**Board Meeting Minutes - 11/08/16**

**Meeting commenced around 6:45**

**Held at Kirsten’s house**

**Potluck with lots of yummy food**

1. **Proposed Agenda – Approved**
2. **Minutes from 10/9/16 approved**
   1. Members Present: Heather, Kirsten, Paige, Anna, Wakean, Sally and Linda
   2. Annual Membership Meeting Minutes– Still waiting for these – Heather will work with Allison to collect/disseminate these
3. **November Planning Grid:**
   1. IRS form – In Process
   2. CSHA Membership Renewal – In Process
   3. Lease Payment Due – Waiting for Invoice from EBMUD
4. **Three Open Spaces**
   1. Heather will follow up with Cheryl to find out the status of new member interviews
   2. Board Members interested in being on new member interview committee: Linda, Paige, Anna, Sally and Kirsten.
5. **AGP meeting is on 11/9 at 7AM**
   1. Attendees will be: Erica, Heather, Wakean and Linda
   2. Meeting will be with EBMUD representatives Joe Scornienchi and Alberto Mendo
   3. Lease will be up at end of 2017 – EBMUD Liaison will bring this up to EBMUD so we can review this sooner. rather than later
   4. **Capital Improvements:** After soliciting input from the membership at the annual meeting, and the board reviewing and discussing these items at length (even ranking and stacking them) The board decided that the EBMUD Liaison would discuss the list with EBMUD to see what they would actually approve. Below is the list of items that will be provided and discussed with EBMUD. These are not necessarily in a particular order – and board members had varying opinions on which would be most important now and which EBMUD would approve. A report of the discussion will be provided in our next minutes. Ultimately – EBMUD will determine which/if any are capital improvement expenses:

|  |
| --- |
| Installing a paddock at the Pear Orchard |

Mowing/Weeding invasive plants

|  |
| --- |
| Structural improvements to the red hay barn |
| Rebuild Upper Sullivan Ranch hay enclosure |
| Installing a paddock at the Pear Orchard |

1. **Priorities for 2016-2017-** As mentioned in the meeting minutes on 10/8 - multiple items/suggestions have been brought forth for the board to review and consider. A considerable amount of time was spent reviewing suggestions and priorities for the 2016-2017 year so that the board can make the best use of its time and have a meaningful value add to the organization. Below is the list of items that were deemed important for the board to begin to tackle this year. These will be contingent on work hours, ongoing discussions about them at meetings, and our actual expenses/budget. These are not in order and they are merely items we will be addressing – we have not solved them or decided on them yet. Heather will be planning these out as agenda items for the coming year and sharing that list with the board. Members can expect to see these on upcoming meeting agendas:
   1. Facilities Improvements:

                                                               i.      Rebuilding Old Stalls

1. Kim has offered to lead a work party to do this
2. Estimated to cost $600
3. Waiting to find out what our budget looks like before deciding

                                                             ii.      Shelter for the Back 40

1. Plans were created to do this
2. EBMUD approved this a while back
3. Waiting to determine if we have funding

                                                            iii.      Pear Orchard Stall for sick/injured horse

1. No plans as of yet
2. Need to understand budget to discuss

                                                           iv.      Forest Meadow Gate at WCC

1. Discussed whether this was EBMUD or OHA responsibility
2. Still to be discussed
3. Administrative

                                                               i.      Negotiating new lease with EBMUD – EBMUD liaison will contact EBMUD for copy of upcoming lease

1. Rules Revisions:

                                                               i.      Trailer Parking rules –

1. Multiple proposals have been made
2. This will be discussed in an upcoming meeting

                                                             ii.      Work Hours

1. Time allowed for projects
2. Payment vs. Actual Work
3. Amount charged for work hours
4. Hiring workers to do work hours
5. The board expressed interest in discussing this, and it will be on a future agenda for discussion
6. Emergency Preparedness

                                                               i.      Anna will continue to lead

                                                             ii.      Anna will prepare line item for budget

                                                            iii.      Rebecca will be back up support for this

                                                           iv.      Trailer Training

1. Sally will prepare a proposal around this to share with the board and aim to coordinate a loading clinic in Spring

                                                             v.      Fire Safety Project Grant for $6,800

1. The Diablo Fire Council paid their share and then PG&E paid off what was left of the grant. There was no cost to us.  It seems that getting PG&E to cover the rest of the cost was part of the original plan because our project was a high profile three agency project-- a star project for the Diablo Safety Council. It is now an on-going OHA maintenance project which Linda continue to be in charge of.
2. **Removing coyote brush** to ensure defensible structures and the ring is important to maintain a defensible evacuation zone (the ring) – please contact Linda if you have an interest in supporting this as there are some concerns about how and where we should focus our efforts.

1. The board reviewed the above list, and will be visiting these issues in upcoming meetings.
   1. Members who have interest in discussing the above will receive notice of these as upcoming topics and are welcome to attend any board meeting.
2. **OHA Website:**
   1. Issues with the current version of drupal that the website is hosted on present some concerns regarding security updates, user accessibility, and other concerns.
   2. Kim and Paige offered and have been approved to build an entirely new OHA website, and then we will migrate to that upon review and completion. New site will be on an updated software application that is supported and has security updates/patches etc…

                                                               i.      More information will be provided on this once work has begun

1. **Herd Checks**
   1. The board approved (or maybe re-approved) that members who do herd checks during the non-feeding season will continue to receive 15 minutes of work hour credit. Criteria for this includes:

**i.**      Herd checks are during non-feeding season (during feeding season feeders should be checking each horse daily)

**ii.**      Member must check each horse head to toe for injuries, general wellness, shoes etc… (which may take more than 30 minutes but they will receive 15 minutes credit)

1. **Colic Season**
   1. It was mentioned that the hot/cold weather makes horses less likely to drink, and more prone to colic. Members are encouraged keep an eye out for colic symptoms and be wary of horses acting unusually. If you find a horse colicing, call the owner, and keep the horse up and walking until the owner or vet arrives.
2. **Budget:**
   1. Paige added his name to the OHA accounts
   2. Paige is in the process of working with Morris and Alison to confirm actual expenses for past year to be able to make decisions
   3. At the next board meeting we will be reviewing the budget and prioritizing expenditures from the above list based on account balances etc…
3. **Member Task Lists:**
   1. The board began contacting members to confirm or request their involvement in the jobs needed to keep OHA running. Many members signed up at the annual membership to tackle projects –thank you - and if you haven’t yet – there is still time to volunteer! Board members are continuing to work their way down the task list to solicit help from members. Once the majority of roles have been doled out we will be sharing a copy of the list with the membership. (ETA 11/16/16)
4. **Wormers**
   1. A brief discussion about the type of wormers we would use occurred. The board determined that we will continue to provide wormers four times per year, and we will rotate the type:

**i.**      Three times per year OHA will provide tubes of Ivermectin

**ii.**      One time per year OHA will provide Ivermectine Gold, or another similar brand that contains an alternate worming medicine (i.e. Gold contains Praziquantil)

1. **Thank you to everyone for all of their wonderful help and significant contributions**
   1. Kim for organizing the work party and everyone who came and participated – there was a great turn out of folks, some great work was completed and lots of yummy snacks were had
   2. Dave - Thank you to Dave for picking up and purchasing fencing materials
   3. Diane, her husband, Paige, Julie and Sara and everyone who hauled hay up in the rain
   4. Thank you to anyone we have missed – it wasn’t intentional - there is just so much great stuff happening it is hard to track it all down!

**Next Board Meeting-** Meeting will be on December 13 at 6:45 at Heather’s House - 1767 Tice Valley, Walnut Creek, CA 94595