

**DRAFT - 5/23/16**  
**THE AMERICAN DRIVING SOCIETY, INC.**  
**EXECUTIVE COMMITTEE MEETING**  
**May 18, 2016 - WebEx meeting**

President Mike Arnold called the meeting to order at 7:37 p.m. Central time.

**Secretary's Report**

Voting members in the meeting: Mike Arnold, Dan Rosenthal, Bill Lawson, Ann Davis, Elaine Kendig and Francine Arrington. The Secretary reported that there was a quorum.

Also in the meeting was staff member Stacy Carlson.

**Approval of Minutes from May 12, 2016**

The President asked if there were any corrections. Hearing none, he declared the minutes approved.

**Letter of Agreement**

*Ann Davis moved that Dan Rosenthal be authorized to present a Letter of Agreement to Louise Rothery for services as a consultant to the Board of Directors of the American Driving Society, Inc. (see Letter attached). The motion was seconded.*

Vice-President Rosenthal explained that he had consulted with each of the Executive Committee members and received suggestions for inclusion from each of the members.

With no further discussion, *a vote was taken and the motion passed.*

**Adjournment**

With no further business, the meeting was adjourned at 7:48.

**Submitted by Ann Davis, Secretary ADS Board of Directors.**

**Attachment:**

Letter of Agreement between The American Driving Society, Inc. ("ADS") and Louise Rothery ("Consultant").

Consultant is entering into an agreement to serve as a consultant to the Board of Directors of The American Driving Society, Inc.. The term of the contract shall be one year commencing July 1, 2016 and ending June 30, 2017. Consultant will report to the President and Executive Committee of the ADS.

Non-employee compensation for the work will be \$65,000, paid bi-weekly throughout the term of the agreement. An invoice should be submitted to the ADS office for payment.

Written monthly progress reports shall be submitted to the President and the Executive Committee of the ADS, made available to the Board of Directors and shall be presented in summary form to the Board of Directors at their scheduled meetings.

Major projects to be undertaken during the contract term:

- Clearly define the roles of the executive director and other staff
- Work with Board members on new structure for Board of Directors and related By Laws revisions
- Work on launch of new website and online omnibus
- Work with staff on new membership management system
- Develop a new strategic plan for the ADS

In January of 2017, the Executive Committee and Consultant will review the position, the work performed, and plans for the future. If all feel this has been a successful consultancy, it is agreed to begin to transition to a permanent employee position at a level of compensation consistent with the amount paid as a consultant. Should it be decided to seek another candidate for the position at that time, Consultant will assist in the search for and training of the new Executive Director with a focus on the geographical area in which the offices of ADS are located.

During the contract term Consultant will attend all meetings of the ADS Board of Directors, Executive Committee, and General Membership including executive sessions unless otherwise requested by the President at the time of the session. Consultant will also attend meetings of the Driving Sport Committee of the USEF on an ex officio non-voting basis.

In addition to the foregoing, Consultant will carry out most of the daily duties of the position of Executive Director of the ADS. The scope of the duties to be performed will include but not be limited to the following:

- Strategic planning for ADS with an emphasis on membership growth, and long and short fundraising
- Supervise the day-to-day operations of the ADS Office, either at the ADS office or from a remote office location.
- Perform all supervisory duties, including recommendations for hiring and terminating staff, discipline, coaching, training and evaluating.
- Work with Development Committee and Executive Committee to improve the grant request process and clarify related criteria.
- Support the fund raising activities of the Development Committee
- Inform Officers, Directors and Committee Chairmen of any communications that affects their area of interest.
- Work with Board and Committees, making sure that all committee chairs, directors and officers have all tools and information necessary for them to be successful in their responsibilities and projects; lend assistance and support wherever possible.

- Answer questions about the organization and/or forward questions to the appropriate Board member.
- Organize and/or supervise the organization of the Annual Meeting and Weekend of Driving for Pleasure and winter meetings, including site selection, budgeting, program, housing, catering, notices, and daily oversight and problem solving.
- Support the process of planning Board, Executive Committee and Committee meetings in consultation with the President and Committee Chairs. Support the President and Secretary in preparation of Agenda items.
- Represent the Society at U.S. Equestrian Federation conventions. ADS competitions, World Championships, AMHA meetings, CAA conferences, etc. as requested by the Board.
- Coordinate publications with contractors/vendors as required.
- Write articles as needed for publications.
- Author and coordinate publication of email notifications to membership as needed.
- Develop and administer programs for developing drivers.
- Assist and/or oversee the bookkeeping functions of the Society, including the preparation of monthly and quarterly payroll and tax reports, preparation of materials for the accountant, Treasurer and Finance Committee and annual inventory of sales items.
- Work with the Treasurer and ADS office staff on development of the annual budget
- Track and maintain State Registrations with Perlman and Perlman
- Track and maintain Insurance policies with current ADS insurance brokers.
- Oversee the administration of membership services, including sales of ADS material
- Oversee competition support as performed by office staff, including online and printed omnibus and competition recognition
- Assist with general office duties as needed.
- Perform other duties as required to meet the needs and goals of the American Driving Society.
- When needed respond directly to ADS calls and correspondence

Consultant will receive reimbursement of the following:

- Travel expenses related to work performed for the ADS including trips to Wisconsin
- Office supplies
- Cost of any training on computer programs
- Complimentary membership to the ADS
- Subscription to *Driving Digest Magazine* and any other publications deemed appropriate for the job

It is understood that Consultant will work from her home office, and will travel as necessary to the ADS office in Wisconsin.