

**Belgian Draft Horse Corporation of America**  
**Board of Director Meeting- December 4, 2020**

The Belgian Draft Horse Corporation board meeting was called to order at 3:09 p.m. by president Walter Schaefer, Jr. at the Belgian Draft Horse Corporation office in Wabash, IN. The following were present: Levi Beachy, Lewis Biddle, Jim Carey (present on video conference), Matt Frieden, Michelle Keaffaber, Corbly Orndorff (present on video conference), Larry Piergallini, Dean Woodbury, Teresa Zube.

**Minutes:**

Minutes were presented for approval from the June 3, 2020 board meeting.

Teresa Zube moved to approve the minutes.

Dean Woodbury seconded the motion.

The motion carried unanimously.

Minutes were presented for approval from the August 18,2020 conference call.

Matt Frieden moved to approve the minutes.

Lewis Biddle seconded the motion.

The motion carried unanimously.

Minutes were presented for approval from the October 7, 2020 conference call.

Matt Frieden moved to approve minutes.

Dean Woodbury seconded the motion.

The motion carried unanimously.

Minutes were presented for approval from the November 18,2020 conference call.

Teresa Zube moved to approve minutes.

Levi Beachy seconded the motion.

The motion carried unanimously.

**Financial Report:**

Larry Piergallini presented the financial report to the board of directors. He also brought to their attention we have a CD that has matured since our fiscal year ended. The money is currently in our Crossroads checking account which exceeds the \$250,000 FDIC insured money. The corporation has three CDs that will mature prior to our May meeting. Michelle Keaffaber researched banks around the Wabash area and presented CD rates for a variety of banks. CD interest rates are currently low due to COVID. Larry Piergallini advised we look into money markets as well as CDs to find the best interest rates.

Teresa Zube moved to have \$150,000 withdrawn from the Crossroads Checking account and moved into a new CD or money market. The three CDs that will mature prior to the May meeting will be placed in new CDs or money markets at the discretion of the financial committee and Michelle Keaffaber, who has authority to move money when decision is made and execute any documents to invest the money as required by financial institution. One bank will not exceed the FDIC limit of \$250,000.

Lewis Biddle seconded the motion.

The motion passed unanimously.

Teresa Zube questioned the depreciation that was presented in the financial report. Michelle Keaffaber will contact Rae Logan for depreciation schedule.

Jim Carey moved to accept financial report.

Levi Beachy seconded the motion.

The motion passed unanimously.

Michelle Keaffaber presented graphs from Syft; a program linked to our QuickBooks account. Originally, Jenna Hovermale had worked with Kaitlin Biteler, who independently creates financial graphs for other organizations, to create visuals/graphs that will allow both the office and the board to proactively manage the corporation. Since moving to QuickBooks online, Kaitlin Biteler and Michelle Keaffaber worked together to find a simpler graphing system. Michelle Keaffaber will continue to work on better understanding the graphs and frequency of using these graphs in a way that is beneficial to the Belgian Draft Horse Corporation and budgeting.

**President's Report:**

Walter Schaefer Jr. thanked everyone for attending the meeting whether in person or on the video conference call. It has been a trying time with COVID, but he is very proud of everyone for being flexible and working together. He let everyone know that Jenna Hovermale had visited the office prior to the meeting and presented her with her farewell gift of a firepit. Jenna appreciated the gift. Walter thanked Matt Frieden for his time on the board and his great efforts throughout the years.

**Secretary's Report:**

Michelle Keaffaber presented secretary's report. The office staff finished the Dover and Topeka sales this past week and are currently two weeks out on paperwork. They have worked hard to remain at two weeks out on returning paperwork. Jenna Hovermale has been a great help in Michelle's transition into the COO role, she is currently coming in for an hour every few weeks. Michelle expressed her gratitude to everyone for their help in learning and making this transition smooth. Everyone has been very welcoming. Michelle presented membership, transfer, registration, and DNA trends.

**Committee Reports:**

National Show:

Teresa Zube and Walter Schaefer Jr. updated the board on the proposal that was presented by Josh Minshull for the Classic Series during the Alliance meeting. Josh phoned into the Belgian Draft Horse Corporation meeting to present the proposal. Both the Alliance and Corporation boards felt that this proposal needed to be discussed within the National Show Committee and a recommendation brought back from that committee to the Alliance Board on how to proceed. Josh will send the proposal to Michelle Keaffaber who will send it to the committee.

Personnel Committee:

Larry Piergallini moved to go into executive session at 5:18 p.m.

Dean Woodbury seconded the motion.

The motion passed unanimously.

Larry Piergallini moved to come out of executive session at 5:57 p.m.

Dean Woodbury seconded the motion.

The motion passes unanimously.

Walter Schaefer Jr. reflected on Michelle's Keaffaber's time at the Belgian Draft Horse Corporation so far. Michelle has done a great job learning the registry, bylaws, and other day to day procedures. Walter and Michelle have weekly phone conversations that have developed over time, Michelle comes prepared with questions and the conversations remain beneficial. Michelle is very action oriented and is prompt in her turnaround time with requests from the Board and membership. Walter pointed to the competencies that were created when the COO position was posted and went through them with the board and how Michelle is meeting these competencies. For the next six months, Walter envisions Michelle learning more of the financial piece of her role. Michelle updated

the board on where she is at with financials. Michelle continues to receive training from Paul McCann, the accountant hired through Red Earth CPA to assist with the financial onboarding of Michelle.

Teresa Zube moved to award Michelle Keaffaber with a \$250.00 Visa Gift Card for a Christmas Bonus.

Matt Frieden seconded the motion.

The motion passed unanimously.

Walter Schaefer Jr. discussed past employee retention. Jenna Hovermale typically bought gift cards for staff every Christmas along with birthdays and work anniversaries.

Lewis Biddle moved to budget \$1,500 for employee retention to be used at Michelle Keaffaber's discretion.

Levi Beachy seconded the motion.

The motion passed unanimously.

Booth and Events:

Walter Schaefer Jr. went over past events that the COO of the Belgian Draft Horse Corporation would attend. Levi Beachy suggested it could be beneficial for the booth to attend horse pulls in the future, potentially the pull in Topeka. Michelle Keaffaber will look into the dates for this pull and a decision will be made at a later time.

Teresa moved to have the booth at the Gordyville Sale, Spring Topeka Sale, and Madison Sale.

Levi Beachy seconded the motion.

The motion passed unanimously.

Annual Meeting:

The 2020 annual meeting was originally to be held in Arthur, IL. Due to COVID, the board decided to move the meeting to Shipshewana, IN in hopes it would still be held. The board would like to move the meeting back to Arthur, IL.

Corby Orndorff moved to have the 2021 annual meeting in Arthur, IL.

Dean Woodbury seconded the motion.

The motion passed unanimously.

Bylaws:

Teresa Zube updated the board on the new joint signature authorization forms that were put in place. The office staff raised concern due to membership not filling them out correctly. The bylaw committee had a meeting and reformatted the forms in hopes that it will help members understand the forms and alleviate the work that the office staff has been doing to get them corrected. Teresa also discussed better ways of making members aware of changes in the office; including Facebook and posting forms on our website.

Dean Woodbury moved to approve the changes to the joint signature authorization forms.

Levi Beachy seconded the motion.

The motion passed unanimously.

During the meeting with the bylaws committee there were questions brought up regarding who to send DNA kits to. If the horse is not standing at the recorded owner's address is the office allowed to send DNA kits to a different address. The board decided DNA kits will be sent to recorded owner's current address unless written authorization is turned in for the staff to send it somewhere else.

#### Building Maintenance:

Jenna Hovermale had been approached by Duke Energy about getting LED lights for the office. A quote was presented from them, along with a quote Michelle Keaffaber obtained from Quality Electric. The quote from Duke Energy was fairly extensive both inside and outside the building and would replace only the ballasts and the light bulbs within the existing light fixtures. The Quality Electric quote had two portions to the quote. One portion would replace the ballasts and light bulbs within the existing light fixtures but wasn't as comprehensive as the Duke Energy quote. The second portion of the Quality Electric quote would replace the light fixture, ballasts and light bulbs. Based on the comprehensiveness of Duke Energy's proposal, not having to replace light fixtures which would cost more money, and Lewis Biddle's past work experience in this area, the board felt Duke Energy had the better proposal.

Lewis Biddle moved to accept the Duke Energy proposal with a lump sum payment in the amount of 1,943.32.

Larry Piergallini seconded the motion.

The motion passed unanimously.

#### Farm/Puller Participation:

In the past, the board decided which classes we would sponsor with money given. Due to the uncertainty of COVID, Corby would like a budget to be flexible with due to events potentially being cancelled.

Teresa Zube moved to budget \$3,000 for Farm/Puller Participation for 2021.

Matt Frieden seconded the motion.

The motion passed unanimously.

#### **Break in reports for the Facebook Live Presentation.**

The 2020 Election results were announced on the Facebook Live Presentation.

The Belgian Draft Horse Corporation of America Election results were read by Michelle Keaffaber. The results are as follows:

Jim Carey- 362, Herman M. Miller-354, Lawrence Piergallini- 346, Henry V. Raber- 251, Craig Hagemann- 231, Jeffry Simmons- 154, Bob Cowden-1, Gary Hale-1, J. Cary Hall-1, Linda Ewell-1, Christina Lemley-1, Jerry Maker-1.

Michelle Keaffaber declared Jim Carey, Herman M. Miller, and Lawrence Piergallini elected to a 3-year term.

The 2020 Belgian Alliance election results were announced on the Facebook Live Presentation.

The Belgian Alliance results were read by Michelle Keaffaber and David Moser was elected to a 3-year term.

The drawing for the raffle was done on the Facebook Live Presentation. Betsy Mrozinski was the winner of the Hustler Raptor or \$3500 cash.

#### **The committee Reports resumed at 7:35 p.m.**

#### Publications Committee:

Levi Beachy reported updates on the publications committee. There are approximately 67 ads this year for the 2020 Belgian Review, last year there were 75. There has been a mass list created of 150 potential advertisers that will be used next year. Walter Schaefer Jr. reflected on how well the committee worked together and willingness to call advertisers. Michelle Keaffaber is working to turn everything in to Lee Beachy at Carlisle printing. The deadline for everything to be turned in is mid-December.

#### National Belgian Show:

Teresa Zube updated the board on where we are at with getting a contract with Ohio State Fair and status on judges for the show. Originally, Ron Mack stated that the contract would have been signed at the end of November beginning of December. Michelle Keaffaber reached out for an update and as of now Ohio State Fair is not signing any contract until February at the earliest. The National Show Committee will continue to get updates and look at alternatives as need be. The list of judges from 2020 were used for 2021 National Show and the committee has verbal commitments from judges. The year 2022 will be the 100<sup>th</sup> anniversary of the National Belgian Show. Teresa requested if any board members have ideas or requests for the anniversary show to let her know.

#### Futurity:

Jim Carey reported on the Futurity form that Stacie Mrozinski, had turned in. The report states 51 horses are currently entered into the futurity. Entry Fees have brought in a total of \$2,875. The financial committee and futurity will review the totals that were submitted.

#### Hall of Fame:

Jim Carey reported that Gary Nebergall wrote an article for the hall of fame inductee Lee Eller which will be included in the 2020 Belgian Review. Tomas Vybiral is writing a horse article for the 2020 Belgian Review. Michelle Keaffaber has not received this article. Lewis Biddle will contact Tomas Vybiral for an update on the article. Jim requested that the corporation present a plaque to the family of Lee Eller as we have in the past. Michelle updated the board that the plaque has been ordered.

#### Merit Program:

Teresa Zube reported on the updates to the Merit Program. The 2020 Merit program was cancelled due to COVID. For the Belgian Review, there will be a collage of past gold, silver, and bronze winners along with an article written by Larry Piergallini. She reported that rules were updated during the alliance meeting and will be reflected on our website.

#### Trophies/Awards:

Matt Frieden reported that trophies have been ordered. In 2020 approximately 12-15 trophies were ordered, but only 3 have been used. The others are at the trophy shop waiting to be printed. Walter Schaefer Jr. thanked Sue Frieden for all her help organizing this. They discussed the future of the committee and Sue plans to continue to help.

#### Breeders Challenge:

Teresa Zube updated the board on the changes to the Breeders Challenge. It will kick off this year at Gordyville, the committee changed the nomination fee. It is now a minimum \$500 bid instead of an upfront cost. An update was also given on the money that was put aside for the NABC 9 from this program. The Alliance board decided to table the decision until Scott Seymour receives more information from the NABC 9 committee in relation to questions that the Belgian Alliance board has.

#### Youth Programs:

Michelle Keaffaber updated the board on the scholarship recipients that were chosen during the Alliance meeting. She will work with Jenna Hovermale on plans with the Youth Ambassador Program. Jenna has shown interest in continuing to help with this program.

NABC:

Walter Schaefer Jr. reported that the location for NABC 10 will be at the Illinois State Fair Grounds in September of 2024. Scott Seymour and Justin Berry are co-chairs for the committee. If any board members are interested in being part of the planning process, he encouraged them to reach out to Scott or Justin.

Marketing:

Michelle Keaffaber reported that the marketing committee will work on getting a new video for the TV that is taken to booth and events. The current video is from NABC 8 and is outdated.

Belgian Expo:

It was reported that Derek Knepp verbally committed to host the 2021 Belgian Expo. The 2020 Belgian Expo was originally planned for this location.

Alliance Financials:

Larry Piergallini updated the Belgian Corporation Board on how well the Belgian Alliance Financials are moving forward. The accountant has done a great job in organizing the information. Michelle Keaffaber will work with the finance committee to continue the efforts of improving the reporting of the Belgian Alliance financials.

Matt Frieden moved to adjourn the meeting.

Dean Woodbury seconded the motion.

Motion passed unanimously.

Meeting adjourned at 8:29 p.m.

Signed:

Michelle Keaffaber

Secretary, Belgian Draft Horse Corporation