Zone One Representative Council

November 13, 2025

Meeting Minutes

Meeting invite in Zoom

CALL TO ORDER: @ 6:00 PM

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

2025 MEMBER CLUBS REPRESENTED

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

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

IDENTIFICATION OF GUESTS:

- Chelby and Ted Proctor
- Jeri Stone
- Kathy Hugh

CORRESPONDENCE:

1. None
2.

Treasurers Report: Shannon not available

MINUTES from October : Motion made and carried. Motion passed.

November: Meeting Minutes

Quick recap

The meeting began with updates on the All Breed class format and delegate representation for various clubs. The group focused on finalizing details for the zone show, including financial arrangements and high point awards, while also addressing the need to update the website and improve financial management processes. The conversation ended with discussions about nominations for delegates, the need to review and close bank accounts, and plans for obtaining nonprofit status again after many years.

Next steps:

- **Shawn:**

    - **Text Lindsey O'Donnell to inquire about bookkeeping services for Zone 1**
    - **Send and collect delegate forms**
- **Lisa**
    - **Follow up with Marla to obtain signed contract**
    - **Finalize contract with Eugene facility including shavings arrangements**
    - **Send Cathy sponsor information and logos for website**
    - **Contact Carissa to obtain photos for website**
    - **Provide Stacy Dial answer on buckle arrangement**
- **Shannon**
    - **Close joint show account once everything is finalized**
    - **Prepare profit and loss statements for the show**
    - **Post reminder on Facebook for clubs to submit delegate forms**
    - **Provide update on nonprofit status paperwork progress**
- **Cathy**
    - **Redesign Zone 1 website including sponsor page**
- **Linda**
    - **Pull mission statement from history and review bylaws for nonprofit reestablishment**
    - **Research bylaw requirements for all positions and suggest reporting timelines**
- **All board members**
    - **Consider candidates for position for December/January elections**

Summary

All Breed Class Format Discussion

The group discussed the format and goals for the All Breed class, with Lisa suggesting making it a regular class to increase participation. They debated whether to offer a high point award, but Lisa felt a buckle would be sufficient for the Zone 1 show. The meeting then transitioned to discussing delegate representation for various clubs, with some confusion over the correct delegates for certain regions. Cathy agreed to send the delegate information for the BC club to Zone for clarification.

Zone Show Planning and Logistics

The meeting focused on finalizing details for the zone show, including confirming the Oregon Paint Horse Club's involvement and financial arrangements. Kristen reported that the Oregon club agreed to host the four-judge portion in exchange for $23 per horse, which was approved by the group. Lisa confirmed that the High Point Awards list had been updated to include junior and senior horse splits with $1,000 each, with Whitt Show Horses sponsoring the Junior Horse award. The group also approved updates to the fee structure and class fees to cover NWCC expenses. Kathy and Craig Hugh agreed to make three buckle cases for Ranch Horse Reserve High Points, with Niki sponsoring one. They approved moving the buckle supply contract to Cathy's, with a maximum price of $90 per buckle, and agreed that riders would receive either a buckle or a $50 gift certificate depending on class size.

All Breed Class List Distribution

Monica and Lisa discussed the All Breed class list and its distribution, with Lisa explaining that it went out around 5 o'clock. They talked about the goal of the All Breed class, which Lisa said was to capture a whole barn of horses, similar to what they offer at the Spring Fling and Monroe. Monica and Lisa agreed that they didn't need a high point award for this class, as participants would receive a buckle. Lisa mentioned reaching out to Stacey Colgan, Chelsea Carlson, and Sarah Hamer to offer their group the All Breed class. They also discussed the World Ranch Horse approval, which Lisa said would cost $25 per judge, and the need to restructure the class list to make it more user-friendly.

Zone Financial and Contract Updates

The meeting focused on financial and organizational matters for the zone. Still waiting on Marla to return a contract. The group discussed finalizing contracts for the Eugene facility, including shavings arrangements. The group debated closing the joint show account and starting a new one, with Shannon still working on financial statements.

Financial Management Process Improvements

The group discussed financial management responsibilities and explored options for improving their accounting processes. It was suggested that we hiring a bookkeeper to handle the show accounting functions. The team agreed to reach out to Lindsey O'Donnell, a CPA who handles WSQHA books, to discuss potential bookkeeping services, with Shawn/Lisa offering to contact her directly. The discussion concluded with a shared understanding that they need to develop a clear plan moving forward for financial management, with a focus on transparency and timely reporting.

Election Nominations and Website Updates

The group discussed nominations for an upcoming election, confirming they need to hold nominations in two separate meetings before voting can occur. They also addressed the need to update the website, with Cathy expressing concern that the website has been an afterthought in recent years and requesting more direction and information from Lisa to make it more relevant. The discussion concluded with a reminder from Cathy that she needs to be contacted via email rather than Facebook for website-related requests**.**

Horse Show Website and Sponsors

The group discussed website updates for an upcoming horse show, with Cathy agreeing to redesign the site in early December to include sponsor logos and a simpler layout. Lisa reported that three saddles still need sponsors, and the group agreed to pursue Shelly Tuma as a potential sponsor.

Delegate Nominations and Financial Access

The club discussed nominations for delegates, with Linda explaining that nominations should occur twice before voting, typically in November and December meetings. They agreed that Kory, as assistant treasurer, could access and share financial information with the board, though Monica requested help understanding the complex bank statements.

Bank Account Closure Review

The group discussed the need to review and close two bank accounts, with Kory confirming current. They agreed to download account statements from January to present, with Linda and others planning to review the financial activity. The group also discussed the need to obtain nonprofit status again after closing the accounts, with Linda noting that this would require approval of the new organization name.

Nonprofit Financial Status and Planning

The group discussed financial challenges and the need to change banks, with concerns about closing accounts and maintaining nonprofit status. They discovered their nonprofit status had expired over 10 years ago, requiring them to start fresh with a new name and entity. Kory agreed to download and share bank records from April to present with Linda, Monica, and Shawn to better understand Zone One’s financial position. The group acknowledged the need for better budgeting and financial planning moving forward, with Zone noting that Shannon had indicated outstanding payments would be rectified by Monday.

Organizational Planning and Task Assignments

The group discussed organizational tasks including creating a mission and business plan, incorporating the organization, and obtaining an EIN number. They agreed to hold a December 11th meeting for nominations and a January 8th meeting, with Cathy taking responsibility for creating a new Cognito form for delegate submissions and updating the website with current photos. Kory committed to sending bank statements, which Monica noted were confusing due to similar account names.

Meeting adjourned at 7:28pm Next meeting December 11, 2025 6pm