

**NCHA EXECUTIVE COMMITTEE CONFERENCE CALL MINUTES**  
**MARCH 29, 2021**  
**10:00AM Central**

A conference call of the Executive Committee of the National Cutting Horse Association was held on Monday, March 29, 2021 at 10:00AM central time.

Members present were: President Steve Norris, President-Elect Ora Diehl, Vice President Ted Sokol, Kristen York, Rock Hedlund, Kirby Smith, Byron Green, Sharon Overstreet, Toddy Pitard, Skip Jones, Matt Miller, Ernie Beutenmiller, Tatum Rice and Lach Perks. Those members not in attendance were: Byron Green and Matt Miller. NCHA Executive Director Jay Winborn, Director of Shows Shianne Megel, and Cathy Marie Aleff were also in attendance for this call.

The Executive Committee conference call was called to order by President Steve Norris at 10:04AM and roll call was taken.

President Steve Norris stated the purpose of this call was to review the proposed bylaw changes, show schedule and legal matters.

**BYLAW CHANGES**

**Article III - Members, Section Two**

a. Existing Section

Section Two. Special meetings of the members may be held whenever called in writing by direction of the President or by a majority of the Board of Directors, or by the written direction of not less than ten percent of the members in good standing. Said notice shall state the date, time, place and purpose of said meeting and shall be given not less than ten days nor more than fifty days prior to the date of said meeting. Only such business as is set forth in the written notice of said special meeting shall be transacted at said meeting.

b. Proposed Revisions

Section Two. Special meetings of the members may be held whenever called in writing by direction of the President or by a majority of the Board of Directors, or by the written direction of not less than ten percent of the members in good standing. However, the following additional requirements apply in order to call a special membership meeting in which membership will consider a vote to reverse, affirm, amend or modify a change to NCHA Rules, Bylaws or Articles made by the Board of Directors or the Executive Committee in the year preceding such meeting: (i) the meeting must be called at the written direction of not less than ten percent of the total NCHA members in good standing; and (ii) the members calling the meeting must be comprised of at least ten percent (per region) from fifty percent of the NCHA regions. Further, in connection with such meetings, twenty percent of the total NCHA members in good standing, which must include fifty percent of the members (per region) from at least five regions, are required for a quorum and decisions at such meeting must be approved by a simple majority of that quorum. Said notice shall state the date, time, place and purpose of said meeting and shall be given not less than ten days nor more than fifty days prior to the date of said meeting. Only such business as is set forth in the written notice of said special meeting shall be transacted at said meeting.

### Article III - Members, Section Four

#### a. Existing Section

Section Four. Except as hereinafter provided relative to voting for Directors and Officers, each member in good standing of the Association shall be entitled to one vote at a meeting of the members. Voting by online voting or mail ballot for the election of Directors and Officers of the Association shall be required. Only online or mailed ballots shall be accepted and counted. Ballots may not be transmitted in any other form, including but not limited to facsimile transmission. Otherwise, voting must be in person at a meeting of the members of the Association and voting by proxy shall not be allowed. A member shall be in good standing if the member is not in arrears with respect to the payment of dues and is not suspended from membership for a violation of the Association's rules and regulations.

#### b. Proposed Revision

Section Four. ~~Except as hereinafter provided relative to voting for Directors and Officers, e~~Each member in good standing of the Association shall be entitled to one vote at a meeting of the members. Voting shall be by in person, online, voting or by mail ballot ~~for the election of Directors and Officers of the Association shall be required. or by other electronic means prescribed by the Association, except in cases of voting in connection with proposed changes to the NCHA Constitution and Bylaws which must be done in person.~~ Only ~~online or mailed~~ ballots meeting the foregoing requirements shall be accepted and counted. Ballots may not be transmitted in any other form, including but not limited to facsimile transmission. ~~Otherwise, No~~ voting must be in person at a meeting of the members of the Association and ~~voting~~ by proxy shall ~~not~~ be allowed. A member shall be in good standing if the member is not in arrears with respect to the payment of dues and is not suspended from membership for a violation of the Association's rules and regulations.

### Article IV - Directors, Section One

#### a. Existing Section

Section One. The Board of Directors shall have the power and authority to make, amend, repeal and enforce such rules and regulations, not contrary to law, or this Constitution and Bylaws, as they deem necessary concerning the conduct, management and activities of the Association, the admission, classification, qualification, supervision and expulsion of members, removal of officers, the rules and regulations setting the procedure of such suspension, expulsion or removal, the fixing and collecting of dues and fees, the expenditure of money, the auditing of books and records, the conducting of shows, contests and exhibitions and other details relating to the general purposes of the Association, subject to approval, revision or amendment by the members at any regular or special meeting of the members called in accordance with this Constitution and Bylaws.

#### b. Proposed Revisions

Section One. The Board of Directors shall have the power and authority to make, amend, repeal and enforce such rules and regulations, not contrary to law, or this Constitution and Bylaws, as they deem necessary concerning the conduct, management and activities of the Association, the admission, classification, qualification, supervision and expulsion of members, removal of officers, the rules and regulations setting the procedure of such suspension, expulsion or removal, the fixing and collecting of dues and fees, the expenditure of money, the auditing of books and records, the conducting of shows, contests and exhibitions and other details relating to the general purposes of the Association, ~~-. However, in cases of substantial changes to NCHA Rules (as determined by the NCHA President) the Board of Directors shall first seek input from~~

all impacted committees, when possible. Further, any changes to this Constitution and Bylaws shall not go into effect until approved by the members as provided in Article III. Further, other decisions made by the Board of Directors are subject to approval, revision or amendment by the members at any regular or special meeting of the members called in accordance with this Constitution and Bylaws.

#### **Article IV - Directors, Section Five**

##### **a. Existing Section**

Section Five. In the event of a vacancy on the Board of Directors, whether caused by death, resignation, disqualification, termination or any other cause, the President, after polling area directors and regional Executive Committee member, shall have the authority to appoint an individual who meets the qualifications set forth in Section Three (b) of this Article IV to fill the unexpired term of the vacating Director.

##### **b. Proposed Revisions**

Section Five. In the event of a vacancy on the Board of Directors, whether caused by death, resignation, disqualification, termination or any other cause, the President, after polling area directors and regional Executive Committee member, shall have the authority to appoint an individual who meets the qualifications set forth in Section Three (b) of this Article IV to fill ~~the unexpired term of the vacating Director~~ any vacancy on the Board of Directors.

#### **Article IV - Directors, Section Six**

##### **a. Existing Section**

Section Six. The Board of Directors shall meet annually, unless otherwise determined by the Board of Directors. This meeting shall be held immediately preceding or following the annual meeting of the members of the Association to be held during the annual Association Convention. Unless approved by the affirmative vote of at least three-fourths (3/4) of the Directors present, only such business as is set forth in the written notice of such annual meeting of the Board of Directors shall be transacted at said meeting. Meetings of directors may be held only in person, and may not be held via conference telephone call, the Internet, video conference or any other electronic communications system.

##### **b. Proposed Revisions**

Section Six. The Board of Directors shall meet annually, unless otherwise determined by the Board of Directors. This meeting shall be held immediately preceding or following the annual meeting of the members of the Association. ~~to be held during the annual Association Convention~~. Unless approved by the affirmative vote of at least three-fourths (3/4) of the Directors present, only such business as is set forth in the written notice of such annual meeting of the Board of Directors shall be transacted at said meeting. Meetings of directors may be held ~~only~~ in person, ~~and may not be held via conference telephone call, the Internet~~, by video conference or by any other electronic communications system prescribed by the Association.

#### **Article IV - Directors, Section Eight**

##### **a. Existing Section**

Section Eight. A quorum at any meeting of the Board of Directors shall consist of not less than forty percent of the number of Directors then in office. A simple majority of such quorum shall

decide any questions that may come before the meeting; provided, however, that any action taken by vote of the Directors may not be revoked, rescinded or altered for a period of fourteen (14) months from the date of the action, unless the proposal to revoke, rescind or alter the vote or the action receives at least the same amount of affirmative votes (with respect to both number of votes and voting percentage) as the vote or action initially taken. All meetings of the Board of Directors may be adjourned from day to day or from time to time until a quorum is obtained. Voting at any meeting of the Board of Directors must be in person and voting by proxy shall not be allowed.

b. Proposed Revisions

Section Eight. A quorum at any meeting of the Board of Directors shall consist of not less than forty percent of the number of Directors then in office. A simple majority of such quorum shall decide any questions that may come before the meeting; provided, however, that any action taken by vote of the Directors may not be revoked, rescinded or altered for a period of fourteen (14) months from the date of the action, unless the proposal to revoke, rescind or alter the vote or the action receives at least the same amount of affirmative votes (with respect to both number of votes and voting percentage) as the vote or action initially taken. All meetings of the Board of Directors may be adjourned from day to day or from time to time until a quorum is obtained. Voting may be made in person or by any electronic means prescribed by the Association, except in cases of voting in connection with proposed changes to the NCHA Constitution and Bylaws which must be done in person at any meeting of the Board of Directors must be in person and voting Voting by proxy shall not be allowed.

### **Article V – Executive Committee, Section Three**

a. Existing Section

Section Three. The Executive Committee shall manage the affairs of the Association between meetings of the Board of Directors, and all powers of the Board of Directors shall be vested in the Executive Committee except the power to amend this Constitution and Bylaws and except as otherwise limited by the Board of Directors or by statute. At all times, the Executive Committee shall be subject to the direction of the Board of Directors, and the authority of the Executive Committee may be limited by the Board of Directors as the Board deems best.

b. Proposed Revisions

Section Three. The Executive Committee shall manage the affairs of the Association between meetings of the Board of Directors, and all powers of the Board of Directors shall be vested in the Executive Committee except the power to amend this Constitution and Bylaws and except as otherwise limited by the Board of Directors or by statute. The Executive Committee shall, except in emergency situations (as determined by the President or a majority of the Executive Committee), seek input of impacted committees, legal counsel, the finance committee and the Board of Directors before making any substantial changes to the NCHA Rules. At all times, the Executive Committee shall be subject to the direction of the Board of Directors, and the authority of the Executive Committee may be limited by the Board of Directors as the Board deems best.

### **Article V – Executive Committee, Section Four**

a. Existing Section

Section Four. The Executive Committee may hold meetings at any time and place and for any purpose pertaining to the welfare of the Association, which meetings may be called by the President, or any eight members of the Executive Committee acting together. Such meetings

may be in person or by teleconference. The call of said meeting must be by notice to all members of the Executive Committee at least ten days prior to said meeting. Copies of the minutes of all meetings of the Executive Committee shall be sent to all members of the Executive Committee and to all Directors.

b. Proposed Revisions

Section Four. The Executive Committee may hold meetings at any time and place and for any purpose pertaining to the welfare of the Association, which meetings may be called by the President, or any eight members of the Executive Committee acting together. Such meetings may be in person or by teleconference. The call of said meeting must be by notice to all members of the Executive Committee at least ~~ten days~~ 24 hours prior to said meeting, except in circumstances of emergency (as determined by the President) in which case the notice may be shorter. Copies of the minutes of all meetings of the Executive Committee shall be sent to all members of the Executive Committee and to all Directors.

## Article IX – Notices

a. Existing Section

The Cutting Horse Chatter is the official publication of the Association. Notwithstanding anything herein to the contrary, all notices, Director Consent Forms, ballots or other material to be provided to members, Directors or committee members of the Association pursuant to this Constitution and Bylaws may be provided by publication in the Cutting Horse Chatter, or by any other means permitted under the Texas Non-Profit Corporation Act or any successor statute. If published in the Cutting Horse Chatter, said material shall be deemed delivered when the issue of the Cutting Horse Chatter containing the same shall be deposited in the United States mail, addressed to said member, Director or committee member at the address of such member, Director or committee member appearing in the records of the Association, postage prepaid. If mailed, said material shall be deemed delivered when deposited in the United States mail, addressed to said member, Director or committee member at the address of such member, Director or committee member appearing in the records of the Association, postage prepaid. If telecopied, said material shall be deemed delivered upon successful transmission of such telecopy. If sent via electronic message, said material shall be deemed delivered upon successful transmission of such electronic message.

b. Proposed Revisions

The Cutting Horse Chatter is the official publication of the Association. Notwithstanding anything herein to the contrary, all notices, Director Consent Forms, ballots or other material to be provided to members, Directors or committee members of the Association pursuant to this Constitution and Bylaws may be provided by publication in the Cutting Horse Chatter, by email or other electronic means prescribed by the Association, or by any other means permitted under the Texas Non-Profit Corporation Act or any successor statute. If published in the Cutting Horse Chatter, said material shall be deemed delivered when the issue of the Cutting Horse Chatter containing the same shall be deposited in the United States mail, addressed to said member, Director or committee member at the address of such member, Director or committee member appearing in the records of the Association, postage prepaid. If mailed, said material shall be deemed delivered when deposited in the United States mail, addressed to said member, Director or committee member at the address of such member, Director or committee member appearing in the records of the Association, postage prepaid. If ~~telecopied~~ sent by email, fax or other

electronic means prescribed by the Association, said material shall be deemed delivered upon successful transmission of such teletype communication. If sent via electronic message, said material shall be deemed delivered upon successful transmission of such electronic message.

After reviewing and discussing the proposed bylaw changes, a **MOTION** was made by Skip Jones and **SECONDED** by Lach Perks to approve the proposed draft of the bylaw changes to present to the Board of Directors at the annual meetings. **MOTION PASSED.**

## **JOB DESCRIPTIONS**

### **District (Area) Director**

#### Job Description

A District Director, collectively as the Board of Directors (BOD), makes, amends, repeals and enforces such rules and regulations, not contrary to law, or the Constitution and Bylaws, as they deem necessary concerning the conduct, management and activities of the Association, the admission, classification, qualification, supervision and expulsion of members, removal of officers, the rules and regulations setting the procedure of such suspension, expulsion or removal, the fixing and collecting of dues and fees, the expenditure of money, the auditing of books and records, the conducting of shows, contests and exhibitions and other details relating to the general purposes of the Association, subject to approval, revision or amendment by the members at any regular or special meeting of the members called in accordance with the Constitution and Bylaws.

#### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Elected by the members for a three-year term in their respective District to serve as a representative to the NCHA for the membership in their respective District.
- **Communicate NCHA policy, EC meeting minutes and proceedings, procedures, programs, etc. to the general membership in their respective District.**
- **Promote the sport of cutting horses both within and outside NCHA in their District.**
- Attend BOD meetings and participate as needed to discuss, vote, and implement initiatives brought forth.

#### Job Requirements

- Membership in the Association in good standing for a minimum of three years.
- Attainment of at least twenty-one years of age.
- Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Attend Directors meetings, both national **and regional**.
- **Attend District and Regional show events.**
- Permanent or primary residence in the Director District the member represents.
- Absence of any felony convictions on record.
- **Maintain an active and valid email address, and regularly monitor it for communications.**
- **Able to travel as needed, at their own expense, to attend BOD meetings.**

#### Preferred Qualifications

- Five years of active membership in NCHA.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active local NCHA Affiliate member, director, or officer.
- Current or prior experience as a Committee Member, Chairperson, and/or Vice-Chairperson.



## At-Large Director

### Job Description

Nominated and elected from the Board of Directors (BOD), serves on the Executive Committee (EC) which shall manage the affairs of the Association between meetings of the BOD.

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Serve a three-year term, but not more than two consecutive terms or more than eight consecutive years on the EC.
- Attend all scheduled EC meetings and represent all the Regions interests to the EC managing the affairs of NCHA.
- Promote the sport of cutting horses both within and outside NCHA in all Regions.

### Job Requirements

- Membership in the Association in good standing for a minimum of three years.
- Attend all scheduled EC meetings.
- Attainment of at least twenty-one years of age.
- Absence of any felony convictions on record.
- **Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.**
- **Attend District, Regional, and national show events.**
- **Maintain an active and valid email address, and regularly monitor it for communications.**
- **Able to travel as needed, to attend BOD and EC meetings.**

### Preferred Qualifications

- Five years of active membership in NCHA.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Prior experience as a Committee Member, Chairperson, and/or Vice-Chairperson.
- Experience or special skill set relevant to the needs of the EC at the time of application.

## Regional Director

### Job Description

Nominated and elected from the District (Area) and Life-Time Directors of the Region served, serves on the Executive Committee (EC) which shall manage the affairs of the Association between meetings of the Board of Directors (BOD).

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Serve a three-year term, but not more than two consecutive terms or more than eight consecutive years on the EC.
- Attend all scheduled EC meetings and represent the Region's interests from which elected to the EC to manage the affairs of NCHA.
- **Promote the sport of cutting horses both within and outside NCHA in their Region.**
- **Communicate NCHA policy, EC meeting minutes and proceedings, procedures, programs, etc. to the general membership in their respective District.**

### Job Requirements

- Attend all scheduled EC meetings.
- Membership in the Association in good standing for a minimum of three years.

- Attainment of at least twenty-one years of age.
- Absence of any felony convictions on record.
- Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Attend District and Regional show events.
- Maintain an active and valid email address, and regularly monitor it for communications.
- Able to travel as needed, to attend BOD and EC meetings.

### Preferred Qualifications

- Five years of active membership in NCHA.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Prior experience as a Committee Member, Chairperson, and/or Vice-Chairperson.
- Experience or special skill set relevant to the needs of the EC at the time of application.

## President

### Job Description

Nominated initially for the Vice-President position from a special committee and elected annually from a membership vote to eventually serve as the President. This position becomes chairperson of the Board of Directors (BOD) through a three-year period from Vice-President to President-Elect to President.

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Serves a one-year term as chairperson of the Board of Directors of the Association.
- Presides at all meetings of the Association, the Board of Directors, and the Executive Committee.
- The President shall be ex-officio, non-voting member of all committees with respect to which the President is not a voting member. (remove, redundant or unclear wording)
- Represent the association as needed to support the Executive Director (ED) at award ceremonies.
- Represent the association as needed to support the ED to outside sponsors, venues, associations.
- Create and/or maintain necessary committees to support the association, populate them as needed with the approval of the EC, and continues to be responsible for them and utilizing them for special tasks and recommendations for/to the EC.
- Fill any vacancy on the BOD.
- In the event of the death, resignation, retirement, disqualification or removal from office, this position shall then be assumed by the President-Elect for the remainder of the vacated term and for the next succeeding term.

### Job Requirements

- Membership in the Association in good standing for a minimum of seven years prior to assuming the office of Vice-President.
- Prior to taking nomination, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Must have completed three years of continuous service as a Director of the Association on or before the date of assuming the office of Vice President or have served as a member of a Standing Committee for three continuous years within ten years of nomination.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Attend all scheduled BOD, EC, and association meetings.
- Attend District, Regional, and national show events.
- Maintain an active and valid email address, and regularly monitor it for communications.



- Able to travel as needed, to attend BOD, EC, and member meetings.

### Preferred Qualifications

- Fifteen years of active membership in NCHA.
- Experience or special skill set relevant to the needs of the association at the time of nomination.
- Prior demonstrated leadership and governance experience as an EC member and/or Committee Chairperson.
- Active membership and/or experience with other related equine or livestock organizations or associations.

## President-Elect

### Job Description

Nominated initially for the Vice-President position from a special committee and elected annually from a membership vote to eventually serve as the President. This position eventually becomes President and chairperson of the Board of Directors (BOD) through a three-year period from Vice-President to President-Elect to President. The President-Elect shall assist the President in the discharge of his or her duties and shall serve on the Executive Committee (EC).

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Serves a one-year term as President-Elect, and then one year as the President. Also serves as an EC member.
- Represent the association as needed to support the President and Executive Director (ED) at award ceremonies.
- Represent the association as needed to support the President and ED to outside sponsors, venues, associations.
- In addition, the President-Elect shall assist the President in the discharge of any of their other duties.
- Shall make necessary appointments to the Nominating Committee with approval of the EC.
- In the event of the death, resignation, retirement, disqualification or removal from office, each position shall then be assumed by the next in line for the remainder of the vacated term and for the next succeeding term.

### Job Requirements

- Membership in the Association in good standing for a minimum of seven years prior to assuming the office of Vice-President.
- Prior to taking nomination, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Must have completed three years of continuous service as a Director of the Association on or before the date of assuming the office of Vice President or have served as a member of a Standing Committee for three continuous years within ten years of nomination.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Attend all scheduled BOD, EC, and association meetings.
- Attend District, Regional, and national show events.
- Maintain an active and valid email address, and regularly monitor it for communications.
- Able to travel as needed, to attend BOD, EC, and member meetings.

### Preferred Qualifications

- Fifteen years of active membership in NCHA.

- Experience or special skill set relevant to the needs of the association at the time of nomination.
- Prior demonstrated leadership and governance experience as an EC member and/or Committee Chairperson.
- Active membership and/or experience with other related equine or livestock organizations or associations.

## Vice-President

### Job Description

Nominated initially for the Vice-President position from a special committee and elected annually from a membership vote to eventually serve as the President. This position becomes Eventually becomes President and chairperson of the Board of Directors (BOD) through a three-year period from Vice-President to President-Elect to President. The Vice-President shall assist the President-Elect and President in the discharge of his or her duties and shall serve on the Executive Committee (EC).

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Serves a one-year term as Vice-President, then one year as President-Elect, and then one year as the President. Also serves as an EC member.
- Represent the association as needed to support the President, President-Elect, and Executive Director (ED) at award ceremonies.
- Represent the association as needed to support the President, President-Elect, and ED to outside sponsors, venues, associations.
- In addition, the Vice-President shall assist the President and President-Elect in the discharge of any of their other duties.
- **The Vice-President shall also become a non-voting member of the Finance Committee.**
- In the event of the death, resignation, retirement, disqualification or removal from office, this position shall then be assumed for the remainder of the vacated term by the candidate with the next highest number of votes.

### Job Requirements

- Membership in the Association in good standing for a minimum of seven years.
- **Prior to taking nomination, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.**
- Must have completed three years of continuous service as a Director of the Association on or before the date of assuming the office of Vice President or have served as a member of a Standing Committee for three continuous years within ten years of nomination.
- **Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.**
- **Active or prior local NCHA Affiliate member, director, or officer.**
- **Attend all scheduled BOD, EC, and association meetings.**
- **Attend District, Regional, and national show events.**
- **Maintain an active and valid email address, and regularly monitor it for communications.**
- **Able to travel as needed, to attend BOD, EC, and member meetings.**

### Preferred Qualifications

- Fifteen years of active membership in NCHA.
- Experience or special skill set relevant to the needs of the association at the time of nomination.
- Prior demonstrated leadership and governance experience as an EC member and/or Committee Chairperson.

- Active membership and/or experience with other related equine or livestock organizations or associations.

## Committee Chairperson

### Job Description

The Committee Chairperson is elected by and from their Committee for a one-year term and shall lead their respective Committee presiding over their periodic meetings and assignments bringing recommendations and initiatives to the Board of Directors (BOD) and Executive Committee (EC).

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Plan, organize, and preside over periodic meetings of their Committee.
- Maintain minutes and communications of meetings.
- Solicit and bring forward recommendations and initiatives for changes or improvements to the Association relevant to the Committee mission as stated in the Rulebook.
- Communicate NCHA policy, EC meeting minutes and proceedings, procedures, programs, etc. to the general membership in their respective District.
- Communicate back to the BOD at the annual meeting and to the EC as requested with their respective Committee business.
- Direct and/or assist in special assignments or requests from the EC.
- Recommend annually Committee membership changes to the President-Elect for the following year.

### Job Requirements

- Membership in the Association in good standing for a minimum of five years.
- Absence of any felony convictions on record.
- Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Attend all scheduled Committee meetings.
- Maintain an active and valid email address, and regularly monitor it for communications.
- Able to travel as needed, at their own expense, to attend in-person meetings.
- Prior experience as a member of the committee for which they become Chairperson.
- Good written and verbal communication and computer skills.

### Preferred Qualifications

- Ten years of active membership in NCHA.
- Active District (Area) Director.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Prior experience as a Committee Vice-Chairperson of the Committee for which they become Chairperson.
- Experience or special skill set relevant to the needs of the Association and the Committee at the time of nomination.

## Committee Vice-Chairperson

### Job Description

The Committee Vice-Chairperson is elected by and from their Committee for a one-year term and shall assist the Chairperson in leading their respective Committee presiding over their periodic meetings and assignments bringing recommendations and initiatives to the Board of Directors (BOD) and Executive Committee (EC).

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.

- The Vice-Chairperson shall serve as presiding officer in the Chairperson's absence or incapacity.
- Assist in maintaining minutes and communications of meetings.
- Solicit and bring forward recommendations and initiatives for changes or improvements to the Association relevant to the Committee mission as stated in the Rulebook.
- Communicate NCHA policy, EC meeting minutes and proceedings, procedures, programs, etc. to the general membership in their respective District.
- Assist in communicating back to the BOD at the annual meeting and to the EC as requested with their respective Committee business.
- Assist in special assignments or requests from the Committee and/or EC.
- Assist in recommending annually Committee membership changes to the President-Elect for the following year.

### Job Requirements

- Membership in the Association in good standing for a minimum of five years.
- Absence of any felony convictions on record.
- Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Attend all scheduled Committee meetings.
- Maintain an active and valid email address, and regularly monitor it for communications.
- Able to travel as needed, at their own expense, to attend in-person meetings.
- Good written and verbal communication and computer skills.

### Preferred Qualifications

- Ten years of active membership in NCHA.
- Active District (Area) Director.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Prior experience as a member of the committee for which they become Vice-Chairperson.
- Experience or special skill set relevant to the needs of the Association and the Committee at the time of nomination.

## Committee Member

### Job Description

The Committee Member is appointed by the President-Elect for a one to three-year term to actively participate in their respective periodic Committee meetings and assignments bringing recommendations and initiatives to the Board of Directors (BOD) and Executive Committee (EC).

### Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- Solicit and bring forward recommendations and initiatives for changes or improvements to the Association relevant to the Committee mission as stated in the Rulebook.
- Communicate NCHA policy, EC meeting minutes and proceedings, procedures, programs, etc. to the general membership in their respective District.
- Assist in communicating back to the BOD at the annual meeting and to the EC as requested with their respective Committee business.
- Assist in special assignments or requests from the Committee and/or EC.

### Job Requirements

- Membership in the Association in good standing for a minimum of three years.
- Absence of any felony convictions on record.

- Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Attend all scheduled Committee meetings.
- Maintain an active and valid email address, and regularly monitor it for communications.
- Able to travel as needed, at their own expense, to attend in-person meetings.
- Good written and verbal communication and computer skills.

#### Preferred Qualifications

- Five years of active membership in NCHA.
- Active District (Area) Director.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Experience or special skill set relevant to the needs of the Association and the Committee at the time of nomination.

After much discussion, a **MOTION** was made by Ernie Beutenmiller and **SECONDED** by Ted Sokol to approve the job descriptions as presented with the inclusion of one additional bullet under each of these positions. Each position shall read, understand, and embrace the NCHA mission statement.

The Executive Committee would like to see these job descriptions incorporated in the official NCHA Rulebook placed before the section for Standing Committee descriptions.

### **SHOW SCHEDULE**

Executive Director Jay Winborn presented an opportunity to produce an additional NCHA show outside of the Fort Worth area at the World Equestrian Center in Ocala, FL later this year. This opportunity also includes an opportunity for added money and a significant discount for use of the facility. Jay also emphasized that we have been approached with a corporate entity to sponsor this event. The Executive Committee went around the table in a lengthy discussion.

After discussing, a **MOTION** was made by Sharon Overstreet and **SECONDED** by Tatum Rice to authorize NCHA staff to produce an event at the World Equestrian Center in Ocala, FL later this year pending ratification of potential conflicts. **WITHDRAWN**

An amended **MOTION** was made by Sharon Overstreet and **SECONDED** by Tatum Rice to give NCHA authority to proceed with planning the show at the World Equestrian Center contingent upon a sponsor and no irreconcilable differences with other show producers that may have conflicts. **MOTION FAILED by roll call vote.**

A **MOTION** was then made by Rock Hedlund and **SECONDED** by Sharon Overstreet to give Jay Winborn authority to move forward for the next 72 hours to come back to this Executive Committee with the questions that we have raised in producing this event which would be financial reports, results on discussions with conflicting show producers along with the owner of facility in Florida to make sure that all of our basis are covered going forward.

**MOTION PASSED UNANIMOUSLY.**

## **LEGAL MATTERS**

President Steve Norris placed the meeting into executive session to discuss an individual member of the association.

**MOTION** was made by Ora Diehl and **SECONDED** by Skip Jones to authorize NCHA to revoke the lifetime membership of member, Ken Estes due to a series of detrimental activities towards the association effective today, March 29<sup>th</sup>, 2021. **MOTION PASSED UNANIMOUSLY.**

Executive Director Jay Winborn addressed the members of the Executive Committee for their consideration and approval to assist Angie Highland with legal costs in dealing with the activities regarding this member.

**MOTION** was made by Ernie Beutenmiller and **SECONDED** by Toddy Pitard to approve an additional \$15K (not to exceed) to Angie Highland to assist with the legal fees she has incurred on behalf of the association. **MOTION PASSED.**

## **ADJOURNMENT**

There being no further business to come before the committee, President Steve Norris adjourned the meeting.