**SDMS Board of Directors Meeting**

**August 12, 2017**

**Call To Order:** The meeting was called to order at Dan’s BBQ in Waco TX at 11:20 p.m.

Attendees: Dianne Smith, Jessica Meuth, Emily Lambeth , Sally Armstrong, Lynda Cornell, Greg Schlosser, Robert Polley, Kristin Stolee, Shirley Knott, Deborah Kelly, Jackie Bien and Donna Baethge

**The Minutes** from April 22, 2017 were approved electronically by 7 votes via email. Minutes are posted on the SDMS Website. Copies were also made available at the meeting.

**Treasurer’s Report:** Shirley provided copies of

SDMS Balance Sheet dated 7/31/17

2017 ClASSic vs 2016 Shootout Income/Expense Comparison Report

2016 SDMS Spooktacular Income/Expense Report

Obstacle Assets List as of March 2017

Greg took the trailer to have the axle repaired. Lynda Cornell paid $105 for the Insurance Policy on the trailer, which includes $5,000.00 on contents. Sally stated that it is important we reimburse Lynda for the insurance so when we look back at our budget, we will have a trail. We need to show all recurring expenses each year.

Dianne Smith motioned we reimburse Lynda for the trailer insurance. The motion was seconded by Jessica Meuth. Motion carried.

ClASSic Refund: There was a discussion regarding our refund policy when someone withdraws from a show. A full refund was given to a participant who had to withdraw. A doctor’s note was provided. Our bylaws state only entry class fees will be refunded. Greg stated we need to follow show policies.

Dianne Smith made a motion to accept the Treasurer’s Report. The motion was seconded by Jackie Bien. Motion carried.

**Committee Reports:**

 **Audit Report**: Sally Armstrong distributed the SDMS Audit Committee Report dated August 3, 2017. Committee Members: Sally Armstrong, Chair, Elaine Wolfe and Lynda Cornell. Greg Schlosser was also in attendance. Lynda and Elaine audited all the expenses. Greg and Sally audited the income. The results find funds were accounted for and things mostly balanced. The report states that the treasurer has done an excellent job of documenting expenses with bills and invoices matched to a copy of the club’s check showing payment. There are a few issues that need to be addressed regarding tracking of funds received and deposited.

1) A***recommendation***by the Audit Committee was made at the last meeting to require a receipt book be used for **ALL** funds received outside of the EZ Show Program. This has not been done, and it is the now the Committee’s request that we ***require*** that anyone designated to accept any funds on behalf of SDMS enter the payment and all necessary information in the receipt book or in the EZ Show program at the time the funds are received.

2) The Audit Committee now asks the SDMS board make it a requirement that the show entries not fall to the Treasurer. It is the responsibility of the Show Chair, and they may designate this responsibility to another individual, but not the treasurer. This gives us a “check & balance” system.

 3) When a non-routine payment is made, there must be a recorded authorization, such as appearing in official SDMS board minutes or a written statement of authorization signed by board members.

4) SDMS needs to create a policy to apply to the use of raffle tickets accounting, distribution, collection, and money. Unsold tickets should be returned.

SDMS bylaws call for 4 audits. Two have been performed. The next one to be 30 days after the Belton Show, followed by the final year end audit.

A motion was made Dianne Smith to accept the recommendation to require all income be documented, the processing of entries be the responsibility of the Show Chair, and to accept the Audit Committee Report. Robert Polley seconded the motion. Motion carried. It was noted that these are not bylaw changes, but standard operating procedure requirements.

Members should be asked to sell raffle tickets, not just board members. This should increase sales. Robert Polley will set up a standard operating procedure for raffle ticket sales. We need a generic sponsorship form posted on our website. Donna Baethge will create one and have the board approve it prior to posting. It could read “If you would like to sponsor a particular class *at our next show*… Everything should go through one person for our Auction. The Chairperson (or her designated person) should receive monies from the raffle.

**Show committee:**

**ClASSic:** Lynda Cornell stated the Hamilton Show had a good turnout. We had 46 Miniatures, 17 donkeys, 11 mules, and 10 youth showing. There were a few things at the facility that need tweaking. The trash should be emptied regularly and the ladies restroom needed cleaning a bit more often. The banquet room can be used next year for dinner and awards instead of the Cantina at no charge. The banquet room is upstairs and air conditioned. We were unaware that this option was available. There is another covered arena available upon request. Hamilton gave us a lot of freebies that others have not. It was suggested we make an upcharge on stalls. We could charge one amount for the whole weekend. There is no minimum stall count at Hamilton. We are only charged for the ones we use. Robert Polley noted there are several businesses near Hamilton which could be a source for sponsorships. Kristin Stolee called Fort Worth and Diamond T in Denton. Both charge $1000 per day arena fee. Hamilton was less and did not charge for security. Kristin says she feels Hamilton is our best option. Robert Polley said he would donate custom bar stools that can be customized by the winner for next year’s ClASSic. Keurig coffee pod holders are well liked and they may be made available for our auction or raffle. A Bull horn could be used at the gate to announce classes when the PA system does not work or reach. The PA was broken at Hamilton during our show. Kristin stated the 2018 Hamilton Show would be June 15,16, and 18. Avery Haygood made a $50 donation to SDMS for one of the leftover coolers. We have one ice chest left that can go into the silent auction at Belton. Sandi Costa made small wooden awards for The ClASSic. Donation of $50 each from Greg Schlosser and Dianne Smith were made to Sandi Costa for the awards, but Sandi said to put the $100 back into the club account. ($150 total in donations.) Sandi Costa’s name is to be listed as a sponsor.

**Belton:** The Belton show is small and continues to lose money. Last year we lost $1,447.82 We can up the stall charge to $50 for the weekend instead of a daily charge. There is no money to be made on shavings because they are purchased directly from the Expo Center. Instead of gift cards, it was agreed upon to give cash awards. If there is no division, we can deposit the money back instead of having left over gift cards. There will not be a hamburger cookout this year. There are several restaurants listed on the Showbill. Classes at Belton are the same as last year except for 116A. Lynda Cornell had a Showbill available to view. Saturday evening is the Costume Class. We only had $500 in sponsorships last year and need to find a way to get more. We will have a Silent Auction to help raise funds. If we want to keep Belton as a place to show, we are going to have to step up our fundraising because we can’t afford the show to continue to lose money. We need something on the website and email to promote Belton. Jessica Meuth and Dianne Smith will handle the silent auction. After a discussion about late entries, it was suggested by Sally Armstrong that we have a flat fee of $50 late fee after the cutoff date. Donna Baethge is to create a Newsletter to send to the members regarding the Belton Show participation.

Lynda will learn how to use the EZ Show Program. Some leftover items from Hamilton can be used for the Silent Auction (Show Sheen, aprons, packets of grooming cloths, mugs, etc.)

**Policy and By Laws**: Vicki Taylor previously asked Donna Baethge to send out an email to all members asking for changes and suggestions to our Policies and Bylaw. Vicki has received no responses. Donna Baethge will send another notice in the Newsletter to request input to the policy and bylaws.

**Youth Committee:** Jackie requested a list of Youth from SDMS. Donna Baethge will send the excel membership sheet to Jackie. Jackie would like to send the youth a thank you note for attending the Hamilton Youth Event, and ask for feedback. Shirley mentioned the Youth and Sub Youth Point Sheet will show the list of all youth participants.

**Old Business:**

**Longears Festival:** The Longears Festival is November 10, 11, and 12, 2017. There will be another group at Parrie Haynes for a Shower, but this will not interfere with our use of the kitchen or facilities. Card games were suggested for Friday night. We can ask folks to bring their favorite games. Dianne Smith suggested a braying contest. Other ideas are Donkey Poop Bingo and a Scavenger Hunt. Mary is providing breakfast on Saturday. A motion was made by Robert Polley to allocate $400 to the Longears Committee for the Festival. The motion was seconded by Dianne Smith. Motion carried. There will be a Potluck on Saturday night. Greg will bring firewood. A reminder should be sent out on September 1st, and a flyer can be printed to put inside the Belton Program.

**New Business**:

**Year End Banquet:** Emily Lambeth made a motion to have our Year End Banquet at 11:00 on Saturday, December 2, 2017 at Heitmiller’s Steakhouse, 4509 I35 @ TX Loop 340, Waco, TX. The motion was seconded by Jessica Meuth. Motion carried. We have reserved the large room in back, and you can order directly off the menu. Since we are having a silent auction at the Belton Show, two alternatives were presented: A Chinese Gift Exchange (open gift to keep or take one from someone else) OR a Pass the Gift Exchange. (Each time a predetermined word is read from a Christmas story or poem, you pass your gift until the end of the poem. You keep the gift you’re holding at the time the poem is completed.)

**Year End Awards:** Dianne Smith requested a budget to purchase Year End Awards. We spent $1575 on awards last year. Last year’s budget was $1600. Dianne will work within the budget to purchase awards. Dianne passed around a silver buckle as an idea. Harbor Freight has aluminum chairs like we have used before for $20. We would need 32 of them so Dianne will call the Corporate office for a price on 32. Robert Polley motioned we approve $2000 for end of year awards to be purchased by Dianne Smith. Deborah Kelly seconded the motion. Motion carried.

**ClASSic Next Year:** A motion was made by Dianne Smith to have The ClASSic in Hamilton next year. A second was made by Robert Polley. Motion carried.

**Next meeting:** We will have our next meeting at the Belton Show on Saturday night, October 29, 2017. Sally Armstrong requested Shirley Knott bring all invoices and all expenses for the Belton show up to that point (down payment, check for awards, etc.) so they can balance it at the end of the show. Lynda Cornell will bring any records she has too.

A motion to end the meeting was made at 2:01 by Lynda Cornell. The motion was seconded by Dianne Smith. Motion carried.

Respectfully Submitted,

Donna Wallace Baethge

Secretary SDMS