

Zone One Representative Council

December 11, 2025

Meeting Agenda

Meeting invite in Zoom

<https://us06web.zoom.us/j/87203925181?pwd=WEX4eM2w4Qw7Sa3ig4Gync9Fv0EYPj.1>

CALL TO ORDER: @ 6:00 PM

ROLL CALL OF 2025 ZONE ONE REGIONAL CLUB DELEGATES & ALTERNATES:

2025 MEMBER CLUBS REPRESENTED

X	Cathy Glover-Delegate	BCPHC	
	Maddy Shannon - Delegate	BCPHC – email?	
X	Shawn Kingma -A	WSPHC	
	Monica Webb	WSPHC	
X	Niki Slattery – Abilia- A	SWWPHC	
X	Kory Kumar	INPHC	
	Lola Whitford	PNPHC	
X	Linda Vance	SWWPHC	
X	Dianne Rouse	BCPHC	
X	Shannon Odell	INPHC	
X	Kirsten Shaw - Alternate	OPHC	
X	Lindsay Bates	OPHC	
	Tish Schuster	IPHC	
	Aimee Hall - A	IPHC	

ROLL CALL: _x_ QUORUM ESTABLISHED (40% of total clubs 7)

Call to order at 6:03pm

Identification of Guests:

- Lisa Gardner
- Chelby and Ted Proctor
- Jeri Stone

Correspondence:

1. Secretary of State Renewal-Shannon will let me know when it is closed
- 2.

Treasurers Report: Balances shared and what is still outstanding.

Minutes from November : Motion to approve 1st Kristen and 2nd Kory – Passed and approved

Quick recap

The meeting began with discussions about financial matters, including a review of the P&L statement and approval of bookkeeping services. The group addressed various organizational arrangements including delegate forms, horse show logistics, and website updates, while also discussing the establishment of nonprofit status and bank account arrangements. The conversation ended with board position nominations and elections, with specific roles being confirmed for the upcoming year.

Area Flooding and Meeting Updates

The meeting began with a discussion about flooding in the area, with Monica and others sharing updates about roads and parks affected by water. The group briefly discussed the National Finals Rodeo and the warm weather some members were experiencing. Linda mentioned changing her email address and having some technical issues, which Zone offered to help resolve. The conversation ended with a discussion about the new meeting agenda format, which Monica and others approved of, and Shannon joined the call just before the meeting was officially called to order.

Financial Updates and Bookkeeping Services

Monica led a meeting where they discussed financial updates, including a review of the P&L statement that showed a profit of \$68,835.06 in checking, with Shannon explaining that two outstanding checks totaling \$175 were pending. The group approved the November meeting minutes, and Zone reported that Lisa, a CPA, had offered bookkeeping services at \$50 per hour, which Shannon and Zone agreed to pursue to ensure proper financial oversight of the non-profit organization.

Nonprofit Audit Planning Discussion

The board discussed conducting an audit of the organization's books, with Shannon suggesting that CPA Lindsay Kimbrough could review the QuickBooks data. The group agreed to contact Lindsay to schedule an audit, with a maximum duration of 4 hours at \$50 per hour, to ensure compliance with non-profit standards and provide guidance on future accounting practices. Shannon also confirmed that 1099s would be issued this year, and the board noted that the new entity's bank account would be finalized the following day, with Linda Vance and Shannon working on the IRS non-profit application.

Delegate Forms and Website Updates

Monica led a meeting where they discussed delegate forms, with Shannon agreeing to resend hers and Zone confirming the correct email address for submission. Lisa reported progress on contacting Marla regarding a contract, though it was still pending. The group finalized an agreement for shavings arrangements at the Eugene facility, deciding to include 4 bags per stall in the stall fee. They also discussed sponsorship information and logos for the Zone 1 website, with Shannon explaining that a form exists but needs to be updated in Cognito before creating an online link. Finally, Lisa mentioned she had contacted KRISA about obtaining photos for the website.

Horse Show Merchandise Planning

Monica and Lisa discussed arrangements for horse show buckles and related merchandise with Cathy's company, confirming that buckles would be custom-made and shipped directly to the show. Shannon agreed to copy Lisa on communications regarding saddle trees and other horse show-related matters, addressing Lisa's concern about being left out of important discussions. They also discussed trail course arrangements, with Lisa expressing a preference for using Sarah Hamer, who had previously worked with them, rather than Tom's son, and would be more cost-effective due to local arrangements.

Horse Show Logistics Planning

The group discussed logistics for an upcoming horse show, focusing on trail course equipment needs. Lisa confirmed she has enough poles for practice courses, while Kristen noted they may need additional poles for two full courses. The group agreed to check equipment inventory and potentially use facility poles for practice, with Lisa offering to cut and transport more poles if needed. They also discussed pattern creation, with Sarah not feeling comfortable drawing patterns, and considered using either Tracy for the spring fling or Robert Dane for future shows.

Nonprofit Status and Bank Setup

Shannon discussed the progress of establishing a nonprofit status, noting that she is working on the necessary paperwork and aiming to complete it before Christmas. Zone highlighted a timing issue with the Secretary of State, emphasizing the need for a decision by January to avoid extra fees. Shannon confirmed that the business license filing was completed, and she plans to open a new bank account for the Equine Council of Zone 1, with herself and Monica as initial signatories.

The group decided to keep the current bank unless specific issues arise, and Shannon will handle the account opening the following day.

Page Redesign and Year-End Tasks

The board discussed the redesign of a page, noting that Cathy hasn't made progress yet, and Lisa is following up with the photographer. They reviewed the completion of bylaws and mission statement updates, with Linda mentioning that the NWCC directory ad is nearly finalized and will be shared with the board for approval. The group confirmed the next meeting is on January 8th, and Lisa reminded everyone to pursue year-end business sponsorships before the tax deadline.

Zone 1 Elections and Nominations

The group discussed nominations and elections for Zone 1 and NWCC positions. They clarified that nominations would be taken at the current meeting, with additional nominations from the floor in January before voting. Linda explained that state directors are invited as a courtesy but do not have voting rights. Chelby agreed to follow up with new Idaho directors about completing necessary forms to participate in Zone 1 activities. The conversation ended with nominations for chair position to be discussed.

Board Positions and Nominations

The board positions were discussed and nominations were made for each role. Monica was nominated for chair, Linda for vice chair, and Sean agreed to stay on as secretary. Shannon was nominated to remain as treasurer. Three board member positions were available, and nominations included Kristen, Chelby Proctor, and Corey. Chelby agreed to join the Oregon Paint Horse Club to be eligible for a board position. The group decided to have Sean handle the voting process for the board members at the next meeting on January 8th.

New Business:

1. Elections for 2026 Officers

Chair – Monica Webb

Chair – Linda Vance

Secretary – Shawn Kingma

Treasurer – Shannon O'Dell

Board Nominees: Kristen Shaw, Chelby Proctor, Kory Kumar

Forward form to Niki and copy Chelby

Who are the state directors – Include them at a courtesy

Meeting adjourned at 7:21pm Next meeting January 8, 2026 6pm

Notes for next time – List Lisa last on next steps if we are going to run right into the show conversation.