

**Lehigh Valley Dressage Association Agenda**  
**Monday, February 17, 2025**

1. **Call to Order:** (A quorum is  $\frac{2}{3}$  Executive Committee members and  $\frac{1}{2}$  of the MAL)
2. **Members in Attendance:** Chris Dickenson, Ellen Broadhurst, Debra Tirrell, Bethany Lewis, Beth Kauffman, Mo Swanson, Elizabeth Pepper, Patty Weston
3. **Secretary's Report:** Beth 1st motion, Mo 2nd motion - January 2025 approved
4. **Treasurer's Report: Report as of Feb 16**

● Fulton Balance:	\$ 6,423.30
● PayPal Balance:	\$ 1,451.53
● <u>Fulton Investment Fund:</u>	<u>\$15,857.48</u>
	\$23,732.21

Sub-sets of Fulton Funds

● Youth Funds:	\$ 1,828.76
● Youth Account (individual Fundraising):	\$ 397.85
● <u>President's Donation Fund:</u>	<u>\$ 1,020.49</u>
	\$ 3,247.10

General Funds Available: \$20,485.11

2024 Balance Sheet and Budget Topline and Detail attached

- Total Income in 2024: \$44,321.75
- Total Expenses in 2024: \$44,596.30

In excellent news, we may begin filing Form 990-N (e-Postcard) again, significantly reducing the IRS filing workload for the Treasurer. EB attempted to file Feb 17th, but form was not available on line (not clear if this is form related or platform related). Filing is due May 15. EB will provide a follow up next month.

Our total 2024 Donations to 501(c)(3) organizations was: \$3,320. This included a \$1500 donation to Equi-librium generated by the Equine Athlete Clinic and donations to Dressage at Devon and The Bucks County Horse Park generated from income from our "L" Program (thanks to Chris Dickenson!). We should be quite pleased with our efforts for the year, supporting our mission. EB suggests at least a FB post and a quick writeup in Centerline News.

\*\*\*\*2025 Budget approved\*\*\*\*

**5. Membership Report**

- a. Report:
- b. 2025 Memberships (pending USDF recording)

- i. Adult, Memberships - 36
- ii. Youth Memberships - 10
- iii. Total Members - 46
- iv. Questions for Membership Secretary?

## **Committee Reports -**

### **6. Show/Awards Committee**

- i. **Show Committee Chairperson:** Lindsay VanAssen
- ii. **Show Committee Members:** Ellen Broadhurst, Sue Casale, Chris Dickenson, Maurine Swanson, Natasha Rutherford, Beth Kauffman, Elizabeth Pepper
- iii. **Committee Report -**
- iv. **Questions for Committee:** discussion of YEA Banquet, Awards
- v. Amazing job by Beth Kauffman and Elizabeth Pepper organizing ribbons and prizes!
  - 1. Any update from Beth K. on the one trophy for Zoey? Not ordered yet ... will followup in March.
  - 2. Any update from Sue on the one quarter sheet that needed to be repaired? In progress, will be sent directly from embroider to Madison Peters.

Overall, Madeline's was well received; banquet netted about \$1k profit, reflecting the 15% discount we received from the date change and (significantly) the Basket Social.

#### **Lessons Learned:**

- Basket Social is critical to financial success; ideally we pre-plan next year with someone in charge of the project
- We should have a check-in person - while we don't expect people to just show up at the door, they actually do - easier to manage with a check in list and volunteer to manage.
- We should get a better sense of how much we should be tipping servers and incorporate that into calculating pricing.

#### **2025 Information for Banquet so far**

Beth - Ribbons

Elizabeth - Prizes

Natasha - Banquet

Anne Kennedy - Basket Social - reach out to ask if she would help again

Natasha - Program

Bethany - Slideshow

Ellen - MC

January 31st, 2026 - Banquet Date

October 30th - scores need to be submitted

### Show Committee: do we need to finalize the ESDCTA Omnibus form?

- Licking Creek can stay Aug 11, we'll make it a one ring show - EB contacting Nicole/Kari and see if they can switch to May 18 Sterling Hill show
- Entries: can we say check website for link to Google Form entry? The only paper entries we received last year were from HCEC.
- Danish System: do we think the requirement for Blue/Red too high?
  - Revised, Blue, 67%+, Red 62%-66.999, Yellow, 57%-61.999%, white, 52%-56.999%, pink, 47%- 51.999%, green, anything else.
- Other Information: Food Truck? Natasha, how did you contact Equestri-Yum last year? They were wonderful, would definitely use them again for every show we can! Natasha will contact for our show dates (except Licking Creek - one ring show won't have sufficient traffic to support food truck).

### 2025 YEA:

We need to finalize and publish:

#### 1. YEA Criteria:

- 2 LVDA show, plus 1 registered shows (no "three showground" or "three judges" requirement), 5 scores, 3 of which are require to come from LVDA hosted shows.
- The application process will be self-reporting, with a form available on our website that will keep track of shows and scores (this is a work-in progress, and may have to change, BUT, I am planning to have us return to an application process, but it will populate a spreadsheet that self-calculates).
- Drop down menu for each score that lists all the shows and member selects which show they got it from
- LVDA Show 1 and then select from drop down, LVDA Show 2 and then select from drop down, Show 3

#### 2. School Horse YEA - limited to this category, 2 shows, neither show has to be LVDA show.

- lower amount of scores required - 2 scores, 2 shows (LVDA hosted or registered)

#### 3. Recognized Show, Achievement Awards (Medals), and DSE can all remain the same.

#### 4. Volunteer requirements. - We will maintain the spreadsheet for our own events, so we will keep track of volunteer hours for our own clinics and shows.

- Riders will get 1/2 credit for volunteering at any LVDA registered event (except BCHP?). Riders submit volunteer hour sheets (like ESDCTA) to our volunteer coordinator (I have some people who might be interested) to be tracked on the spreadsheet. We will make our own Volunteer Hours form, BUT, we will accept the ESDCTA form as well, for efficiency's sake).
- unlimited volunteer hour transfers between family members

### **7. Social/Fundraising Committee:**

- i. **Social Committee Chairperson:** Open  
**Social Committee Members:** Patty Weston, Natasha Rutherford, Lindsay VanAssen
- ii. **Committee Report:**
- iii. **Question for Committee:**

#### **8. Education/Scholarship Committee**

- i. **Education Committee Chairpersons:** Debra Yeager
- ii. **Education Committee Members:** Ellen Broadhurst, Chris Dickenson, Maurine Swanson, Lindsay VanAssen,
- iii. **Committee Report**

#### Whole Equestrian Clinic at Del Val, Saturday (Feb 22).

- Currently, 49 attendees
- Current profit estimate: \$400
- Closing entries Tuesday night, will have everything to Chris on Wed.
- Molly Moon (ESDCTA/DVCTA) will write an article on the program for us for both ESDCTA and LVDA newsletters

#### Mastering the Figures: Unlocking Higher Dressage Scores, Sun Mar 16 with Cara Klothe (Del Val)

- Advertising/Google Form created, will begin advertising Tue Feb 18
- Classroom, Figures work on the ground in the Indoor, then demo rides

#### Ann Moss Conformation Clinic: Confirmed for May 3 at Del Val

- We'll start working on this in March

#### LVDA University: Wyntre Stout has volunteered to help manage program on the back end:

The Lehigh Valley Dressage Association (LVDA) University Program is an educational initiative designed to enhance members' knowledge and skills in dressage through the United States Dressage Federation (USDF) University. This program encourages members to take advantage of the diverse learning opportunities offered by USDF University while fostering a collaborative and engaging study group within LVDA.

Key features of the program include:

- **Structured Learning:** LVDA members can participate in USDF University courses, webinars, and other educational materials to expand their dressage knowledge.
- **Credit Tracking & Awards:** Members' USDF University credits will be tracked, with Year-End Awards given to those who achieve specific credit milestones.
- **Community Engagement:** Participants are encouraged to share their experiences and reviews of the programs they complete, helping to guide and inspire fellow members.

This initiative provides a structured yet flexible approach to continuing education in dressage, rewarding members for their commitment to learning while strengthening the LVDA community.

**a. Questions for Committee**

**9. Communication Committee (eNews, Newsletter & Website)**

- iv. **Media/Communications Chairperson:** Ellen Broadhurst
- v. **Media/Communications Members:** Bethany Lewis, Chris Dickenson, Sue Casale
- vi. **Committee Report:**
- vii. **Questions for the Committee:**

**10. Youth Committee:**

- viii. **Youth Program & Youth Team Comp Committee Chairperson:** TBD
- ix. **Youth Program & Youth Team Comp Committee Members:**  
Bethany Lewis, Natasha Rutherford
- x. **Committee Report**
- xi. **Questions for Committee**
  - 1. Youth Dressage Festival has moved to Horse Park of New Jersey.
    - a. August 8-10th, 2025
  - 2. How well did participants feel about how money from Decades was divided last year?
    - a. Liked it - do same this year
  - 3. Are there any other fundraising initiatives we should be thinking about/offering to be inclusive and supportive?
    - a. Baskets were a great fundraiser -

**7. Old Business**

2025 Volunteer Spreadsheet: I filled in some hours for Banquet, but please help keep track. There isn't a person responsible for "Volunteer Hours" we need to be proactive about managing our own.

<https://docs.google.com/spreadsheets/d/1cdZcmanSuqyyx9RgmWzqLUQarsVlfwHtmssMeD0emHA/edit?gid=1391458734#gid=1391458734>

**8. New Business -**

- a. Mo's Social Hour - Friday, March 7th at 6:00 pm - LVDA Social Time
  - i. Clip My Horse - World Cup Dressage Videos
    - 1. And commentary by Mo Swanson

- ii. Bring a snack to share
- iii. Open to everyone - welcoming current and prospective LVDA members
  1. Bethany make flyer and Google Form

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9. **Next meeting:** Monday, Mar 17, 2025

10. **Meeting End:** 8:31 pm Natasha 1st motion, Mo 2nd motion

Balance Sheet 2024 Calendar Year: net no significant loss or gain year over year.

- Significant, our Income was \$44,321.75, so we'll be filing e-Postcard Form 990-N

Lehigh Valley Dressage Association Balance Sheet							
	Dec 31, 2018	Dec 31, 2019	Dec 31, 2020	Dec 31, 2021	Dec 31, 2022	Dec 31, 2023	Dec 31, 2024
<b>ACCOUNTS</b>							
<b>Assets</b>							
Total Cash and Bank	\$ 19,109.28	\$ 16,672.33	\$ 27,091.38	\$ 27,199.74	\$ 16,432.66	\$ 26,647.56	\$ 26,373.01
Total Other Current Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total-Long Term Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ 19,109.28</b>	<b>\$ 16,672.33</b>	<b>\$ 27,091.38</b>	<b>\$ 27,199.74</b>	<b>\$ 16,432.66</b>	<b>\$ 26,647.56</b>	<b>\$ 26,373.01</b>
<b>Liabilities</b>							
Total Current Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Long-Term Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Equity</b>							
Total Other Equity		\$ -	\$ -	\$ -	\$ -		
LVDA Fulton Ending Balance	\$ 14,180.72	\$ 10,276.50	\$ 21,366.09	\$ 21,689.21	\$ 10,353.94	\$ 9,340.52	\$ 6,195.16
LVDA Fulton Interest Bearing CD						\$ 15,122.03	\$ 15,773.42
LVDA PayPal Ending Balance	\$ 4,928.56	\$ 6,395.83	\$ 2,536.23	\$ 1,922.14	\$ 4,167.14	\$ 2,185.01	\$ 4,404.43
Youth Show Fulton Ending Balance			934.75	\$ 1,790.72	\$ 1,911.58	\$ -	
Youth Show PayPal Ending Balance		na	\$ 2,254.31	\$ 1,797.67	\$ -	\$ -	

Topline 2024 Actual vs 2025 Estimated Budget (please note, Budget years encompass the show year plus YEA, so don't match to calendar year)

Current programs are predicted to have about a \$1k shortfall vs spending:

- Estimates for shows were conservative

2. No Sponsorship income was include for 2025
3. 2024 Banquet generated \$1k, to offset shortfall.

LVDA 2025 Budget			
		2025 Budget	2024 Actual
NET		\$ (1,173.75)	\$ 2,037.43
INCOME		\$ 9,456.25	\$ 11,876.04
Membership Income		\$ 6,000.00	\$ 6,352.74
Sponsorships			\$ 1,025.00
Schooling Show Income		\$ 1,616.25	\$ 3,314.85
Educational Event Income		\$ 1,240.00	\$ 532.06
Interest Income		\$ 600.00	\$ 651.39
EXPENSES		\$ (10,630.00)	\$ (9,838.61)
USDF Roster		\$ (3,000.00)	\$ (2,912.00)
Insurance		\$ (2,630.00)	\$ (2,643.00)
Annual Expenses (GoDaddy, CBLM, BCHP ad)		\$ (500.00)	\$ (410.00)
USDF Conference Reimbursement		\$ (1,000.00)	\$ (1,000.00)
YEA		\$ (3,500.00)	\$ (2,873.61)

## Budget

We include a 2025 Estimated Budget by line-item in order to vote to approve spending.

- Board members are allowed to spend up to \$100 without having a Board vote, but any amount greater than \$100 requires a vote.
- Spending approvals allow Organizers to move forward with programs without asking additional spending permissions on line items.

DETAIL			
Admin		\$ (1,410.00)	\$ (1,410.00)
GoDaddy		\$ (25.00)	\$ (25.00)
CBLM		\$ (100.00)	\$ (100.00)
BCHP Ad		\$ (285.00)	\$ (285.00)
USDF Conference Reimbursement		\$ (1,000.00)	\$ (1,000.00)
Club Insurance		\$ (2,630.00)	\$ (2,630.00)
Director and Officer	September	\$ (1,560.00)	\$ (1,560.00)
Show Insurance	March	\$ (1,070.00)	\$ (1,070.00)
Whole Equestrian Clinic		\$ 410.00	
Clinicians		\$ (800.00)	
Del Val Fee		\$ (135.00)	
Admin Costs	printing	\$ (20.00)	
Snacks			
Entry Income		\$ 1,365.00	
Mastering the Figures		\$ 415.00	
Clinicians	\$250/mileage	\$ (350.00)	
Del Val Fee		\$ (135.00)	
Admin Costs	printing	\$ (100.00)	
Snacks			
Entry Income		\$ 1,000.00	
Ann Moss: Comformation Clinic		\$ 415.00	
Clinicians	\$250/mileage	\$ (350.00)	
Del Val Fee		\$ (135.00)	
Admin Costs	printing	\$ (100.00)	
Snacks			
Entry Income		\$ 1,000.00	

<b>Bucks County April 27</b>		<b>\$ 476.25</b>	<b>\$ 776.13</b>
Entries		\$ 2,500.00	2474.93
Facility Fee		\$ (600.00)	\$ (550.00)
Cheryl Ash	\$300/mileage	\$ (400.00)	\$ (336.00)
Maggie O'Leary	\$250/mileage	\$ (350.00)	\$ (253.60)
Secretary Fee @2.50/ride		\$ (250.00)	\$ (92.50)
3) Ribbons - 100 @ \$2.80		\$ (280.00)	\$ (193.20)
Volunteer Food		\$ (150.00)	\$ (173.00)
Test/Copies @ \$0.45 copy		\$ (45.00)	\$ (31.50)
ESDCTA Registration		\$ (30.00)	\$ (30.00)
<b>Sterling Hills May 18, 2025</b>		<b>\$ 375.00</b>	<b>\$ 1,946.17</b>
Entries		\$ 1,875.00	\$ 2,763.51
3) Facility Fee		\$ (400.00)	\$ (400.00)
Eliza Banks	estimated	\$ (400.00)	\$ (720.85)
tbd		\$ (400.00)	
Secretary Fee @2.50/ride		\$ (187.50)	\$ (212.50)
Ribbons - 69 @ \$2.80		\$ (210.00)	\$ (238.00)
Volunteer Food		\$ (150.00)	\$ (173.00)
Test/Copies 75 @ \$0.45 copy		\$ (33.75)	\$ (38.25)
ESDCTA Registration		\$ (30.00)	\$ (30.00)
<b>Decades July 20</b>		<b>\$ 311.25</b>	<b>\$ 995.26</b>
Entries		\$ 1,875.00	\$ 2,316.54
Facility Fee			
3) Carol Lippa	\$5/ride plus travel	\$ (475.00)	\$ (720.85)
Karen Monks Reilly	estimated	\$ (475.00)	
Secretary Fee @2.50/ride			
Ribbons - 75 @ \$2.80	plus prizes	\$ (400.00)	\$ (384.85)
Volunteer Food		\$ (150.00)	\$ (149.58)
Test/Copies 75 @ \$0.45 copy		\$ (33.75)	\$ (36.00)
ESDCTA Registration		\$ (30.00)	\$ (30.00)
<b>Licking Creek</b>		<b>\$ 207.50</b>	<b>\$ 538.08</b>
Entries		\$ 1,500.00	\$ 2,022.77
Facility Fee		\$ (350.00)	\$ (350.00)
Either Kari Allen or Nicole N.		\$ (475.00)	\$ (617.00)
Secretary Fee @2.50/ride		\$ (125.00)	\$ (167.50)
Ribbons - 50 @ \$2.80		\$ (140.00)	\$ (168.00)
Volunteer Food		\$ (150.00)	\$ (125.19)
Test/Copies 50 @ \$0.45 copy		\$ (22.50)	\$ (27.00)
ESDCTA Registration		\$ (30.00)	\$ (30.00)
<b>Championship</b>		<b>\$ 557.50</b>	<b>\$ 602.73</b>
Entries		\$ 3,500.00	\$ 3,466.68
Facility Fee		\$ (750.00)	\$ (750.00)
Cara Klothe	\$350/travel	\$ (450.00)	\$ (851.42)
Stephanie Mason	\$330/travel	\$ (450.00)	
Secretary Fee @2.50/ride		\$ (240.00)	\$ (237.50)
Ribbons - 50 @ \$2.80		\$ (300.00)	\$ (306.28)
Prizes		\$ (550.00)	\$ (540.00)
Volunteer Food		\$ (150.00)	\$ (106.00)

2024 was a year of spending money that's been in "buckets."

- We're not adding to the General Youth Fund (we used money to support Youth going to YDF paying for tack stalls)
- No longer active Youth Accounts were returned to Youth; these funds aren't meant to sit, but to be used for active Youth currently competing.
- Adult Team has been disbanded, remaining funds will be absorbed into general fund.
- President's Fund is earmarked for donations; expectation is to use these funds.

2024: "Emptying Buckets"			
	January 2024	February 2025	2024 Spending
Youth Fund	\$ 2,607.28	\$ 1,828.76	\$ 778.52
Youth Account	\$ 2,398.21	\$ 397.85	\$ 2,000.36
Adult Team	\$ 1,425.00	\$ 550.28	\$ 874.72
President's Donation Fund (April)	\$ 2,720.49	\$ 1,020.49	\$ 1,700.00