**A blue and black logo

Description automatically generated Monthly Meeting**

*January 9,2025 | 7:30 pm – ??*

***Facilitated by Christina Campbell***

**Members Present:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Christine Campbell, President** | **Eric Trevor-Roberts, At-Large / Maintenance** | **Dawn Guenot, At-Large / Co-Founder** |  |
| **Julie Hubbard, Volunteer / Scheduler** | **Elizabeth Brewer, Lead Instructor / Scheduler** | **Whitney Potts, Barn Manager** |  |
| **Anthony Frisina, Vice President** | **Emma Stanley, Treasurer/Social Media & Marketing** | **Gwen Roberts, Founder** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOPIC** | **DISCUSSION / ACTION** | **TARGET DATE** | **FOLLOW-UP** | **RESPONSIBLE PERSON** |
| Call to Order | 7:30 pm |  |  |  |
| Approval of Minutes | Minutes were Approved |  |  |  |
| Open Topics | Email Signatures   * All email signatures should be consistent * Anthony sent screenshot within Teams   Trail Rides   * This was a long discussion * Bring down the prices so that more business * Advertise more * Promos   Horses for Hope T-shirt   * Christina showed the design of the t-shirt * Decided if someone volunteers for a total of 10-hours they would get a free t-shirt   Hay Elevator   * Eric will look into purchasing a new motor   Board Members   * Spoke of Laurie becoming Secretary * There were some concerns due to three family members being on the Board. * They spoke after Laurie left the meeting |  | Send prices to the Board | Eric |
| Staging Website | * Go LIVE by weekend of January 18th * Anthony would like the Board to look over the pages and advise him if there should be any updates/changes * Greg will need to be informed of the downtime of the website   + 12-hrs Friday through Saturday |  | Go LIVE | Anthony |
| Jotform | New Platform   * It allows for more slots * Advises when the slots get low * What is the cost associated with it? |  | Advise Board of cost | ?? |
| Job Descriptions | Christina is working on these  Christina will need Whitney’s job description   * Eric will send |  | Send Job Description | Christina  Eric |
| Org Chart | Christina will work on this |  |  | Christina |
| Contracts |  |  |  |  |
| Financial | Spending   * Approved Bonnie’s health issue * Christina asked if there is a limit on what the President can spend without Board approval? * Dawn would like a monthly budget of what is spent |  |  |  |
| Adjournment | ??? |  |  |  |

**Minutes Distributed To:**

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| --- | --- | --- | --- |
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