



BCHA
Executive Committee Minutes
Tuesday, May 17, 2016
Noon EST

Members attending: Don Saner, Jim McGarvey, Freddy Dunn, Roy Cornett, Ginny Grulke, Doug Bechen, Alan Hill, Darrell Wallace, Chuck Miller, Mack Long, Tom Thomas
 Staff: Randy Rasmussen, Erica Fearn, Karen Novak
 Guests: Jerry Bentz

Actions taken:

- ✓ Motion to accept the consent agenda and reports with the exception of Mule Day. Approved.
- ✓ Recused Ginny Grulke and Doug Bechen.
- ✓ Motion to receive and file the financial reports. Approved.
- ✓ Motion to adjourn. Approved.

Topic	Accountable	Discussion & Follow-up
Welcome & Introductions	Don Saner Erica Fearn	Changes & additions to the agenda Additions to the consent agenda: Travel to American Horse Council (AHC) in June by Jim McGarvey. Travel to NETC by Randy Rasmussen. Review consent agenda Remove Mule Day attendance/travel approval for Randy Rasmussen from the consent agenda.
	Don Saner	Consent agenda: Minutes of the March 15, 2016 meeting. Financial Resolution Credit Card Policy –approval Resolution to open credit card account for Steve Lindsey and Roy Cornett. Travel Expenses & Credit Card points Email Policy Travel to American Horse Council (AHC) in June by Jim McGarvey. Travel to NETC by Randy Rasmussen.
Mule Day	All	Mule Day attendance/travel approval for Randy discussion. Randy & Alan to converse with California coalition and determine the value of Randy attending. Follow up via email with Don to make decision.
Finance	Roy Cornett Karen Novak	Financial report as of end of April. Expanded financials & include P&L by month, budget by month. Freddy offered to assist with research. Concern with the 2014 990 filing, Erica is in contact with the accountant.

Strategic Agenda	Don Saner	<p>Chair’s Report</p> <p>Randy, Jim and Don have been working on the national park issues. Received calls on NBM. Positive calls. Looking for feedback on the NBM. Executive committee business and emails are to be kept amongst the EC. Reminder that photos for Facebook need to have people wearing PPD.</p>
	Jim McGarvey	<p>Executive Director’s Report</p> <p>Jerry Bentz, \$5 a Month Club, \$330/month. What are we going to do to get it going? Improve marketing strategy. Go after one time donations as well. Business cards \$40/1000.</p> <p>Overcome anxiety over giving credit card. Want it to be on the front page of the website. Something more substantive to sell people; four or five items that we can push our chest out about. Give people a good reason to donate to us. We need to be transparent about where our funding goes. Need article for next paper (Jim & Jerry to write.) Robbin is in process of moving.</p> <p>Erica will set up call to give a web presentation of YourMembership. Send out doodle poll.</p> <p>National Parks retired and Joanne Mitchel has put us in their will. Using CT address for the estate planning site and advertising. The website will go live at same time as chairmen’s letter (Jim and Don are writing.) Letter goes to past donors. Alan Hill may write the fall letter. Our ad is out in USA Today. \$2,500 short of our fundraising. AHC Travel – approved.</p>
	Alan Hill	<p>Public Liaison Report</p> <p>Buffalo Soldiers program will be delayed a year. We will continue planning this year so we can have a program in 2017.</p> <p>Acquisition of national monuments in California. Interest at local level. BCHA has a role in the recreation opportunities in the national monuments, particularly working with BLM and NFS.</p>
	Randy Rasmussen	<p>Public Lands Report</p> <p>Coming up to the last half-year of this Administration, so there is much discussion about new National Monuments.</p> <p>Southern Utah –Bear Ears monument proposal. Has tribal support. The new Defense Authorization Act, 1 million acres of Desert National Wildlife Refuge could be taken over by the air force. The bill has many riders that we probably would not support.</p> <p>Northern Arizona, Grand Canyon Watershed proposal, HR3882. People are putting in place savers that President Obama could approve via National Monument declaration if local congressional delegation or governor opposes.</p> <p>Alan Hill shared his concern that our local chapters are doing their own thing and are not aware of what is going on w/r/t National Monuments. North Dakota proposed refinery next to T. Roosevelt National Park, Doug thanked Randy for helping steer BCH ND to national allies.</p>

		<p>No news on Trails Bill. Outreach to congressional chairmen. Monica Chapman from AERC placed an opinion piece into the local (Kansas) paper to show local support to Chairman Sen. Roberts. Ben Pendergrass with AHC has arranged Chairman Roberts to speak at AHC meeting in June, will be good time for he and Jim McGarvey to discuss Trails bill. Sustainable Trails Coalition update and their attempt to get bill introduced into Congress that would authorize bikes in Wilderness.</p> <p>EC ACTION ITEM: Review Fact Sheet, comment back to Randy.</p>
	Freddy Dunn	<p>Management & Transition Report-attached</p>
	Erica Fearn	<p>Foundation - Now that BCHA is a 501C3, the foundation is redundant. Can we roll the BCHA Foundation into BCHA? Take the board of the foundation and make them the committee. Committee would select projects. The financials would be more transparent. Don will approach the Foundation.</p> <p>Best practices for organizations using Back Country Horsemen.... If they are working within our mission statement. Having best practices would be helpful. Ideally.... Positive characteristics of a good chapter. Guidance for new chapters. Onboarding new states and chapters-tools and resources. Organizational Calendar</p>
Adjourn		<p>Next meeting date June 21st at noon EST. Newsletter Deadline Reminder – June 5th</p>

Consent agenda:

Financial Resolution Background:

At the last meeting we approved the resolution. We now have a new treasurer that we should add. Remove Tom Thomas and add Roy Cornett.

Financial Resolution

The Executive Board of the Back Country Horsemen of America resolve to open a bank account at Farmington Bank. Signers on the account shall include officers: Barbara Dunn, Roy Cornett and staff: Erica Fearn and Jim McGarvey. The powers granted include: Open any deposit or share account(s) in the name of BCHA, endorse checks and order any deposit or share accounts in the name of BCHA.

Credit Card Use Policy Background:

To have a consistent method for reviewing credit card charges and reporting credit card expenses. To allow for timely reporting of financials.

Officers and staff would review the credit card charges via spreadsheet, (which will include all charges from the beginning to the end of the statement period) and make sure they have all the receipts-matching the statement.

Credit Card Use Policy- Draft

The BCHA has a number of credit cards assigned to staff and officers. BCHA credit cards are to be used for BCHA business only. No person can open a BCHA credit card without authorization by the executive committee. Receipts must be forwarded to the office monthly within **one week** from the statement cutoff date of the 28th.

Procedure for credit card holders.

Once a month staff will download the credit card statement into excel. The statement will be forwarded to all card holders.

Card holders will review their expenses, add the GL Code and/purpose and scan and send credit card receipts to John Aliberti, jaliberti@bcha.org. Receipts for meals and entertainment should clearly state the purpose of the expense as well as the names of the person/s attending.

John will then review and once complete send to finance (Karen Novak). Knovak@associationresources.com.

Financial Resolution Credit Cards

The Executive Board of the Back Country Horsemen of America resolve to open a Capital One credit card for Steve Lindsey and Roy Cornett.

Travel expenses and using credit card points- Background

Our BCHA credit card allows for points to be used for travel expenses. We would like to apply credit card points to pay for Don & Erica's travel respectively to reduce the expenses associated with their travel.

Email Correspondence Policy

All staff and leadership with BCHA email addresses should use their BCHA email address for all BCHA correspondence with the appropriate signature line. Font should be Calibri 12.

Sample:

Erica Fearn, CAE

Executive Administrator | Back Country Horsemen of America

efearn@bcha.org | 860.586.7540 | www.bcha.org



BCHA maintains its 42-year-long public service ethic.

We keep trails open for you.

Management & Transition Report

John and I continue to work on getting the database set up. If anyone would like an overview we can set up a time to review the features as a group.

The membership lists are being cleaned up and verified with the amount of dues paid. Changes that were sent in via email are being made.

I have spoken to a few vendors and newsletter advertisers. I am getting pricing on reprinting the brochure.

Met with the vision committee chair regarding the strategic plan.

Ongoing is developing the operations manual, setting up the store, changing accounts and account passwords.

Karen Novak continues to work on the financials and updating the entries from the accountant.

American Horse Council Travel – Jim McGarvey

The American Horse Council's annual meeting is coming up June 12th-15th.

I have made room reservations at the host hotel \$289 + 14.5% tax for a total of \$1,326.60. Please see attached Registration Form for a cost of \$300. Cindy is going with me, so that would be two registrations \$600. I will trade the price of my ticket \$580 for Cindy's registration costs. She does a better job with everybody there than I do anyway! Also, last year, Cindy and I made Capitol Hill visits about the trails bill. Also, there is the meet and greet at Senate Rayburn Bldg. that is very important. Also, of particular importance, Senate Ag Committee Chairman Pat Roberts (R-KS) is attending in a forum style setting. His committee is the key to getting the S1110 on the floor.

Hotel Costs:	\$1,326
Registrations x 2:	\$600
Flight:	\$0
Total:	<u>\$1,926</u>