

Voting Board Members Present

Christina Campbell

Anthony Frisina

Eric Trevor-Roberts

Dawn Guenot

Shelley Spears

TIME	TOPIC	DISCUSSION / ACTION	ACTION ITEM
7:30 PM	Call to order		
7:32 PM	Meeting minutes	October meeting minutes approved	
7:34 PM	Tractor	The tractor is in the shop. Board will decide on which repairs if any, to make on the current tractor or whether it should be traded in. More information on costs is needed. Anthony motioned a vote with a second by Chris.	Eric will call Friday and get numbers to present to the Board.
7:50 PM	Hay	Hay ran 6-8,000 fewer bales than usual this season. We should have enough until March and then from March until the next cut. Dan has been paid.	
7:51 PM	Policies and procedures updates	By-Laws still need updates to include glossary, table of contents, definitions, when/how we vote, etc. Anthony has updated the org chart. Eric sent copies to Sandy and Shelley. Chris would like every board member to take one position and write an updated job description for our Policies and Procedures Manual.	Each Board member will write a description of a role and its responsibilities. Feeder checklist has been started by Chris. Dawn will cover role of TR instructor.

		<p>The importance of storing and sharing documents was discussed. We should continue to use SharePoint for document storage.</p>	<p>Anthony will send some examples to use as a template. Anthony will set Sandy up with an internal email address.</p>
	Checks and financials	<p>Chris will continue to sign checks through the end of the year. Sandy can take over some of those tasks that need a local individual to complete (billing and signing checks) with Gwen overseeing that position. Reimbursements for amounts over \$100 will need approval.</p> <p>Chris will continue to receive the mail at her home address.</p>	<p>Chris and Sandy will meet to discuss current procedures.</p> <p>Emma's name should be removed as Social Media Coordinator on website and as Admin for WhatsApp chats</p>
8:20 PM	Anthony left meeting		
8:34 PM	Summer camp	<p>Discussed ongoing lease conversation with owner.</p> <p>Planning for camp dates will begin in December. Consideration for balancing horse use between camps and afternoon/evening lessons will be important.</p> <p>Elizabeth suggested that we may need 1-2 more horses.</p>	<p>Eric will continue discussions with Gil regarding the lease.</p> <p>Elizabeth will begin looking for more horses.</p>
8:42 PM	Elections 2026	<p>Chris, Dawn, Eric, Gwen, Sandy, and Shelley accepted board positions.</p> <p>John Crolle declined Board position.</p> <p>There was no response from Liz or Caitlin regarding accepting or declining positions. It is assumed that they decline.</p>	<p>Gwen and Chris will meet and produce updated financials, ideally at the end of November.</p>

		<p>Sandy will begin training to assist with treasury duties while keeping her current Board title, Member at Large.</p> <p>Update the by-laws to state that director's terms begin January 1st unless filling a vacancy.</p>	
8:54 PM	By-Law reminders	Board members should familiarize themselves with the by-laws and send concerns and/or revisions to Chris.	
9:03 PM	Meeting adjourned	Motion to end the meeting put forth by Chris and seconded by Dawn.	