

BAINBRIDGE ISLAND SADDLE CLUB

Board Meeting **Minutes**

March 21st, 2023, at 6:30pm

Zoom & In Person

Attendees: Amy Driggers Janof, Kathy Countryman, David Dunn, Meghan Lawson, Gus Pena, Kylee Stanton Hicks, Gus Pena, Melissa Davis, Soomie Anh, Helena Janoff, Charlotte D'amico, Gigi Kramer, Maddie Gilfedder

1. Call to Order and Welcome
2. Review and Approval of February Meeting Minutes – Approved
3. Financials
 - a. Treasurer Report - **Kylee**
 - i. Reviewed and approved past few months of 2022, Jan & Feb 2023
 - ii. Going forward Kylee will email report prior to board meeting, please review, and come to the meetings with questions.
 - b. Update on 2023 Budget
 - i. Kylee has been working on the 2023 budget for past few weeks. Challenges in only having COVID years to compare to. We ended the year \$835 over budget. Expenses not included in the budget were well repairs, repairs for broken pipes, fill dirt, gravel, and porta potty. Funds raised at the year end banquet are not included in these numbers.
 - ii. Reviewed several numbers in the budget, brought new board members up to speed on investment with Edward Jones from previous land sale. Boards in the past agreed to keep that number at or above \$125,000. Currently at \$139,000.
 - iii. Board needs to monitor budget throughout the year. Ask Kylee before you spend money so she can check against the budget. Items like meals for events need to be within budget.
 - iv. Capital Improvements Budget – we need one! David suggested that we list and prioritize the list of capital improvements that are needed (bathrooms, roof, driveway, tree removal, arena watering system) and create a budget for those. We can then go to the membership with specific asks for fund raising. **David** to take on putting those numbers and priorities together.
 - v. David mentioned that as a non-profit we should review how our land is classified for tax status. There are open space and forestry options that could lower our property taxes. **David** to research and report back to the board.
 - vi. The annual banquet is a large expense, the tickets brought in \$1600 but total expenses were over \$3800. Board discussed and agreed to increase the ticket price going forward to \$25.00. **Melissa** to include in next newsletter.

4. Committees – Check in and Update

- a. Grounds – Trees and Wetland
 - i. Critical Areas Report – Amy reviewed report with the board. There is only a small sliver of land on BISC property that is affected by the Manzanita Park wetland, and it isn't near any trees we are considering removing. We can move forward with tree removal. **Melissa** will email the report to the board.
 - ii. David has accessed the trees; many are hazardous and at risk of falling onto the driveway or the portable stalls. **David** will move forward with setting up a consult with a tree removal service.
- b. Membership – **Kylee**
 - i. Membership renewals were due on March 1st and numbers are down. We do expect most renewals to happen prior to the show in April. Please remind members you know to renew.
- c. Spring Cleanup – **Melissa**
 - i. This Saturday 10:00am – 2:00pm. Melissa will organize like last year. **Alex C** will organize the food. Kylee reminded that we need to keep cost low and within budget. Should be able to get free coffee from Starbucks and a discount on pizza from That's a Some.

5. New Business

- a. Expense Reports – **Kylee**
 - i. Please complete and submit expense reports the same month that you incur expenses. Expense reports are in the Forms & Documents folder on BISC Google Drive. **Kylee** will send out an email with instructions.
- b. CPA for taxes – **Kylee**
 - i. BISC used to use a CPA for taxes and then stopped when a past president was handling it. Kylee asked if we could go back to using a CPA, board agreed. Will check if we have a member who can do it for free or use the one that we had hired in the past who was recommended by our bookkeeper.
- c. Introduction of Jr. Board Members – **Kylee**
 - i. Kylee has organized the BISC Jr. Board. Members are Helena Janoff, Charlotte D'amico, Gigi Kramer, Maddie Gilfedder and Adelyn Matthews. Jr. Board will meet prior to the BISC Board meeting and bring proposals and ideas. Helena would like to spearhead cleaning up x-country course. Board asked that Jr.

Board bring proposal prior to approaching the Park District. Jr. Board would like to take on social media posting. Ask that Jr. Board put together a clear process for how we can get things posted, who we contact, content and cadence of posting.

- d. Right of way being used by neighbor – **David**
 - i. Several members have expressed concern over the neighboring barn that uses the driveway as a right of way to their barn. They also ride through the club and are not members. This is a liability issue with our insurance company. Gate between properties was installed by BISC. There has been discussion of adding a lock to the gate. Board agreed that first step should be clear communication. **David** will draft a letter.
- e. Fundraising idea – **Soomie**
 - i. Barn Tour of local barns. BISC could sell tickets for attending barns on the tour. BISC could be the last stop, kids that fill their stamp cards can get a free pony ride. Board agreed this sounds like a great idea. **Soomie** to start with list of barns and possible dates.