**NAC of ADA Meeting Minutes from 1/13/20**

**Meeting Called to Order at:** 6:30pm

**Location of Meeting:** Carol Lands’ home

**Board Members in Attendance**: Kirsten Kuzmanic, Angelique Levell, Anne Callahan, Carol Lands, Kay Laake, Traci Zenner

**Other Members in Attendance:** None

1. December board meeting minutes approved

2. TREASURER'S REPORT. Anne gave update on our current bank account balance and recent expenditures for upcoming party

3. Anne to schedule an appointment with the bank for 1/31/20 at 3pm to add Traci to the account and to set-up PayPal. Anne, Kirsten and Traci to attend. November Board Meeting Minutes on official letterhead to be provided to bank

4. Final Plans for 1/18/20 party discussed and agreed upon:

    A. How many RSVP's – Approximately 60

    B. Set Up time: 4 pm

    C. Kirsten to order perishable food from Costco and to pick it up on her way to the Phippen.

 D. Anne and Traci to go to Costco to pick up plates, cups, napkins, chips, crackers, regular

 Bottled water and sparkling water

 E. Decorations and center pieces for tables discussed

    F. Two Board Members to be at front door to greet people and direct them to sign-in sheets

 and request that they get a name tag.

 G. Kirsten to give a brief speech at approximately 6pm. Goals is to welcome attendees and

 discuss the purpose of the party. Kirsten will also ask people to please complete the

 survey and drop it off on their way out

 H. Survey developed and agreed upon by consensus. Traci to type draft and send it out

 for review. Once agreed upon, she will get copies made.

 I Room set-up/layout discussed.

6. Members to bring the following items to party:

 Carol: Queso dip

 Traci: Veggie tray, surveys

 Angelique: Brownie and cookie tray

 Kaye: Presentation to be projected during program

 Anne: Decorations

7. 2020/2021 Clinics:

* Amy Starr: Working Equitation at Anne Callahan’s (June 7)
* Lois Whittingham: “ride-a-test” at Randi Wagner’s (date??)
* Bev Rogers**: Carol to contact**

- Paula Paglia for 2021: **Carol to contact**

8. Two meetings to be held in February, February 3rd and 17th, to prepare for upcoming events.

**Meeting Ended at 8:37pm**

**Next Meeting Date and Time: Monday 2/3/20 at 6 pm**

**Next Meeting Location: Carol Lands’ home**