



## **Board Meeting Minutes March 12, 2019**

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

**Meeting Called to Order:** 11:00a

**Consent Agenda:** Meeting minutes (December 11, 2018)

### **Committee Report Discussions**

#### **Fundraising/Financial-**

- Grant Schedule for 2019; 2019 balance sheet and 2019 budget will be developed by the Finance Committee (see New Business)

#### **Program Development-**

- 2 groups interested in partnering with SEC:
  - North West Allen County schools (\$250/2 hour session, once per month, starting this spring with potential next school year)
  - The Indiana High School Rodeo Association is hosting a rodeo on May 12 and would like to feature SEC and Veterans (this is thru our relationship with Rachel & Sage Thomas – Ridge Trailers)
- Class schedules, 6 week blocks (with 1-2 week breaks between)
  - Winter session Jan 21-March 22
  - Spring session April 15-May 25
  - Summer sessions June 3-July 20, July 22- Aug 31
  - Fall sessions Sept 16- Oct 26, Oct 28- Dec 14
- Summer camps
  - Adult riding lessons offered thru Fort Wayne Parks & Recreation Department (3/14/19, 4/18/19 and 5/9/19)
  - Child riding lesson offered thru Fort Wayne Parks & Recreation Department (4/20/19)
  - Week session with MindCap July 15-19 (with possibility of an additional week)
  - 2 summer camps in June (invitation only, both are full)

#### **Marketing-**

- Website is being finalized
- The website will recognize our Board members and their contributions; **each Board member please provide the following to Allison before the April 9 meeting:**
  - **full name**
  - **role in the community**
  - **role in the organization and**
  - **vision for where the organization is growing**
  - **also, we will be taking photos before the next meeting**
- SEC Open House May 18 specific time TBD; preparations to begin soon

### **Facility-**

- All windows have been installed in the upper arena, however the completion of the upper arena construction has been on hold due to construction permit issues; more information will be provided as available
- Herd update: Biff is finishing training in Michigan; Lakota will be going to Michigan for training soon; Duke may be ready for training sometime this summer; Pearl, Opal, and Lola will be going to Angola this summer for some rest and relaxation

### **New Business-**

- Allison was nominated and selected as a member of Business Weekly “Forty Under Forty” class of 2019; Congratulations!
- 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
- 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/consistency relating to Board Member and Board Officer terms of service, Committee names, Committee reporting requirements, etc. (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 2<sup>nd</sup> quarter 2019
  - Hire an Admin person 12 hours week by 2<sup>nd</sup> quarter 2019
  - Renegotiate the SEC lease agreement by *April 30, 2019*

**Announcements/Comments:** Next meeting is Tuesday, April 9, 2019 at 11am. at SEC.