

USIHC – Board Of Directors 5/10/16 Meeting Minutes

Board Members

Present: Leslie Chambers, Lori Cretney, Juli Cole, Katrin Taylor-Sheehan, Kari Pietsch-Wangard, Doug Smith, Will Covert, Andrea Barber

Observers Kristina Behringer

Meeting called to order at 8:04pm EST (Will Covert)

Secretary's Report (Juli Cole)

Membership status as of May 7 : 424 households.

Treasurer's Report (Kari Pietsch-Wangard)

The monthly financial statements now include a detailed breakdown of the cash owned by the Congress. The key figures from the breakdown are:

<u>Combined bank account balances as of 4/30/16:</u>	\$153,841.42
<u>Unrestricted funds as of 4/30/16:</u>	\$138,116.52
<u>Net increase (decrease) since 3/31/16:</u>	<u>(\$389.21)</u>

Standing Committee Reports

- Education Committee (Alex Dannenmann)

The editing of the riding badge materials is finished and forwarded to the education committee.

It is now in the process of getting the last finishing touches, before it will be published on the USIHC website.

Old Business

- Blood Profile Project (Andrea Barber)

See attached

Executive Session

Next meeting date is June 14, 2016 at 8:00pm EST

Meeting adjourned at 9:10pm EST

United States Icelandic Horse Congress Inc.
Income & Expense Report
April 2016

Income		Expense	
Interest Income	28.94		
Membership Related Income		FEIF Seminar Fee Expense	1,005.00
Farm Listing	213.62	FEIF Seminar Fee Stipend	600.00
Membership Dues			
Youth membership	33.68	Membership Related Expenses	
Family Memberships	188.43	Toll Free line	12.95
Individual Memberships	782.63	WorldFengur Exp.	515.08
Total Membership Dues	1,004.74	Total Membership Related Expenses	528.03
Quarterly Inc.			
Quarterly Adv. Inc.	145.35		
Total Quarterly Inc.	145.35		
Total Membership Related Income	1,363.71		
Registry Income		Registry Expenses	
Duplicate Registration fees	48.55	Clerical for registry	149.00
Late Stallion Report fees	100.00	Reg. WorldFengur Sbscrptn exp.	116.92
Registration fees	269.44	Total Registry Expenses	265.92
Transfer fees	174.82		
Total Registry Income	592.81		
USIHC Non-Member fees	24.28		
Total Income	2,009.74	Total Expense	2,398.95

Net Income (Loss): -389.21

United States Icelandic Horse Congress Inc.
Income & Expense Report
January through April 2016

Income		Expense	
		Breeding Committee Exp.	
		Cantella YH Evaluation Award	56.98
		FEIF Evaluation fees	17.23
		Elwell Breeding Award	81.03
		Total Breeding Committee Exp.	155.24
Competition Inc.		Competition Comm. Expense	
Sanction Competition fee	75.00	National Ranking Award Expense	774.40
Total Competition Inc.	75.00	Total Competition Comm. Expense	774.40
Interest Income	92.57	FEIF 2016 Conference exp.	1,768.00
		FEIF Seminar Fee Expense	0.00
		FEIF Seminar Fee Stipend	600.00
Membership Related Income		Membership Related Expenses	
Farm Listing	1,828.53	Administration	
Membership Dues		Mbshp. Postage	19.60
Foreign Friend mbshp	66.97	Total Administration	19.60
Youth membership	101.35		
Family Memberships	3,106.16	2016 Annual Meeting exp.	2,514.91
Individual Memberships	6,656.72	FEIF Mbshp fees	1,396.17
Total Membership Dues	9,931.20		
		Quarterly Expenses	
Quarterly Inc.		Graphics	1,000.00
Quarterly Adv. Inc.	2,535.52	Postage for Quarterly	363.41
Quarterly back issue sales	19.11	Quarterly Printing	2,136.76
Total Quarterly Inc.	2,554.63	Total Quarterly Expenses	3,500.17
		Toll Free line	51.80
Website Inc.		WorldFengur Exp.	515.08
Website Ad Inc.	378.38	Total Membership Related Expenses	7,997.73
Total Website Inc.	378.38		
Total Membership Related Income	14,692.74	Promotional Exp.	
		Ambassador award	377.30
		Promotional postage expenses	110.05
		Total Promotional Exp.	487.35
Registry Income		Registry Expenses	
Duplicate Registration fees	48.55	Clerical for registry	437.00
Late Stallion Report fees	292.60	Printing & reproduction-Regist.	188.09
Registration fees	781.26	Reg. WorldFengur Sbscrptn exp.	116.92
Transfer fees	687.53	Registry Postage	179.07
Total Registry Income	1,809.94	Total Registry Expenses	921.08
USIHC Non-Member fees	172.34		
Youth Committee Inc.		Youth Committee Exp.	
Youth Cup Tryout Fees	660.00	Spaeri Award	98.15
Total Youth Committee Inc.	660.00	2016 Youth Cup Exp.	391.26
Total Income	17,502.59	Total Youth Committee Exp.	489.41
		Total Expense	13,193.21

Net Income: 4,309.38

05/01/16

United States Icelandic Horse Congress Inc.
Balance Sheet Standard
As of April 30, 2016

	Apr 30, '16
ASSETS	
Current Assets	
Checking/Savings	
Associated Checking acct.	11,574.23
Associated Money Market Acct.	132,080.86
Total Checking/Savings	143,655.09
Other Current Assets	
CD ownd by USIHC mature 9/29/16	1,003.51
CD ownd by USIHC mature 10/7/16	3,000.00
CDs for Judge Scholarship Fund	
CD-matures 10/5/17	3,123.03
CD-matures 10/5/18	3,059.79
Total CDs for Judge Scholarship ...	6,182.82
Total Other Current Assets	10,186.33
Total Current Assets	153,841.42
TOTAL ASSETS	153,841.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Unexpended Judge Schlshp. Fund	6,000.00
Unexpended World Champshp F...	3,190.25
Unexpended Youth Funds	6,534.65
Total Other Current Liabilities	15,724.90
Total Current Liabilities	15,724.90
Total Liabilities	15,724.90
Equity	
Opening Bal Equity	96,926.56
Retained Earnings	36,880.58
Net Income	4,309.38
Total Equity	138,116.52
TOTAL LIABILITIES & EQUITY	153,841.42

USIHC General Membership Funds

<u>3/31/16</u>		<u>4/30/16</u>
\$ 11,980.44	Checking	\$ 11,574.23
\$ 132,065.71	Money Market	\$ 132,080.86
\$ 10,174.77	CDs	\$ 10,186.33
<hr/>		
\$ 154,220.92	subtotal	\$ 153,841.42
\$ (6,524.94)	Youth Fund	\$ (6,534.65)
\$ (6,000.00)	Judge Scholarship Fund	\$ (6,000.00)
\$ (3,190.25)	World Champ. Team Fund	\$ (3,190.25)
<hr/>		
\$ 138,505.73	USIHC General Membership Funds	\$ 138,116.52

Net Increase **(Decrease)** from previous report
(\$389.21)

Date: January 15, 2016

Attn: Board of Directors
United States Icelandic Horse Congress
c/o Kari Pietsch-Wangard
300 South Sawyer Road
Oconomowoc, WI 53066

Subject: Normal Blood Values of Icelandic Horses

Dear Directors:

Pursuant to discussions between the Board of Directors of the United States Icelandic Horse Congress), having a place of business at 300 South Sawyer Road Oconomowoc, WI 53066 (“USIHC”) and Cornell University, a not-for-profit research and educational institution having an address at Office of Sponsored Programs, 373 Pine Tree Road, Ithaca, NY 14850 (“Cornell”), we propose to carry out work according to the following:

Work

Cornell shall perform the work described in the proposal submitted to and incorporated into this Agreement as Exhibit A (the “Work”).

Period of Performance

The estimated period of performance of this Agreement shall be from 1/1/16, through 12/30/16.

Cost

USIHC and Cornell agree that Cornell shall be reimbursed for all costs incurred in accordance with this Agreement and the budget incorporated as Exhibit A (Fees).

Payment

Payment shall be made as described in Exhibit A. All invoices should be sent to USIHC’s address above c/of USIHC Treasurer, Kari Pietsch-Wangard. Payment shall be made payable to CORNELL UNIVERSITY and sent to:

Sponsored Financial Services
P.O. Box 22
Cornell University
373 Pine Tree Road
Ithaca, NY 14850
Telephone: 607 255-5014
Fax: 607 255-5058
Web: www.osp.cornell.edu

Termination

This Agreement may be terminated at any time by either party giving the other forty five (45) days written notice. Should USIHC terminate this Agreement, Cornell shall be reimbursed for expenses and non-cancelable commitments incurred in accordance with this Agreement prior to the termination date, provided that Cornell uses its best efforts to mitigate same. Should Cornell terminate this Agreement, Cornell shall provide all results processed up until date of termination within fifteen (15) days from date of termination and refund any project funds paid but not yet incurred.

Confidential or Proprietary Data

“Confidential Information” means all materials, trade secrets or other information, including, without limitation, proprietary information and materials (whether or not patentable) regarding a party's technology, products, business information or objectives, which is designated as confidential in writing by the disclosing party, whether by letter or by the use of an appropriate stamp or legend, prior to or at the time any such material, trade secret or other information is disclosed by the disclosing party to the other party. Notwithstanding the foregoing to the contrary, (a) materials, trade secrets or other information which is orally, visually or physically disclosed by a party shall constitute CONFIDENTIAL INFORMATION if the disclosing party indicated at the time of such disclosure that such materials, trade secrets or other information were confidential and, within twenty (20) days after such disclosure, delivers to the other party a written document or documents describing the materials, trade secrets or other information and referencing the place and date of such oral, visual or physical disclosure, and (b) materials, trade secrets or other information which is disclosed in writing without an appropriate letter, stamp or legend shall constitute CONFIDENTIAL INFORMATION if the disclosing party, within ten (10) days after such disclosure, delivers to the other party a written document or documents describing the materials, trade secrets or other information, and referencing the place and date of such written disclosure. To the extent either party has received CONFIDENTIAL INFORMATION from the other party prior to the EFFECTIVE DATE, it shall be maintained in confidence in accordance with the terms of this Agreement.

Publication

USIHC recognizes that under Cornell policy, Cornell shall have the right, at its discretion, to release information or to publish any material resulting from the Work. Within three (3) months of completion of the close of the sampling period (as provided in Exhibit A) Cornell shall notify USIHC in writing if it wishes to pursue publication.

- If Cornell elects to pursue publication it will do so as soon as practically feasible. Once the resulting article is accepted for publication into an academic journal Cornell will provide USIHC with an article that shall include, but not be limited to, a synopsis of the results, analysis, and conclusion (a “standard blood profile” for the breed) suitable for a “lay” publication (the USIHC *Quarterly*);
- If Cornell does not wish to pursue publication, or if the article is not accepted by any academic journal, Cornell will provide USIHC with an article that shall include, but not be limited to, a synopsis of the results, analysis, and conclusion (a “standard blood profile” for the breed) suitable for a “lay” publication (the USIHC *Quarterly*).

Donations

Cornell will accept donations from all parties for this project. These donations will be credited directly to the project without the deduction of any administrative or other costs. Any donations received will offset future payments to be made by the USIHC to the agreed fees. Cornell will notify USIHC in writing regarding any adjustments in fees as a result of received donations.

During the term of this Agreement, Cornell shall furnish USIHC with monthly letter reports listing all of the donations received, from whom; if the donation was made as a gift in honor of an animal or person; and in what amount, in order to facilitate the USIHC’s efforts to personally thank all donors for their support.

Changes

This Agreement may be modified only by written amendment signed by authorized representatives of USIHC and Cornell.

Precedence

This Agreement contains the entire agreement between USIHC and Cornell in support of the Work. This Agreement supersedes all previous Agreements regarding the Work.

Warranty

Cornell makes no representations or warranties express or implied, regarding its performance under this Agreement, including but not limited to, the marketability, use or fitness for any particular purpose of the product. Cornell shall not be liable for any indirect, consequential, or incidental damages, as a result of USIHC’s use of the data and the results contained therein or any other information otherwise provided by Cornell.

If the foregoing is acceptable, please return a fully executed copy to my attention. Should you have any questions or concerns, please contact me at 607-255-9854 or at bkr36@cornell.edu.

Sincerely,



Blair Ribeiro
Grant and Contract Officer
Office of Sponsored Programs

Date: April 28, 2016

USIHC Officer Signature

Date

USIHC Officer Printed Name and Title

Exhibit A

Exhibit A describes the ‘Work’.

Project Title:

Normal blood values of Icelandic Horses (Icelandic Horse Interval Study)

Cornell Project Directors:

Drs. Bettina Wagner and Tracy Stokol, Department of Population Medicine and Diagnostic Sciences, College of Veterinary Medicine, Cornell University

USIHC Contact:

Andrea Barber, USIHC Director, shall be the project contact for the USIHC. All information regarding operation of the project (other than payment) should be sent to Andrea Barber at toltstar@yahoo.com.

Scope of the study:

Previous observations suggest that several ‘normal blood values’ for Icelandic Horses are outside the ‘normal ranges’ established in other horse breeds. To provide veterinarians and Icelandic Horse owners with more accurate normal blood value ranges, these ranges will be established specifically for the Icelandic Horse breed in this project.

Proposed Collection Timeline:

This is a proposed collection timeline. All deviations from this timeline will be mutually accepted by the parties in writing.

- By February 15, 2016 USIHC will provide to Cornell a list of farms to send sampling kits to;
- By March 1, 2016 Cornell will send out sample kits;
- Sampling will take place between March 1, 2016 and October 1, 2016 (“sampling period”). During this period Cornell will keep USIHC informed as to how many samples it has successfully received and processed. At the end of this period Cornell will notify USIHC in writing if any additional samples will be required to complete the project, which may lengthen this proposed timeline.

Horses:

All horses in this project will be purebred Icelandic Horses housed in the US. A total of at least 120 horses will be included.

A) 45 Cornell horses; samples from these horses have already been taken and measured in January 2014.

B) At least 75 additional participating horses to be recruited for the study. These privately owned horses will be identified by USIHC.

Parameters for Icelandic Horses to be included:

- The majority of horses should be 5-15 years of age. Horses 1-20 years of age can be included. They should not be younger or older.
- All Icelandic horses must show evidence of being purebred by being registered with the USIHC or another acceptable FEIF registry by providing a FEIF ID number with the sample kit.
- Horses should be clinically healthy (no obvious disease, normal body temperature, etc.). Horses should not be affected by severe allergy at the time the blood sample is taken.
- Horses should not be on any drugs.
- Horses cannot have had surgery or severe injury within the past month prior to sampling.
- A vaccine history should be provided for each horse. Horses should not have been vaccinated one month prior to sampling.
- Farm locations for the project: as many as possible - at least 4 additional farms for these 75 horses (Cornell would be the 5th farm); there is no upper limit for the number of farm locations

Samples:

Cornell will provide sample kits for each horse to be tested that will include pre-paid return shipping labels. For each horse two blood samples should be collected by a veterinarian, processed, stored and shipped to the Animal Diagnostic Center at Cornell as outlined in Exhibit B.

Tests performed:

Test	Test Code
Automated Hemogram	CBCA
Large Animal Panel	LAP
Bile Acids (Random)	BAF/BAP/BAR
Alkaline Phosphatase (ALP)	ALP
Triglycerides	TRIG
Lactate Dehydrogenase (LDH)	LDH
Fibrinogen by heat precipitation	FIBS
Total Protein by Refractometer	TPREF

Data:

The results of all tests performed will be provided to the USIHC at the end of the sampling period. The normal blood values will be provided to and can be used by USIHC within three (3) months after the close of the sampling period. In addition, Drs. Wagner and Stokol may publish the results in a peer-reviewed journal at their discretion as described above under "Publication".

Fees:

All fees are outlined in Schedule A attached hereto.

Payment terms:

- The USIHC shall make an initial payment of \$5,000 at the signing of this agreement;
- Thereafter the USIHC shall be billed monthly for all samples tested in the preceding month;
- Once the testing has been completed and the "lay" article has been received, the USIHC will be invoiced for the reimbursement of the 45 horses already tested in the amount of \$3,771.

The USIHC shall pay all invoices within 30 days of receipt.

Within ninety (90) days of the termination or completion of this Agreement, Cornell shall submit a final financial report of costs incurred to the USIHC address provided above. This report shall be accompanied by a check in the amount of any unexpended funds.

Icelandic Horse Reference Interval Study - Dr. Wagner Schedule A

Test	Test Code	Price 20% Discount	Price No Discount
Automated Hemogram	CBCA	\$14	\$17
Large Animal Panel	LAP	\$36	\$45
Bile Acids (Fasting Panel/Post-Prandial Panel/Random Panel)	BAF/BAP/BAR	\$18	\$22
Alkaline Phosphatase (ALP)	ALP	\$6	\$8
Tryglicerides	TRIG	\$8	\$10
Lactate Dehydrogenase (LDH)	LDH	\$8	\$10
Total Protein by Refractometer	TPREF	\$3	\$4
Testing Total		\$93	\$116
<i>Shipping Supplies based on 2 tubes/horse and will include return shipping label</i>	<i>1-3 Tube Box</i>		\$23
	<i>5-8 Tube Box</i>		\$35
Accession fee per submission			\$5

\$121 \$75 \$9,086

Reimbursement of samples already tested \$3,771

Total **\$12,857**

Exhibit B

PARAMETERS AND INSTRUCTIONS FOR COLLECTION OF BLOOD SAMPLES FOR CORNELL UNIVERSITY CLINICAL PATHOLOGIC REFERENCE INTERVALS FOR ICELANDIC HORSES

Parameters for Icelandic Horses to be included:

- The majority of horses should be 5-15 years of age. Horses 1-20 years of age can be included. They should not be younger or older.
- All Icelandic horses must show evidence of being purebred by being registered with the USIHC or another acceptable FEIF registry by providing a FEIF ID number with the sample kit.
- Horses should be clinically healthy (no obvious disease, normal body temperature, etc.). Horses should not be affected by severe allergy at the time the blood sample is taken.
- Horses should not be on any drugs.
- Horses cannot have had surgery or severe injury within the past month prior to sampling.
- A vaccine history should be provided for each horse. Horses should not have been vaccinated one month prior to sampling.

Instructions:

- 1) Collect blood into a purple (EDTA) and red (no anticoagulant) or serum separator (striped red top) tube. The order of the draw should be purple tube first then red top or serum separator tube second.
 - a) Label the tubes with the horse and owner name and date of collection
- 2) Make 2 blood smears from the EDTA tube and place in the slide holder. This should be done as close to collection as possible
 - a) Label the smears with the horse and owner name and date of collection
- 3) Allow blood to clot in the red top or serum separator tube. For a routine red top tube, rim the clot (to help serum separate). For both tubes, centrifuge at 2,500 g for 15 minutes. Remove the serum and place in a separate tube (red top or plastic tube – this includes serum from the serum separator tube, do not leave in the original collection tube)
 - a) Label the tube with the horse and owner name and date of collection.
 - b) This must be done as soon as possible after collection. Do not leave serum on cells
- 4) Store all blood samples in tubes at 4°C until shipping. Store slides at room temperature.
- 5) Ship **overnight** with samples on a cool pack (not in direct contact with the pack, wrap the pack in paper towels to avoid freezing of blood in EDTA tube).
 - a) Aim for delivery Tuesday to Friday (avoid weekend or Friday draws).

Blood Profile Project Update – May 2016

- The contract is attached, has been signed by Cornell, and is ready for signature by a USIHC officer. I had put Kari's name on the contract only because she would be the one sending payments. The only change to the contract is the addition of language that gives the USIHC a list of donations made (names, amounts, if the donation was made in memory of a horse or person, etc.) – that way we can be sure to thank our donors. They will take an electronic copy so I just need it signed and e-mailed back to me. Then we will be ready to roll!
- Once the contract is signed the initial \$5,000 payment will need to be made as follows:

Please send the first payment check for \$5,000.00 to our Sponsored Financial Services department at the following address:

Remit to Address:

*Cornell University
Sponsored Financial Services
PO Box 22
Ithaca, NY 14851-0022
uco-sfa@cornell.edu*

For ease of reference by SFS, please be sure to reference the OSP# 79679 as well as the project title (Normal Blood Values of Icelandic Horses) on the payment check.

- I made a small seed donation to get the donation account started. So that is now ready to go and once the contract is signed I will give out the instructions on how to make donations (see next bullet).
- I am currently working on some detailed FAQs that we can put on the website and in the Quarterly about the project. These will also include instructions on how to make donations.