



## TERA Board of Directors

### Meeting Minutes January

DATE/TIME: January 27, 2025, 1902-1952

Guest(s): None

Recorder: Kathy Hezeau

Attendance:

|   |          |  |          |   |          |   |          |  |          |  |          |   |          |
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| Matt<br>Riley<br><small>President</small> | <b>P</b> | Alan<br>Padgett<br><small>Vice<br/>President</small> | <b>P</b> | Jessica<br>Reily<br><small>Treasurer &amp;<br/>membership</small> | <b>P</b> | Kathy<br>Hezeau<br><small>Secretary</small> | <b>P</b> | Todd<br>Hezeau<br><small>Education &amp;<br/>Webmaster</small> | <b>P</b> | Kerry<br>Lowery<br><small>Awards</small> | <b>P</b> | Jan<br>Hudson<br><small>Fundraising &amp;<br/>Donations</small> | <b>A</b> |
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| TOPIC                               | DISCUSSION/CONCLUSION   | ACTION   |
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| <b>Call to Order</b>                | Matt Riley called the meeting to order at 19:02 PM  |  |
| <b>Review of minutes</b>            | Meeting minutes 1/27/25 reviewed and voted on as presented.<br>Alan & Todd motion for approval and unanimously accepted.<br><b>* Motion approved 5 yes. Motion carried forward.</b>   | <b>Action:</b> No further Action Required.   |
| <b>Board Member open positions</b>  | Matt has met and discussed responsibilities of Director of Fundraising and Donations with Jan Hudson. Jan has accepted this nomination. Per our current bylaws the TERA Board of Directors can vote to fill open vacancies. Matt recommended Jan Hudson for position of Director of Fundraising and Donations.<br><br><b>*Motion to vote on Jan Hudson for role of fundraising and donations. Motion approved 5 yes. Motion carried forward.</b><br><br>1906: Attempt to call and text Jan were made by Todd, after the vote, to include her in the proceeding meeting but we were unable to contact her.   | <b>Action:</b> Jan Hudson has filled position for Director of Fundraising & Donations. |
| <b>501c3 Update</b><br>Alan Padgett | <b>Update:</b> IRS has not been very helpful by providing guidance with 501c3 application information.<br>EZ Form can be completed for \$300 fee.<br>The Bylaws need to be updated, and purpose statement completed prior to application.<br>Alan recommends Bylaws be rewritten by Racing Stripes end of April. Updated Bylaws need majority vote of members present at meeting.<br>Tax return needs to be filed by end of May. 1099-N<br>Electronic postcards have been updated with officers and DBA-Doing Business As. Franchise Tax information record must be updated by end April.<br>A new registered agent must be assigned who would serve as the official contact for TERA. They will provide an official address, | <b>Action:</b> Jessica & Alan: review IRS application.                                 |



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|   | <p>serve as the contact in the event of a lawsuit. This is a requirement for the state of Texas.<br/>         Jessica Riley was recommended.<br/> <b>*Motion to vote on Jessica to serve as contact agent for TERA.<br/>         Motion approved 5 yes. Motion carried forward.</b></p> <p>Purpose statement required for 501c3.</p>   | <p><b>Action:</b> Jessica Riley approved as contact agent for TERA.</p> <p>Kathy: draft purpose statement and share with board members</p>          |
| <p><b>Bylaws Discussion</b><br/>         Alan Padgett</p>         | <p>Three statements must be included within bylaws:<br/>         1. Charitable Purpose<br/>         2. Benefits to community<br/>         3. Steps undertaken in the event of dissolution of the organization.<br/>         Alan asks that ideas and change recommendations be sent to him. Kathy has volunteered to assist.</p>   | <p><b>Action:</b> Board to review current bylaws and send suggestions to Alan and Matt for review. Kathy to assist with rewriting and revisions</p> |
| <p><b>Newsletter Update</b><br/>         Todd Hezeau</p>          | <p>Todd recommends announcements appear on social media for promotion of events and communication to community at large. Electronic update options have already been completed. Alan shared OCER newsletter is posted on Facebook which shares ride information, member accolades and Board minutes.</p>   |   |
| <p><b>BOIR Update</b><br/>         Alan Padgett</p>               | <p><b>Update:</b> Electronic postcards have been updated with officers and DBA-Doing Business As.<br/>         Current ongoing legal cases are demonstrating that we do not need to complete. We will not be subjected to liability for failure to file.</p>   |   |
| <p><b>Director Ride Manger Mentor</b><br/>         Matt Riley</p> | <p><b>Update:</b> Matt has been unsuccessful in finding someone willing to accept this role.<br/>         Val Bixler was recommended - Matt will follow up with her.<br/>         Robyn Howze was recommended – Jessica will follow up with her.<br/>         John Nowell and Tommy Robochet were recommended- Todd will follow up with them.<br/>         Kristen Seymore was recommended – Matt will follow up with her.<br/>         Kerry recommended a team approach with 1 person have the primary responsibility.</p> | <p><b>Action:</b> Board members to speak with current ride managers for interest in assuming position or shared responsibility.</p>                 |
| <p><b>Treasurer Update</b><br/>         Jessica Riley</p>         | <p>Next Friday transfer will occur.<br/>         We need an additional person with online access who would serve as a backup if needed.<br/>         Todd Hezeau was recommended as he already has online access for new rider clinic.<br/>         2025 Financial Budget Plan will be completed next week.</p>  | <p><b>Action:</b> Todd Hezeau will be provided additional access to financial accounts.</p>   |



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| <p><b>Year End Awards</b><br/>Matt Riley</p> | <p>Kristen Seymore has agreed to host the meeting at her ride, Racing Stripes in April. Thank you, Kristen.</p>   |   |
| <p><b>Awards</b><br/>Kerry Lowrey</p>        | <p>Have found a sale on hay bags and getting ready to order. Requested clarification on amount. Suggestions made and agreed amount was 40 which would cover the Texas rides. Actively seeking embroidery work which estimated rate \$20/bag. Looking for suggestions for any other additional resources which could be less expensive as bags are \$10 each.<br/>Does Jan have any connections?<br/>Bags will have TERA Logo, Ride name and distance.<br/>Kerry needs address to ship them and type of fabric TBD.<br/>Varieties are available.</p> | <p><b>Action:</b> Kerry to order bags and board to investigate options for an embroiderist.</p> |
| <p><b>TERA Assets</b><br/>Matt Riley</p>     | <p><b>AED-Melinda</b><br/>Who will take to Fort Stanton ride?<br/><b>Tent-Tommy</b><br/>Alan stated tent should go to Todd so it will be ready for new rider clinic in April.<br/><b>9 tie down stakes</b><br/>Todd has them. Will use at clinic.<br/><b>TERA t-shirts</b><br/>Todd has them.<br/>Blue: 2-S 7-M 5-L<br/>Grey 1-S 2-M 6-L 2 XL<br/>Suggested selling them for \$15 each/pd \$9<br/><b>Patio Lights 1 set with 12 lights</b><br/>Todd has them. Will use at clinic.<br/><b>Leftover prizes</b><br/>Kerry has them.</p>                |   |
| <p><b>Upcoming Texas rides</b></p>           | <p><b>River Run</b><br/>Do not need prizes<br/>Mgr. is not TERA member, but assistant ride Mgr. is.<br/>Cindy Kholchock was asked for assistance with prizes.<br/>Has rump rugs for \$50.<br/>Kerry will put on her credit card for actual cost and be reimbursed via Zelle or check.</p>   |   |
| <p><b>New Business</b></p>                   | <p><b>New Rider Clinic:</b> Todd Hezeau<br/>Scheduled for first weekend in April.<br/>AERC has fee of \$50<br/>Need batteries for LED lights for night ride<br/>12 or 13 entries currently.<br/>Will be marking rails Friday before the clinic.<br/>Everyone is welcome to ride. Matt will bring the side by side and assist.<br/>Should/could we have a fund raiser there?</p>   |   |



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|                                 | <p><b>Purpose statement:</b> Alan Padgett<br/>         Need to promote trail building.<br/>         Recommended year end award and post number of hours our members spend on trail building.<br/>         Sylvia Sazama has the most hours of 260.<br/>         We need to promote the hours our members are completing and provide guidance on how to log them into AERC.<br/>         Grants are available for organizations for documented trail building hours, such as gravel work, tree clean up.</p> <p><b>Year End awards:</b> Todd Hezeau<br/>         Only 1 nomination has been submitted for year end awards.<br/>         Todd will repost on website and Jessica will send out membership blast with reminders for members to vote. Deadline for nominations is February 28<sup>th</sup>.</p> |  |
| <p><b>Meeting adjourned</b></p> | <p>Next meeting early Feb<br/>         Specific date and time TBD</p>   |  |