



Arabian Horse Breeders Association of Oregon

PO Box 957 Dallas, OR 97338

<https://ahbaoregon.com/>

2024 Officers

Carol Helton, President and Promotional Representative

Sarah Nash-Robertson, Vice President

Alessia Agte, Treasurer

Kelly Waltos, Membership Chairperson

Theresa Spencer, Youth Coordinator

Cassandra Richard, Board Member

ARABIAN HORSE BREEDERS' ASSOCIATION OF OREGON

Board Meeting Minutes

Sunday, January 21, 2024

The mission and purpose of the Arabian Horse Breeders Association of Oregon is to promote the Arabian horse breed by providing and supporting educational, competitive and social activities.

Call to Order and Role Call: President Carol Helton called the Arabian Horse Breeders Association of Oregon regular board meeting to order at 2:10 pm at the Wilsonville, Oregon McMenamins location. The board members in attendance who constituted a quorum were:

- Carol Helton (President and Promotional Representative)
- Sarah Nash-Robertson (Vice President)
- Alessia Agte (Treasurer)
- Cassandra Richard (Board Member)
- Kelly Waltos (Membership Chairperson)
- Theresa Spencer (Youth Coordinator)

Guest person present Valorie Baker. Julie Hedden (Board Member) and Adonica Marshall (ex-Secretary) were not in attendance.

Agenda: No changes.

Standing Rules: Carol Helton presented the AHBAO Club's Standing rules. Rules were read and reviewed by the group as per policy. There are two typos to be fixed by Carol Helton. Motion made and seconded to accept and approve the AHBAO Club's Standing rules as presented with the correction of the two typos. Board voted to approve the motion with no dissent.

Minutes: Since Adonica Marshall was absent Carol Helton presented the 01/15/2023 and 11/06/2023 meeting minutes to the board for review. There were no noted changes needed. A motion was made and seconded to approve the January 15, 2023 and November 6, 2023 meeting minutes as written. Board voted to approve the motion with no dissent.



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At this time Cassandra Richard (Board Member) asked to be excused from the meeting due to a familial obligation. The remaining board members in attendance who constituted a quorum were:

- Carol Helton (President and Promotional Representative)
- Sarah Nash-Robertson (Vice President)
- Alissia Agte (Treasurer)
- Kelly Waltos (Membership Chairperson)
- Theresa Spencer (Youth Coordinator)

Treasurer's Report: Board members received copies of the Treasurer's Report for the time period dated 01/01/2023 thru 12/31/2023. Treasurer Alissia Agte went over details of the report at the meeting. Report notes current checking balance of \$5,738.87 and current savings balance of \$25,582.66.

Michelle Rasmussen purchased High Point Awards for the club in an amount totalling \$261.61, receipts were provided and reimbursement requested. A motion was made and seconded to approve reimbursement for the awards. Board voted to approve the motion with no dissent.

The club needs a new laptop and updated software. A motion was made and seconded to approve purchase of a new laptop in an amount not to exceed \$1,000 to be made by Alissia Agte and reimbursement provided upon review of receipt at the next board meeting as well as subscription to Microsoft for office suite products for the club. Board voted to approve the motion with no dissent.

The club needs to update the checking and savings account with Wells Fargo to accurately reflect the current officership for the club. The New Person's that are to be listed on the account hold the following titles/offices in the club and are responsible for managing banking activity:

- Cassandra Richard, Arabian Horse Breeders Association of Oregon Board Member and Prior President
- Carol Helton, Arabian Horse Breeders Association of Oregon President
- Alissia Agte, Arabian Horse Breeders Association of Oregon Treasurer

A letter to Wells Fargo requesting the changes to be made was submitted to the board for review of details and signed by appropriate parties with a wet signature.

The club will need to file taxes in February. A motion was made and seconded to utilize Michelle Rasmussen CPA to file taxes. Board voted to approve the motion with no dissent.

At conclusion of the report a motion was made and seconded to approve the Treasurer's Report as presented. Board voted to approve the motion with no dissent.



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Correspondence: Carol Helton reported on Arabian Horse Association statement credit. The club has a \$100 credit with the organization from 2020. This credit keeps rolling over year over year. To the best of Carol's knowledge it does not expire. The credit can be used with AHA for various uses such as show fees, certifications, purchasing at the online AHA store or reimbursement of convention delegates.

Standing Committee Reports:

Financial/Budget: Discussed purpose of this committee and related tasks. Determined that Alissia Agte will ask if Adonica Marshall would be willing to be on committee; if Adonica declines and is not interested then Sarah Nash-Robertson will serve on committee.

Nomination/Officer Elections: Carol Helton was notified that Adonica Marshall has resigned as club Secretary. A motion was made and seconded to nominate Valorie Baker as club Secretary. Board voted to approve the motion with no dissent. Group discussed ideas for potential new board members.

Actionable items:

- Theresa Spencer will ask Jill Bolm if she has interest in being a board member and report back at the next meeting.
- Alissia Agte will draft a letter to current members notifying them that we are looking for new board members and Carol Helton will review the letter. Should be completed and mailed before the next club meeting.

Futurity: Discussed the futurity program background and history. Alissia Agte and Kelly Waltos to set up a committee meeting to discuss the program and give a report at the next board meeting. Key items to review:

- Determine if AHACO will provide an opportunity for AHBAO Futurity class at their show (depending on need/nominations).
- List who has submitted for this calendar year.

Delegates/Convention: Theresa Spencer and Carol Helton attended the AHA convention as the club's delegates. Theresa reported the AHA convention was very overwhelming on the computer this year vs prior years where attendance was in-person. Convention will be held in Reno for 2024 and 2025. Generalized discussion on the nature of convention and information that is provided.

Scholarship: Discussion about AHBAO scholarship program. A motion was made and seconded to reinstate the scholarship with funds provided for a \$500 scholarship sponsorship in Irwin Schimmel's name by Theresa Spencer to be payable to the school selected by the successful applicant pursuant to scholarship guidelines. Board voted to approve the motion with no dissent. Committee for the scholarship will be Carol Helton, Karla Moffit and Kelly Waltos.

Membership: Kelly Waltos sent out letters to members whose membership was coming up for renewal a few responded that they would be renewing membership and thanked the club for the reminder and reaching out.

Sunshine: Discussed thoughts about what the club should acknowledge/recognize for membership base. Group decided to celebrate birthdays of the month in the newsletter. Alissia Agte volunteered to send out birthday cards and ask members if they would like to be spotlighted in the newsletter for member recognition.



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Website/FB: Cassandra Richard updates the FB page but was not present. Group discussed re-design of the website. Kelly Waltos and Alissia Agte to set up subcommittee for the website and gather some information to present to the board at the next meeting.

Newsletter: No new news to report. Kelly Waltos got a couple of responses that people enjoyed the January newsletter and reported that the software being used is dated and not allowing the saving of email addresses.

Clinic/Show: Group discussed the AHBAO club goals for 2024/2025 years as follows:

1. Explore potential partnership opportunity with AHACO for the AHACO May show 2024. Action item: Carol Helton to speak with AHACO President about if they are receptive to co-partnership of their show, potential to have AHBAO Futurity class, and/or other sponsorship opportunities such as providing prizes or entertainment at the May show.
2. Explore potential for partnership with OMHA for an Arabian/Morgan horse clinic in specialized discipline for 2024 or 2025. Action Item: Carol Helton will forward the OMHA contact info to Kelly Waltos to further discuss details of a partnership for a clinic with them. Kelly Waltos to report back to the board.
3. Plan a Clinic with an Open Show for Fall of 2024, two day event.

Year-End Awards: Kelly Waltos to send a thank you letter to Michelle Rasmussen for helping with the year-end awards 2023. Alissia Agte to issue a check for reimbursement per aforementioned board approval. Sarah Nash-Robertson discussed advertising to draw additional participants in youth category. Sarah Nash-Robertson will talk to Michelle Rasmussen about ways to potentially increase youth participation and will also ask AHACO how they do their club awards. Theresa Spencer initiated discussion about AHA's actions reducing fees for youth and recommended possibly looking at the mechanics of the NRHA program youth awards. The two will research and bring findings to the next meeting.

Events: Discussed potential ice cream social. Action item Alissia Agte to check with show secretary for Ralley in the Valley to see if it's possible to use this date/location. Discussed raffle for youth fundraiser. Action item Teresa Spencer will plan and report back with more info.

By-Laws: No business noted.

Old Business:

Membership Outreach: Carol Helton asked Adonica Marshall for an updated report prior to meeting, but no new updates were noted. Group discussed continuing to look for membership outreach opportunities, specifically on an individual level. Kelly Waltos noted looking into updating the FB page to ask members for feedback will speak with Cassandra Richard.

AHBAO Proposed Show: Discussed that there is not enough time to plan a qualifying AHBAO show for April date. See notes above related to open show goal for 2024.

Current Status with State of Oregon: Carol Helton initiated discussion and reviewed transcript related to current status with the SOS. Transcript provided to the board for review and related documents. Discussed two options for correcting. A motion was made and seconded to select the first option to



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process with Alissia Agte volunteering to file a cancellation form for the ABN and after this is processed proceeding with creating a new registration ID for a DNP entity following the New User protocols under the SOS website. Board voted to approve the motion with no dissent.

Status of Bank Accounts: Details were covered in the Treasurer's report and went over and approved as follows:

INITIATE BUSINESS CHECKING ACCOUNT

- Current Person's Listed Account: Cassandra Richard (Remaining) and Adonica Marshall (Remove)
- New Person's Listed Account: Cassandra Richard (Signor, Remaining), Carol Helton (Signor, Add) and Alissia Agte (Add)
- Current Address Listed Account: 14150 SE 242ND AVE DAMASCUS OR 97089-7341
- New Address Listed Account: PO Box 957 DALLAS OR 97338

WELLS FARGO BUSINESS MARKET RATE SAVINGS ACCOUNT

- Current Person's Listed Account: Renay Butts (Remove)
- New Person's Listed Account: Cassandra Richard (Signor, Remaining), Carol Helton (Signor, Add) and Alissia Agte (Add)
- Current Address Listed Account: 14150 SE 242ND AVE DAMASCUS OR 97089-7341
- New Address Listed Account: PO Box 957 DALLAS OR 97338

The New Person's that are to be listed on the account hold the following titles/offices in the club and are responsible for managing banking activity:

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- Carol Helton, Arabian Horse Breeders Association of Oregon President
- Alissia Agte, Arabian Horse Breeders Association of Oregon Treasurer

Filing taxes: Discussed in the Treasurer's report and decision made and approved as noted.

New Business:

Meeting Schedule: Carol Helton proposed meeting more frequently as a board. It was discussed that quarterly meetings are the minimum as required by the by-laws. Discussion by the group ensued about frequency and timing. A motion was made and seconded to meet the first Monday of the month at 6:00 pm at the Wilsonville, Oregon McMenamins location until further notice. Board voted to approve the motion with no dissent.

Fundraising: Alissia Agte proposed looking into the See's candy fundraiser will report back to the group with additional information at the next meeting.

Announcements: None



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Next Meeting Date/Time/Location: Next meeting to be held February 5, 2024 at 6:00 pm at the Wilsonville, Oregon McMenamins location.

Adjournment: President Carol Helton called the Arabian Horse Breeders Association of Oregon regular board meeting to adjourn at 4:26 pm.

Respectfully submitted by Alissia Agte, Treasurer.