



**BCHA**  
**Executive Committee Minutes**  
**Tuesday, December 18, 2018**  
**Via Conference Call**

**Members attending:** Freddy Dunn, Don Saner, Ginny Grulke, Sherry Copeland, Becki Krueger, Yvette Rollins, Mark Himmel, Mike McGlenn, Darrell Wallace

**Members absent:**

**Staff:** Erica Fearn, Randy Rasmussen

**Actions taken:**

- ✓ Motion to approve the consent agenda. Approved.
- ✓ Motion to receive and file the financial report. APPROVED.
- ✓ Motion to purchase 10 books, in the amount of \$320 from the University of Wyoming Foundation. APPROVED.

**Action items:**

- Invoice newsletter advertisers.

Topic	Accountable	Topic & Outstanding Actions
<b>Welcome</b>	Freddy Dunn	<p><b>Changes &amp; additions to the agenda</b></p> <ul style="list-style-type: none"> <li>• Chairman's Report</li> <li>• Public Lands &amp; Recreation Report</li> <li>• Don Saner proposal to purchase books</li> <li>• BCHA Attendance at Wisconsin's Annual Meeting</li> <li>• Move the NBM Agenda Overview to January</li> </ul>
	Freddy Dunn	<p><b>Consent agenda:</b></p> <p>Minutes of the November meeting            NBM Agenda Overview            Leadership Reports:</p> <ul style="list-style-type: none"> <li>• Headquarters Report</li> <li>• Fundraising Report</li> <li>• Donation Report</li> <li>• Media &amp; Marketing Report</li> <li>• Volunteer Hours Report</li> </ul>
<b>Finance</b>	Sherry Copeland	<p>Financial reports as of end of November.            Administrative costs - more money donated online.            Dew Foundation Grant received this week. \$5,000.</p> <p>Legacy Fund is at \$10,000</p> <p>Grants committee meeting tomorrow night. Craig will chair the call and chairman will be elected.</p>



	Don Saner	into school systems. It would be a good show of faith to purchase books to get into schools. Program is for Wyoming schools.
Resources	Committee Action Plans	<a href="https://drive.google.com/open?id=1zdAVSEa1C5thQKIL5SWWcZbM_JPLHNJ">https://drive.google.com/open?id=1zdAVSEa1C5thQKIL5SWWcZbM_JPLHNJ</a>
Parking Lot		Style and Branding Guide <a href="#">BCHA Program of Work</a> Employee Handbook
Adjourn		Next meeting date January 22, 2019 8 PM ET via conference call.

### 2018 Action Items & Status (May to December):

- ✓ Review sponsorship for the National Board Meeting 181127)
- Ad hoc membership committee should review the TrailMeister Agreement (181127)
- Over the next week or two, contact Freddy on outstanding action items (181127)

**Key:**

- To be completed and/assigned
- ✓ Task completed
- Task assigned
- ( ) Meeting date (YYMMDD)

- ✓ Move all action items from previous minutes to current agenda. Erica Fearn. (181023)
- ✓ Send out January YTD Comparison should be sent out to EC. Erica Fearn. (181023)
- National Board Meeting agenda items and time needed should be sent to Erica Fearn by December 1. (181023)
- ✓ Create Giving Tuesday YM donation page(181023)
- Follow up on NC Grant(181023)
- Resend NBM budget with changes (181023)
- ✓ US rider \$19 (181023)
- Add to the BCHA State and Chapter Handbook the requirement that all states have an EIN. Darrell Wallace and Freddy Dunn will create the language for the handbook. (180928)
- Add policy on pass through of funds to the policy manual. (180928)
- Ginny Grulke will create a document that can be used to promote the BCHA Legacy Fund. (180928)
- Add resolution to Protect the Principal and Spend Gains/Interest from the BCHA Legacy Fund to the national board meeting agenda. (180928)
- Freddy Dunn, Darrell Wallace, Sherry Copeland, and Erica Fearn will have a conference call regarding membership. (180828)
- Education and Marketing plan for the BCHA Friends program. (180828)
- BCHA Style Guide/Branding Guidelines – need to create. (180724)
- ✓ Pursue debtor. (180724)
- ✓ Create form for public lands contacts – Randy Rasmussen will draft. (180724)
- ✓ National Equestrian Trails Conference (NETC) and BCHA’s role. (180724)
- ✓ EC to review the Advocacy Partnership program documents for changes. Documents will be finalized at the next Executive Committee Meeting. (180626)
- ✓ Randy to write a letter to CRT on behalf of Freddy explaining our contribution of \$500. (180626)
- Darrell, Sherry, Erica to review ideas for the National Board Meeting. (180522)
- Erica to resend marketing proposal to EC and marketing committee. (180522)

- ☐ Erica and Randy will work to get the BCHA MOU's updated. (180522)

## Fundraising Report

	June 2018	July 2018	August 2018	September 2018	October 2018
<b>Trails Forever Fund</b>					
Number of Donors	59	59	57	57	68
Amount of Donations	\$915	\$860	\$675	\$660	\$945
<b>Spur Fund</b>					
Number of Donors	35	115	22	12	11
Amount of Donations	\$2903	\$10,421**	\$2,817***	\$2,329	\$420
<b>Legacy Fund</b>				\$2,500	\$2,000

## Headquarters report: ACH report

- Committee support:
  - Advocacy Partners
    - conference call with Mike McGlenn
    - sent welcome letter to Pennsylvania Equine Council
    - liaised with Marketing and Public Lands committee chairs in reference to BCHA deliverables to Advocacy Partner members
  - 
  - Attended committee chair conference call
  - Attended legacy committee calls- Erica Fearn
    - Staff designed two Legacy Flyers
    - Numerous calls with chairman
  - TFF Support
    - Created link for GivingTuesday
    - Updated auto response to donors
    - Thank you sent to all TFF donors Kim Testoni
  - Expansion
    - Calls with leadership on chapter/state issues
    - Email support for new state inquiries
  - Ad Hoc Committee meeting support
- Communications
  - Kim Testoni TFF thank you mailer
- Spoke with North Carolina, Michigan, Minnesota on various topics