



# Board Conference Call Minutes

## May 8 , 2018 8:00PM (Eastern)

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### BOARD MEMBERS:

PRESENT: Will Covert, Lori Cretney, Kari Pietsch-Wangard, Linda Templeton, Jess Haynsworth, Emily Potts, Kevin Draeger, Leslie Chambers

EXCUSED: Alex Dannenmann

OBSERVER: Sherry Hoover

### MEETING CALLED TO ORDER 8:04 EST (WILL COVERT)

### SECRETARY'S REPORT (LINDA TEMPLETON)

The USIHC lists 674 members in 492 households as of April 14, 2018.

I reviewed May membership numbers back through 2008, with the intent to graph it; however, there was so little movement or change, the data didn't warrant a graph. The USIHC consistently hovers in the following ranges for May membership numbers: Member range 658 +/-; Household range 467 +/-.

### 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 4/30/18:</u>	\$ 128,122.90
<u>Unrestricted funds as of 4/30/18:</u>	\$ 114,767.37
<u>Net Increase from 3/31/18:</u>	\$2,616.24
<u>Net Increase from 12/31/17:</u>	\$327.74

### STANDING COMMITTEE REPORTS

#### Affiliated Clubs (Leslie Chambers, chair)

Affiliated Club Committee Report for May 8, 2018

Chair: Leslie Chambers

Members: N=31

### **Membership:**

The ACC is discussing current and potential benefits of membership (USIHC). We tossed around the idea of offering a "lifetime" membership, but the group felt that a cost analysis would be necessary in order to continue this discussion.

### **Regional Club Clinics/Schooling Shows - Policy #31, 2018**

The NWIHC will be requesting funding for the June 22-24 clinic with Caeli Cavanagh at Red Feather (Washington).

Toppur has will be requesting funding for their June 9/10 clinic with Carrie Brandt and Laura Benson at Harmony Icelandics (Iowa).

### **Policy 7 Revision**

The ACC would like to submit the following revision (Revision approved by Barber, Oliver, McKeen, Templeton, Mulder and Chambers, there were no objections) to Policy #7 for Board approval:

### **7. Autonomy of Affiliated Clubs (2018 update - V4)**

Affiliated Clubs shall be autonomous units except for such requirements as are contained in the Rules Governing Affiliated Clubs. Clubs must have a member on the Affiliated Club Committee. It is highly recommended that clubs with youth members have a representative on the Youth Committee in order to obtain information about various opportunities and activities for youth. It is further recommended that clubs have a representative on each committee that best reflect its' member's interests and priorities.

**The above revision to Policy 7 was voted on and passed unanimously.**

### **Breeding (Linda Templeton, chair)**

- The Funding Applications for the three Breed Evaluations in 2018 have been received. It is expected that the KY show will have 9 full evals, 2 conformation evals, and between 6-12 YHA; IA expects 6-9 full evals, 2-4 conformation evals, and 2+ YHA; NY expects 12 full evals, 2 conformation evals, and 2 YHA.
- Coralie Denmeade reviewed the 'Breeders Packet' at the Breeding Seminar, it will go to committee for review and input.
- The KY Breed Evaluation will be supported by Lori Cretney and Sherry Hoover as scribes for the judges. Asta Covert will be handling data entry at the event.

### **Education (Alex Dannenmann, chair)**

The 5th sport judge's seminar has been held last weekend in Trout Lake, Washington at Red Feather Icelandics.

15 people participated, 8 took the test. Lucy Nold qualified as US sport judge B.

### **Leisure (Lori Cretney, chair)**

Nothing to Report

**The Leisure Chair will offer a choice of two rides for the committee to choose from to initiate participation.**

## **Promotion (Emily Potts & Jess Haynsworth, co-chairs)**

Nothing to Report

## **Quarterly (Nancy Marie Brown & Nikki Esdorn, co-chairs, Leslie Chambers liaison)**

[REDACTED]

The June 2018 issue of the Quarterly is currently at press. The e-Quarterly will be released to the webmaster around May 15, and printed copies will go in the mail on June 1. They should be received by all members by June 15. We will be printing 600 copies of this issue. Extras will be made available for promotional purposes; please contact [quarterly@icelandics.org](mailto:quarterly@icelandics.org).

Issue Two 2018 features a report on the breeding seminar, tips on how to succeed in competition, profiles of a breeder and an artist, an introduction to Centered Riding, and more, as well as news from USIHC Affiliated Clubs, the USIHC Board of Directors, and our parent organization, FEIF.

The deadline for the September 2018 issue is July 1. Board members and committee chairs, please let us know well before that date if you want us to save space in the September issue for any text, photos, or free advertisements for USIHC-sponsored events.

## **Sport - (Will Covert, chair)**

The first Sanctioned Show of 2018 was successfully completed and the next will take place in Kentucky at Lettleiki Icelandics on May 26th and 27th.

The Education Committee completed the 5th Sport Judge Seminar and exam at Red Feather Icelandics. Lucy Nold passed and is now a USIHC Sport Judge B.

## **Youth (Kevin Draeger, chair)**

### **Spaeri Award Guidelines 2018**

#### **Overview:**

Spaeri is the Icelandic name of the Icelandic endurance horse known as Remington, famous for his determination, passion and indomitable will. This award is intended to inspire and encourage these same qualities in our youth when spending time with Icelandic Horses.

The Spaeri Award will be given annually to a youth who clearly demonstrates commitment to and love for Icelandic horses through a well-researched and engaging article intended for publication in the Quarterly. The winner will receive a \$50 award and their article will be published in the Quarterly.

## How to Qualify:

- A recipient must be a USIHC member under 18 years of age during the entire year the article is submitted.
- The recipient must submit a self-written article for publication in the Quarterly. Articles for submission should be sent to [youth@icelandics.org](mailto:youth@icelandics.org) and identified as a Youth Article submitted for the Spaeri Award.
- The article should focus on a topic from the below list of approved topics or should be approved by the Chair of the Youth Committee. To receive approval for a topic not listed, email the chair at [youth@icelandics.org](mailto:youth@icelandics.org).
  - Approved Topics: pasture management, infectious disease prevention, principles of training, history of the Icelandic horse, nutrition and feeding for the Icelandic horse.
- **Submissions must be received by December 31 to be considered.**

## Judging of Articles:

The submitted articles will receive a score from two different graders using the provided rubric. The youth author whose article receives the highest score will be the winner. The winner will be notified early in the following year and announced in the first issue of *The Icelandic Horse Quarterly* of the year.



### United States Icelandic Horse Congress Spaeri Award – Rubric

	Criteria	Formative 80 – 599	Developing 60 – 69.9	Competent 70 – 79.9	Mature 80 – 89.9	Exemplary 90 – 100
Content 20%	Addresses the audience's needs and expectations; conveys the topic's relevance to the audience	Lacks language that addresses audience's needs and expectations and that conveys the topic's relevance to them	Clear all the document relevant address the audience's needs and expectations or convey the relevance of the topic to them	Language generally addresses the audience's needs and expectations and the relevance of the topic to them, with some minor exceptions	Addresses the audience's needs and expectations well; explains with specificity the relevance of the topic to them	Speaks explicitly to the audience's needs and expectations; explains with specificity the relevance of the topic to them; anticipates questions
Content 40%	Uses multiple credible sources Thoroughly uses the important points of the topic	Missing basic information audience must have; significant points if required information missing; uses only one or two sources	Minimally covers the topic; needs further development for remaining points of information; uses only one source or not relevant sources	Covers the main points of the topic; could better address other points; uses at least two credible sources	Addresses all main points and some additional areas important to audience; uses multiple credible sources	Covers all information required and additional information is relevant to the audience; uses many credible sources
Organization 10%	Order is logical and clearly for audience's understanding Groups topics into coherent paragraphs	Paragraphs lack effective order or coherence; paragraphs unrelated	Paragraphs mainly lack an effective order; paragraphs often unrelated	Effective order used with most paragraphs; some paragraphs unrelated	Paragraphs effectively ordered; paragraphs are mainly coherent	Paragraphs are optimally ordered for audience's understanding and clarity of information; paragraphs are coherent
Style 10%	States ideas clearly and concisely Employs correct grammar Avoids flawed language (jargon, cliché) with the audience	Lacks clarity; too verbose; numerous and various uses of cliché; grammar; wordy throughout; uses language that would break grammar	Some paragraphs are unclear; contains awkward and contains grammatical errors; some language may break grammar	Paragraphs are generally clear and concise; a few grammatical errors; some good word choice with the audience in mind	Paragraphs are mostly clear and concise; grammar is correct; strong good word choice is built	Paragraphs are mostly clear and concise; grammar is correct and elegant; strong good word choice is built
Delivery 10%	Free from spelling, punctuation, and capitalization Engage professional document; clearly suitable for publication in the quarterly Appropriately cite sources	Lacks basic proofreading; design makes finding information difficult; document design lacks professional characteristics; does not appropriately cite sources	Contains multiple proofreading errors; lacks some characteristics of professional document design; does not appropriately cite all sources	Contains some proofreading errors; document design is mainly professional and usable; mostly cites sources appropriately	Careful proofreading is evident; though errors may be present; design is professional and usable overall; appropriately cites sources	Very careful proofreading is evident; document design conveys professionalism and classiness; appropriately cites sources

**The Spaeri Award Program (guidelines and rubric) were voted on by the board and passed unanimously.**

## **OLD BUSINESS**

### **Annual Meeting 2019**

#### **Annual Meeting Host:**

The NEIHC has volunteered to host the 2019 USIHC Annual meeting, in Boston MA. We have more detailed info on the contract with The Hilton at Logan Airport. The USIHC only has to guarantee 80% (24 nights) of the 30 room nights we requested (15 rooms for Friday and Saturday nights Jan 18 and 19, 2019). If anyone books extra nights on either side of these nights, they can count. Room rate is \$129/night. The conference room is no charge and we must commit to a minimum of \$2500 in food (for coffee service all day and lunch, it will be about \$75/person, so we shouldn't have a problem meeting this minimum). The USIHC should submit a copy of our non-profit status, this shows we are tax-exempt, so we will not be charged any taxes on our final bill (this only applies to the conference room and food, hotel rooms will be the responsibility of the individual, not the Congress).

**The BOD voted on holding the 2019 Annual meeting at the Hilton at Logan Airport, with the terms set forth in the latest contract, this vote passed unanimously.**

## **Proposed Policy Format**

**The BOD decided that there should be a separate Archive section on the website for old / retired policies, vs displaying with current policies. It was also decided that we should keep our existing numbering system, and show all policy numbers, but to mark those that aren't in current use as 'inactive'. Leslie will begin to review old minutes and policies to create the archive.**

Document attached to email.

## **Website**

- Website update:

Emily has spoken over the phone and met in person with two web development companies out of Burlington, VT. Both specialize in membership sites and nonprofits. You can look at their sites and portfolios:

[www.burlingtonbytes.com](http://www.burlingtonbytes.com)

[www.eternitywebdev.com](http://www.eternitywebdev.com)

**Both companies will have detailed proposals and quotes in the next week or so. Those quotes will be forwarded upon receipt. Early estimate ranges are \$10,000 to \$25,000 with 3 month timeframes.**

# Standard of Conduct and Ethics Code / Statement of Expectations

Awaiting Rubric from Kevin, moved to next BOD Call

## Policy # 36 Standard of Conduct (Ethics Code)

### United States Icelandic Horse Congress

#### Mission:

- To promote the knowledge of the Icelandic Horse within the United States and its correct use as a competition and riding horse;
- To keep a Registry of purebred Icelandic Horses in the United States;
- To facilitate communication among all USIHC members, and;
- To represent the United States in FEIF.

#### Board of Directors Statement of Expectations

##### 1. Fiduciary Duties and General Responsibilities

Each Director shall be familiar with the general principles and practices of Board governance. In particular, each Director acknowledges the duties of care, loyalty, and obedience.

*The Duty of Care.* The duty of care describes the level of competence expected of a director. State nonprofit corporate laws offer various definitions of this duty in suitable legalese, but they all come down to the importance of directors making good decisions with reasonable care. Directors need to recognize they should retain people to provide the necessary wisdom, skill, and expertise to enact the organization's program and mission. Directors also need to establish policies and procedures to avoid risks to the organizations' financial well-being.

*The Duty of Loyalty.* The duty of loyalty is the standard of faithfulness to the organization. When making decisions, a Director must put the organization first. This duty is the basis for conflict of interest policies that are designed to prevent board members from enriching themselves, their families, and their friends at the expense of the organization and from favoring one segment of the organization over another.

*The Duty of Obedience.* The duty of obedience requires Directors to be true to the organization's mission. Board members can exercise their own reasoned judgment in how the organization can best archive its mission. However, they cannot act in a manner that is inconsistent with that mission. This duty is based on the principle that the membership and the public at large must be able to act in confidence that what they are told about the organization is true. If there is a discrepancy between the Directors' understanding of the organization's mission and that of the membership and the public at large, the result is the loss of institutional integrity.

Each Director shall have read and understand the Mission Statement, Articles of Incorporation, Constitution, and Policies of the USIHC.

Each Director shall understand the organization's general financial condition.  
Each Director shall serve on at least one Committee.

## 2. Attendance

Board and Committee meetings shall be conducted in a spirit of openness, honesty, and collegiality. Each Director is expected to attend at least 75% of all Board meetings and conference calls and an equal percentage of the meetings of each committee to which the Director is assigned. Each Director is responsible for following up with the President of the Board on the substance of any meeting missed.

Each Director is expected to attend the Annual USIHC Member's meeting. Each Director is expected to be active on the Board and assigned Committee email discussion groups. Unless prior notice is given or extenuating circumstances exist, Board members shall make every attempt to check their Congress related email daily.

## 3. Advocacy

Directors shall act as advocates for the USIHC among its members. In addition, Directors shall be supportive in promoting the organization to prospective members and within the community in general. In this regard, each Director shall make every effort to attend the Annual Members Meeting and any other functions designated as significant by the President of the Board.

## 4. Confidentiality and Communications

The work and deliberations of the Board and Committees are confidential; except to the extent decisions are publicly disseminated through the Board's authorized process.

The President of the Board and other duly authorized persons **shall** be the only official spokespersons for the organization. Any Director contacted by the media or others in regard to any matter related to the organization or the Board shall not comment on that matter and shall refer all inquires to such spokespersons.

## 5. Conflicts of Interest

The Directors shall exercise the utmost good faith in all transactions touching upon their duties to the organization and its property. In their dealings with and on behalf of the organization, they are held to a strict rule of honest and fair dealing between themselves and the organization. They shall not use the positions as Directors, or knowledge gained therefrom, so that a conflict might arise between the organization's interest and that of any individual Director.

A conflict of interest arises in any situation in which a Director (and his or her immediate family or employee / employer) is involved in an activity that could adversely affect his or her judgment with respect to the business of the organization or otherwise diminish the interest of the organization. When such a conflict arises, the individual with the conflict is expected to disclose in writing the existence of the conflict.

Acknowledged as of \_\_\_\_\_  
(Director – Print Name)

\_\_\_\_\_  
(Director – Signature)

***Failure to comply with this document can be grounds for discipline, up to removal from the Board of Directors.***

**NEW BUSINESS**

## Policy 31 Question

Do schooling show funding requests (Policy 31) need to be approved through the sport committee (as well as the ACC chair)?

It was decided that the ACC Chair only needs to insure that the club is using an 'appropriate judge' for a schooling show. An appropriate judge is a Level C or B (or higher) recognized by any FIEF country.

## Policy 21 request from Klettafjalla Icelandic Horse Club

In March, Kristina Behringer reached out asking about reimbursement for expos as the KIHC was participating in the Rocky Mountain Horse Expo. I replied with Policy 21 guidelines and requested they send the date of the expo, how much they are requesting, if the funds were for a breed demo or a display stall, and a copy of the contract/receipt.

I did not hear back until April when Iris Heidberg sent the receipt hoping for \$140 reimbursement for a display stall. I have told her I would need to reach out to the board before giving approval.

Technically they did not meet the guidelines since the request was not more than 30 days in advance. However, in fairness, I don't believe we had sent out the guidelines yet.

So wanted to get your thoughts or if we need to vote, on if they can be approved or not. I don't want to discourage those who are going out and doing these expos. But I also want to make sure we are being fair to others.

The email chain is attached as a PDF. The timeline is:

- 3/6 Kristina Behringer sent an email inquiry to Will regarding possible reimbursement
  - 3/7 Will replied, cc'ing Emily and Jess
  - 3/8 Emily responded to Kristina with an updated Policy 21
  - 3/8 Kristina responded asking what needed to be submitted
  - 3/8 Emily replied asking for the date of the expo; \$ being requested; show details (breed show or display booth); and a copy of the contract / receipt
  - 4/7 Iris Heidberg (from Klettafjalla) submitted the receipt for the 3/9-11 Rocky Mt Expo with expenses as follows:
    - \$50 Vendor Booth
    - \$250 Stall Package
    - (\$20) credit for Non- Profit
- Total Expenditure \$280

**The BOD reviewed the above request. Though the 30-day requirement was not met, the BOD felt that this was due in part to the timing of this policy's release. The BOD voted unanimously to approve the request for funds according to Policy 31.**

**The BOD Call was completed at 9:16PM EST.**

**The next BOD Call is June 14<sup>th</sup> at 8:00PM EST.**

05/04/18

**United States Icelandic Horse Congress Inc.**  
**Balance Sheet Standard**  
 As of April 30, 2018

	Apr 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Associated Checking acct.	16,630.61
Associated Money Market Acct.	101,410.84
<b>Total Checking/Savings</b>	<b>118,041.65</b>
<b>Other Current Assets</b>	
CD owned by USIHC mature 10/7/19	2,000.00
CD owned by USIHC mature 10/7/20	2,000.00
<b>CDs for Judge Scholarship Fund</b>	
CD-matures 10/5/18	3,081.25
CD-matures 4/13/20	3,000.00
<b>Total CDs for Judge Scholarship ...</b>	<b>6,081.25</b>
<b>Total Other Current Assets</b>	<b>10,081.25</b>
<b>Total Current Assets</b>	<b>128,122.90</b>
<b>Other Assets</b>	
Blood Profile Funding Refund	5,000.00
<b>Total Other Assets</b>	<b>5,000.00</b>
<b>TOTAL ASSETS</b>	<b>123,122.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Unexpended Judge Scholshp. Fund	4,000.00
Unexpended World Champshp F...	3,727.65
Unexpended Youth Funds	5,627.68
<b>Total Other Current Liabilities</b>	<b>13,355.53</b>
<b>Total Current Liabilities</b>	<b>13,355.53</b>
<b>Total Liabilities</b>	<b>13,355.53</b>
<b>Equity</b>	
Opening Bal Equity	88,826.56
Retained Earnings	12,513.07
Net Income	327.74
<b>Total Equity</b>	<b>109,787.37</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>123,122.90</b>

**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
 April 2018

Income		Expense	
		Breeding Committee Exp.	500.00
Competition Inc.		Competition Comm. Expense	
Sanction Competition fee	75.00	World Championship Expenses	
		WG 2017 Holland Exp.	10.31
Interest Income	27.21		
Membership Related Income		Leisure Committee Expense	
Farm Listing	218.02	Sea2ShiningSea expense	82.16
Membership Dues			
Family Memberships	634.57	Membership Related Expenses	
Individual Memberships	1,229.11		
Total Membership Dues	1,863.78		
Quarterly Inc.		Toll Free line	12.95
Quarterly Adv. Inc.	767.39	Total Membership Related Expenses	12.95
Total Membership Related Income	2,844.79		
Registry Income		Registry Expenses	
Late Stallion Report fees	100.00	Clerical for registry	215.00
Registration fees	140.25	Registry Postage	120.36
Transfer fees	291.08	Total Registry Expenses	341.36
Total Registry Income	542.33		
USIHC Non-Member fees	75.98		
Total Income	3,583.31	Total Expense	946.77

**Net Income: 2,616.24**

**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
**January through April 2018**

**Page 1**

Income		Expense	
		<b>Breeding Committee Exp.</b>	
		Breeding Comm. Equipment Exp.	79.52
		Breeding Committee Exp. - Other	600.00
		<b>Total Breeding Committee Exp.</b>	679.52
		<b>Competition Comm. Expense</b>	
<b>Competition Inc.</b>		National Ranking Award Expense	629.73
Sanction Competition fee	75.00	World Championship Expenses	
		WC 2017 Holland Exp.	10.21
<b>Education-Riding Badge</b>		Competition Comm. Expense - WB fee	267.66
Riding Badge Inc.	96.50	<b>Total Competition Comms. Expense</b>	927.50
		<b>FEIF Conference exp.</b>	
<b>Interest Income</b>	79.88	FEIF 2018 Conference exp.	1,334.54
		FEIF Cont. Airfare exp.	2,400.00
		<b>Total FEIF Conference exp.</b>	3,634.54
<b>Leisure Committee Income</b>		<b>Leisure Committee Expense</b>	
S2SS income	8.00	Sea2ShiningSea expense	1,060.15
<b>Membership Related Income</b>		<b>Membership Related Expenses</b>	
Farm Listing	1,027.90	Administration	
		Mbshp. Postage	62.02
<b>Membership Dues</b>		Office/Supplies Exp.	3.49
Family Memberships	3,587.89	<b>Total Administration</b>	65.51
Individual Memberships	7,881.68	Annual Meeting Exp.	
Youth membership	134.72	2018 Denver Annual Mtg. exp.	2,307.32
<b>Total Membership Dues</b>	12,004.09	<b>FEIF related expenses</b>	
		FEIF Mbshp fees	2,653.14
		<b>Quarterly Expenses</b>	
<b>Quarterly Inc.</b>		Graphics	1,000.00
Quarterly Adv. Inc.	3,188.75	Postage for Quarterly	475.32
<b>Total Membership Related Income</b>	17,518.77	Quarterly Printing	2,420.10
		<b>Total Quarterly Expenses</b>	3,895.40
		<b>Toll Free line</b>	51.80
		WorldFangur Exp.	1,872.64
<b>Total Other Income</b>	-0.00	<b>Total Membership Related Expenses</b>	10,643.19

**United States Icelandic Horse Congress Inc.**  
**Income & Expense Report**  
**January through April 2018**

**Page 2**

Income		Expense	
		<b>Promotional Exp.</b>	
		Ambassador award	263.00
		Promotion Material Printing exp	127.38
		Promotional Advertising	745.01
		Promotional postage expenses	54.86
		Promotional Exp. - Other	213.77
		<b>Total Promotional Exp.</b>	<b>1,429.12</b>
<b>Registry Income</b>		<b>Registry Expenses</b>	
Duplicate Registration fees	100.00	Clerical for registry	1,344.00
Late Stallion Report fees	336.80	Reg. WorldFengur Shacrptn exp.	141.57
Registration fees	1,422.81	Registry Office supplies	93.48
Transfer fees	513.72	Registry Postage	308.45
<b>Total Registry Income</b>	<b>2,833.33</b>	<b>Total Registry Expenses</b>	<b>1,887.50</b>
<b>USIHC Non-Member fees</b>	107.24	<b>Youth Committee Exp.</b>	
		Spaerl Award	150.00
		Youth Cup Exp.	
		2018 Youth Cup Exp.	316.81
<b>Youth Committee Inc.</b>		<b>Total Youth Committee Exp.</b>	<b>466.81</b>
Youth Cup Tryout Fees	600.00		
<b>Total Income</b>	<b>21,208.40</b>	<b>Total Expense</b>	<b>20,880.66</b>

**Net Income: 327.74**