



Washington Hunter Education Instructor's Association (WHEIA)

Meeting Minutes

May 20, 2018

KittCom Conference room

700 Elmview Rd. (Near Bowers Field) Ellensburg, WA.

11:00am-1:00pm

11:10am – Call meeting to Order.

✓ *7 WHEIA members and 1 WDFW representative in attendance.*

Pledge of Allegiance.

Secretary's Report: Kelly Kussman

Review of previous meeting minutes.

✓ *Motion to approve by Arron Everett to approve, seconded by Bob Palmer, passed unanimously.*

Accepted Revised

Treasurer's Report of Finances. Rick Thomason / Sorine Price

✓ *Kelly Read Treasurer's report, motion to approve by Aaron Everett, Seconded by Jamie Price, passed unanimously.*

Accepted Revised

Membership Reports: Lyle Lewis, Westside, WA. (Vacant), Eastside, WA.

✓ *Kelly Read Membership coordinator's report, 127 Annual members, 102 Life members, 5 associate and land owner members.*

President's report: (Vacant)

✓ *No report available.*

WDFW Representative Report:

✓ *Aaron Garcia provide an update on the recent volunteer's award ceremony, the Terry Hoffer and Instructor Volunteer awards.*

Committee Reports:

✓ *No report available*

Jamboree:

What is the status of the Jamboree?

✓ *No report available.*

Bylaws:

Time to review and update.

Sue Dunn Award: Need to review and renew the award.

Fundraising: Need ideas and thoughts about fundraising.

Old Business:

a) Trailers

- Large Trailer has been sold and has been delivered as of 5/19/2018.
- Small trailer delivered to storage facility as of 5/19/2018.
- Oversight of Inventory and maintenance have been graciously offered by the Price Family.
 - ✓ *Jamie Price volunteered to coordinate and draft a policy and process for trailer's use.*
- Need to approve funding for Price family to have small trailer inspected and repaired as needed.
 - ✓ *Motion to authorize up to \$2,500.00 for trailer safety inspection, needed repairs and setup a Les Schwab account with a credit limit of \$500.00 was made by Aaron Everett, seconded by Jamie Price and passed unanimously.*

b) Financial Audit

- Letter from secretary to bank stating officer changes for account access.
 - ✓ *Kelly will draft a new officer access letter and coordinate delivery to bank with Sorine Price.*
- An outside audit of the WHEIA bank account needs to be scheduled after new Treasurer takes office, obtains documents and has financial access to bank accounts.
 - ✓ *An external audit of the WHEIA accounts will be scheduled after the treasurer transition, account access and documents hand off.*

c) Fundraising

- Need to secure gambling license to raffle firearms and raise more funds.
 - ✓ *Johana Palmer will research license requirements and report back at next meeting.*
 - ✓ *Aaron Everett storing firearm purchased by WHEIA Board for future auction.*

New Business:

a) Welcome new officers

- Deliver letter for bank access and change of officers to new Treasurer.
 - ✓ *Kelly will coordinate officer access letter to bank.*
 - ✓ *Kelly Handed off monies gained at recent IST weekend to Sorine Price. \$450.00 to be deposited into the Life Member (Savings) account, \$370.00 to be deposited into the IST account, and the remaining \$305.00 into the checking account.*

b) Vacant President officer position, nominations and Elections

- How to best proceed.
- What position to advertise.
 - ✓ *After a group discussion about open positions, and Board of Directors (BOD) philosophy about officers roles, Thomas Bryson stepped up into the recently vacated WHIEA President role and Bob Palmer was nominated and voted into the Vice Presidents role.*
 - ✓ *There remains a need for additional help with events, committees and area coordinators.*

c) Membership Coordination officer position, nominations and Elections

- Lewis Family would like to step away from membership coordination duties.
- How to best proceed.
 - ✓ *Group discussion surrounded efficiencies and process improvements, a transition of duties will be made for membership coordinator duties to fall under the Treasurer Officer. Kelly will call and talk with Lyle and Alice Lewis and seek their input.*

d) Social Media

- WHEIA Facebook page and administration access.
 - ✓ *Kelly will try and seek administrator rights for the WHEIA Facebook site.*

e) Meetings

- Frequency.
 - ✓ *BOD meetings every couple of months, may look at regional meetings and*

during regional IST meetings.

- Locations.
 - ✓ *KittCom Building works well for BOD meetings.*
- Alternative methods such as electronic.
 - ✓ *No discussion at this meeting.*

f) Event insurance Requirements

- Possibly research alternative insurance carriers
 - ✓ *Aaron Garcia will research insurance used by Friends of NRA*

b) Board of Directors planning meeting.

- Should plan a BOD planning meeting.

c) Date for Next WHEIA meeting

- ✓ *July 22, 2018, 11:00am – 1:00pm*
KittCom conference room Ellensburg, WA.

1:10pm - Meeting Adjournment.