

**We Can Ride 4-H Club Executive Board Meeting**

**March 7, 2024 @ 6:00 pm**

**Buchanan Westerners**

**Call Meeting to Order**

* Meeting called to order at 6:02
* Present: Charity, Bobbi, Kelly, Carly, Todd, Lori, Karey, Patty, Heather, Jenny, Rich, Sarah

**Secretary Report – Lori**

* Last meeting minutes Emailed out March 3
* Motion to accept made by Jenny, second by Carly, motion passed

**Treasurer Report – ROSE**

● Treasury report emailed out on March 5

Motion to accept by Lori, Seconded by Karey, motion passed

**Parent & Volunteer Committee – Heather**

* Spoke to a new parent yesterday, only the one new parent so far. Is there an email list for reminders?

**Instructor Committee – Margie, Charity & Karey**

* PACT Conference in May - all 3 instructors going. Same day as a horse show that our kids are invited to, will not attend as a club.
* Requested new horse pairing for Paycen from his family, was advised this will be evaluated based on the horses and riders available.
* Instructors and Horse committee to meet after Vet check to make initial rider/horse pairings

**Horse Committee – Carly & Todd**

* April 13 vaccination and testing day, Doc will be there 11am, would like to start around 8:30-9am
* Confirmed the same horses as last year plus 3 new are expected. Foxy may be available if needed (technically retired). Aubrey is working on getting Luna here for 2 classes.
* Will be reaching out to new horse owners for info on vaccines
* Are we covering strangles again this year for those who want it? Yes, we will offer as optional
	+ Is in the budget already
	+ Motion to leave horse shot budget as is including strangles offer made by Karey, seconded by Bobbi, motion passed

**Equipment Committee – Carly & Todd**

* Working on bling browbands for show - snap on!
* Working on a neck strap similar to a martingale with a handle up top to help kids learn to post - gets hands forward.

**Fair Committee – Jenny & Karey**

* Horses and UFOs!
* Charity to stop for fair forms and have them available at parent night - so they are easier to complete
* Rainbow Bridge Pay-it

**Stable Management Committee – Zeb**

* Lesson plan in process! 5-7 weeks ready
* Will split off fair decoration station and swap with showmanship - Amy to possibly lead
* We have a little saddle that was donated, can create a game with velcro name parts that could be placed by the kids
* Can create one of a horse as well with velcro name parts - Carly offered to create

**Showmanship Committee – Lori**

* [Lesson plan](https://docs.google.com/spreadsheets/d/1MuLwv1sztf9IgY401guPJmb-AUBDFj5yV9W7qdHbBIU/edit?usp=sharing)
* Planning to have a Showmanship station running during both classes, plan on 6 kids, 20 minute sessions
* Will get tape or a bag of flour for quadrants!

**Tack swap committee – Lori**

* Tack sale in Niles advertised on FB, Margie will email to us - have not yet seen email on this, may have missed it.
* 2 tack swaps planned to attend this year:
	+ Sale at Westerners and would like 2-3 volunteers June 2
	+ Tack swap planned for the 4H Horse Leader’s show in May. Lori will help coordinate and can bring our trailer but will need volunteers to assist
* If anyone would like to coordinate any of the other sales please contact Lori

**Fundraising – Bobbi**

* Working on chocolate bar fundraiser - can pay next month
* Council is doing flower sale but it’s running before we start up so probably won’t participate
* Krispy Kream will be ready for parent night
* Biggby will also run this year. Start near end of June and due before fair week (turn in for fair passes) Shoot for June 19 to hand out, Carly to contact Drew
* Haunted House? No info yet. Bobbi will share info if it comes in.

**Youth Program Update – Kelly**

* A lot of the rider packets coming in are not complete - emphasize to riders they cannot ride before packets are complete
* Opportunities outside of club for kids and teen leaders, contact Kelly or Bobbi
* May 20 is the annual leaders association Leaders meeting, 7pm. Bobbi is chairing it. Bylaw change in a mailing next week. Door Prizes and tickets and fair books will be available.
* Youth program - waiting to hear when the state horse show is, usually right around the fair.
* Continuing education scholarships available, does not have to be college, can be a trade. Both alumni, only available to win them once each. Goes up to 25 years old. Due July 15.

**Old Business**

* 2 open positions for members at large to be filled at later date
	+ Patty Hoffer motioned by Karey, seconded by Lori, motion passed
* Inquires by Andrea for the 2nd possible board position
* Quote from kaitlyn miller for banners
	+ 1 banner: $48
	+ 2 banners: $36 each
	+ 3 banner: $30 each
	+ Pricing includes any artwork that is needed.
	+ Closer in proximity, keeping it local, motion to move our banner supplier. Motion made by Lori, seconded by Bobbi, motion passed

**New Business**

* Belt buckle donated by IBRA of MI
	+ Very pretty!
	+ Turn into an award for highest sponsorship brought into the club, could be a kid, a parent, someone in the community, highest amount of sponsors funds brought in. Minimum amount to qualify is $250 in sponsorships AND donations. Then whoever makes the most money in sponsorship for the club wins!
	+ At fair, recognize anyone who hits the 250 mark and announce the winner.
	+ Rose to track. Sponsorship forms must state who referred for tracking.
	+ Deadline July 17.
	+ Biggby sales do not count towards sponsorship
	+ Motion to accept made by Carly, seconded by Heather, motion passed
* June 26 we will be down half of our horses and may need to cancel our session. Awareness for now, will review early June to make plan (June board meeting)
	+ Possibly cancel ride night and do an open house instead with demonstration - kids can do showmanship, crafts and stable management
* Opportunities with Whirlpool! Whirlpool has an ERG (Employee Resource Group) called AVID - Awareness of Visible and Invisible Disabilities. This ERG does work in our local communities for people with disabilities as one of their pillars.
	+ Lori is planning to post an article about the club to Whirlpool’s 360 communication hub in March. Article contains info about our club and calls for volunteers with Charity’s email as the contact. This article will then be referenced in the AVID newsletter for employees.
	+ End of July/Early August - Tack cleaning event at Whirlpool corporate campus in Benton Harbor - AD center parking lot. This will help us prepare for Fair week.
		- Carly will haul the equipment trailer and will set up cleaning stations
		- Propose that one volunteer bring a therapy horse and plan a demonstration on how we teach and what our volunteers do (horse leaders and side walkers) during the lunch hour that day to help bring in interest. We will need to get permission from WP for the horse if we have someone who would like to bring one
		- Tack cleaning to follow all afternoon as people have time, along with an info station where we can talk about the club and our needs
		- Proposal approved, find out if a pony can come on sight for a riderless demonstration.
	+ Potential 2025 projects: Ramp build on site at BW, or sanding, welding and refinishing our metal ramps. Any other big projects we need?
* Last year we went over bylaws, this year we need to go over the handbook. Update the verbiage and pictures. Kelly to email PDF, next board meeting we will bring changes and knock it out.
* Tony award was incorrect last year. Karey to reach out to the recipient and correct.

**2024 Schedule**

April 2024

* April 4 - We Can Ride 4-H Club Executive Board Meeting 6pm
* April 13 - Horse Testing and Shot Clinic
	+ Time: 11am
	+ Location: Buchanan Westerners Riding Center
	+ Who: Volunteer Horses and Owners
	+ Notes: Dr. Fedore will be on site to administer shots to horses that pass testing.
* April 17 – Parent & Rider Orientation
	+ Time: 6:00 p.m.
	+ Location: Buchanan Westerners Riding Center
	+ Who: Riders, Parents, and Instructors
	+ Items to Bring With/Agenda: Rider Medical Forms Due, Tack sizing (bring helmet if applicable), Club fees, Questions, Handbook overview, Meet & Greet, Fair Entry Form Sign Up and Meet Your Instructors!
* April 24 – Volunteer Orientation
	+ Time: 6:00 p.m.
	+ Location: Buchanan Westerners Riding Center
	+ Who: Volunteers, Instructors, Volunteer Committee Members, and Parents
	+ Items to Bring With/Agenda: Volunteer Enrollment Forms, Handbook (if applicable), Calendar, Questions, Ride Night Expectations, and training with Instructors.
* April 24 - Rider Packet Assessment Forms and Medical Forms Due

May 2024

* May 1 – 1st Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer – 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
	+ All forms including physician form must be submitted to ride. No Exceptions. Youth who do not have this form turned in will only be able to participate in groundwork, showmanship, and stable management.
* May 2 - We Can Ride 4-H Club Executive Board Meeting 6pm
* May 8 – 2nd Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* May 15 – 3rd Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* May 22 – 4th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* May 29 – 5th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
	+ Fair Registration Forms due! Turn in to ROSE

June 2024

* June 1 – Registration Forms for Berrien County Youth Fair PEP Show Due
* June 5 ride night - Kelly to update on website
* June 6 - We Can Ride 4-H Club Executive Board Meeting 6pm
* June 12 – 6th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* June 19 – 7th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* June 26 – 8th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
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July 2024

* July 3 – No Ride Night
* July 10 – 10th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* July 10 - We Can Ride 4-H Club Executive Board Meeting After Riding
* July 17 – Volunteer Service Hours Apparel Order Due
	+ Apparel Order Forms should be turned into Parent/Volunteer Committee Co-Chair, Rose Narregan along with payment if applicable.
* July 24 – 11th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* July 31 – 12th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.

August 2024

* August 1 - We Can Ride 4-H Club Executive Board Meeting 6pm
* August 7 – 13th Ride Night
	+ Horse Owner & Tack Committee Arrival – 5:15 p.m.
	+ Volunteer Arrives– 5:30 p.m.
	+ Rider – 5:45 p.m., 6:00 p.m., 7:00 p.m. 7:15 p.m.
* August 11 - 17, 2024 – Berrien County Youth Fair (Optional)
* August 11 - 17 (all day & week) – Barn Duty
* August 14 (all day) – Lemonade Stand Shifts
* August 16 at 6:00 p.m. – Practice Riding & Showmanship Session
* August 17 – Show starts at 4:00 p.m. – PEP Show
	+ All Riders should wear their “Yellow” We Can Ride 4-H Club T-Shirt
	+ All Volunteers should wear their “Green” We Can Ride 4-H Club T-Shirt

September 2024

* September 5 - We Can Ride 4-H Club Executive Board Meeting 6pm
* Pizza Party?

October 2024

* October 3 - We Can Ride 4-H Club Executive Board Meeting 6pm

Adjournment was made at 7:31pm: moved by Jenny seconded by Carly

Next board meeting April 4 at 6:00 p.m. at Buchanan Westerners