**FINAL MINUTES**

VIRGINIA HORSE INDUSTRY BOARD

Department of Forestry – Charlottesville, VA

Monday, December 3, 2018

**CALL TO ORDER**

The Horse Industry Board Meeting was called to order at 10:05 a.m. on Monday, December 3, 2018, VA by Chairman Sue Fanelli.

**BOARD MEMBERS PRESENT**

Sue Alvis

Sue Fanelli

Nancy Troutman

Mike Stoher

Debbie Easter

Dr. John Wise

Janie Ober

Sue Grossman (Proxy for Jimmy Lee)

**GUESTS / STAFF**

Heather Wheeler, Program Manager, VDACS

**APPROVE MINUTES OF LAST MEETING**

The minutes of the previous meetings (September 24, 2018) were approved.

**FINANCIAL UPDATE**

Heather Wheeler reported on the finances for each fund. Income and revenue are listed as follows:

**Coggins – cc 625 (Figures through October 13, 2018)**

|  |  |
| --- | --- |
| Beginning Balance 7/1/2018 | $301,369.07 |
| Revenues YTD | $38,029.94 |
| Expenditures YTD | -$41,220.38 |
| Cash Balance YTD | $298,205.63 |
| Uncommitted Balance (Cash bal 7/1/18 + rev - budgeted) | $226,271.69 |

**Feed Tonnage – cc 626** **(Figures through October 31, 2018)**

|  |  |
| --- | --- |
| Beginning Balance 7/1/2018 | $344,163.51 |
| Revenues YTD | $1,492.53 |
| Expenditures YTD | -$36,675.00 |
| Cash Balance YTD | $308,981.04 |
| Uncommitted Balance (Cash bal 7/1/18 + rev - budgeted) | $157,216.74 |

**OLD BUSINESS / UPDATES**

**Program Manager Updates**

Heather Wheeler reported on marketing activities since the September meeting. The Showcase of Breeds at the State Fair this year was more difficult to schedule this year since volunteers are becoming harder to find to cover full days at the Fair. Heather Wheeler has identified a volunteer that is willing to cover the entire ten days next year and she is recommending to the Board that VHIB allows one volunteer to cover the Showcase and that VHIB should produce informational graphics on the Virginia horse industry for a display. The Board agrees and will work on the graphic ideas during the upcoming meetings. Heather Wheeler also reported that she met with the Virginia Farmers Market Association in November and there is an interest in organizing more Meet a Horse at the Market events in 2019. Heather Wheeler attended the Meet a Horse Event at the King George Farmers Market in 2018 and it was a great opportunity for people to get to interact with the horses. The Board is interested in supporting the effort.

Heather Wheeler also suggested that the Board consider a marketing focused meeting in early 2019 to discuss VHIB marketing efforts and future ideas. The Board discussed the marketing meeting and will host one in January of 2019.

**NEW BUSINESS**

**Virginia Bred Grants**

Lengthy discussions were held by the members on each application and annual report. Examined were the impact of each program, the number of participants, the number of horses, the conducting of the program and the promotion of the Horse Industry Board as the main supporter of the individual programs. The following equine groups and amounts were approved:

|  |  |
| --- | --- |
| **Organization** | **Amount Approved** |
| American Saddlebred Horse Association of Virginia | $5,000 |
| Commonwealth Dressage & Combined Training Association | $3,500 |
| Virginia Paint Horse Club | $6,000 |
| Virginia Quarter Horse Association | $8,000 |
| Virginia Presidential Paso Fino Horse Association, Inc | $3,300 |
| East Coast Stock Association | $2,500 |
| Virginia Pony Breeders Association | $6,000 |
| Virginia Horse Show Association | $5,000 |

The Board also moved to table proposals from the Equus Survival Trust and the Virginia Rocky Mountain Horse Breeders Association so that more information could be requested from the organizations.

**VHIB Grant Procedures/Forms**

The Board reviewed draft copies of new grant documents that had been drafted by the Program Manager for the upcoming grant cycles in 2019. These documents include grant quarterly report forms, a grant final report form, a Virginia Bred report form, and a sponsorship report form. The Board also reviewed and discussed a proposed grant procedure document that will amend the current grant procedures and make future grant awards payable on a reimbursement basis starting with the grant cycle in March of 2019.

The Board moved, seconded and unanimously approved the forms and proposed procedures.

**VHIB Board Member Handbook**

Each Board Member in attendance was provided with a hard copy of the VHIB Board Member Handbook. The Board reviewed the handbook and will send edit suggestions to the Program Manager so that it can be updated.

**2019 Horse World Expo**

Heather Wheeler received a request for sponsorship for the 2019 Horse World Expo to be held February 28 – March 3, 2019 in Harrisburg, PA. The Board moved, seconded and unanimously approved that the VHIB would approve $1500 as a Horse World Expo Show Sponsor.

**2019 Virginia Horse Festival**

Heather Wheeler received two sponsorship proposals from Glenn Martin at the Meadow Event Park for the upcoming 2019 Virginia Horse Festival. These sponsorships were for the Show Sponsorship and the Parade of Breeds Sponsorship. The Board discussed the proposals and made the decision to host a booth at the 2019 Horse Festival as opposed to sponsoring the event. The Board moved, seconded and unanimously approved that the VHIB would approve $400 as a Virginia Horse Festival vendor.

**Emergency Grants**

The Board discussed the Emergency Grant Committee and decided that the Chair and Vice Chair should be the ones who receive, review and make recommendations on Emergency Grants. In the case that there is a conflict of interest for either the Chair or Vice Chair the Emergency Grant Application will be held until the next board meeting.

The Board received an Emergency Grant request from Leeanne Ladin from the Meadow Event Park and the Secretariat Birthplace Tours. The proposal requests funding to cover the replacement of the education signage that appears around the Meadow Event Park. These signs were previously purchased with VHIB grant money. The amount requested for the 8 signs was $2,500.00. The Board noted that a sign with VHIB’s logo near the show office is faded and in need of replacement but were unsure if that was one of the eight signs covered under the proposed $2,500.00. The Board asked Heather Wheeler to work with Leeanne Ladin to determine if that sign was included and if it was not, to include the cost of replacing the sign in the grant award. The Board moved, seconded and unanimously approved that the VHIB would approve the grant for $2,500 plus the amount needed to cover the cost of replacing the VHIB sign located near the Meadow Event Park show office.

**Public Comment**

None

**Next Meeting**

The next meeting of the board will be held on January 21, 2019. This meeting will be focused on marketing.

**Adjournment**

The meeting adjourned at 1:58 PM.

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