



USAWE Board of Directors (BOD) Meeting Minutes



Meeting Date: Wednesday, 08.13.2025

Meeting Time: 4:00 p.m. Pacific, 5:00 p.m. Mountain, 6:00 p.m. Central, 8:00 p.m. Eastern

Meeting Frequency/Modality: 2nd Wednesday each Month held virtually via Zoom

Agenda: Sent 08.11.2025 and posted to USAWE.org > Corporate > Records > Meeting Minutes > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors (BOD) > Board Meetings folder by Interim Secretary Julie Alonzo

Minutes: 07.30.2025 Minutes were e-approved 08.02.2025 by the BOD and posted to the USAWE.org > Corporate > Records > Meeting Minutes > Elected Board Minutes and filed in USAWE G-Drive > Board of Directors

NEXT BOD MEETING – 09.10.2025, virtually via Zoom. Submit Agenda items using the online [Board Agenda Item Request Form](#) located on the usawe.org website > Corporate > Records page.

Board of Directors		Attendance at Roll Call		
Executive Committee		Present	Present After Roll Call	Absent
President	Tracey Erway	X		
President Elect	Robin Bond	X		
Interim Secretary	Julie Alonzo	X		
Treasurer	Leesa Nero	X		
At Large Director 1	Amy Star		X (arrived at 4:46, Pacific)	
At Large Director 2	Holly Linz		X (arrived at 5:00, Pacific)	
Regional Directors				
R1 Director	Sara Mackenzie	X		
R2 Director	Glynn Hoekstra	X		
R3 Director	Cyndi Harris	X		
R4 Director	Kiki Pantaze		X (arrived at 4:26, Pacific)	
R5 Director	Sara Barnwell	X		
R6 Director	Cera Olson			X
R7 Director	Pat Melton	X		

Current # of Board members = 13 | 7 BOD members required for Quorum.

BOD members in attendance at roll call = 9 | Quorum was established | BOD Meeting Attendance Log was updated.

Excused = notified Secretary and President in advance director (or chair) was unable to attend meeting.

Non-Voting USAWE Committee Chairs in attendance for all or part of the meeting					
Affiliate Organizations	Stephanie Dobiss		Licensed Officials (co-chairs)	Christy Reich	
Awards	Lynn Maloney			Doreen Atkinson	
Competitions	Laurie Ridgeway	X	Marketing and Promotion	TBA	
Elections	TBA		Membership	Kate Steffes	
Ethics	Dan Dahlke	X	Professional Development	Nicole Chastain	X
Financial Oversight	TBA				
Horse Recording	Mindy Finelli		Rules	Amy Star	
International Competition	Barbara Price	X	Website	TBD	
Volunteer Coordinator	Emily Osborne	X	Youth Development	Kasey Riddle	
Task Force Leads in attendance for all or part of the meeting					
Bylaw Review	After P&P reviews		Strategic Planning	Tracey Erway	X

Current # of Committee Chairs/Task Force Leads = 13; 4 in attendance.

Additional USAWE Members in attendance for all or part of the meeting: Sarah McColm, R1; Dionne Newton, R3; Kristine Strasburger, R3; Michelle Lackey, R5; J. Derrick Richardson, R5; Polly Limond, R7, Alexa Maine, R1; Leslie Martien, R3

Call to Order: President Tracey Erway called the meeting to order at 4:04 PM Pacific time.



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PUBLIC COMMENT PERIOD

President Tracey Erway opened the floor to members not on the Board interested in speaking to any topics on the agenda for the night. No members requested the opportunity to speak at tonight’s meeting. This opportunity will be offered again in future meetings.

TREASURER’S REPORT APPROVAL

In advance of the meeting, Treasurer Leesa Nero had provided the Board with detailed financials. She reviewed the report and asked if any Board members had any questions.



USAWE TREASURERS REPORT Report for August 13, 2025 Board of Directors Meeting

Cash Assets as of July 31, 2025 are as follows:

• Chase Bank Checking.....	\$	25,995.20	
• Chase Bank Savings.....	\$	20,246.84	
• Chase Bank CD #1 Capital Reserves.....	\$	102,830.38	(1) Matures 08.13.25 Interest + \$ 1,221.94
• Chase Bank CD #2 Emergency Reserves...	\$	56,042.44	(1) Matures 09.10.25 Interest + \$ 427.24
• Chase Bank CD #3 Youth Restricted Funds \$		2,204.44	(1) Matures 08.13.25 Interest + \$ 22.97
• PayPal Bank.....	\$	<u>1,000.00</u>	
	\$	208,319.30	(2)

Previous Months Cash Funds Reported:

December 31, 2024	= \$ 210,902.76	July 31, 2025	= \$208,319.30
January 31, 2025	= \$ 207,572.63	August 31, 2025	=
February 28,2025	= \$ 212,094.19	September 30, 2025	=
March 31,2025	= \$ 205,134.48	October 31, 2025	=
April 30, 2025	= \$ 202,853.86	November 30, 2025	=
May 31, 2025	= \$ 201,846.99	December 31, 2025	=
June 30, 2025	= \$ 205,239.14	January 31, 2026	=

NOTE = Due to submitting these reports in time for each BOD Meeting Agenda, cash on hand and any additional financial reports (quarterly), are based on the latest monthly reconciled bank statement.

- (1) Chase CDs are earning interest on the matured CD totals. They do not create monthly bank statements for reconciliation for these accounts. The interest earned to date will not show in QuickBooks, or the above cash on hand amounts, until after the maturity date noted to the side. **CDs 1 and 3 will mature on August 13, 2025. CD 1 will be renewed for 5 months at 3.90% and CD 3 will be renewed for 5 months at 3.40%. These are best current rates provided at this time.**
- (2) The U.S. Bank Credit Card shows a current balance of \$0.00 as of July 2025. As of this report there are no outstanding Expenditure Requests to be paid.

Reports:

Per President Tracey’s request attached please find two reports to be included in each months Treasurer’s Report

- 2025 Budget vs Actuals Current Month = July
- 2025 Budget vs. Actuals Jan through July

Respectfully submitted,
Leesa Nero, Treasurer



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The “Restricted Funds for Youth” which were brought into USAWE from WE United during the merger (\$2204 remaining funds, plus interest earned from the CD) should be used to pay the Youth Scholarships for Championship entries in 2025.

Current income / expenses appear to be where we would anticipate.

JULIE ALONZO, SECRETARY, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion #1: Accept the 081325 Treasurer’s report, as submitted by Treasurer Leesa Nero.

→ **Motion passed by voice vote with 9 in favor, 0 opposed, 0 abstained, 0 recused, 4 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	abs
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	abs
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	abs	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	Abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

REVIEW PROFESSIONAL INSTRUCTOR PROGRAM

Nicole Chastain, Chair of the Professional Development Program, shared information about the proposed new levels to the Professional Instructor Program to the Board. The biggest change is a move from one to four levels. The Program guide now includes a clear explanation of the different levels (see excerpt from the *Professional Instructors Program Guide*, below).

2.4 PI Divisions

Beginning 1 September 2025, the Professional Instructor Program will distinguish instructors in 4 Divisions. The criteria for these divisions are outlined below. The requirements are reported by the PI on their renewal. Division placement for candidates applying will be determined by the information provided. All applicants and existing PIs are automatically assigned to Basic until they provide information for advancement. Division advancement application deadlines will be January 1 and July 1 of each year.

Divisions represent the following:

Basic: Intro - Novice A

Instructors must have 6 scores of 62% or higher averaged Dressage and EOH scores, with at least 2 scores from the highest level (Novice A).

Intermediate: Novice B - Intermediate A

Instructors must have 6 scores of 62% or higher averaged Dressage and EOH scores, with at least 2 scores from the highest level (Intermediate A)

Advanced: Intermediate B - Advanced

Instructors must have 6 scores of 62% or higher averaged Dressage and EOH scores, with at least 2 scores from the highest level (Advanced)

Masters: Masters

Instructors must have 6 scores of 62% or higher averaged Dressage and EOH scores.

Scores from similar types of competitions (such as Dressage) may be considered when evaluating instructor proficiency. At any level, required scores may be from the professional instructor’s accomplishment or from a regularly coached student’s accomplishment. Scores must be from students who are riding on an ongoing basis – one time clinic participants are not acceptable.

PROFESSIONAL INSTRUCTOR PROGRAM

JULIE ALONZO, SECRETARY, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion #2: Approve the PI program guide with the clarifications requested by the Board (add the word “option” to sections 2.3.2, 2.3.3, and 2.3.4 and include how many of the options are required).

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	abs
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

SARA BARNWELL, R5 DIRECTOR, made a motion; ROBIN BOND, PRESIDENT ELECT, seconded

Motion #3: Appoint Polly Limond and Katie Drennan to the PD Committee, effective immediately.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	abs
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

CREATION OF A START OF A VIDEO LIBRARY / AND THREE PROMOTIONAL REELS

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; HOLLY LINZ, AT-LARGE DIRECTOR 2, seconded

Motion #4: Approve up to \$5000 (ideally, from the marketing fund) for video creation: R2 Championship all all trials, for judge’s training, and 3 reels, 1) Masters level riders, 2) Going thru the levels showcasing all levels, and 3) maybe a fun reel. (WE Canada is interested in contributing as well.)

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

UPDATE FROM USAWE TREASURER ON FINDJOO / PAYPAL COMMUNICATIONS

As mentioned at the July Board meeting, there was some trouble with PayPal’s communication with our Findjoo transactions. The PayPal reconciliation process has been quite time-consuming. Monies coming in from PayPal or are not being automatically updated in our QuickBooks; instead they are being classified as “Undeposited funds.” The Board discussed a variety of options, including hiring a bookkeeper to assist with reconciling the funds.

ELECTIONS COMMITTEE - APPOINT CHAIR

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; JULIE ALONZO, SECRETARY, seconded

Motion #5: Appoint Marcella Green as the new Elections Chair, effective immediately.

→ **Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

REQUEST TO SHARE USAWE RULES & DRESSAGE TESTS WITH IRELANDS

JULIE ALONZO, SECRETARY made a motion; CYNDI HARRIS, R3 DIRECTOR seconded

Motion #6: Approve Ireland’s use of USAWE Dressage Tests and Rules until December 31, 2027, provided that they acknowledge USAWE as author, maintaining the USAWE name on all documents.

→ **Motion passed by voice vote with 11 in favor, 0 opposed, 0 abstained, 0 recused, 2 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

APPROVE RECIPROCAL MEMBERSHIP WITH CANADA WE MEMBERS

The Board discussed briefly, and the topic was tabled indefinitely.

SCHEDULE SPECIAL MEETINGS OF THE BOARD

Tracey will schedule special meeting(s) of the Board to review the strategic plan for contributions, concerns, or complaints prior to taking it to committees for additional input and to ask questions of the LOC Chair.

STRATEGIC PLANNING COMMITTEE

JULIE ALONZO, SECRETARY, made a motion; CYNDI HARRIS, R3 DIRECTOR, seconded

Motion #7: Approve creation of a Strategic Planning Committee with Tracey Erway as Chair, and Sara Barnwell, Glynn Hoekstra, and Leesa Nero as initial members, effective immediately.

→ **Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	abs	President – Tracey Erway	A
R7 Director – Pat Melton	A		

DISCUSSION

1. Thoughts on the **proposed new website navigation**. – comment was made that it’s great to be designing with the whole in mind.
2. **Use of animals in the pen** in EOH and Speed. President Erway shared that she has received some complaints from members about use of animals in the pen. Comment was made that the new WAVE rules require disclosure in advance if there are going to be animals in the pen. Another person indicated they think it’s a good idea to make the animals that will be used in the pen available in advance for competitors to be exposed to. Comment was made about the potential challenge for foundational level riders. Another comment was made that it is even worse at the upper levels where “0” is not an option. A comment was made about concerns with the humane treatment of the animals in the pen. Animal welfare is a concern. The Rules committee will work with the Competition Committee Chair to send a letter to all competition managers about this topic, indicating that the welfare of the animals must be maintained, the use of animals must be disclosed in the show premium, and competitors should have access to the animals in advance.
3. **Complaint paths and resolutions** ownership discussion. Domestic and International. If complaints come into a committee about a member, how are they handled? If complaints come to the Board, how are they handled? We need a clear path to unification in our approach and plans. This is a topic that the Board will explore in the future.



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KIKI PANTAZE, R4 DIRECTOR 1, made a motion; SARA MACKENZIE, R1 DIRECTOR, seconded

Motion #8: Adjourn the meeting.

→ **Motion passed by voice vote with 12 in favor, 0 opposed, 0 abstained, 0 recused, 1 absent.**

Director	Vote	Director	Vote
R1 Director – Sara Mackenzie	A	At Large Director 1 – Amy Star	A
R2 Director – Glynna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	A	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	absent	President – Tracey Erway	A
R7 Director – Pat Melton	A		

President Tracey Erway adjourned the meeting at 6:01 PM, Pacific Time.

Minutes submitted by USAWE Secretary Julie Alonzo

Action Items to Follow Up On

1. Robin Bond to educate committees on program presentation board to create an understanding of what board oversight entails (after board approval of process) Add to next month action items.
Tracey to complete committee report out template
2. Hire audit personnel - not completed, add to next month
3. Create travel reimbursement policy for events
4. Adding WAVE events to our website. No owner, should be web chair.
5. Tracey putting in calls to 2 volunteers.
6. Robin, Tracey, Emily to work on filling positions with volunteers.
7. Alliance proposal based on Mustang Challenge and other events (Amy Star) ; Partner/alliance plan developed – Robin.
8. Robin to complete review of USAWE Insurance Policies – do we have sufficient / too much coverage?
Finalize review of insurance to make sure we're not overspending 6K for existing coverage during competitions.
9. Flesh out online marketing video project.

Action Items – Completed and FYI Items

1. Bylaws out to membership. Collecting member input.
2. Update on ITGenius work.
3. Competition manager survey in the works, but needs review.
4. Need Marketing Chair to work with Katie Garrett on supporting the Mustang Challenge.
5. Benevity Update.