



# WE UNITED SHOW LICENSING OVERSIGHT COMMITTEE

## Conference Call

|       |                  |       |                |
|-------|------------------|-------|----------------|
| Date: | December 8, 2016 | Time: | 6 p.m. Pacific |
|-------|------------------|-------|----------------|

Acting Chair in Attendance?  - Chesna Klimek  
 Secretary?  - Chesna Klimek

### Members in attendance at roll call

### Members absent at roll call

| Last Name | First Name | Title            | Last Name | First Name | Title            |
|-----------|------------|------------------|-----------|------------|------------------|
| Klimek    | Chesna     | Committee Chair  | Mathews   | Becky      | Committee Member |
| Menke     | Bruce W.   | Committee Member |           |            |                  |
| McIntosh  | Susan      | Committee Member |           |            |                  |

### Members in attendance after roll call

| Last Name | First Name | Title            |
|-----------|------------|------------------|
| Mathews   | Becky      | Committee Member |

✓ *Quorum Achieved*

### INTRODUCTION/GENERAL UPDATES

- Members of the committee introduced themselves to one another.
- Bruce reviewed the current status of the new single set of working equitation rules in the U.S. and discussed ways in which this may impact the committee's work developing requirements for licensed shows. For example, the change in dressage tests and the change that B-rated competitions no longer require a technical delegate.
- Chesna reviewed the current WE United licensed competition show calendar, identifying the show in Eugene, OR on January 21, 2016 as the next licensed show on the calendar. This show has already been licensed by the WE United board.
- Becky joined the meeting at the conclusion of the introduction period.

### PROCESS

- Chesna suggested starting areas for the Committee to work on, irrespective of the release of the new rules. In particular, creating a show licensing application form and deciding minimum requirements for licensed show entry forms.
  - All Committee Members agreed to review a show licensing application form draft in Google Doc form, to be emailed to all after the meeting by Chesna. Becky shared the United States Eventing Association competition approval form via email as a resource.

- All Committee Members agreed to help identify bare minimum requirements from WE United to be included on show entries, but that shows should have flexibility in creating their own entry forms (hard copy, online, or otherwise).
- All members of the Committee agreed to meet via teleconference approximately every two weeks until the initial paperwork and/or online resources for show organizers have been completed and approved by the Committee and WE United board, and to meet on an as-needed basis after that.
- Bruce explained that this Committee will be responsible for reviewing and approving or rejecting show licensure applications that are submitted (after they have been created and adopted).
- All Committee Members agreed initial drafts of forms or documentation can be created in Google Doc format shared with all Committee Members, and transitioned to Word formatting when nearing completion.
- All Committee Members said email is an acceptable form for Committee communication between conference calls.

#### *INDIVIDUAL NEXT STEPS*

- Chesna agreed to email a first draft of a show licensing application letter via Google Docs immediately following the meeting.
- Bruce agreed for the Committee to use his scoring forms (shared via email) as a first draft for final scoring forms.
- Bruce agreed to compile a first draft of documents explaining the various show officials required/encouraged for licensed shows, to be given to show organizers and/or general WE United membership as a resource.
- Becky agreed to create a first draft of a rider protest form to be used for licensed shows.
- Susan agreed to share a checklist of show considerations for show organizers, to be used when developing online resources/forms for WE United show organizers.
- The Committee Members all agreed that WE United should create a page on the WE United website for competition licensing forms and resources, open to the public. Chesna will follow up with the WE United Board regarding approval/implementation of this area of the website.
- Chesna agreed to email a Doodle poll at the conclusion of the meeting to determine the next meeting time.

#### *NEXT MEETING*

- To be determined via Doodle poll, emailed to all committee members at the conclusion of the meeting by Chesna.

Agenda for the next meeting will focus on reviewing and/or approving for board consideration any drafts of forms or show licensing resources completed by individual committee members before then. In addition, we will discuss any questions that may arise as they relate to our committee work from the new rules or from the form creation process.

*Meeting was adjourned at 7:03 p.m. Pacific.*