



USAWE Board of Directors (BOD) Meeting Minutes



Meeting Date: Wednesday, 09.10.2025

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 – 10.08.2025, 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		
At Large Director 2	Holly Linz		X (arrived at 4:10, 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 4:05, 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 = 10 | 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	X	Licensed Officials (co-chairs)	Christy Reich	X
Awards	Lynn Maloney	X		Doreen Atkinson	
Competitions	Laurie Ridgeway		Marketing and Promotion	TBA	
Elections	TBA		Membership	Kate Steffes	
Ethics	Dan Dahlke	X	Professional Development	Nicole Chastain	
Financial Oversight	TBA				
Horse Recording	Mindy Finelli		Rules	Amy Star	X
International Competition	Barbara Price		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: J. Derrick Richardson, R5;

Call to Order: President Elect Robin Bond called the meeting to order at 4:03 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 September 10, 2025 Board of Directors Meeting

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

• Chase Bank Checking.....	\$	29,322.13	
• Chase Bank Savings.....	\$	20,247.16	
• Chase Bank CD #1 Capital Reserves.....	\$	104,186.50	(1) Matures 01.13.26 Interest + \$ 207.91
• Chase Bank CD #2 Emergency Reserves...	\$	56,042.44	(1) Matures 09.10.25 Interest + \$ 587.65
• Chase Bank CD #3 Youth Restricted Funds	\$	0.00	(3)
• PayPal Bank.....	\$	1,243.06	
	\$	211,041.29	(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	= \$211,041.29
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. CD #2 will be renewed for 5 months at 3.40% per Chase CD rates published 9.05.25.
- (2) The U.S. Bank Credit Card shows a current balance of \$25.00 as of August 2025. This will be paid by September 24, 2025.
- (3) The Youth Restricted Funds CD#3 has been closed. The amount of \$2,229.93 was transferred to the Chase checking account and is to be used to pay for 2025 Youth Championships per the August 13th BOD meeting.

After contacting FindJoo and then directing PayPal funds to be deposited to QuickBooks PayPal account in their Settings, I found the funds coming in from PayPal no longer go to the Unposted Funds account. Therefore, this time-consuming problem of reclassing all these transactions to the PayPal Bank has been resolved. However, there are still issues using PayPal. Having a PayPal Bank account in QuickBooks still requires reconciling each month which is also time-consuming and often results in duplicated entries. We really do not need to use PayPal as a separate application for the following reasons:

1. USAWE's current QuickBooks Online Plus subscription includes their Payments & Banking features.
2. This feature (once set up) allows our members to pay for services via ACH, Credit Cards, Apple Pay, PayPal and Venmo. Currently most payments come in as Credit Card payments into our PayPal account.
3. There are fees associated with these incoming payment transactions just like PayPal. QuickBooks fees are slightly higher than our PayPal account but less than Stripe. If we process more than \$2,500.00/month we might be able to get lower rates but need to call on this.
4. Once paid monies received will be deposited directly into our Chase checking account automatically daily. We could open a QuickBooks checking account that could earn 3.00% APY (no monthly fees, overdraft fee or minimum balances) to receive paid funds to earn this interest and then occasionally transfer funds to our Chase accounts.



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- 5. If we utilized this feature, then the only two programs for our accounting/bookkeeping would entail QuickBooks and FindJoo. This would be a big-time saver for anyone tasked with the organization's financial bookkeeping, tracking and reporting and one less supplier/provider to deal with.
- 6. Discontinuing our PayPal account does mean addressing numerous payments automatically deducted from PayPal. We currently use our PayPal Debit Card for several ongoing expenses throughout the year such as LOC Name Badges, Banner orders, FindJoo, MailChimp, Intuit for QuickBooks, etc. Frankly having a Debit Card out there like this is not very secure and debits funds immediately from our bank account. Instead of using a Debit Card these transactions should be completed via one of our U.S. Bank Credit Cards, which is safer, can be disputed (while a debit card transaction cannot) and uses the banks money instead of ours for up to a month at a time before the card is paid off.

Currently FindJoo is not integrated with the Payments & Banking feature in QuickBooks. They would charge a fee of \$1,000.00 to implement the integration for us and then \$40.00 per month (on top of the \$290.00/month paid now) to maintain and service this integration. I believe these fees would be far less than USAWE hiring a bookkeeper and save any bookkeeping time dealing with the current PayPal issues in the long run.

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 = August
- 2025 Budget vs. Actuals Jan through August

Respectfully submitted,
Leesa Nero, Treasurer

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

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

Motion #1: Accept the 091025 Treasurer's report, as submitted by Treasurer Leesa Nero.

→ **Motion passed by voice vote with 12 in favor (A), 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 – Glynnna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	abs	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	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

JULIE ALONZO, SECRETARY, made a motion; HOLLY LINZ, AT-LARGE DIRECTOR 2, seconded

Motion #2: Authorize FindJoo to integrate with our QuickBooks Payment & Banking option at the initial set up cost of \$1,000.00 and then \$40.00/ month thereafter for maintenance and support. Once set up, move PayPal money to the Chase checking account, cancel the PayPal debit card after changing ongoing debits to a U.S. Bank credit card and then close out the PayPal account all together.

→ **Motion passed by voice vote with 11 in favor (A), 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 – Glynnna Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	absent	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A



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R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

SPECIAL DISPENSATION FOR 2025 R5 CHAMPIONSHIP JUDGE PANEL

In advance of the meeting, Julie Alonzo, Secretary, informed the Board of an unexpected situation related to the 2025 USAWE Regional Championship. The R5 Championship Committee had contracted with an “S” judge a year ago, when they were awarded the bid to host the championship. That judge informed them on Monday, September 8, that due to a medical emergency they would be unable to officiate at the Championship. All other “S” judges are unavailable, and trying to arrange a WAVE judge at this late date, with the requirements for international travel would not only be logistically very difficult but also prohibitively expensive for an event with only 40 entries. Noting that the Board has been discussing the need for additional judges throughout the year, she asked the Board to consider granting a special dispensation to the rule that every Championship judge panel must include at least one “S” or WAVE judge.

The Board discussed the situation. The Rules Committee has received a rule change request on this topic and will be discussing this fall. Christy Reich, LOC co-chair asked that the LOC be given 24 hours to discuss. Some Board members shared that in their opinion this is a Board-level decision, not one that belongs to a committee.

Because she is the Show Manager for this event, Julie Alonzo recused herself from the vote to avoid a conflict of interest.

AMY STAR, AT-LARGE DIRECTOR 1, made a motion; SARA MACKENZIE, R1 DIRECTOR, seconded

Motion #3: Due to a health emergency with the “S” judge hired to officiate at the 2025 R5 Championship and the fact that none of the remaining three “S” judges are available during the competition, approve a one-time allowance to the rule requiring all judge panels at Championship shows to have either an “S” or WAVE judge to allow two “R” judges to officiate together at the 2025 USAWE R5 Championship.

→ **Motion passed by voice vote with 10 in favor (A), 0 opposed, 0 abstained, 2 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	absent	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	A	Secretary – Julie Alonzo	recuse
R5 Director – Sara Barnwell	recuse	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

REVIEW BYLAWS /SUGGESTED CHANGES

Sara Mackenzie and Tracey Erway went over the suggested changes received so far during the public comment period. One member sent in several edits focusing on grammar and mechanics. In addition, one person noted a potential discrepancy between the description of how committee members are removed from committees and the description of how the LO assigned to the LOC will be a one-year position to allow additional licensed officials the opportunity to provide their input to the committee.

The group discussed term limits for the Licensed Official on the Licensed Officials Committee and added information about how to handle term limits if nobody else steps up. In addition, they discussed whether the organization should allow Co-Chairs and added information about how to handle term limits.

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

Motion #4: Approve Bylaws as specified and submitted by the Bylaws Task Force, with the caveat that should additional substantive suggestions that have not already been discussed by the Board be received within the member review/comment period stipulated by the Bylaws, that those changes will be brought back to the Board for consideration/approval. Minor changes (grammar / mechanics) that do not change the Bylaws in a substantive way can be made by the Bylaws Task Force without requiring additional formal vote/approval by the Board.

→ **Motion passed by voice vote with 10 in favor (A), 1 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	absent	Treasurer – Leesa Nero	A
R4 Director – Kiki Pantaze	opposed	Secretary – Julie Alonzo	A
R5 Director – Sara Barnwell	A	President Elect – Robin Bond	A
R6 Director – Cera Olson	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

UPDATE ON WEBSITE REDESIGN

Tracey Erway provided the Board with an overview of the progress being made on the website redesign and asked the Board to consider a contract submitted by Equine Online Design for Phase 2 of the website work.

KIKI PANTAZE, R4 DIRECTOR, made a motion; SARA BARNWELL, R5 DIRECTOR, seconded

Motion #5: Approve contract submitted by Equine Online Design for \$5500: This proposal covers the design and layout (skinning and content work) of all pages (restructuring old and designing new) in the new site setup and navigation. This is considered PHASE 2. (Phase 1 was the design, development, and implementation of the new navigation on a development site.)

→ **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	absent	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	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

STRATEGIC ALLIANCE WORKSHEET

Robin Bond, President Elect, shared a plan for developing Strategic Alliances for USAWE.

What USAWE has to offer:

- 1) 501c3 status; partners can deduct donations
- 2) World wide discipline
- 3) Growing equestrian sport with participants that compete in many other disciplines:
Dressage, Western, Hunt Seat, Gaited
- 4) Multiple breeds participate
- 5) Fabulous images
- 6) Presence on our website - advertising to members
- 7) Newsletter presence - advertising

What USAWE needs from alliance partners:

- 1) Outreach/Advertising to grow membership
- 2) Donations of goods and services for:
 - a) Local, Regional, National and International Shows
 - b) International Team
 - c) Exhibitions |
- 3) Monetary donations for all of the above

Potential Alliances

- Clothing:
 - ARIAT
 - Kerrits
 - Sheplers
 - DeNiro Boots
 - Olathe Boots
- Helmets
- Cowboy Hats:
 - American Hats
 - Resistol
 - Stetson
- Equine protective boots, girths, cinches, saddle pads:
 - Professionals Choice
- Feed and Supplements
 - Triple Crown
 - Purina
 - Nutrena
- Saddles
 - Schleese
 - Custom/Avion
 - Allegheny Mountain Saddlery
- Equine Insurance Providers
 - Markel
 - Legis
- Communications
 - Pivo
 - Pixio
 - Equus Television Network and/or other Live Feed Applications
- Farm/ Stable Equipment
- Breed Associations
- Other Performance Associations

Member Survey Questions Worksheet

Questions for Member Survey or Committee Chairs

- How many members? 1176
- How many recorded horses? 4240
- How many licensed competitions? 155
- How many participants per show?
- Map of show activity?
- Map of clinic/educational activity?
- How many horses per member?
- What other equine groups do our members belong to?
- What percentage of members compete?
- What are the top 10 breeds of competing horses?
- In the past three years, what percentage of members purchased:
 - Tack
 - Apparel
 - Fencing
 - Barns
 - Trucks
 - Trailers
 - Tractors
 - Footing
 - Feed
- What brands do members already do business with.
- What tax bracket they are in
- How much do they spend on average (monthly, yearly)
- How many horse trailers do they own
- How many vehicles do they use in their horse business
- Hobbyist
- Professionals (How many amateurs do they work with)
-

EDUCATION PROGRAM UPDATE

In advance of the meeting, Holly Linz, Chair of the Education Committee, provided the Board with a written update of the committee's work. That update included a request from the committee to appoint additional members with specific expertise to the committee.

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

Motion #6: Appoint the following members to the Education Committee, effective immediately: Darcy Miller, R6; Julie Lambertson, R6; Alanna Light, R2; Mehgan Truppner, R3; Janice Kall, R2.

→ **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 – 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		

HORSE RANKING LIST

José, the developer of the GIRA program has been working with Mindy Finelli, who handles USAWE Horse Recording and Julie Alonzo, Competitions and Awards Committee Member and GIRA liaison, to address issues related to the USAWE breed listings and how they impact the Horse Ranking list. The situation arises because many horses are eligible for more than one breed designation, and members use different wording to designate their horses’ breed, causing confusion and potential duplication. Secretary Alonzo went over the breeds with the main issues. Julie Alonzo, Secretary, will provide an explanation to be included in the newsletter.

YOUNG RIDER AND JUNIOR INTERNATIONAL INDIVIDUALS/TEAM PROGRAM

The Board discussed briefly and were in agreement that this topic “belongs” to the International Committee.

KIKI PANTAZE, R4 DIRECTOR 1, made a motion; HOLLY LINZ, AT-LARGE DIRECTOR 2, seconded

Motion #7: 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 – Glynn Hoekstra	A	At Large Director 2 – Holly Linz	A
R3 Director – Cyndi Harris	absent	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	A	President – Tracey Erway	A
R7 Director – Pat Melton	A		

President Tracey Erway adjourned the meeting at 5:53 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.



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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.