

**PNER Board of Directors (BOD) Meeting
24 April 2024 Zoom Meeting
6:30 pm – ~8:30 pm**

BOD Members Present (Quorum Present): (1) Alex Lewis, (2) Bianca Chevalier, (3) Regina Rose, (4) Bentley French, (5) Melissa Stephenson, (6) David Lewis, (7) Tani Bates, (8) Suzanne Hayes, (9) Nance Worman, (10) Katrin Levermann.

Non-BOD Members Present:

Cassee Terry, Tally Wren, Shelah Wedder, Emilee Randall, Cindi Sayer, Lora Bannan, Simone Mauhl, Mari Smultea, Bobbi Walker, Lisa Cohen, Stace Moss, Naomi Preston..

Absent BOD Members: Donna Lacy-Bacon, Mary Kay Krauss, Jody Schumway

- Everyone on BOD is a voting member
- Quorum for voting = requires 6 votes

I. Call to order –Announce intent to record meeting. Attendance.

II. Approval of the Minutes – MS- they were approved via email by a BOD quorum in February 2024 and posted on PNER website.

III. Reports:

Treasurer: Cindi Sayer

- Financial update/Budget (see financial statements at bottom of these notes)
 - ~\$13,000 in Checking currently
 - ~\$65,000 in Savings
 - Convention: revenues \$12,104; Expenses ~\$18,000, ~\$6,402 loss.
 - Cassee already purchasing awards for 2024 awards
- Issues:
 1. Decision on investing PNER savings in CDs for interest return: Cindi emailed March 23 to President and VP requesting written approval to move PNER funds in savings to a higher interest-bearing account (e.g., CDs) but has not received a response, need executive committee approval to proceed still.
 2. Met with finance committee last week: Need to revisit the 2024 budget. If looked at budget would be in negative already for this year. Recommends meet with Finance Committee, President, VP and Cassee to clarify budget. Numbers discussed for budget at last Jan 2024 meeting was before we had numbers from convention.
 3. Mary and Anna Memorial fund: 2023 board voted that 40% of silent auction go to it. 40% is \$432 plus \$65 donations to this fund direct, total \$497 to Mary and Anna Memorial Fund.
- Cindi will schedule a zoom call meeting to discuss finance issues per above.

- DS – has been managing PNER zoom acct, Stace has access too. Use this account for any PNER meetings.
- Cassee: no vote needed for the allocation of the Mary and Anna fund of \$497.
- Alex – before Cindi writes check to M&A fund, wants to discuss at the upcoming finance meeting to be scheduled.
- Cassee- convention is always in the red/upside down.
- Bianca – last year BOD approved would buy t-shirts for National Championship ride (documented and approved \$1000 for this in 18 July 2023 BOD meeting minutes). CS has not been contacted to spend money on this; what committee would funds come out of?
- David L – National Championship committee is working on t-shirt design and haven't requested funds yet. Funds come out of Marketing. Bianca is liaison for this, and asked Ride Manager how many they would need. Lois Fox is working on this, has details on this.

President: Alex Lewis

- Admin logins for all PNER Accts: Alex – want to make sure have multiple people on admin access accounts, not just one. Have run into situations where people needed access to a PNER account, but couldn't and didn't know who was admin.
- Ride Season Update- first few rides have gone well.
- National Championships in OR 2024: has been brought up if Nationals should count for PNER points. Regina: she has not heard anything on topic. PNER website says all rides sanctioned by AERC or PNER are eligible to count as PNER points. David L: got 6 BOD votes officially approving PNER points for Nationals based on email that went around but not all included on the email. SH votes to support this, Tani as well. Bobbi – Nationals is not an open ride, must qualify; remembers that only if had open ride was PNER going to donate volunteer t-shirts. David L: National championship committee didn't want an open ride there.
 - Motion to vote to allow PNER members to accrue points at Nationals: motion by Tani, second: Alex.
 - Vote in favor: Alex, Suzy, Bianca, Tani, David L, Melissa, Bentley, Regina, Nance.
 - Motion passed based on quorum vote.
- Bylaws: over next few weeks Alex will send out proposed changes to some bylaws, following bylaws on how to do this. 30 days after BOD approved, it's sent out to membership to vote. Proposed changes to bylaws:
 - 1) Change convention date. Current bylaws say PNER BOD Annual meeting must be in January, bylaws say can be postponed for maximum of 30 days. 2024 had bad storm that prevented people from coming to January Convention, negatively affected membership and income, so would like to include February as option for convention. Nance suggest scheduling before the ride season starts instead of saying January or February. Alex- have to have time frame and must be at least 3 weeks before first ride and don't want to compete with AERC convention dates. David L: bylaws only restrict annual meeting date, nothing about convention or awards. Regina

– have membership mtg at convention, so need to have annual mtg and convention at same time; supports a February convention instead of January.

- 2) add Treasurer to Board as voting member
- Blood Machine: Alex would like to increase use of blood machine charge by \$5 per draw. PNER currently charges \$45 for members per draw, \$55 for non-member. When account for costs of rotors and associated expenses, comes out in red (loss). Cassee: rotor price has gone up, cost is 32\$ per rotor. PNER BOD quorum just passed to re-purchase more rotors via email; cost went up \$34 per rotor, with no charge for draw or interpretation of draw by vet. Tani – originally bought blood machine to benefit members, doesn't think we should profit from this, PNER has a lot of money in bank to cover the service fees. Alex – should look at machine as paying for itself; sometimes rotors don't work and need to be sent back to see if company will pay for it. Cindi S: has records of blood machine use but hasn't seen any costs and not enough info to assess cost vs profit. Melissa: costs of syringes, needles, tubes, have increased, need to know those to give to Cindi to account for annual expenses. Cassee—has been a couple of years since bought anything for blood machine is why Cindi has not seen any expenses except for recent purchase of more rotors. Melissa: How much is annual maintenance? Cassee—hasn't been any cost for this over the last few years. Only been one update to machine she's aware of since PNER bought it. Tani – had to get a part replaced about 5 years ago for ~\$400. David L: feels PNER hasn't done a good job at advertising its use at rides likely because no one has been designated as responsible for the blood machine management for a few years; when advertised like at Battle of Flatlands recently, not uncommon to get 20 blood draws; doesn't support increasing price to use because may reduce use due to cost; may be unreported costs like gas for someone not going to a ride already to bring the machine to a ride. Alex-she is ok managing blood machine until can find someone to take over managing it; coordinator's job isn't to bring to ride, it's organizing who will take it to ride and manage it at rides—feels machine needs to be sent in and cleaned every year, which hasn't been happening-feels increasing price by \$5 will not stop people from using it. David L: let's use blood machine as much as we can and at end of year, compare costs vs income and use this info to set prices for 2025. Melissa: need to have a banner at each ride to advertise that the blood machine is there and where to go. David L: Simone plans to bring banner and brochures to Prineville for blood machine, Alex: need to put ad on PNER Facebook and at Ride Manager check in re blood machine at each ride. Blood machine requires a generator or batteries to run; suggest purchasing a kit that includes a canopy, batteries, banner, etc. to go with blood machine to each ride.
 - Scholarship Campaign. Greta not here, will wait to discuss

Vice President: Melissa Stephenson

- Convention: (1) has looked at several venues and found options. (2) has investigated guest speakers. (3) hope to use the 30-day bylaw that allows annual meeting to be 30 days late to allow a later convention date in 2025 to avoid bad weather window. Next few weeks will solidify where convention will be and dates. Someone approached Melissa on how PNER individuals could attend the BOD meeting, so she is working on publicizing these dates on FB and in newsletter and in handbook so all members know when and how to attend. Bianca: how do you make suggestions for guest speakers? Melissa welcomes input, reach out to her directly. In January 2024 BOD meeting, identified lump sum convention budget, hasn't been broken down yet—need to revisit convention budget when meet with Cindi and finance committee soon, etc. Goal is to have several guest speakers at convention.
- 2024 survey results per response regarding 2024 convention and future conventions: per David L from marketing committee (shared screen): 56 respondents (had ~150 respondents last year). David will send results to Mari and he will distribute so they can be put in newsletter.

Representatives:

- **BC** – Katrin : no news due to poor weather still, first ride in June
- **ID** – Nance: just had Eagle Canyon ride, pretty good turnout.
- **MT** – Suzie: nothing to report.
- **WA** – Tani & Donna: nothing to report thought Battle of Flatlands did well despite the rainy weather.
- **OR** – David and Bianca: news item- Bianca is frequently contacted by non-members interested in endurance riding because she is a rider rep and mentor. Introductory Rides are a great way for new riders to learn and participate in Endurance riding. For the annual OET (Oregon Equestrian Trails) convention raffle this year, she received three nice donations for Introductory Ride entries from the ride managers of Pacific Crest and the Lava Cast Rides. Hopefully Introductory Ride participants will return to ride longer distances.
- Bianca also writes the Spotlight Article for the PNER website and she welcomes any suggestions for members to profile in the future. And any feedback members have about the past article content/format/photos is welcome!
- **RM** – Regina: nothing to report, quite a few trail riders at Eagle Canyon.
- **Junior / Young Rider**-Mary K Krauss / Jodi Shumway: no report.

IV. Committee Reports:

- Finance**: Lisa, Simone, Tally: Lisa: the committee had question on budget and look forward to a follow up meeting. Cindi is working very hard.
- Young Rider**: Greta (no report, Greta not at meeting)
- Junior**: Bentley – nothing to report
- Points**: Marlene – nothing to report.
- Newsletter**: Jamethiel

f. Handbook: POSITION NEEDS FILLED

V. Technology – Stace – nothing to report.

VI. Awards – Jessica Huber – not at meeting.

VII. Education – Cassee – appreciate Stace and David getting Zoom meeting account going, Naomi Preston doing a T-touch presentation prep, education coming. Boot camp lead by Jeff Tyren is already scheduled.

VIII. Juniors/Young Riders – Mary K Krauss / Jodi Shumway (not at meeting)

IX. Elections – LuAnn (LuAnn not at meeting)

X. Social Media – Deb / Shelah (not at meeting)

XI. Trails – Tani – Joy also on trails committee now, Lora Bannon resigned. Joy quite involved in Backcountry Horseman and OET, wrote article for newsletter, no one has applied for their grant yet. Cindi-for Chart of Accounts finances, where does Trails Committee sit? Tani – PNER in past decided to grant \$5000 per year to help build and maintain trails in Pac NW, supposed to be a line item in PNER budget for this. There is a form for application on PNER website and instructions how to apply.

XII. Scholarship – Greta (not at meeting)

XIII. Marketing – David Lewis – just had Idaho horse expo Simone there, partnered with a PNER booth there. Simone: Deb Johnson helped from SWIFT group, good attendance at expo, quite a few people interested in learning about endurance some showed up at Eagle ride, made booklets with all the rides and dates and locations. Had some raffle items, nice booth. Hope to do it again. Have new social media email address to use for Twitter, Instagram and start a YouTube channel headed up by Emilee Randal.

XIV. Membership – Lora – 265 members currently for 2024. Using Pirateship, saves on cost to ship handbook. To save Cindi and Lora time, could PNER open a free Pirateship account and hook to PNER PayPal so wouldn't have to reimburse Lora? David L-same for marketing committee interested to avoid reimbursement step, recommends using Pirateship for savings. Will create a Pirateship account and add Cindi and David L as admin access along with Lora.

XV. Old Business –

Via email, by April 6, 2024, a PNER BOD quorum voted to approve purchasing new rotors for the blood machine in March 2024 (~\$750).

XVI. New Business –

Alex- wants to start a scholarship campaign that Greta has been working. David L will reach out to Greta about this.

XVII. Announcements, comments, other business

- Thank you to Bobbi for all her hard work on handbook, she has resigned for 2024.

XVIII. Future meeting dates: 8/21/2024, 12/18/2024, Convention (TBD)

XIX. Adjournment

- Bianca- motioned to adjourn, seconded by David L.

Notes taken by PNER Secretary Mari Smultea on 4-24-2024. Notes emailed to PNER BOD and Committee members and approved with revisions by PNER BOD Quorum via email by 26 April 2024: Regina, Bianca, Cassee, David, Melissa, Suzanne, Tani. Revised notes finalized and distributed via email to PNER BOD & Committees and Marlene Moss for PNER website and Jamethiel for newsletter on 30 April 2024

A handwritten signature in black ink, appearing to be the name 'Mari Smultea', written in a cursive style.

Pacific Northwest Endurance Rides

PNER Q1 2024 Profit & Loss

January - March, 2024

	TOTAL
Revenue	
4000.01 Membership Dues	11,870.00
4000.02 Handbook Ads	2,670.00
4010.01 Convention Sales	2,220.00
4010.02 Raffle Ticket Sales	3,428.00
4010.03 Trade Show Booths	700.00
4010.04 Silent Auction	1,440.00
4010.06 Used Tack Sale	333.00
4010.07 Other Convention Income	528.00
4010.08 Awards Dinner Revenue	3,220.00
4010.09 Juniors Fundraiser	135.00
Total Revenue	\$26,544.00
GROSS PROFIT	\$26,544.00
Expenditures	
5000 Convention Expenses	
5000.01 Convention Dinner Exp	7,769.25
5000.02 Convention Speaker Expense	197.97
5000.05 Convention Space Rental	4,945.95
5000.10 Other Convention Expenses	2,072.69
5100.01 Awards Expense	3,420.78
Total 5000 Convention Expenses	18,406.64
5160 Education Expense	
5160-07 Scholarship Expense	176.05
5160.02 Endurance 101 Clinics	700.00
Total 5160 Education Expense	876.05
6500 Administrative Expenses	
6504 Software	36.00
6550 Licenses and Permits	20.00
Total 6500 Administrative Expenses	56.00
7003 Legal & Professional	
7200 Insurance	654.12
7903 Bank Service Charges	36.00
7904 PayPal Fees	344.14
Uncategorized Expenditure	0.00
Total Expenditures	\$20,422.95
NET OPERATING REVENUE	\$6,121.05
Other Revenue	
9010 Interest Income	40.69
9030.04 Paypal Giving Fund	2.00
Total Other Revenue	\$42.69
NET OTHER REVENUE	\$42.69
NET REVENUE	\$6,163.74

Pacific Northwest Endurance Rides
 Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000.01 Membership Dues	11,870.00	12,000.00	-130.00	98.92 %
4000.02 Handbook Ads	2,670.00	2,600.00	70.00	102.69 %
4000.03 Newsletter Ads		0.00	0.00	
4010.01 Convention Sales	2,220.00	2,220.00	0.00	100.00 %
4010.02 Raffle Ticket Sales	3,428.00	3,500.00	-72.00	97.94 %
4010.03 Trade Show Booths	700.00	800.00	-100.00	87.50 %
4010.04 Silent Auction	1,440.00	1,400.00	40.00	102.86 %
4010.06 Used Tack Sale	333.00	300.00	33.00	111.00 %
4010.07 Other Convention Income	528.00		528.00	
4010.08 Awards Dinner Revenue	3,220.00	5,000.00	-1,780.00	64.40 %
4010.09 Juniors Fundraiser	135.00	100.00	35.00	135.00 %
4020.01 Blood Machine Income		5,000.00	-5,000.00	
Total Revenue	\$26,544.00	\$32,920.00	\$ -6,376.00	80.63 %
GROSS PROFIT	\$26,544.00	\$32,920.00	\$ -6,376.00	80.63 %
Expenditures				
5000 Convention Expenses				
5000.01 Convention Dinner Exp	7,769.25	7,800.00	-30.75	99.61 %
5000.02 Convention Speaker Expense	197.97	5,000.00	-4,802.03	3.96 %
5000.03 Trade Show Expense		500.00	-500.00	
5000.05 Convention Space Rental	4,945.95	1,000.00	3,945.95	494.60 %
5000.10 Other Convention Expenses	2,072.69	500.00	1,572.69	414.54 %
5100.01 Awards Expense	3,420.78	8,000.00	-4,579.22	42.76 %
5100.05 Volunteer Appreciation		600.00	-600.00	
Total 5000 Convention Expenses	18,406.64	23,400.00	-4,993.36	78.66 %
5160 Education Expense				
5160-07 Scholarship Expense	176.05	3,000.00	-2,823.95	5.87 %
5160.01 Education Booth Expense		0.00	0.00	
5160.02 Endurance 101 Clinics	700.00	1,800.00	-1,100.00	38.89 %
5160.05 Education Events		600.00	-600.00	
5160.06 Blood Machine Expenses		2,000.00	-2,000.00	
5160.07 Education Software		200.00	-200.00	
Total 5160 Education Expense	876.05	7,600.00	-6,723.95	11.53 %
6400 Marketing Expense				
5200 Handbook Expense		6,500.00	-6,500.00	
5300 Newsletter Expense		200.00	-200.00	
5400 Trails Committee		5,000.00	-5,000.00	
6400.01 Marketing Expense		2,500.00	-2,500.00	
Total 6400 Marketing Expense		14,200.00	-14,200.00	
6500 Administrative Expenses				
6501 Website		50.00	-50.00	
6503 Office Supplies		150.00	-150.00	

Pacific Northwest Endurance Rides
 Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6504 Software	36.00	150.00	-114.00	24.00 %
6550 Licenses and Permits	20.00	150.00	-130.00	13.33 %
Total 6500 Administrative Expenses	56.00	500.00	-444.00	11.20 %
7003 Legal & Professional	50.00	1,000.00	-950.00	5.00 %
7200 Insurance	654.12	654.12	0.00	100.00 %
7903 Bank Service Charges	36.00		36.00	
7904 PayPal Fees	344.14	470.00	-125.86	73.22 %
Uncategorized Expenditure	0.00		0.00	
Total Expenditures	\$20,422.95	\$47,824.12	\$ -27,401.17	42.70 %
NET OPERATING REVENUE	\$6,121.05	\$ -14,904.12	\$21,025.17	-41.07 %
Other Revenue				
9010 Interest Income	40.69	200.00	-159.31	20.35 %
9030.04 Paypal Glving Fund	2.00		2.00	
Total Other Revenue	\$42.69	\$200.00	\$ -157.31	21.35 %
NET OTHER REVENUE	\$42.69	\$200.00	\$ -157.31	21.35 %
NET REVENUE	\$6,163.74	\$ -14,704.12	\$20,867.86	-41.92 %

Pacific Northwest Endurance Rides

PNER Q1 2024 Balance Sheet

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 US Bank Acct # 8066	13,308.25
1005 US Bank MM Acct # 8543	65,299.24
1010 Petty cash	0.00
1011 1011 PayPal Bank	38.71
Total Bank Accounts	\$78,646.20
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1301 Prepaid Expenses	0.00
1301.01 Prepaid Awards	526.29
1301.02 Prepaid Convention Expenses	0.00
Total 1301 Prepaid Expenses	526.29
1499 Undeposited Funds	0.00
Total Other Current Assets	\$526.29
Total Current Assets	\$79,172.49
Fixed Assets	
1640 Equipment Purchase	6,065.56
Total Fixed Assets	\$6,065.56
TOTAL ASSETS	\$85,238.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2601 Membership Dues - Prepmts	0.00
2602 Handbook Ads - Prepmts	-250.00
2603 Trade Show Booths Prepmts	0.00
2604 Awards Dinner Prepayment	0.00
2605 Prepaid Raffle Tickets	0.00
2990 Young riders / Juniors Account	715.00
Total Other Current Liabilities	\$465.00
Total Current Liabilities	\$465.00
Total Liabilities	\$465.00

Pacific Northwest Endurance Rides

PNER Q1 2024 Balance Sheet

As of March 31, 2024

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3900 Retained Earnings	78,609.31
Net Revenue	6,163.74
Total Equity	\$84,773.05
TOTAL LIABILITIES AND EQUITY	\$85,238.05