



TERA Board of Directors

Meeting Minutes September

DATE/TIME: September 15 , 2025, 1939-2115

Guest(s): none

Recorder: Kathy Hezeau

Attendance:

Matt Riley President	P	Alan Padgett Vice President	P	Jessica Reily Treasurer & membership	P	Kathy Hezeau Secretary	P	Todd Hezeau Education & Webmaster	P	Kerry Lowery Awards	P	Debbie Betz Member at Large	P	Debra Lemmons Member at Large	P
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TOPIC	DISCUSSION/CONCLUSION	ACTION
Call to Order	Matt Riley called the meeting to order.	Action: none
Minutes	April minutes were approved as presented. Alan made a motion and it was seconded by Debbie.	Action: Todd to post minutes on website for membership to review.
TERA Business Matt Riley & Alan Padgett	A. Officer Elections The Board discussed the process and timeline for the upcoming officer elections. The Board agreed to continue using a hybrid voting process consisting of electronic and paper ballots. Electronic ballots will be encrypted, with IP address and/or email information available to assist in identifying potential duplicate votes. Paper ballots will be available to members who prefer or require a non-electronic voting option. The Board established that if a member submits both an electronic and paper ballot, the paper ballot will be considered the ballot of record. A reconciliation process will be completed following the election to compare electronic voting records with paper ballots and identify potential duplicate voting. An independent validation of reconciliation will also be obtained. Family memberships will continue to receive voting opportunities with 2 eligible votes. The election is anticipated to remain open for the full month of November, with electronic ballots distributed November 1. Candidate nominations and election information will be communicated to the membership in advance of the election. The Board discussed current interest in officer positions. Matt Riley stated that he will not seek the office of President. Jessica Riley indicated she is willing to continue as Treasurer provided membership responsibilities are transitioned to another individual. Kathy indicated she is willing to run for Secretary. Alan indicated a willingness to serve in an officer's position. Debbie also expressed willingness to serve in an officer capacity.	Action: Kathy Reconcile electronic and paper ballots following the election and arrange independent validation of the reconciliation.



	Membership Committee Debbie volunteered to serve as Chair of the Membership Committee and to assume membership responsibilities currently being handled by Jessica Riley. Jessica will provide training and transition information to Debbie. The Board also discussed documenting treasury and membership processes to support continuity and future transitions. B. Central Region Convention and Awards Ceremony The Board discussed coordination with OCER regarding the Central Region year-end convention and awards ceremony. The tentative dates discussed were January 22–24, with the possibility of a one- or two-day event. Bruce is exploring potential venues, including locations near the Texas-Oklahoma border. TERA representatives will participate in planning discussions with OCER during November and December. Because of potential conflicts with January rides and trail preparation, Alan will communicate TERA's preferred dates to OCER. The Board's preference is the weekend of January 9, with January 23 identified as a fallback option if necessary. No formal vote was taken because the dates remain subject to coordination and sanctioning.	Action: Debbie Assume Chair responsibilities for the Membership Committee and coordinate membership transition with Jessica Alan Communicate TERA's preferred Central Region convention dates to OCER and report back to the Board. Jessica Document treasury processes, legal/filing requirements, and transition procedures in TERA Google Drive.
Financials Jessica Riley	2026 Financials • Current account balance: \$17,110 • Year-to-date donations: more than \$18,000 • Prior-year donations: approximately \$9,000 • Some funds remain earmarked for specific purposes, including veterinary rides and other designated activities. The Board recognized the significant increase in donations and discussed the positive impact of the organization's 501(c)(3) status. The Board also discussed fundraising through tax sales and merchandise sales. Appropriate documentation and invoicing procedures will be maintained for expenses and reimbursements. Jessica will continue documenting treasury procedures in the Google Drive, including processes related to financial records, legal obligations, and transition of responsibilities. BIG shoutout to Debbie Betz for her hard work and ongoing success with the tack sales at TERA rides. Thank you, Debbie, 😊	Action: none
Awards Kerry Lowey	Awards	Action: Alan & Jessica Draft October nomination and



	The Board discussed awards for upcoming rides. For upcoming events, high-veterinary-score recognition will continue to be used, with awards ordered and shipped directly as needed. The Board also discussed expanding recognition opportunities to include membership participation and volunteer contributions in addition to endurance achievements. Potential future recognition items discussed included: • Custom jackets • Participation/entered-ride recognition • Volunteer recognition • Potential future “TERA Triple Crown” recognition The Board discussed the importance of establishing clear award criteria and maintaining appropriate lead time for ordering. Award nominations will be solicited during October, with nominations anticipated to close during the first week of November. Award selections and orders should be completed with sufficient lead time for January events.	awards communications; coordinate review before distribution.
Website and New Rider Clinic Todd Hezeau	A. Website The Board discussed the TERA website and the need to maintain current information and meeting materials in the organization’s Google Drive. The Board also discussed using Google Meet for future meetings. The next meeting is scheduled for October 13, with members encouraged to communicate any technology or connectivity concerns in advance. B. Fall New Riders Clinic The Board discussed whether to hold a fall New Riders Clinic. The consensus was that a spring clinic would be preferable, consistent with the timing used in previous years. The clinic is anticipated to be held in the spring, potentially in March, when riders are preparing for the upcoming riding season. The clinic location is expected to be at the Parrish property, where facilities and trail access are available. The Board discussed continuing the hands-on horse cooling demonstration that was incorporated into the previous clinic.	Action: none
New Business Alan Padgett	A. Parish Pine Breaker – TERA Benefit Ride The Board discussed plans for the Parish Pine Breaker 100-mile ride as a TERA benefit ride. The event will be operated as a benefit ride for TERA, with proceeds supporting the organization. A previous benefit ride generated approximately \$4,000. A formal event budget has not yet been completed. Kathy will develop the budget and coordinate with Kerry Lowery regarding available funding and anticipated expenses.	Action: Kathy Develop the Parish Pine Breaker benefit ride budget and coordinate with Kerry. Todd/Kathy Coordinate trail workdays and trail preparation for the



	Trail preparation was discussed extensively. Multiple workdays will be scheduled to clear and repair trail sections before the event. Volunteers from the local riding community and surrounding area have expressed willingness to assist. The Board also discussed: ● Trail clearing and marking ● Volunteer coordination ● Volunteer sign-in documentation ● Cooling station logistics ● Ice and water needs ● Potential ice trailer rental ● Sponsorship and donor support An ice trailer was discussed at an estimated cost of approximately \$650, with John Knoll offering to cover half of the expense. Additional support will be sought. <i>B. Volunteer Tracking and Ride Manager Documentation</i> Debbie Betts developed a TARA Ride Volunteer Sign-In Sheet for use by ride managers. The form is intended to document: ● Volunteer name ● TARA membership number ● Volunteer role ● Volunteer signature Completed forms will be returned following each ride. The information will be used to track volunteer hours for organizational reporting and volunteer recognition. The Board also discussed establishing a standardized volunteer release form for TARA rides. Carrie Lowry will adapt existing release language into a generic form that can be used for future rides and placed in TERA Google Drive. The Board emphasized the importance of appropriate release language and consistent documentation for volunteers. Debbie working completing on TERA ride survey in google drive <i>C. TERA Ride Survey</i> The Board revisited the previously discussed TERA ride survey. Because of the number of current priorities, the Board agreed to table the survey discussion for a future meeting. <i>D. Community Memorial</i> The Board discussed an appropriate charitable gesture in memory of Cindy Davis. Motion: Alan moved that TERA make a \$150 donation to the Pagosa Springs Humane Society in honor of Cindy Davis to memorialize her and appreciation for their care of her dogs. Second: Matt Riley seconded the motion.	Parish Pine Breaker ride. Debbie Place the volunteer sign-in sheet in the Ride Manager packet and coordinate collection of completed forms Debbie Develop/adapt standardized volunteer release language for TERA rides
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Meeting adjourned	Next meeting October 13th	