - White board “to do” list
- Website is scheduled to launch this week
- Jenn will help with 40 Under 40 press release

Facility

- Construction on the real estate office adjacent the upper arena may start soon as the permit issue has been resolved
- Herd update: new member Mojo is a Tennessee Walking horse; Biff is back from training; Lakoda is in Michigan training; Duke may be ready for training this summer; Lola has chronic emphysema; several horses will get to spend some time in Angola this summer

New Business-

- Several volunteer work groups are scheduled in May and June
- Board member selection of Committees
 - Finance and Fundraising - Heather Hoffman, Michael Simpson, Jenn Vanderpool
 - Program Development – Heather Hoffman, Sara Harper
 - Marketing – Sue Shilts
 - Facilities – Tiffany Yoquelet
- Each Committee needs to schedule meetings
- Board Meeting procedures – Committees will report the following at monthly Board meetings (10 minute limit):
 - The goal of the Committee
 - Progress to date
 - Next Steps
 - Specific ways that Board members can help the Committee

Old Business-

- Board Manual updates and Board procedures:
 - Manual updates will be presented to the Board processed in coming months
 - Voting on new members as defined in the Board Manual
- 3 goals defined at the July Retreat
 - Create a Finance committee, and obtain a Fundraising coordinator and a Grant Writer by 2nd quarter 2019
 - Hire an Admin person 12 hours week by 2nd quarter 2019
 - Renegotiate the SEC lease agreement by April 30, 2019

Announcements/Comments: Next meeting is Tuesday, May 14, 2019 at 11am. at SEC.