

**THE AMERICAN DRIVING SOCIETY, INC.**

**EXECUTIVE COMMITTEE MEETING**

**August 23, 2016**

The Executive Committee of The American Driving Society, Inc. (“ADS”) held an open online meeting on August 23, 2016. The meeting was called by Mike Arnold, President of ADS, and proper notice was provided in accordance with Article VII of the Bylaws of the ADS.

The meeting was called to order at 7:07 p.m. Central Time by the President, Mike Arnold, who noted that all members of the Executive Committee were present representing a quorum.

Executive Committee members in attendance:

Mike Arnold  
Dan Rosenthal  
Bill Lawson  
Elaine Kendig  
Francine Arrington  
Margaret Grillet

Also attending as guests were board members: Boots Wright, Marc Johnson, Kelly Valdes, Wendy Ying, Diane Koopman, Heidi Ferguson, Tracey Morgan and Honorary board members: Natasha Grigg, Holly Pulsifer and Hardy Zantke. Staff members Stacy Carlson and Louise Rothery were in attendance.

**1. Approval of Minutes.**

The President noted that minutes of the Executive Committee meeting held on June 23, 2016 had been previously distributed for review and asked for any corrections or additions. As there were no corrections or additions the minutes were approved.

**2. Appointment of Acting Secretary.**

The President noted that the resignation of Ann Davis as a Director and Secretary of ADS, had been accepted, creating an immediate vacancy. Pursuant to the ADS Policies and Procedures, Article 9.1, the President appointed Margaret Grillet as the Acting Secretary to fill the duties of that position for the remainder of the current term until the next scheduled meeting of the Board of Directors. The appointment had been concurred by all members of the Executive Committee via email.

**3. Additional Agenda Items.**

The President called for a review of the meeting agenda and asked for any additions. As there were no additional agenda items presented, the agenda was confirmed.

**4. Approval of the Proposed 2017 ADS North American Championship Criteria for Preliminary and Intermediate Divisions (“2017 Championship Criteria”).**

The President noted that because of certain timing deadlines associate with it, specifically that the 2017 Championship Criteria must be approved and published before the next board of directors meeting, it has come before the Executive Committee for consideration. Dan Rosenthal was asked to present the 2017 Championship Criteria. After Dan presented a detailed review, the President opened the meeting for comments and suggestions from the Executive Committee and guests present at the meeting.

Based on comments in the discussion, the President determined that further review by the drafting committees was necessary. He suggested that the approval of the 2017 Championship Criteria be delayed until a meeting with him, Dan Rosenthal and the drafting committees, could be scheduled by Marc Johnson for the purpose of further considering, commenting and editing the 2017 Championship Criteria. Subsequent to which, the 2017 Championship Criteria will be resubmitted to the Executive Committee for approval. He noted that the meetings must be held as soon as possible because of the upcoming deadlines of the bidding timeline.

A motion was made by Francine Arrington that the 2017 Championship Criteria be considered and reviewed at a meeting to be called as soon as practicable by Marc Johnson with the members of the drafting committees, Mike Arnold and Dan Rosenthal, and then presented immediately thereafter to the Executive Committee for approval. Upon being seconded, the motion was unanimously passed.

**5. Review of “Responsibilities and Expectations of Board Members”.**

Louise Rothery briefly reviewed the “Responsibilities and Expectations of Board Members” that she had been requested to prepare by the President, copies of which had been distributed to members of the committee. Following a discussion where it was agreed that it is a valuable resource for board members, it was unanimously agreed that it is in good form to be distributed to the Board of Directors.

**6. 2016 Show Fees.**

The President advised the committee that the Carriage Association of America (“CAA”) has asked for a refund of the organizer fees in connection with their 2016 and 2017 ADS

sanctioned shows. He explained that the request stems from the publishing delay of the Omnibus and noted that other organizers were also negatively impacted.

Mike suggested that a discount of the organizer fees be offered to the CAA and other 2016 organizers who were negatively affected by the publishing delay to defray any harm done and to encourage participation in the future. He suggested offering a 50% refund if the Omnibus wasn't published ten days before the 2016 entry closing date and a 50% discount on the organizer fee for 2017. If the Omnibus wasn't published by the opening day of a show's entry period, then a 25% refund on the organizer fee for 2016 and a 25% discount on the organizer fee for 2017 would be offered.

Motion was made by Dan Rosenthal that organizers of all shows affected by the 2016 Omnibus publishing delay of less than ten days before the entry closing date be offered a 50% refund on the organizer fee for 2016 and a 50% discount on the organizer fee for 2017. If the Omnibus wasn't published by the opening day of a show's entry period, then a 25% refund on the organizer fee for 2016 and a 25% discount on the organizer fee for 2017 would be offered. The motion was seconded and there was a general discussion. It was agreed that the discounts are a positive gesture and are well worth adopting.

The motion was amended by Margaret Grillet to read: that the organizers of all shows affected by the 2016 Omnibus publishing delay of less than ten days before the entry closing date be offered a 50% refund on the organizer fee for 2016. If the 2016 Omnibus wasn't published by the opening day of a show's entry period, then a 25% refund on the organizer fee for 2016 would be offered. Upon being seconded the amended motion was unanimously passed.

#### **7. ADS/USEF Relationship.**

Natasha Grigg reported on a recent meeting with the USEF that she participated in. She is planning on hosting "Hot Topics Meetings" at the ADS Annual Meeting and has invited USEF members to participate in the discussions. A blog has been set up on the ADS website for comments on the topics at hand. The blog is visible only to current and future board members who must register on the site to have access. All are encouraged to make an initial comment to verify that it is accessible to all.

#### **8. Review of the Committee Meeting Guidelines (the "Guidelines").**

Louise Rothery briefly reviewed the "Committee Meeting Guidelines" that she had prepared as requested by the President, copies of which had been distributed to members of the committee. Following a discussion where it was agreed that the Guidelines are a valuable resource and will help build a sounder organization, it was unanimously agreed

that they be distributed to the Board of Directors and incorporated into the Policies and Procedures.

**9. CAA National Drive at the Kentucky Horse Park.**

The President noted that it is important for ADS to have a presence at the CAA National Drive this year. After a discussion, Margaret Grillet moved that ADS support the 2016 National Drive by having a staff member attend the event and sponsoring a cocktail party, in a manner similar to participation in previous years. The motion was seconded and unanimously approved.

**10. Annual Appeal.**

Kelley Valdes reported on the status of the 2016 appeal. It was noted that the ADS membership information should be updated and that the membership database could be more user friendly for the annual appeal process. Various ways of reaching out to members were discussed. Stacy Carlson is supporting the project and will coordinate the distribution of the letters and work on the membership database.

**11. Budget for the ADS Annual Meeting.**

Bill Lawson reported that the budget is on track and that income is slightly ahead of expenses. He is hoping that there will be an increase in registrations after Labor Day, as is the usual trend.

**12. Lease on New Office Space.**

The lease on smaller, more convenient office space has been signed and begins on September 1st. Stacy Carlson will organize the move and it was suggested that local members be asked to help. Elaine suggested that hiring a moving company should be considered as it could be more efficient and cost effective.

**13. DMA Tax & Accounting.**

Bill noted that the new bookkeeping service has been retained and is a great improvement. Jenna is the assigned representative and she has been working out of the ADS office two days a week. She has the capability of working remotely as she becomes familiar with the office. All agreed that the transition is going smoothly. Mike thanked Bill for his work on this project.

**14. Miscellaneous.**

Stacy Carlson told the committee that she often receives questions and requests from people seeking help with driving related issues. Hardy Zantke offered to respond to those types of questions and asked Stacy to forward those questions to him.

Holly Pulsifer noted that she invited Heather Walker to the Annual Meeting. Mike said that everyone on the USEF Driving Sport Committee has also been invited.

As there was no new business, the meeting was adjourned at 10:00 p.m.

Respectfully Submitted

Margaret Grillet, Acting Secretary