

## Action Items

## Motions Voted On

### Minutes for PNWIC Committee Meeting February 20, 2016 11:00 AM

**In Attendance:** Sonya Kunkle – Oregon, Wendy Bernards – Oregon, Katie Renner – Oregon, Denise John – Oregon (Treasurer), Jan Harer – Oregon (Secretary), Sarah Hall – Washington (Youth), Sean McDonald – Washington, Kathy Weindlandt – Washington, Kamie McDowell – Washington, Shannon Lehman – Washington (Those underlined are voting members.)

Vote Count – 10 total votes

Oregon – 5 Adults

Washington – 4 Adults, 1 Youth

Minutes –

- No changes, corrections, or additions for the November 22, 2015 minutes.
- Denise motioned to approve the November 22, 2015 minutes. Katie seconded the motion.
- No discussion.
- Vote: 10 Yes, 0 No, 0 Abstain. Motion passed.

Treasurer Report –

- Denise had emailed out all reports prior to the meeting.
- No questions.

### Old Business

Facilities –

- No Other Events –
  - No other events going on during our dates for the meet.
- Concessions –
  - There will be concessions at the meet. Top Gun Concessions will be there.
  - Outside food will be allowed in the stall areas.
    - No electrical appliances allowed in the barns/stalls.
- Shavings and Disposal –
  - Each stall will be provided with 2 bags of shavings.
  - Stalls must be stripped upon leaving.
  - Will need approximately 300 bales of shavings.
    - Shavings will be approximately \$6560. This is over budget.
  - There will be an option to pay \$15 to have stall(s) cleaned.
    - This will be on the registration form.

- Estimate from the Fairgrounds –
  - WOW!! Not good.
  - Estimate is \$40,000.
  - Very concerned about this.
  - Can take out what we do not want and/or need.
  - The proposed contract is “maxed” out on all line items. We don’t need everything listed.
  - Contract needs to be signed.
    - Concern about signers who are not under the OHSET non-profit.
    - OHSET non-profit information has been sent to the facility.
    - Insurance in under OHSET.
    - Will facility accept both WAHSET and OHSET non-profit?
    - Payment will be with an OHSET check.
    - Would like to have both co-chairs sign the contract.
    - Kathy will be contacting the facility on Monday to get signed.
  - Will still get the discount if we fill up barns.
  - Will need an estimated 410 stall nights = around 140-150 stalls needed.
    - This would fill at least 2 barns.
    - Approximately \$6081 for stalls. This is over budget.
  - Will be approximately \$4050 over budget overall after refiguring contract.
  - Camping will be a “wash”.
  - Will need to collect tax (7.9%).
  - Do we need golf carts (were listed in the contract)?
    - Not as many as listed. Maybe only 2.
    - Will see if we can get donated.
  - Do we need the rental of the tractor trailer?
    - What is it being used for?
    - Haul shavings to stalls?
    - Is \$100 to rent.
    - Have athletes pick up shavings bags at a central location.
    - Leave in for now.
  - Stalls –
    - \$100 registration fee includes 1 stall and 2 bags of shavings.
    - Will have an option to pay \$15 to have stall(s) cleaned on the registration form.
  - Camping/Stall Registration –
    - Kathy and Huston will be responsible for stalls.
    - Huston will be responsible for camping.
    - Kamie will help were needed.
- Awards –
  - Buckles are being changed.
    - No invoice yet.
  - Other awards are in the works.

- Judges –
  - Oregon judges that were contracted for last year will be offered jobs again this year.
  - Kathy will contact Candi to confirm judges and number needed for each event.
  
- Rule Changes –
  - Oregon – Combo Teams
    - Make sure all judges are aware of possibility of these teams. Could have some that qualify.
    - Points program will accommodate these teams.
  - Drill –
    - Freestyle with NO drawn maneuvers.
  - Team Sorting this year.
  - Idaho Figure 8 Race this year. Long course.
  
- Cattle –
  - Contract needs to be signed. Kathy gave to Denise.
  - Will email to Candi for signature.
  - Proposed schedule works great for the provider.
  - Will be under budget.
  - Cattle are allowed to stay on grounds overnight at no extra charge.
  
- Schedule –
  - Move in on Friday. Start on Saturday.
  - No events running at the same time.
  - Warm up arena is at no charge.
  - Discussion on schedule changes.
    - Shannon will communicate with Scott those changes and send out a revised schedule for review.
  
- Lodging –
  - There are 10 rooms reserved at the Ameristay for judges and committee members.
    - There are also 30 rooms blocked for PNWIC.
    - Kamie will double check with hotel to make sure clear on communication when calling hotel to reserve rooms – OHSET, WAHSET, PNWIC.
  - About 100 rooms blocked at other hotels in the area.
  - A new hotel listing will be sent out when updated.
  
- Vendors –
  - Denise to send out vendor listing to Kathy (from OHSET).
  - Oregon vendors are contacting for space.
  - A map will be made for listing of vendors.
    - Most vendors will be outside by the arenas.

- Not sure if WAHSET photographer can be at the meet. **Will double check with her.**
  - **If she not available – Kathy will contact OHSET photographer.**
- Hospitality/Judges –
  - Will see if Democratic Building can be used for judges and hospitality room. Close enough – yet out of the way for judges.
  - Office will be in the main arena.
- Programs –
  - Waiting for sponsors to come in.
  - Encourage parent/coaches/etc to purchase ads in the program.
  - Need teams/district in area of facility to gather sponsors.
- Sponsorships –
  - Need to know what the expectations are for sponsors.
  - Would like to see \$2000+ in sponsorships.
  - Need a committee to head this up and a point person from Washington.
  - Coastal Farm and Ranch is interested in helping sponsor PNWIC.
    - **Kathy needs to contact Candi for contact information about Coastal Farm and Ranch sponsorship.**
    - **Need to follow through with this.**
- Welcome Bags/Athlete Information –
  - Do we want to do this?
  - Need someone to head this up.
- Patterns –
  - No cattle in Working Rancher.

### **New Business**

- Equipment –
  - Washington will provide all equipment needed.
- **Action Items –**
  - **Email new revised schedule out after Scott and Shannon have communicated.**
  - **Update on Coastal Farm and Ranch sponsorship from Kathy.**
  - **Kathy will contract facility about changes to contract.**
    - **Please email out new contract to Sonya, Candi, and Denise.**

Meeting adjourned at 1:15 PM. (Future Dates – next page)

**Future Dates**

PNWIC Meeting	Saturday, March 19, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meeting	Saturday, April 30, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meeting	Saturday, June 4, 2016	Columbia River High School, Vancouver, WA	11:00 AM
PNWIC Meet	Friday –Monday, June 17-20, 2016	Grant County Fairgrounds, Moses Lake, WA	