

**BAKAS HORSES FOR HANDICAPPED
BOARD MEETING MINUTES
August 3, 2023, 6:30pm**

Attendance: Jen West, Amy Chirinos, Eileen Davis, Michelle Letter, Teri Yarborough, and Cassandra Doty. *June meeting minutes distributed to the board, discussed, and approved.*

Important dates/Upcoming events:

- **August 26th, Rider Banquet, Keystone Recreation Center**
- **September 14th, Board/Parent Meeting at Bakas, 6pm. Date moved due to Summer's End Horse Show that week.**
- **October 15th, January 21st, and February 18th, Charity Horse Show Series**

New Business:

- **Horse Procurement and Retirement Procedure:** Per our discussion with Eric at the last meeting, Dani forwarded forms about procurement and retirement of Bakas horses. Michelle created a first draft of the procedures for approval. Jen will review and amend for Board approval.
- **Rider Banquet:** August 26th, Keystone Recreation Center
 - Cowboy theme
 - Catering ordered by Eileen. Elizabeth is embroidering bandanas as the rider reward. Marshall badges will be ordered by Dani (out of H4H budget). Erin is posting the flyer on the website. Jen is making certificates. DJ booked.
 - What do we need? Will need to know if we need chairs one week ahead of time to bring, if needed. Lemonade and tea, cooler, and decorations need to be brought to Keystone on the day of event.
- **Horse Show Series:** Award ceremony was discussed and was successful, with a donation toward upcoming horse shows made. Discussion regarding Tamara resigning from the shows:
 - Decision made to proceed with having the horse shows.
 - Dates are on the county calendar for Lake Park, confirmed with Jen.
 - Eileen will get insurance for the shows.
 - Judges have been confirmed with Tamara's help. Eileen asked if judges could invoice on the day of the event.
 - Tamara recommended a secretary, Ellen Ettenger. Discussion with the board and confirmed using her for this series. Dani aware and approved. Michelle will ask Tamara to confirm with Ellen.
 - Cassandra recommends using two of the iPad credit card readers during early morning registration day of, Board agreed.
 - Tamara will provide forms for the shows that we can change and adjust once Ellen is confirmed as secretary.
 - Ribbons need to be counted and ordered.
- **T-shirt inventory:** Johanna will place an order within the next few months – Deferred until Johanna present. Question from Amy about increasing pricing of the shirts.
- **Table and chair discussion:** Some getting worn out, discussion of acquiring new tables and chairs. Discussion of grants for acquiring tables and chairs – Amy will get Walmart application information, Lowe's grant (did Betty complete?), GTE credit union application done by Amy,

Chanel 10 news TENGA grant applied for, Cassandra will also look for grants to write, but she could use pictures of Bakas and horses. Guidestar website discussed – Eileen and Cassandra will review.

- **Conference room:** Johanna, Terry, and Eileen working on cleaning/reorganizing conference room. They have to keep bylaws, meeting minutes, and yearly accounting permanently.
- **Miscellaneous discussion:** Sunbiz.org can be accessed for officers, and to assure that the nonprofit is compliant with state statutes. Bylaws emailed out a few months ago by Amy – forwarded to Cassandra.
- **Fundraising:** Fundraiser posted today on Facebook for Summer’s End Show. Stroll Waterchase magazine out this month.
- **IT and website discussion:** Separate online meeting recommended so that Cassandra can set up emails, phone, etc. Electronic forms can be stored and accessed through the site that Cassandra will set up. Meeting set up for 6:30 pm on Wednesday the 9th. Cassandra will send a link.
- **Financials:** Horse Show income and expense discussion, net profit from series over \$10,000. Reviewed May and June 2023 numbers, still showing profitable net income for the year to date. High interest savings account discussed.
- **Jen’s discussion:**
 - Therapist/Instructor: New therapist, Shawn, starting week of August 21st.

Minutes taken by Michelle Letter, Secretary. Meeting adjourned 8:05pm