

Voting Board Members Present: Dawn joined by phone

☒ Chris Campbell

☒ Eric Trevor-Roberts

☒ Dawn Guenot

☒ Anthony Frisina

TIME	TOPIC	DISCUSSION / ACTION	STATUS
8:00 PM	Call to Order		N/A
8:01 PM	Prayer		N/A
8:03 PM	Open Positions	Chris spoke about offering Emma the Camp Director role, the need to fill the Secretary of the Board role, which she is speaking to Deb Daniels about. Chris asked if a remote Secretary is an issue, Anthony and Eric responded with a no answer.	N/A
8:05 PM	Organizational Chart	Chris asked if the organizational chart has been updated and if it needs to be voted on. Anthony stated its more for day-to-day operations, not for the board. It does not need to be voted on.	Operational task; will be taken offline
8:06 PM	Emergency Vet Actions	Concern was brought forth about a lack of procedure for emergency vet actions. Whitney (Ops Manager) discussed using the WhatsApp for emergency actions/approvals. No firm decision was made.	Needs to be a procedure for Operations. Further discussions
8:16 PM	Open Positions	Conversation circled back as Emma joined the call. Emma stated she doesn't need to be added to Quickbooks, however adding Cindy would be beneficial if she comes on to assist with accounting tasks.	On hold until position is accepted
8:21 PM	Budget Meeting	Chris brought forth the idea of having a budget meeting with core staff, likely on a weekend to work with schedules. Date to-be-determined.	Chris to coordinate
8:25 PM	New Horse Prospects	Elisabeth discussed two horses that Horses for Hope is looking to add to the herd in the coming days	Elisabeth and Whitney are working this
8:27 PM	Forms for Riders and Parents	Chris brought up the point that forms need to be accessible and the parents understand what is getting signed. Some ideas include: using JotForms, a basic rider and rules form in one form vs multiple, improving the form languages, etc. Difference between a commitment and non-committal form comes down to non-committals don't need to give 30-day notice. There's concerns about why we differentiate.	Up for further discussion and implementation
8:33 PM	Training Instructors on Forms	Elisabeth brought up the suggestion that management needs to train Instructors on the forms as they need to be signed. Point is to give the summarization about the forms when the forms are submitted by the signee and any specific information that is worth noting (i.e., 30-day notice for cancellation, etc).	This is for the Operations Managers to address. No issue from the Board.
8:35 PM	Treasury Report	Chris stated we're up \$3,000 more YTD comparing it to the same Jan 1st to June 12th of the previous year. Total income over is approximately \$10,000 more than last year, while our	

		expenses have dropped approximately the same amount. Net Operating Income is up approximately \$20,000 in comparison to the previous year.	
8:38 PM	Summer Camp Sign-Ups	Chris provided a camp sign-up report. There are 4 standard camp spots left for the last week. There are some sign-ups that still have not paid, work to be done to get those payments in. PeeWees need more sign-ups. Gwen suggested contacted schools or go around neighborhoods that allow soliciting. Additionally, sending out mail could work to drive interest.	
8:43 PM	Accounting Position	Emma asked Chris what needed to be conveyed to Cindy about the position.	
8:46 PM	Pony Rides	Chris asked if Pony Rides were happening the following Saturday. Chris wants to make sure Pony Rides are happening because members of the community have reached out inquiring about them.	Answer is yes
8:49 PM	Emma left the meeting		
8:53 PM	End of meeting	Motion to end the meeting put forth by Anthony and seconded by Chris.	Meeting adjourned