

**ETI Corral 8 Minutes – March 16, 2010**  
**City of RH Community Room**

Start Time: approx. 7:10

In Attendance: Dan & Laurie Wallace, Tiffany Rudek, Larry & Nicole Lean, Karen Savich, Dawn Dean, Gloria Cassetti, Meredith Whitney, Judy Lim, Kim Golden, Hillary Ellis, Tina Vargas, Dana Traversi, Betty Burke, Linda Cooper, Lisa Baldwin

**2010 ETI CORRAL 8 ELECTED BOARD OFFICERS:**

President:	Dan Wallace
VP:	Tiffany Rudek
Treasurer:	Gloria Cassetti
Membership:	Tina Vargas
Delegate to National:	Nan Marcotte
Secretary:	Dawn Dean

Introductions were made.

Decisions need to be made and agreed/voted on at meetings: Dan motioned that any ETI Member who attends meetings can vote on topics at the meeting with majority of votes making the decisions final. All were in Favor of this voting plan.

Dan also motioned the plan of having the meetings on the 2<sup>nd</sup> Tues. after each show. All were in Favor.

**2010 ETI Corral 8 Managers**

Show Manager(s)	Larry & Nicole Lean
Membership & High Point	Tina Vargas
Judges Manager	Kim Golden
Barn Manager	Judy Lim
Entry Booth Manager	Meghan Heimer
Premium Manager	Meredith Whitney
Newsletter Creators	Meredith Whitney and Judy Lim
Donations & Sponsorships	Hillary Ellis & Vicki Patman
Publicity	Dana Traversi
Banquet	Mindy Geller/Brenda Golanoski

Show Dates Confirmed: May 23, June 20, July 11, August 29, September 26, Plus a rain date of Oct. 24 if required. Dawn has copy of permit, signed by Linda Fitton, City of Rolling Hills.

**Officer Reports:**

Approval of February 21, 2010 Minutes. Dan motioned. All in Favor

Treasurers Report - Gloria Cassetti gave a copy of the Profit & Loss Jan. 2009 – Dec. 2009 to Dan Wallace and Dawn Dean. She went over the numbers and stated how much ETI made last year.

**Old Business:**

1. ETI National donation for computers @ \$2 per member. Dan Wallace motioned to do this - All in Favor. Tina Vargas to get Corral 8 membership headcount and check needs to be issued by Gloria & sent to ETI National– Dawn has who to send it to on info sheet from ETI National.
2. Use “True Blue Photography” for 2010 Shows & give them free advertising – (Karen S. stated they will do all 5 shows). Dan motioned – All in Favor.
3. Obtain Information (Corral 8 Box) from Andrea Meek -Larry Lean confirmed he has the box in his possession.
4. Open Card Warm-Up’s or 7-8 am and lunch time warm up? After discussion, Dan motioned the plan to have warm ups the day of show in both rings between 7-8 am and a lunch time warm up sometime between 12-1 pm (after certain classes finish). Dan motioned - All in Favor.
5. Decision on Credit Card Machine – Dan Wallace motioned to rent a wireless Visa/MC machine for ETI Corral 8 (\$40/month plush \$13 wireless fee) to be used for the shows and banquet. All in Favor. Dan will look into

and make sure wireless can work at Ernie Howlett. Also “charging extra fee” for using card needs to be approved at next meeting.

**New Business:**

1. Donation to a charitable organization: Dan motioned giving Ride to Fly \$500 – All in Favor. Karen Savich stated that Roger and Gail, Ride to Fly, can volunteer their helpers at the shows this year, probably hand out ribbons. Need to know when they will be able to volunteer-Karen to contact them. Gloria stated that another charitable donation could be to sponsor an organization that protects and maintains the trails. Many thought this was a good idea. TBD at a later time.
2. **EMMP** (Equine Medicine Monitoring Program). Dawn can forward electronic forms/instructions to Larry, if needed. Larry, Meghan H. and Gloria will work together to send the 5 sets in 30 days prior to first show and provide information/check needed after each show.
3. **EMT:** Equestrian Sports Medical Services -\$200 a show – Larry scheduled.
4. **ETI National Insurance:** Approx. \$1,000.00, copy of insurance needs to be sent to Linda Fitton, City of RH before first show ASAP. Dawn stated it will be coming in the mail to the P.O. Box shortly. Gloria will send them the check.
5. **Ernie Howlett Facility:** \$600 –plus, this year we have to pay barn fee of \$250, TOTAL: \$850 a show.
6. **Judges Manager, Kim Golden.** Kim gave out a copy of the Judges that are doing the shows with their fees and phone #s. She is still waiting on some of the signed contracts to be returned to her.

<b>JUDGES:</b>	<u>Ring 2</u>	<u>Ring 1</u>
May 23:	Markley Chaffin-Sestay	Jeff Metz
Jun 20:	Liz Adler	Kathleen Elliott
July 11:	Kathy Simm	Cindy Hale
Aug. 29:	Marci Mosconi	Patty Felker
Sept. 26 Finals:	Carol Dean-Porter	Liz Adler

Bette Burke suggested instructions/guidelines be given to the judges so they know it is a schooling show. Dawn will email a copy to Dan and Larry of guideline that has been given to judges at the past shows.

7. **Barn Manager, Judy Lim**

**Stall Incentive Decision - Tabled for April 20 meeting**

- Should Board Member volunteers and other volunteers who do a “big job” get one stall of their choice reserved automatically. Determine what jobs will get this. Dan suggested people send him an email suggesting what ETI jobs they think should get a reserved stall and give reasons why.

**Stall Lottery** - Gloria stated that last year 2009, the stalls were always filled and there was always a waiting list. She also stated that the lottery was done for every show. Dan asked if everything with Stall lottery is okay to leave as is. Issue came up of stall lottery names being pulled by someone other than Barn Manager, so Barn Manager doesn't get accused of being “selective” by the people who didn't get a stall. It was agreed that Stalls should be non-refundable. Premium & ETI's paper entry form need to be updated. Stall request option should be removed from Horseshowtime.com because people requesting a stall this way will be disappointed to find out they didn't get one, since this isn't the way to get a stall. Should it be noted on Horseshowtime.com that in order to get a stall they must enter the lottery by calling the Barn Manager

8. **SHOW MANAGERS:** Larry & Nicole Lean.

- Course Designer: Larry confirmed that Joey Lombardo will do course design.
- Portable Stalls Cost for 20 portable stalls: \$1,700/show – Larry & Nicole said Mike with City of Rolling Hills will level the ground where stalls will be set up before 1<sup>st</sup> show so it's safe for the horses.
- Larry stated that Andy told him that ETI is short about 7 wooden jump poles & they need to be purchased/painted. 7 PVC poles were used in their place last year. Larry stated Andy wasn't sure if

- PVC poles are allowed for horse shows. He said Andy said we would probably be okay for the 1<sup>st</sup> show.
- Larry said we need to have a flat bed trailer to haul the jump equipment to set up and take down. Larry will negotiate sharing expenses with Las Amiga's flat bed (Jenny), or rent a flat bed trailer to use.
  - Watering Arenas: not discussed but Larry has it covered?
  - Ring Crew helpers: Eric Yule, Chris Lean, Eric Dean and others. Larry to manage
  - Electrical: Griff Kelly volunteered to check equipment and ETI should put complimentary ad in premium for his business. Larry will contact him.
  - Back Gate: Part of the ring crew -should manage ribbon crew.
  - Making sure Judges get lunch: Larry to take care of

Larry will try and make the show expense as economical as possible for ETI. Dan, agreeing with Gloria, stated that a budget needs to be set for the show expenses so it is known how much can be spent.

- Storage Trailer
  - Hauling: Larry to confirm with Chris Margrave that he is scheduled to do May 23 and other shows and also confirm that Chris gets paid \$50 show (not \$80) to haul trailer to and from shows. In 2009, he was paid \$50 a show to haul the trailer.
  - Storage for the Storage Trailer: is paid up to end of April 2010 (Dawn sent payment to Torrance Auto Repair for Feb/Mar/Apr).
  - Larry and Dan will check the contents of the storage trailer. Griff Kelly will check that the electrical equipment is working properly.
- Announcers: Kristen Yule, Las Niñas, can volunteer for all 5 shows if needed. Meredith Whitney said she can do the announcing for the other ring.
- Other Volunteers:  
**Las Niña's** Community Service Coord., Hillary Watts, asked that ETI contact her by email after this meeting as to how many Las Niña's volunteers we would like for certain jobs & what they should wear. It was discussed that they can run the class results from the announcers to the entry booth and back to determine Highpoint Champion/Reserve Champion winners. They could also help in the entry booth with memberships. They could also help with giving out ribbons, if needed.

**Ride To Fly**: Ribbon crew/hand out ribbons for the classes. Karen Savich is in contact with them.

9. **ENTRY BOOTH MANAGER**, Meghan Heimer stated she and sister Lauren will work together in the booth. Deirdre, their mom, will train them) Kelly Fitzhugh cannot help with Sept. 26 show, but might be able to help at other shows. It was suggested to have Las Niña's volunteers help run the membership table. Eliminating stall request option on horseshowtime.com should be done also. Can it be noted on horseshowtime that to get a stall, you must enter the lottery by contacting the Barn Manager?
10. **LAWN AREA PARKING** –Gloria stated that last year that cars parking on the lawn wasn't a problem after the 2<sup>nd</sup> show. Larry will have a sturdy "no parking" sign made for lawn area. Mention in premium, website and newsletter.
11. **NO TYING TO FENCES/TREES**: All agreed that it is not safe. Larry will have a sturdy sign to be posted. Mention in the premium, website & newsletter.
12. **PUBLICITY**: Dana Traversi will advertise like she did last year. Larry has sign banners. Dana will arrange with City to have ETI Show banners posted on corners at Crenshaw and PVDN.
13. **DONATIONS & SPONSORSHIPS (ads for Premium/auction items for banquet, etc.)**: Hillary Ellis said she has it covered.
14. **PREMIUM MANAGER**: Meredith Whitney, Larry Lean, Judy Lim, Meghan Heimer to have meeting April 15, at 1 pm to discuss changes/updates/additions to premium – meeting place to be determined. Hillary Ellis will have information for sponsor ads that need to go in the premium. Meghan Heimer needs to be aware of any changes to the classes so she can update the class list with Horseshowtime.com so it matches the class list in the

premium. Dawn Dean needs to update the website with any changes. Premium needs to go to the printer (CopyRite) to be copied & ready to mail approx. 4 weeks before each show. Gloria stated that it takes 2 days for the printer to make the copies.

15. **NEWSLETTER FOR PREMIUM, Newsletter Creators/Editors:** Meredith Whitney & Judy Lim. Items going in the newsletter need to be discussed/agreed on at meetings. Newsletter needs to be proofread before going to CopyRite for printing.
16. **NEWSLETTER FOR ETI MAGAZINE** –President Dan will do.
17. **PREMIUM MAILING:** Lisa Glazer (Dawn confirmed with Lisa)
18. **WEBSITE:** Dawn Dean can update the site with approved items while Jordan is away at college.
19. **PHOTOGRAPHER:** True Blue Photography, Tammy Warnock: Agreed to doing all 5 shows. All in favor for ETI to put their ad in the premium. She will provide photos for ETI's website. Dawn already put info/link on website about last year's show galleries being available and can upload photos.
20. **ADDITIONAL AWARDS:** Karen, General Store, suggested having a couple saddles awarded at banquet to High point riders that earn the most points in all classes/divisions during the show season – one to Junior and one to Senior 18/over. ETI can purchase them from General Store at wholesale cost plus shipping/handling (at cost GS gets them for). Also suggested were high-end bridle, boots, etc. Hillary Ellis will look into this – easy because she works at General Store. Also might be able to get merchandise donated. Dan stated that an email should go out to vote for which items to award. Needs to be put in Premium, Newsletter, Website. Everyone thought this was a good idea.
21. **Ribbons:** Gina Elder volunteered to order ribbons & medals, bring to shows and store in between shows. Dawn will motion at April 20 meeting for the Elders to get daughter's Lead Line fee waived for volunteering to do this job.
22. **Ribbon handout crew:** It was decided that ribbons should be handed out at back gate for jumper classes & handed out in the middle of arena for flat classes. Back gate attendant to manage.
23. **Trophies and 1<sup>st</sup> place/champion prizes:** Jamie Prentiss. Dawn gave instructions and prize inventory to Jamie.
24. **ETI shirts & merchandise:** Dawn will contact Melanie MacClean, Suzy Dyer to give them the shirt inventory. ICON is where the shirts are ordered from currently.
25. **CATERER:** Mrs. Garcia's scheduled by Larry. Some said they wanted more of a variety. Larry said he can ask them to provide different items, such as salad, brownies, cupcakes, possibly hamburgers? Las Niña's might be able to sell bakery items- split proceeds? Dawn contacted Las Niña's and it depends on whether or not they can get volunteers to do it.
26. **BANQUET:** Agreed that banquet should be reserved soon.

**OTHER BUSINESS:** Discussion about meeting locations. Options are: RH Community Room, Linda Cooper said City Hall might be available (contact Linda Fitton). Dan said his church has a conference room available. Dawn said previous ETI meetings years ago were held at the library on the hill (they have a conference room & it's free).

**Memberships/Highpoint:** Tina Vargas was accidentally left off the agenda this time. Dan & Dawn apologized and will make sure she gets put on the next agenda for the next meeting.

**NEXT MEETING:** Tuesday, April 20, 7 pm (same place) Community Center PVDN/PVDE, next to Nature Center.

**ADJOURNED at 9:10 pm**