

Pennsylvania Equine Council

DIRECTORS'
GUIDE MANUAL
&
RESOURCES

June 26, 2017



WELCOME!

You have chosen to become a Board or County Director for the Pennsylvania Equine Council (PEC). THANK YOU for caring enough about the horse industry in Pennsylvania to participate in such an active role!

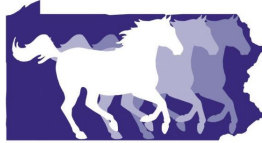
The board and county directors are the means of communication for all PEC members and others associated in the horse industry. The Board of Directors is responsible to promote and protect the common interest of equine owners and PA's equine industry. The county directors, under the guidance of the board, communicate with PEC members within their county, to ensure that the horse industry can continue to grow.

Both boards are the liaison for distributing information to educate others on the importance, demands, and growth in PA's horse industry economics and future. Together issues can be accessed and acted upon for the goal that horsemen can continue to own and enjoy horses within the disciplines, breeds and activities.

Serving as a director is a huge responsibility that takes commitment and responsibility to successfully accomplish the end results of continual existence and growth of the horse industry. The Board of Directors welcomes input and communication from the county directors to help guide them in their endeavors. County directors can rely on support from the Board of Directors and are encouraged to share activities and concerns by attending PEC Board Meetings, communicating with the State Chair and uniting their county's horsemen.

Helene McKernan

Helene McKernan - Chair; Electronic Director's Manual



Pennsylvania Equine Council

STATE DIRECTOR CHAIR

Contact Information

Charlie VanAuken

charliepaequinecouncil@gmail.com

Please contact me any time you have a question by email or phone. If I am unable to assist you I will direct you to the person most qualified to help you. Please, also feel free to contact any of the Board of Directors members!

This manual, done in a PDF format, provides information to assist all directors in understanding the PEC's purposes and provides guidelines to assist directors in completing their role. The manual will be updated as needed and posted on the PEC website. If you need any of the forms in a word document, for your use or adaption, contact me. Please contact the State Chair if you have any questions or comments on information included within this manual.

Pennsylvania Equine Council Web Site

<http://pennsylvaniaequinecouncil.org/>

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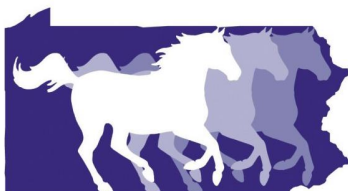
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**PENNSYLVANIA
EQUINE COUNCIL
BOARD OF
DIRECTORS**

2017 Officers of the Board of Directors



Pennsylvania Equine Council

Charlie VanAuken –Adams County - Term expires 12/31/18

President – Chair – STATE DIRECTOR

100 Lex Lane
Gardners, PA 17324
717-903-6770

charliepaequinecouncil@gmail.com

Bud Wills – Clarion County – Term expires 12/31/17

**Vice President – Chair – TRAILS, HORSE CAMP, POLICIES & PROCEDURES,
ADVERTISING, ANNUAL MEETING, NOMINATIONS**

235 Mule Lane
Summerville, PA 15864
(h) 814-379-3759 (c) 814-229-4121

gwwills52@gmail.com

Edith Ryan – Dauphin County – Term expires 12/31/19

Treasurer – Chair – FINANCE

5930 Faith Circle
Harrisburg, PA 17112
(h) 717-545-7580 (c) 717-919-2467

edithryan@verizon.net

Aleta Seifert – York County – Term expires 12/31/18

**Corresponding Secretary – Chair – ASSOCIATION INSURANCE, LICENSE PLATES,
WEB MAINTENANCE**

11414 Canning House Rd.
Felton, PA 17322
(h) 717-927-6480 (c) 717-495-900

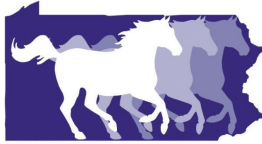
secretary@pennsylvaniaequinecouncil.org

Gail Eichelberger – Berks County – Term expires 12/31/18

Recording Secretary

756 DeLong Rd.
Alburtis, PA 18011
610-845-0954

gailrobin52@aol.com



Pennsylvania Equine Council

2017 Board of Director Members

Jeanne Askey – York County – Term expires 12/31/19

Foundation Treasurer

116 North Winding Road
Wellsville, PA 17365
(c) 570-660-9991

jaskey47@gmail.com

Judy Cole – Crawford County – Term expires 12/31/18

Chair – NEWSLETTER

13404 King Rd.
Conneautville, PA 16406
(c) 814 323-3221

thornapplefarm@hotmail.com

Gail Eichelberger – Berks County – Term expires 12/31/18

Recording Secretary

756 DeLong Rd.
Alburtis, PA 18011
610-845-0954

gailrobin52@aol.com

Donna Foulk – Northampton County – Term expires 12/31/17

Chair – EDUCATIONAL GRANT

Northampton County Extension Office
14 Gracedale Ave.
Nazareth, PA 18064
610-746-1970

dlf5@psu.edu

Amanda Gerner – York County – Term expires 12/31/18

Chair – AUDIT, FACEBOOK

185 Bobby Jones Drive
Etters, PA 17319
(c) 717-856-3168

amandapec@penn.com

Linda Golden – Franklin County – Term expires 12/31/19

Chair – LEGISLATIVE

9158 Antrim Church Rd.

Greencastle, PA 17225

(h) 717-597-3680 (c) 717-816-9547

lgolden@embarqmail.com

Sharon Kessler – York County – Term expires 12/31/19

4658 Bentz Rd.

Spring Grove, PA 17362

717-825-0693

skmorgans@gmail.com

Mike Kraft – Dauphin County – Term expires 12/31/18

Chair – EQUINE LEARNING CENTER, SPONSORSHIP

1301 Red Hill Rd.

Dauphin, PA 17018

(h) 717-921-2463 (c) 717-319-3807

theappaloosa@comcast.net

Helene McKernan – Clinton County – Term expires 12/31/17

Chair – ELECTRONIC DIRECTORS MANUAL

61 Meadow Lane

Beech Creek, PA 16822

(h) 570-962-2554 (c) 570-660-3150

hmckernan10@gmail.com

Capri Stiles-Mikesell - Cambria County - Term expires 12/31/19

Chair – E-BLAST

187 Amish Lane

NantyGlo, PA 15943

717-860-7101

Turningleafhorses@gmail.com

Desilene Phillips - Crawford County - Term expires 12/31/17

Chair – MEMBERSHIP membership@pennsylvaniaequinecouncil.org

19296 S Center Rd

Conneautville, PA 16406

(h) 814-587-2658 (c) 814-720-9006

crawfordcountypec@gmail.com

Edith Ryan – Dauphin County – Term expires 12/31/19

Treasurer – Chair – FINANCE

5930 Faith Circle

Harrisburg, PA 17112

(h) 717-545-7580 (c) 717-919-2467

edithryan@verizon.net

Aleta Seifert – York County – Term expires 12/31/18

Corresponding Secretary – Chair – ASSOCIATION INSURANCE, LICENSE PLATES, WEB MAINTENANCE

11414 Canning House Rd.
Felton, PA 17322
(h) 717-927-6480 (c) 717-495-9005

secretary@pennsylvaniaequinecouncil.org

Guy Seifert – Carbon County – Term expires 12/31/18

Chair – Marketing, Show and Breed

730 Spruce Hollow Rd
Palmerton, PA 18071
(h) 610-681-6658 (c) 610-737-3212

seifert125@aol.com

Skip Seifert – York County – Term expires 12/31/19

Chair – EXPO, SIGNS, SPONSORSHIP, PENNAG Industries Assn. Liaison

11414 Canning House Rd.
Felton, PA 17322
(h) 717-927-6480 (c) 717-309-6004

skipaleta@aol.com

Rick Shiffler – Dauphin County – Term expires 12/31/17

Chair – SCHOLARSHIP

600 Early's Mill Rd.
Hummelstown, PA 17036
(h) 717-534-1387 (c) 717-269-8611

rick@moldbase.com or
shiffler51@gmail.com

Burt Staniar – Centre County – Term expires 12/31/19

Chair – COLLEGIATE MEMBERSHIP

The Pennsylvania State University
Department of Dairy and Animal Science
324 W. L. Henning Building
University Park, PA 16802
(w) 814-865-0698

wstaniar@psu.edu

Ann Swinker – Centre County – Term expires 12/31/18

Chair – EQUINE HEALTH and REGULATION, PENNAG Industries Assn. Liaison

The Pennsylvania State University
324 Henning Bldg
University Park, PA 16802
(w) 814-865-7810 (c) 970-389-5066

aswinker@gmail.com

Charlie VanAuken – Adams County - Term expires 12/31/18

President – Chair – STATE DIRECTOR

100 Lex Lane
Gardners, PA 17324
717-903-6770

charliepaequinecouncil@gmail.com

Bud Wills – Clarion County – Term expires 12/31/17

**Vice President – Chair – TRAILS, HORSE CAMP, POLICIES & PROCEDURES,
ADVERTISING, ANNUAL MEETING, NOMINATIONS**

235 Mule Lane
Summerville, PA 15864
(h) 814-379-3759 (c) 814-229-4121

gwwills52@gmail.com

Elaine Winters – Lebanon County – Term expires 12/31/19

Chair – BOOTH

2058 S Forge Rd.
Palmyra, PA 17078
(h) 717-838-5224 (c) 717-756-4851

ewinters67@verizon.net

PA Equine Council Executive Board

Charlie VanAuken, President

charliepaequinecouncil@gmail.com

Bud Wills

gwwills52@gmail.com

Edith Ryan

edithryan@verizon.net

Gail Eichelberger – non-voting

Gailrobin52@aol.com

Aleta Seifert – non-voting

aletapec61@gmail.com

Linda Golden

lgolden@embarqmail.com

Capri Stiles-Mikesell

Turningleafhorses@gmail.com

Mike Kraft

theappaloosa@comcast.net

Elaine Winters

ewinters67@verizon.net

What Is a Director?

Board of Directors, State Director Chair, County Directors...with all these directors floating around, it's easy to get confused! Here is a short guide to help you understand the role each director plays.



Board of Directors –guide the direction of the Equine Council. They hold 4-5 meetings per year to discuss all issues concerning the equine industry in Pennsylvania. The Board of Directors are the only people who can vote at the Board of Directors' meetings. All PEC members and County Directors are invited and encouraged to attend meetings, but only the people serving on the Board can vote on issues brought before the Board. Board members can also be County Directors. All board members must be PEC members.

State Director Chair –is in charge of the County Directors and responsible for recruiting and training directors to run their county by themselves. The State Director Chair fills vacant positions in the counties until directors are found. The State Director Chair plays a key role in communications between the Board of Directors and the County Directors. The State Director Chair assists the County Directors in setting up meetings or trail stewardship training days.

County Directors – These are the most important directors as they are the front line of communication to all PEC county members. County Directors are responsible for disseminating information to members through meetings and/or email communications. County Directors work with their County Trail Stewardship Coordinators to organize trainings and trail cleanup programs in parks within their counties. They work with county members to organize meetings. It is important for County Directors to collect information of all equine-related businesses in their counties, so that everyone can be contacted when critical information needs to be communicated. County Directors are encouraged to attend Board of Directors meetings when possible, to learn first-hand the issues facing

the Equine Industry. County Directors do not have a vote during Board of Directors meetings, but their input is encouraged and needed.

Expectations of the Board Membership

1. Orientation - All Directors are expected to attend the Annual Meeting of the PEC at the beginning of their first term as a Director, and to sign the Board of Directors' Commitment.
2. Meetings - Each Director is expected to participate in all board meetings, to be prepared and to actively participate in the decision-making process for PEC. If a Director has missed three consecutive official board meetings, the President will contact the Director. Failure to attend board meetings may be cause for removal from the board.
3. Committee or Project Work - All Directors are expected to actively serve on at least one committee (standing or special committees) or project/activity of the board annually and to participate in all meetings related to the work of those committees.
4. Special Events - There will be special events sponsored or coordinated by the PEC during the year. Directors are expected to attend all events, schedule permitting. These events may include the Pennsylvania Horse World Expo, the Pennsylvania Farm Show (PEC booth and exhibitions), and other programs or events supported by PEC.
5. Public Relations and Promotion - Each Director is expected to help create broader awareness of PEC and its programs, to actively participate in promoting PEC and the programs supported by PEC, and to serve as an advocate for the equine industry in Pennsylvania. This means being available for media interviews, doing speaking engagements, representing PEC at awards programs or receptions, staffing PEC's booth at events, or seeking publicity in the community.
6. Future Planning - Each Director is expected to take part in future planning for the PEC's direction and continued growth, and to participate in the implementation of PEC's strategic plan. Directors should endeavor to determine what the PEC's members need and want, and suggest ways in which those needs can be filled. Future planning sessions are part of regular board meetings and may involve special board meetings.

Approved Date: _____

Revision Date: _____

Board Member Commitment

As a board member, I understand that more is expected of those in leadership roles. Signing this commitment solidifies my pledge to honest board service.

As a member of this board, I will:

- Be actively involved in the business of the PEC throughout my term.
- Represent the interests of all people served by the Council, and not favor special interests inside or outside this organization.
- Not use my service on this board for my own personal advantage or for the advantage of my friends and associates.
- Keep confidential information confidential.
- Respect and support the majority decision of the board.
- Approach all board issues with an open mind, prepared to make appropriate decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to this board or of those we serve.
- Focus my efforts on the mission of the Council and not on my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
- Consider myself a “trustee” of the Council and do my best to ensure that it is well-maintained, financially secure; growing and always operating in the best interests of the membership we serve.
- Support and serve the purpose and standards of the Council.
- Support and abide by the Pennsylvania Equine Council bylaws and policy.

Board Member signature

Date

Approved Date: _____

Revision Date: _____

Board of Directors Meetings

The business and affairs of PEC shall be managed under the direction of the Board of Directors. The Board of Directors meets a **minimum** of four times per year at designated locations within the Commonwealth of Pennsylvania. The Executive Committee shall be authorized to act for the Board between PEC regular meetings.

January Meeting

- Generally held in the Harrisburg area
- Agenda - yearly report of officers and chairs and new and old business
- Officers elected at the annual meeting will take office

March Meeting

- Generally held around the middle of the month. Place and location to be announced.
- Agenda - report of committees, new and old business

May Meeting

- Generally held around the middle of the month. Place and location to be announced.
- Agenda - report of committees, new and old business

August Meeting

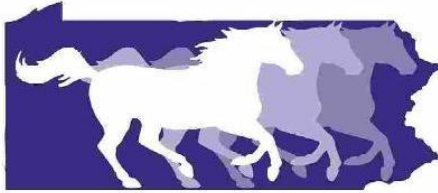
- Held during Ag Progress Days
- Agenda - report of committees, new and old business
- Main discussion held on annual meeting and Nomination and Election Committee's report

November Meeting

- Annual Meeting, date, time and location TBA
- Agenda – report of committees, new and old business
- Election of officers and directors

All Board meetings are open to the general PEC membership and County Directors are encouraged to attend. Only board members have voting privileges. Guests are welcomed, but should be announced to the President prior to the start of the meeting. President will introduce the guest(s) when the meeting commences.

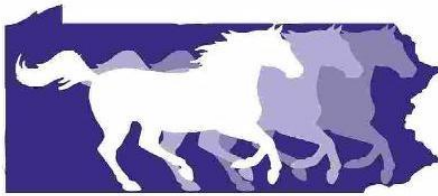
CHAIRS AND COMMITTEES



Pennsylvania Equine Council

Annual Meeting (Ad Hoc) Committee

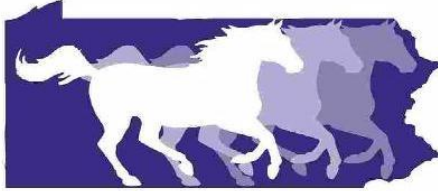
- Establish budget, secure sponsors and/or grants.
- Select the venue.
- Decide format for event.
- Schedule speakers & entertainment.
- Publicize event (creating flyers, brochure and registration information).
- Coordinate booth space for PEC and sponsors as needed.
- Coordinate program specifics.
- Wrap Up (report at following board meeting and keep records for future reference).



Pennsylvania Equine Council

Collegiate Membership Committee

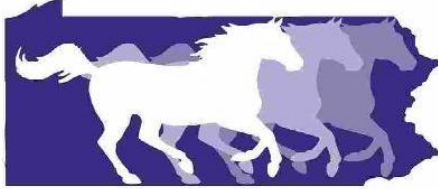
- ⇒ Identify equine related student organizations at colleges and universities across Pennsylvania.
- ⇒ Maintain a list of collegiate organizations and their PEC liaison officers that join.
- ⇒ Ensure that communication is priority with these groups.



Pennsylvania Equine Council

Directory (E-directory) Committee

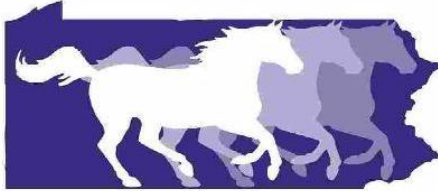
- Will provide addresses and phone numbers for equine businesses across the state.
- Will provide the benefit of a hotlink to the website of PEC business members.
- Will be a free service.
- Information will be collected, maintained and updated by each county.
- Information can also be used to assist county fire departments, or to assist with CART or SART (County Animal Response Teams or State Animal Response Teams).
- Business members receive one free business card ad in each of the four standalone issues of HORSEPOWER.



Pennsylvania Equine Council

Electronic Director's Manual

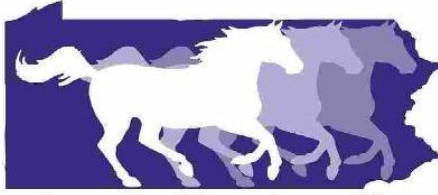
- Make available the Electronic Director's Manual on the Pennsylvania Equine Council website <http://pennsylvaniaequinecouncil.org/>
- Will maintain and update the manual at least once a year (Jan 31). Notification of availability of the new manual will be announced in the printed newsletter, through e-blast correspondence and to State Director Chair.
- Provide new versions of manual to Board Directors and to State Director Chair (who will notify county directors).
- If the manual is updated other than the Jan 31 date, notification will be announced to all Board Directors and to the State Director Chair.



Pennsylvania Equine Council

Equine Health and Regulation

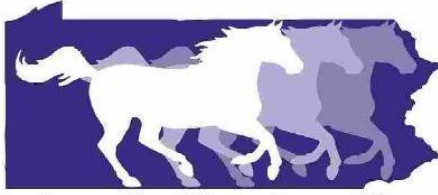
- Members of this committee have the responsibility to stay informed of issues concerning the state and federal laws and regulations having an impact on equine in Pennsylvania.
- This committee shall provide updated information concerning equine welfare to the PEC Board of Directors at each Board meeting or as called upon for the Board.
- This committee shall create a list of speakers who can represent the position of the PEC on any equine welfare subject to the public through press releases or other public forum (i.e. radio, television interviews).



Pennsylvania Equine Council

Expo Committee

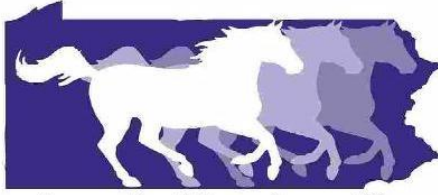
- Coordinates with the management of Equestrian Promotion Inc. scheduling booth space.
- Oversees the scheduling of volunteers for the PEC booth. Distributes list to Equestrian Promotions, Inc. management who supplies volunteer passes.
- Responsible for securing speakers for the Seminar Hall B.
- Schedules assistants to help introduce speakers and set up equipment in the Seminar Hall B run by the PEC.
- Establishes a list of invitees, sends invitations, receives responding RSVPs from invitees, schedules guides for invitees for the VIP tours of Expo, ensures that the invitees all have identification.
- Arranges and coordinates the reception for the VIP night.
- Arranges any other activities for the VIP night.
- Ensures the Horse World Expo information is distributed to the Board of Directors, all County Directors and any other interested and/or involved PEC members.
- Schedules the set up and tear down of the PEC booths.



Pennsylvania Equine Council

Equine Learning Center Committee

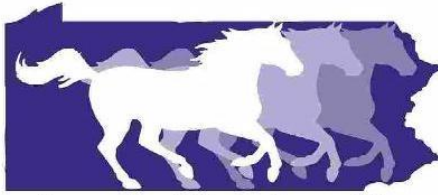
- Educational program targeted at new and prospective horse owners allows distribution of information which addresses responsible ownership issues such as costs, basic care, and shelter as well as liability issues, nutrient management and accountability in land use and stewardship.
- Provides fliers of science based information about the care and costs associated with horse ownership.
- Provides valuable facts concerning the un-wanted horse problem so potential buyers understand the ramifications of purchasing an equine.
- Learning Center participates at events such as the PA Farm Show, Ag Progress Days, York County Fair, Bloomsburg County Fair and other events across the state of PA, as requested and as Learning Center is available.
- Included in the Learning Center is a live horse on display in a specifically built enclosure that allows the spectators the ability to touch and have close contact with a horse.
- The visual display includes information on basic care, including teeth and hooves, a quiz book testing equestrian knowledge, grooming kits, horse shoes and assortment of shoeing implements, selections of tack used in riding disciplines, and horse skull for observation.
- Chair organizes all details of events at which the Learning Center will participate. Chair with assistance from the Sponsorship Chair will obtain sponsors to support the Learning Center.



Pennsylvania Equine Council

Finance Committee

- The Finance committee shall consist of the PEC Treasurer and at least two other members.
- The Finance committee will present a budget for consideration by the Board of Directors each January.
- The Finance Committee shall oversee the activities of the treasurer and other committees in meeting budget expectations.
- The Finance Committee shall ensure that the treasurer submits all quarterly and annual financial and tax reports to the appropriate government agency as necessary. This includes quarterly state sales/use tax reports and the Federal IRS Form 990.



Pennsylvania Equine Council

Horse Camp (Ad Hoc) Committee

- Provides an educational opportunity for PEC members.
- Determines year, date and location of event.
- Determines subject content.
- Prepares a budget and establishes camp tuition fees.
- Reports committee plans to PEC Board of Directors for approval.
- Composes and distributes advertisement: brochure, flyer, publicity.
- Communicates and coordinates details with host location.
- Communicates with potential campers.



Pennsylvania Equine Council

Legislative Committee

- Monitors legislation as it pertains to equid on both the state and national level.
- Be able to supply appropriate legislator names to county and board directors as needed.
- Keeps abreast with all elections within the state.
- Ensure that contact is made with persons newly elected to state office.
- Keeps record of all available laws as they pertain to the Equine industry on both state and national level.
- Develops means of being informed of new laws being proposed in the state as they pertain to the Equine industry.
- Keeps in contact with the American Horse Council for laws on a national level.
- Makes recommendations to the State Board as to action on upcoming laws, including a full report of such legislation content.
- Submits to the President draft copies of any correspondence or articles, which states any PEC position, for review and approval, and follow up action as dictated by the Board of Directors.
- On election years, develops a questionnaire of relevant topics, has it approved by the President, and mails/emails it to candidates. Results will be published in the PEC Newsletter.
- Updates Legislative Section of Director Guide Manual yearly.
- Updates the PEC website legislative page.



Pennsylvania Equine Council

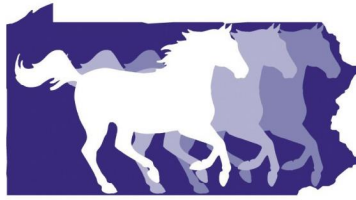
Signs Committee

- The Sign Committee shall be responsible to maintain an inventory of Equine Immunity Act Compliance signs to have available for sale. The inventory should not go below 150 signs.

- The Sign Committee shall be responsible for storage of sign inventory.

- Members of this committee will ensure that sign and shipping and sale pricing creates a reasonable profit for the PEC. When the purchase price and/or the shipping costs are increased, the members of this committee shall report such to the Board of Directors in order to seek a remedy. This committee will, at that time, offer a solution. Any changes in the sale and/or shipping price for the signs must be approved by a 2/3 majority of the PEC Board of Directors.

- This committee will provide a report on the number of signs sold and other pertinent information at each meeting of the PEC Board of Directors.



Pennsylvania Equine Council

Membership Committee

- Maintains a current list of all members.

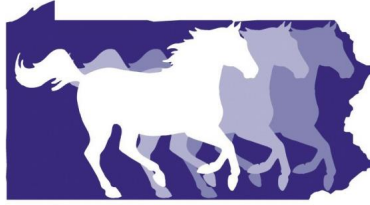
- Maintains “breakdown” of all memberships in terms of classification and geographic area and will provide any County Directors with their area membership list upon request from State Director Chair.

- Sends out delinquent membership notifications.

- Mails membership renewal cards and membership cards.

- Maintains PayPal account.

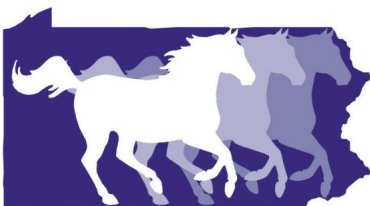
- Forwards to Sign Chair any sign orders purchased via PayPal.



Pennsylvania Equine Council

Newsletter Committee

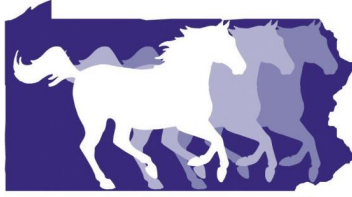
- The Newsletter Chair compiles articles and photos that have been checked by our Editors and then submitted to the Vice-President for approval.
- The frequency of publication of the Newsletter is determined by the Board of Directors.
- Articles and information can be submitted by the PEC Board of Directors, Officers, State Committee Chairs, and County Directors and sometimes are sought from outside sources.
- County Directors can submit articles and photos to the State Director Chair for inclusion in the “County Bits” section of the newsletter. These articles can include county meeting news and other activities and events your PEC group is participating in or sponsoring.
- Large articles can also be sent to the Newsletter Chair for approval.
- PEC Newsletter: The newsletter is either published as the HORSE POWER stand-alone newsletter, usually in the months of Feb., June, Aug., and Dec., or it is published in the *Pennsylvania Equestrian* in the months of April and Oct. for a total of 6 times a year.
- The Newsletter Committee: consists of the Chair and several other PEC members. If there are any questions about the Newsletter, please contact the County Director Chair or the Newsletter Chair which are listed in the Officers and Directors section.



Pennsylvania Equine Council

Nomination and Election Committee

- The Nomination and Election Committee will send a letter or e-mail to the PEC Board of Directors (the Board) listing those Board members whose terms will expire at the end of the current year, by May 1.
- Confirm members whose term is expiring at the end of the year and their commitment for re-election or removal.
- Collect names to be considered for nominations for vacant board seats.
- Once a name has been placed into nomination and seconded where necessary, the Nomination and Election Committee will contact new nominees to confirm their interest in and understanding of serving on the Board.
- It is the responsibility of this committee to create the ballot for each November election.
- It is the responsibility of this committee to ensure these policies are met before any name is placed into nomination.



Pennsylvania Equine Council

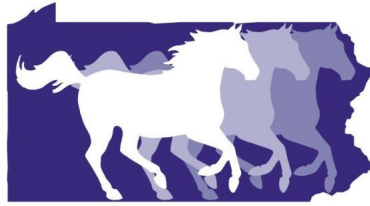
Policies and Procedures Committee

- All Committee Chairs are members of the Policies and Procedures Committee. As such, it is their responsibility to ensure that the PEC's policies and procedures reflect how their committee should function.

- The Policies and Procedures Committee will update current policies and procedures records in accordance with changes, additions or deletions made in the course of a meeting of the Board of Directors where there has been a motion approved that impacts a current policy or procedure or creates a new policy or procedure or abolishes a standing policy or procedure.

- No policy or procedure may contradict, amend nor over-ride the PEC By-Laws.

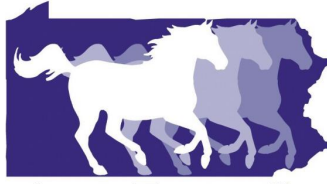
- Policies and procedure changes are to be submitted to the Board of Directors for approval by a 2/3 majority vote before being accepted by the Policies and Procedures committee for changes to this document.



Pennsylvania Equine Council

Scholarship Committee

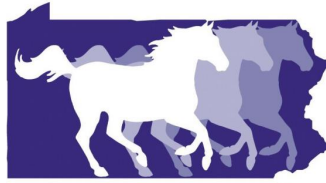
- Assist in the marketing and promotion of the Pennsylvania Equine Foundation's Scholarship.
- Review scholarship applicants for eligibility.
- Confidential review of scholarship applications for grading.
- Research information on application to ensure accuracy.
- Select scholarship recipient.
- Ensure that the website and newsletter receive article and picture of award of scholarship in a timely manner.
- Ensure hometown news media of recipient receive appropriate press release information.
- Ensure requirements for application are on PEC website.



Pennsylvania Equine Council

Sponsorship Committee

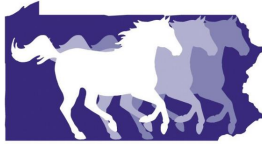
- Seek new sponsors for the PEC.
- Maintain communication with sponsors throughout the year to ensure that the sponsors are aware of the PEC's fulfillment of the sponsorship contract.
- Assist in creation of sponsorship solicitation handouts, letters and PowerPoint presentations.
- Work with Treasurer to ensure correct sponsor contract information and contact information for invoicing is available and that Treasurer knows the level and amount to be invoiced.
- Create sponsor levels and ensure that the promises made therein are carried out.
 - a. Newsletter ads
 - b. Website sponsorship page
 - c. Signage at PEC booths
 - d. Video presentations at PEC booths
 - e. Thank you letters to sponsors
 - f. Exclusivity



Pennsylvania Equine Council

State Booth Committee

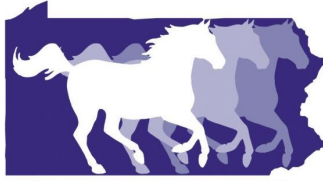
- Provides PEC booths to use for various equine functions, including Horse World Expo, the Farm Show, county tack swaps, meetings and other events.
- Maintains and supplies booth materials including fliers, membership applications, program brochures, informational brochures and photo boards.
- Keeps track of where the various booths are throughout the state and who is using them.
- Helps coordinate the movement of the booths so that all counties get to use one for their events.



Pennsylvania Equine Council

State Director Committee

- Oversees all County Directors.
- Acts as County Director in counties where there is no County Director.
- Recruits County Directors to fill vacant County Director positions.
- Provides training for County Directors.
- Provides a continuous exchange of information between the Board of Directors and all regions and counties.
- Assists County Directors in setting up meetings and trail stewardship training days. (Coordinate with Trails Chair for training days).
- Provides the up dates of the Director Guide Manual on a regular basis.

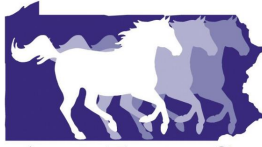


Pennsylvania Equine Council

Trails Committee

- Maintains contact with all organizations and agencies involved with trail usage to coordinate efforts within the state.
- Follows all leads on legislation pertaining to trail usage.
- Works with other trail users to encourage sustainable, multi-use trails.
- Oversees special volunteer trail committees.
- Updates the Trail Section of the Director Guide Manual regularly.
- Maintains a list of one-day trained volunteers and three-day trained Trail Stewardship Coordinators.
- Schedules and trains new one-day volunteers and three-day Trail Stewardship Coordinators.
- Maintains a list of all equine trail organizations in the state.
- Promotes “Ride Smart” to help educate equestrians on how to preserve trails.

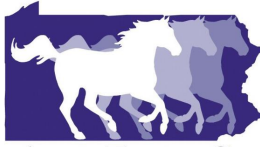
ORGANIZATION



Pennsylvania Equine Council

Purpose

- To unite equine people from all breeds, disciplines, and businesses in to a powerful common voice for the good of our industry.
- To promote and protect the common interest of all equine owners and the Commonwealth's equine industry.
- To broaden the scope of understanding and knowledge in all areas of ownership and management through educational programs and materials for the equine person and the general public.
- To promote and monitor legislation, ordinances, and regulations which will enhance the stability of the equine industry at local, state, and national levels.
- To network and learn from equine owners and other state & national equine organizations.
- To maintain and protect the future growth of our Commonwealth's equine industry in all recreational, business, and personal endeavors.



Pennsylvania Equine Council

Classification

The Pennsylvania Equine Council is a 501(c)(6) non-profit organization.

The PEC, like most nonprofits, generally does not operate to generate profit. However, a nonprofit organization may accept, hold and disperse money and other things of value. The PEC generates money from dues and other activities to cover operating expenses and to fund educational programs. Nonprofits are typically funded by donations from the private or public sector, and often have a tax exempt status. The PEC has members as opposed to shareholders. 501(c) (6) organizations may engage in limited political activities that inform, educate and promote their given interest. They may not engage in direct expenditures advocating a vote for a political candidate or cause¹.

The PEC created the Pennsylvania Equine Foundation, a 501 (c)(3) organization to develop funding for projects such as the Trail Stewardship Program, Safety and other educational programs that benefit equines in Pennsylvania. Because it is a 501(c)(3) organization, the Foundation is granted exemption from federal income taxes by the federal government. In addition, the federal tax code provides a deduction for some donors who make charitable contributions to the organization. Organizations within the 501(c)(3) status are prohibited from conducting political campaign activities to influence elections to public office. All 501(c)(3) organizations are also permitted to educate individuals about issues, or fund research that supports their political position without overtly advocating for a position on a specific bill.

¹ *Information on 501(c)(3)s and 501(c)(6)s taken from Wikipedia, the free encyclopedia at <http://en.wikipedia.org>*

The Pennsylvania Equine Foundation

The Pennsylvania Equine Foundation was created by the PEC to develop funding for projects. The funding is developed through grants and other contributions. As with the PEC, the Foundation consists of all volunteers. The Foundation is run by a Board of Directors and is governed by their own set of Bylaws (separate from the PEC's Board of Directors and Bylaws). Foundation Board members must be Pennsylvania Equine Council members. Reports are presented at PEC Board meetings.

Board of Directors Pennsylvania Equine Foundation

Foundation address: 7025 Pine Rd, Harrisburg, PA 17112

(NOT to be confused with the PEC's Board of Directors!)

President – Elaine Bish – Dauphin County

ebish12@comcast.net

7025 Pine Rd

Harrisburg, PA 17112

717-713-8375

Treasurer- Jeanne Askey - Clinton County

jaskey47@gmail.com

116 North Winding Road

Wellsville, PA 17365

570-660-9991

PA Equine Council By Laws

(adopted 3-17-2014 - revisited Jan 24, 2015)

Article I NAME

This organization shall be known as the Pennsylvania Equine Council (PEC).

Article II PLACE OF BUSINESS

The principal place of business shall be in the Commonwealth of Pennsylvania as designated by the Board of Directors.

Article III PURPOSE

1. To unite equine people from all breeds, disciplines, and businesses into a powerful common voice for the good of our industry.
2. To promote and protect the common interest of all equine owners and the Commonwealth's equine industry.
3. To broaden the scope of understanding and knowledge in all areas of equine ownership and management through educational programs and materials.
4. To promote and monitor legislation, ordinances, and regulations which will affect the equine industry at local, state, and national levels.
5. To network and learn from equine owners and other state and national equine organizations.
6. To maintain and protect the future growth of our Commonwealth's equine industry in all recreational, business, and personal endeavors.

Article IV STATUS

The Council is organized under the provisions of section 5.01 C (6) of the Internal Revenue Code of 1954 as amended and the Nonprofit Council Code of the Commonwealth of Pennsylvania. All of the foregoing purposes and powers shall be exercised exclusively for the common business interest of the equine industry and promotion of such industry in order that the Council shall qualify as an exempt organization under the applicable regulation of the Internal Revenue Code of 1954 as amended.

ARTICLE V MEMBERSHIP

1. Individuals may apply for and obtain membership upon paying the appropriate membership fee. However, membership in PEC should be considered a privilege and not a vested right, and may be granted, rejected or revoked at the discretion of the Executive Committee.
2. Members shall be admitted and retained in accordance with the Policies and Procedures of the PEC. Only individual members (of the Board) may vote and/or hold office. A family membership shall be considered to be an individual membership for the purpose of voting.
3. Each member of the PEC shall pay annual membership dues. Membership is based on a calendar year which shall commence January 1 and end December 31 of each year with a grace period ending March 31 of the following year. Dues shall be payable at a rate determined by the Board of Directors.
4. Types of Membership - Refer to Section 304, #10 In Policies and Procedures.

ARTICLE VI ORGANIZATIONAL STRUCTURE

1. BOARD OF DIRECTORS

- A. The business and affairs of PEC shall be managed under the direction of the Board of Directors. The powers that shall be exercised by, or under the authority of the Board are those provided for by statute, by the articles of incorporation, by these bylaws, or by a resolution adopted by the Board.
- B. The Board shall conduct the business of the Council.

2. OFFICERS

- A. Election of officers will be at the Annual Meeting coinciding with end of term.
- B. Officers shall serve a term of two years commencing the January after their election.
- C. Elected Officers of the Council shall be President, Vice President, and Treasurer.
- D. The offices of Corresponding Secretary and Recording Secretary will be appointed by the Executive Committee

3. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the elected officers, President,

Vice President and Treasurer and four members of the Board of Directors elected to the Executive Committee by majority vote of the Board at the Annual Meeting or the first meeting thereafter.

B. The Corresponding and Recording Secretaries will serve as non-voting members of the Executive Committee, unless having been elected to the Committee by the Board.

C. Board members elected to the Executive Committee other than officers will serve one year terms and if re-elected may serve multiple terms.

ARTICLE VII MEETINGS OF DIRECTORS

1. The Board will meet a minimum of 4 times a year and designate locations within the Commonwealth of Pennsylvania.

2. The Board shall hold an annual meeting for the purpose of electing directors and officers and for any additional business.

ARTICLE VIII SPECIAL MEETING OF THE BOARD

1. The President or any two directors may call a special meeting of the Board which shall be held at such time and place as shall be designated in the call for the meeting.

2. Five days prior notice shall be provided for the special meeting and directors and officers may participate in person or via telephone.

ARTICLE IX CONSENT OF DIRECTORS IN LIEU OF MEETING

Any action which may be taken at a regular meeting of the Board of Directors may be taken without a meeting, if consent or consents in writing, setting forth the action taken and signed by all directors is filed with the Secretary.

ARTICLE X NOTICE

1. Whenever notice is required to be given to any person pursuant to these bylaws, it may be given in person, first class mail, electronic mail, or facsimile transmission.

2. Any written communication or signature required by these Bylaws or any Act, including unanimous written consent, shall be valid if sent and received via electronic mail transmission.

ARTICLE XI CONFLICT OF INTEREST

1. All officers and directors of the Council shall avoid any perceived, actual or potential conflict of interest with PEC's interests. A policy has been adopted and is included in the Policies and Procedures of PEC. The policy is intended to apply to all contracts, transactions, and endorsements between PEC and the parties.
2. If a director or officer of PEC has any financial interests or any other known or perceived reason why he or she should not vote on a proposed contract or transaction, he or she shall disclose it to the Board prior to the vote and shall be precluded from voting on the proposed transaction.

ARTICLE XII AMENDMENT

These Bylaws may be amended by a two-thirds vote of the entire Board of Directors provided that the nature of the proposed amendment shall have been submitted in writing to each Director at least five days before the meeting, at which such action is to be taken.

ARTICLE XIII DISTRIBUTION OF ASSETS

Upon dissolution of Council, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Council, distribute all of the assets of the Council. This shall be done exclusively to such organization or organizations organized and operated in connection with equine-related interests. It shall be exclusively for charitable, education, or scientific purposes as shall at the time qualify as an exempt organization or organizations under the relevant provisions of the Internal Revenue Code of 1954 as amended, as the Board may determine. Any such assets not distributed shall be distributed by the Court of Common Pleas of York County, Pennsylvania, exclusively for such purposes or organizations, as said Court shall determine which are organized and operated exclusively for such purpose. If a County Chapter chooses to disband, disbursement of funds will be made to the PEC State treasury.

ARTICLE XIV INDEMNIFICATION (TO HOLD HARMLESS)

As determined by the disinterested members of the Executive Committee or as otherwise provided by law, the Council shall indemnify any person who was or is a party or is threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative

(other than an action by or in the right of the Council) by reason of the fact that he or she is or was a Director or Officer of the Council, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in (or not opposed to) the best interests of the Council, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. Termination of any action, suit or proceeding by judgment, order, settlement conviction or upon a plea of nolo contendere or its equivalent, shall not of itself, create a presumption that the person did not act in good faith and in a manner which he or she would reasonably believe to be in (or not opposed to) the best interests of the Council and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

PA Equine Council

Policies and Procedures

(adopted 3-14-2014, revised Jan 24, 2015 and Jan 30, 2017)

Introduction

Intent:

1. This Manual is intended to record policies and procedures as established by the Board of Directors (Board) for guidance and consistency in the operation of the Pennsylvania Equine Council (PEC).
2. This Manual is intended to be updated annually as needed.

Recommendations:

1. This Manual is to be accepted on principle and used as a working document by the committees, directors and officers involved to restate policies and procedures in such a way that they are functional for the PEC. This document should be updated as needed in accordance with actions taken by the Board of Directors. **Policies will not appear in this document unless they have been approved by 2/3 of the seated Board of Directors.**
2. This Manual is included on the January agenda for the Board of Directors (or nearest month thereafter) to be revised and updated as needed to reflect changes made during the previous year. In the interim, changes will be manually added by the recording secretary and the Board will abide by those changes.
3. Changes in this manual will be re-printed and redistributed by the March PEC Board meeting (or nearest month thereafter) to all Directors seated on the Board. It may also be distributed to County directors at the discretion of the Board of Directors.

Policies and Procedures

Section 100: Duties of the Board of Directors

1. The Board will consist of at least five and no more than twenty-one directors. Directors will serve a 3 year term with no term limit.
2. The Board shall have the power to name and elect, for such terms as are deemed appropriate, ex-officio directors to serve with the Board in advisory capacity known as the Advisory Committee. They may participate in discussions of the Board, but shall not have a vote.
3. Any director, who without good excuse fails to attend three scheduled Board meetings, either in person or through conference call, in any calendar year, may be subject to removal.

4. No director shall be eligible to vote on any matter before the Board with which such Director has (or had within the twelve months preceding the vote), substantial ownership, employment, fiduciary, contractual, creditor, or consultative relationship.
5. A quorum of the Board shall be defined as 1/3 of the members of the Board plus 1.
6. All Board meetings will be held at a time and place determined by the officers.
7. Vacancies in the Board, including vacancies resulting from death, resignation or removal of a director may be filled by appointment of the Executive Committee until the next election sequence. The vacancy will then be filled by majority vote of the remaining directors and elected individual will serve the balance of the unexpired term.
8. Any Director may be removed from office, without assigning any cause, by majority vote of the Board at any meeting of the Board.
9. All Directors must be willing and able to communicate via email and strive to keep current with issues in which the Council is involved or is asked to address, as well as facilitate or participate in PEC committee work.

Note: Refer to and Robert's Rules

Section 200: Duties of the Elected Officers of the Board of Directors

1. President

- A. The President shall preside over all meetings of the Board of Directors of the Pennsylvania Equine Council (PEC).
- B. Shall appoint the PEC Chair positions of all PEC state committees.
- C. Shall be an ex-officio member of all PEC state committees.
- D. Shall function as the Chief Executive officer of the Council.

2. Vice President

- A. Shall function as the President in the President's absence.
- B. Shall function as meeting parliamentarian in accordance with *Robert's Rules of Order*.
- C. Shall oversee the Newsletter and E-Blast.

3. Corresponding Secretary

- A. Shall conduct the general correspondence of the PEC.

B. Shall maintain the general delivery mail address of the PEC.

C. Shall distribute mail according to responsible member.

D. Website maintenance.

4. Recording Secretary

A. Shall keep minutes of the Council and of the Board of Directors and any executive committee meetings. These minutes are to be reported at board meetings.

B. Shall provide draft minutes from each Board meeting to the Board for review in a timely fashion.

C. Shall function as Council historian.

5. Treasurer

A. Shall be legal custodian of all funds and other property belonging to the Council.

B. Shall cause all funds to be deposited in such bank or banks as designated by the President.

C. The Treasurer shall render to the Board at all regular scheduled Board meetings and whenever the Board deem necessary, an account of all transactions, giving a summary of the financial condition of the Council.

D. The Treasurer will file all paperwork necessary for the state and Federal revenue services.

E. The Treasurer will provide IRS form 1099 for all entities required by Federal statute.

6. If the President and Vice President are both unable to attend scheduled board meeting, then the President can select from the Board of Directors a member to run that meeting.

7. Board members are elected for a term of 3 years, officers of the board are elected for a term of two years, and the Executive Board is elected for a one year term. There are not any term limits.

Section 300: Duties of the Committees of the PEC Board of Directors

1. With the exception of the Executive Committee and the Advisory Committee, committee chairs may select their committees from the Board and from the general membership.

2. In the event a committee chair resigns, the committee should select a new chair. The chair of any committee MUST be a member of the PEC Board of Directors. If a committee fails to select a chair, one will be appointed by the President.

3. With the exception of the Executive Committee and the Advisory Committee, Committee Chairs shall serve in position of Chair for a term of 1 year with yearly evaluation by the committee or the Board of Directors and may be reappointed or replaced by said committee or by the President of the Board.

4. With the exception of the Advisory Committee, each committee *must* be chaired by a member of the PEC Board of Directors. PEC members are welcome to serve on a committee. Non-PEC members may NOT serve as volunteers for any committee of the PEC.

§301 Executive Committee

1. This committee shall have and exercise all of the powers and authority of the Board and manage the affairs of the Council, subject to the limitation contained in section 7731 of the PA Non-profit Corporation of 1972 as amended, during intervals between meetings of the Board on matters requiring action by the Council.

2. A majority of the members of the Executive Committee must be in agreement with each other before they may act on behalf of the Board of Directors.

3. The Executive Committee shall be authorized to act for the Board between its regular meetings and to exercise all power and authority subject to the limitations contained in the state and federal non-profit corporation acts. When appropriate, recommendations will be brought to the Board at the next scheduled meeting.

4. The Recording Secretary and the Corresponding Secretary will keep a record of all Executive Committee meetings.

§302: Finance Committee

1. The finance committee shall consist of the PEC Treasurer and at least two other members.

2. The Finance committee will present a budget for consideration by the Board of Directors each January.

3. The Finance Committee shall oversee the activities of the treasurer and other committees in meeting budget expectations.

4. The Finance Committee shall ensure that the treasurer submits all quarterly and annual financial and tax reports to the appropriate government agency as necessary. This includes quarterly state sales/use tax reports and the Federal IRS Form 990.

§303: Nomination and Election Committee

Election of officers is conducted at the November Annual Meeting and in accordance with the Article VI, section 1, items C and I of the By-laws of the Pennsylvania Equine Council:

□The Board will consist of at least five and no more than twenty-one directors. Members will serve a 3 year term with no term limit...

□Vacancies in the Board, including vacancies resulting from death, resignation or removal of a director, may be filled by appointment of the Executive Committee until the next election sequence. The vacancy will then be filled by majority vote of the remaining directors and elected individual will serve the balance of the unexpired term.

Therefore:

1. The Nomination and Election Committee will send a letter or e-mail to the Pennsylvania Equine Council Board of Directors (the Board) listing those Board members whose terms will expire at the end of the current year. This information can be determined by the Recording Secretary based on existing minutes and records. This should be done by May of each year.
2. Members whose term is expiring at the end of the year should indicate their desire to leave the Board or to be placed on the ballot for re-election to the Board by letter or e-mail to the entire Board of Directors. If opting to be included on the upcoming ballot, the Board member seeking re-election should also send a letter of continued commitment and an updated résumé or curriculum vitae (CV) to the nomination committee. This should be done by June 30 of each year.
3. Director positions on the Board which are vacant or held by members who are at the end of their term may be filled by election at the Annual Meeting. Board members who are at end of their term and have confirmed their interest in continuing to serve on the Board may be placed on the ballot without a second on their nomination.
4. Names to be considered for nominations for vacant board seats can be made to the Nomination and Election Committee by current Board members only.
5. Individuals being considered for a vacant seat who have never served on the PEC Board before must have their nomination seconded by a current Board member before their name may be placed on the ballot. This will be the responsibility of the Board member sponsoring an individual for consideration for nomination. This may be done by Board-wide e-mail or at any Board meeting prior to November. New nominees will be encouraged, but not required, to attend the August Board meeting.
6. Once a name has been placed into nomination and seconded where necessary, the Nomination and Election Committee will contact new nominees to confirm their interest in and understanding of serving on the Board. If the nominee is still in agreement, they are given these three documents to review: the PEC Statement of Purpose, Expectations for Board Membership, and Board Member Commitment Pledge. These forms exist in accordance with the minutes from 02/11/2007 Board meeting and are included in this Policies and Procedures publication.

7. As nominee and Board re-elects résumés, CVs and statements of interest and contribution are received, the Nomination and Election Committee will send or e- mail these documents to the entire Board for review prior to the Annual Meeting.

8. It is the responsibility of this committee to create the ballot for each November election.

9. It is the responsibility of this committee to ensure these policies are met before any name is placed into nomination.

Election Process

1. Elections are held in November of each year or at annual meeting.

2. Voting is open to Board members in good standing who are present at this meeting only.

3. Voting is by secret ballot.

4. Completed ballots should be collected and tallied by two non-Board members in attendance, the counting to be done in the presence of the Nominations and Election Committee and reviewed by same.

5. Results are to be announced at the completion of the tally and review.

§304: Membership Committee

1. Maintains a current list of all members.

2. Provides mailing information to newsletter printer/publishers as necessary. This includes life members, honorary members, and all extra association addresses.

3. Will ensure that membership renewals are mailed by the beginning of November each year. This mailing will include a solicitation for donations to the Pennsylvania Equine Foundation.

4. Will ensure response information to be sent to new or renewing members in a timely manner.

5. Mailings may be out sourced to a mail preparation organization with the authorization of the Board of Directors.

6. All membership money will be sent to the address designated by the Membership Chair.

7. New or Renewed Member Response:

a. All new and renewing members will receive a membership card dated with the appropriate expiration date, a thank you and, if applicable a certificate of insurance from Equisure.

b. Association Members will be sent a form asking for 5 addresses for distribution of the newsletter.

c. Life members will be sent a letter shaped to the Life member.

8. Maintains breakdown of all membership in terms of classification and geographic area and provides all County Directors with their area membership appropriate lists by the first of April and quarterly updates upon request.

9. Provides membership lists to any Board member upon request to be used for PEC use only. Membership or contact list is not to be sold or dispersed to any other organization or entity.

10. Sends out delinquent membership notifications in April each year.

11. Membership Dues

a. Individual	\$ 25.00
b. Individual Plus Equisure	\$ 46.00
c. Family	\$ 35.00
d. Family Plus Equisure	\$ 75.00
e. Youth	\$ 10.00
f. Collegiate	\$ 35.00
g. Business	\$100.00
h. Lifetime	\$500.00
i. Association	\$ 35.00
j. Association Membership Plus	\$ 75.00

12. Types of Membership and Definitions

a. Individual – Includes 1 adult, 18 years or older

b. Individual Plus - Includes 1 adult plus Equisure’s Personal Excess Liability Insurance coverage

c. Family – Includes 2 adults & any minor children residing at the same address and are under the age of 18

d. Family Plus - Includes 2 adults & resident children under the age of 18 plus Equisure’s Personal Excess Liability Insurance coverage

e. Collegiate - an Association Membership open to all colleges and universities in PA

f. Association – Includes your Association (with a minimum 10 members; includes schools, pony clubs, and 4-H clubs), organization will receive 5 copies of *HorsePower*, offered to any organized equine group.

g. Association Plus –Includes Association benefits (minimum 10 members) and provides your organization with \$1,000,000 General Liability and Directors’ & Officers’ coverage. This coverage is for your ORGANIZATION (not individual members) and all “members only” events are covered. “Open” (or non-member) events can be insured for an additional

one-day fee of \$65 (\$100 for parades). This fee includes a set-up and tear-down day free of charge.

h. Youth - Open to youth ages 13 through 17 (may not purchase insurance)

i. Business - Business members are entitled to a free hot-link in the e-directory section of the PEC's website and a business card size ad in each issue of the newsletter *HorsePower*

j. Lifetime - Includes 1 adult. All lifetime members are eligible to additionally purchase Personal Excess Liability Insurance on an annual basis

13. Termination of Membership.

The executive committee reserves the right to terminate any membership privilege, if any member commits an act detrimental to the PEC, its purpose and/or mission.

14. Membership Benefits

a. All members are entitled to receive all newsletters – paper and electronic – if possible.

b. All members are welcome and encouraged to attend all Board meetings, but especially the Annual Meeting each year.

c. Business members are entitled to a free hot-link in the e-directory section of the PEC's website.

d. Business members receive a four -time each year business card size ad as long as renewed, in the stand alone newsletter.

e. All members who meet the scholarship eligibility standards are entitled to apply for the Pennsylvania Equine Council Scholarship offered through the Pennsylvania Equine Foundation.

f. All Association members receive 5 copies of paper newsletters to persons of their choice.

15. Maintains paypal account.

16. Forwards any sign orders paid for via paypal.

§305: Sponsorship Committee

1. Seek new sponsors for the PEC.

2. Maintain communication with sponsors throughout the year to ensure that the sponsors are aware of the PEC's fulfillment of the sponsorship contract.

3. Assist in creation of sponsorship solicitation handouts, letters and PowerPoint presentations
4. Work with Treasurer to ensure correct sponsor contract information and contact information for invoicing is available and that Treasurer knows the level and amount to be invoiced.
5. Create sponsor levels and ensure that the promises made therein are carried out.
 - a. Newsletter ads
 - b. Website sponsorship page
 - c. Signage at PEC booths
 - d. Video presentations at PEC booths
 - e. Thank you letters to sponsors
 - f. Exclusivity

§306: Legislative Committee

1. Monitors legislation as it pertains to equid on both the state and national level.
2. Be able to supply appropriate legislator names to county and board directors as needed.
3. Keeps abreast with all elections within the state.
4. Ensure that contact is made with persons newly elected to state office.
5. Keeps record of all available laws as they pertain to the Equine industry on both state and national level.
6. Develops means of being informed of new laws being proposed in the state as they pertain to the Equine industry.
7. Keeps in contact with the American Horse Council for laws on a national level.
8. Makes recommendations to the State Board as to action on upcoming laws, including a full report of such legislation content.
9. Submit to the President copies of any outside mail, as it states any PEC position, for approval and proofing, and follow up action as dictated by the State Board.
10. On election years, develop a questionnaire of relevant topics, have it approved by the President, and mail it to candidates. Results will be published in the PEC Newsletter.
11. Updates Legislative Section of Director Guide Manual yearly.

§307: Scholarship Committee

1. Assist in the marketing and promotion of the Pennsylvania Equine Foundation's Scholarship
2. Review scholarship applicants for eligibility
3. Confidential review of scholarship applications for grading
4. Research information on application to ensure accuracy.
5. Select scholarship recipient.
6. Ensure that the website and newsletter receive article and picture of award of scholarship in a timely manner.
7. Ensure hometown news media of recipient receive appropriate press release information.
8. Ensure requirements for application are on PEC website.

§308: Booth Committee

1. Maintain current inventory of location of booths, including mini-booths, to be reported to the Board of Directors at each Board meeting.
2. Ensure that all booths are functional.
3. Ensure all booths display material is in adequate repair for display to public.
4. Provides booths to various equine functions or makes arrangements for it to be at such functions at Booth Chair's discretion.
5. The Booth Chair will be reimbursed for any shipping expenses associated with fulfilling the above duties, including mileage for transporting booth to and from destination.
6. Booths, large and mini, must be released for use only to county directors or board members. Responsibility for the maintenance and upkeep of that booth will transfer to that person until such time as it is returned to the Booth Chair or Committee member.

§309: Communications Committee

1. All communications will be handled by the corresponding secretary.
2. All communications concerning the PEC written, printed, oral or otherwise must be approved and proofed before being released.
3. The CS will appoint members from the Board to assist in proof reading and editing.

§310: Policies and Procedures Committee

1. All Committee Chairs are members of the Policies and Procedures Committee. As such, it is their responsibility to ensure that the PEC's policies and procedures reflect how their committee should function.
2. The Policies and Procedures Committee will update current policies and procedures records in accordance with changes, additions or deletions made in the course of a meeting of the Board of Directors where there has been a motion approved that impacts a current policy or procedure or
3. creates a new policy or procedure or abolishes a standing policy or procedure.
4. No policy or procedure may contradict, amend nor over-ride the PEC By-Laws.
5. Policies and procedure changes are to be submitted to the Board of Directors for approval by a 2/3 majority vote before being accepted by the Policies and Procedures committee for changes to this document.

§311: Equine Welfare Committee

1. Members of this committee have the responsibility to stay informed of issues concerning the state and federal laws and regulations having an impact on equine in Pennsylvania.
2. This committee shall provide updated information concerning equine welfare to the PEC Board of Directors at each Board meeting or as called upon for the Board.
3. This committee shall create a list of speakers who can represent the position of the PEC on any equine welfare subject to the public through press releases or other public forum (i.e. radio, television interviews).

§312: Sign Committee

1. The Sign Committee shall be responsible to maintain an inventory of Equine Immunity Act Compliance signs to have available for sale. The inventory should not go below 150 signs.
2. The Sign Committee shall be responsible for storage of sign inventory.
3. Members of this committee will ensure that sign and shipping and sale pricing creates a reasonable profit for the PEC. When the purchase price and/or the shipping costs are increased, the members of this committee shall report such to the Board of Directors in order to seek a remedy. This committee will, at that time, offer a solution. Any changes in

the sale and/or shipping price for the signs must be approved by a 2/3 majority of the PEC Board of Directors.

4. This committee will provide a report on the number of signs sold and other pertinent information at each meeting of the PEC Board of Directors.

§313: Advisory Committee

This committee consists of former members of the PEC Board of Directors and as such is a source of history and perspective vital to the continued growth and development of the PEC.

§314: Collegiate Membership Committee

1. Identify equine related student organizations at colleges and universities across PA.
2. Maintain a list of collegiate organizations and their PEC liaison officers that join.
3. Ensure that communication is priority with these groups.

§315: Liaisons

The PEC will work with other equine organizations for the good of the industry in the Commonwealth of Pennsylvania.

§316: Ad Hoc Committees

Committees may be established and/or appointed for a specific purpose and will be discontinued after completion of that goal.

Section 400: Program Policies and Procedures

§401: Trail Stewardship Program

1. Program Director/s to conduct 3-Day and 1-Day Trail Stewardship Workshops (TSW), Packing Clinics, and public meetings.
2. Maintain contact with all organizations involved with trail usage to coordinate efforts within the State.
3. Contacts all equine trail organizations, inviting them to join the PEC.
4. Work with Membership Chair, formulating lists of members (individuals as well as organizations) and potential members that have interest in trail usage.

5. Follows all leads on legislation that pertains to trail usage, as brought to the attention of the State Board.
6. Work with other trail users to encourage multi-use trails.
7. Oversee special volunteer trail committees.
8. Update Trail Section of Guide Manual.
9. Set up trail booth at Horse World Expo and schedule volunteers for trail booth (must be 3-Day TSW attendees and PEC members).

§403: Equine Learning Center

The Equine Learning Center (ELC) exists to target new and potential equine owners and provide useful, objective information concerning costs, care and responsible ownership.

1. Travel expenses are reimbursable, except for meals when hauling an equine for use in this ELC booth and when hauling the PEC/ELC trailer to an ELC function. The rate will be determined by the Board.
2. Health certification expenses will be reimbursed if the animal required certification for only the PECs benefit.
3. Some stabling expenses, such as bedding, will be reimbursed. The PEC will pay any stall fees associated with the appearance of the ELC only.
4. In some circumstances, human living expenses will also be covered. This may be a hook-up fee for a living quarter trailer or hotel reimbursement if necessary.
5. Members of this committee who are in charge of assets of the PEC will maintain and protect such assets in accordance with the manufacturers' suggestions. When such care information is not available, the member will act with diligence to see that no harm comes to the PEC's property.
6. Bringing a horse and the public together can be risky. Therefore, the PEC ELC will take steps to ensure that neither the animals used nor the public re injured. This includes, but is not limited to:
 - a. Use of a chute or stall in which the animal can comfortably and safely stand while on display.
 - b. Handlers will be present at the animals head and hindquarters for the entire time the animal is on display to answer questions and prevent any abuse of the animal or endangerment of the public.

- c. One or more PEC volunteer/s will also be stationed in the booth to answer questions and prevent any abuse of the animal or endangerment of the public.

§404: Annual Meeting and Equine Issues Forum

This is one of the most important educational opportunities the PEC hosts each year. It should reflect current issues and provide the best, factual information available. It is open to both members and non-members, thus it is also a recruiting event.

1. Establish budget
 - a. Secure sponsors
 - b. Secure grants if possible
2. Select the venue
 - a. Location
 - b. Determine amount of days
 - c. Reserve block of overnight rooms
 - d. Meals
 - e. Determine registration fees
 - f. Entertainment if included
 - g. Transportation if necessary
 - h. Parking
3. Decide format
 - a. Create daily schedule
 - b. Create exit questionnaire for attendees
 - c. Arrange for distribution of any handouts
 - d. Arrange fundraiser/raffle/silent auction for during event
4. Schedule speakers & entertainment
Reserve equipment necessary
5. Publicize event
 - a. Flyers, registration forms, advertisement sent out, newsletter
 - b. Handle registration & fees collected
 - c. Provide address for returns
 - d. Keep record of all attending
6. Coordinate booth space for PEC and sponsors as needed.
7. Coordinate program
 - a. Door – collect \$, keep attendance record, provide names tags
 - b. Master of ceremonies
 - c. Set up/clean up

8. Wrap Up
 - a. Balance finances
 - b. Create report for Board including finances.

§405: PA Horse World Expo

The role of the Pennsylvania Equine Council at the Pennsylvania Horse World Expo (Expo) is to present a program consistent with the goals of the PEC. This includes, but is not limited to: promote, educate, and care; to create awareness for issues of importance to the PEC and to the membership of the PEC; to give equal opportunity for all members of PEC to participate; and to unite the equine community.

1. Expo Booth Chair

- a. Establish relationship with Equestrian Promotions.
- b. Ensure all booth space, electric, name badges, booth sublets; etc is accounted for in accordance with both the wishes of the PEC Board and the mandates of Equestrian Promotions.
- c. Confirm equipment, furniture, floor covering and other necessities are provided to the booths as needed. (Renting, borrowing, etc.)
- d. Coordinate volunteer scheduling for all PEC booths present and for the Seminar Room. Ensure all volunteers are members of the PEC (they must renew their membership before they begin their shift at the Expo).
- e. Ensure that booth "Talking Points" are available for booth volunteers.
- f. Coordinate with Booth Committee to provide appropriate fliers, handouts.

2. Expo Booth Duties

- a. Set up and tear down physical booth
- b. Disperse membership information
- c. Sell signs and other items. Record sales accurately.
- d. Provide information to attendees concerning the PEC and what it does.
- e. Promote the occasional survey or political action (i.e. Sunday hunting).

3. Seminar Room

- a. Appoint a Seminar Room Manager.
- b. Schedule speakers in accordance with Equestrian Promotions demands. At this time, the PEC offers no honorarium for speakers.
- c. Provide necessary audio and visual equipment. (Rent or borrow)
- d. Due to the presence of this equipment, the Seminar Room should not be left unattended during times when the Expo is open to the public.
- e. Provide "Thank you" notes and/or gifts for speakers within the budget established in January.
- f. Seminar Room manager and Young Leader Program chair should coordinate to schedule youth or other volunteers to introduce speakers.

4. VIP Night

- a. Review VIP list for additions and deletions each year. This is especially important after an election.
- b. Ensure “Hold the Date” post cards mailed to VIPs by mid-November each year.
- c. Ensure invitations are addressed correctly and professionally and mailed by mid-January.
- d. Schedule and plan reception
- e. Procure small favor to be given away to VIPs at the Reception
- f. Procure Theatre Equus tickets
- g. Schedule Expo tour guides from Board members and County Directors.

Section 500: State - County Network

This network is a cornerstone vital for the growth and strength of the Pennsylvania Equine Council. The network exists for the smooth flow of communication between the Pennsylvania Equine Council Board of Directors and members-at-large.

§501: State -County Director Chair Responsibilities

1. Appoints county directors.
2. Prepares and distributes an electronic guide manual for all county directors.
3. Keeps county director manual updated.
4. Plans events and meetings for county directors

§502: County Regions

1. The counties will be divided into 6 regions; Northwest, North Central, Northeast, Southwest, South Central and Southeast.
2. County regions will be utilized in programming, meetings, membership and a reference tool in planning of events.

§502: County Directors

1. One Guide Manual will be issued to the County Director.
2. The County Director may appoint up to two county co-directors.
3. At the same time a County becomes a Chapter, the Director will become an elected position of the County Chapter after one year or sooner if the Director wishes to step down.
4. A County Director may serve as many terms as the membership elects them.
5. The State Director Chair will appoint the County Directors. They shall serve until such time as the chapter holds an election for county director and then they will be carried as the county director.
6. County Directors shall follow the County Network Guide Manual.
7. A county director from a county that does not become a structured county chapter can be removed by the County Director Chair.

§503: County Chapters

1. The General Membership shall be organized into local County Chapters functioning independently, and at the same time collectively with the PEC, who shall be the Parent Organization.
2. A county becomes a Chapter with the holding of an organizational meeting, and the submission of an application for the creation of the Chapter, and the written approval of the Chapter by the State Director Chair.
3. Acceptance of a County Chapter shall be realized by their approval of the By Laws and Policy section of the Guide Manual of the PEC.
4. Only one (1) Chapter may exist at one time in any given Pennsylvania County.
5. These local Chapters shall be known as (name of County) Chapter of Pennsylvania Equine Council.
6. Membership in the PEC shall earn the member the privilege of participating in the local Chapter of their choice, regardless of residence.
7. A County Chapter may open a bank account if they so desire. They will obtain a Chapter employer identification number (EIN) prior to opening an account in the name of the chapter.
8. County Chapters shall keep minutes and treasury reports at all Chapter meetings and submit yearly treasuries report to the State Treasurer at the end of each physical year.
9. Said minutes shall be the property of the County Chapter, but when necessary subject to review by the PEC Board of Directors.
10. Membership Incentive: County Chapters will receive an incentive based on 20% of all new or renewed memberships (this does not include coverage paid on Plus memberships) paid on an annual basis.
11. A County Chapter may establish committees they deem necessary.
12. A County Chapter may be terminated by majority vote of the State Board where the State Board determines a County Chapter has caused, acted, or performed an act unbecoming or in contradiction to the purpose or goals of the PEC.
13. The County Chapter will hold harmless the State Board from any debts, encumbrances, or other financial liability incurred by the County Chapter's actions.

PA Equine Council Regions and Counties



County Directors - Update March, 2017

State Chair:

Charlie VanAuken
717-903-6770

charliepaequinecouncil@gmail.com

Region 1 – Northwest Region

Clarion County:

Director – None

Crawford County:

Co-Director - Robin Smith
20327 Center Rd
Venango, PA 16440
814-398-2686

reidandrobinsonsmith@gmail.com

Co-Director - Judy Cole

13404 King Rd
Conneautville, PA 16406
Cell 814-323-3221

thornapplefarm@hotmail.com

Erie County:

Director – None

Forest County:

Director – None

Jefferson County:

Director – Megan Alexander
248 Sheep Farm Road
Corsica, PA 15829
814-590-2568

Kmalexander2005@gmail.com

Mercer County:

Co-Director – Fran Reynolds
139 Glen School Rd
Hartstown, PA 16145
724-376-3573

fran33047@gmail.com

Co-Director - Nancy Yesko
565 Fredonia Rd
Greenville, PA 16125
724-253-9131

nancy9970@windstream.net

Venango County:

Director – None

Warren County Chapter:

Directory – None

Region 2 – Southwest Region

Allegheny County:

Director – Mary Dissen-Amoroso
1875 Stoltz Rd
South Park, PA 15129
412-835-7726

unlimitedhorses@aol.com

Armstrong County:

Director – None

Beaver County:

Director – None

Butler County:

Director - Valerie Pieper
152 Stove Rd
Parker, PA 16049
724-791-2660

valsgallery@embarqmail.com

Fayette County:

Director – None

Greene County:

Director – None

Indiana County:

Director – Shawnda Felton

702 Sutton Street

Punxsutawney, PA 15767

814-771-7209

Sfelton425@outlook.com

Lawrence County:

Director - Kathy Sutton

346 Fayette-Neshannock Falls Rd

Volant, PA 16156

724-946-8195

lyric528@comcast.net

Somerset County:

Director – None

Washington County:

Director – Connie Davis

101 Wind Ridge Lane

Eighty Four, PA 15330

724-986-8037

crdavis62@yahoo.com

Westmoreland County:

Director - None

Region 3 – Northcentral Region

Cameron County:

Director – None

Centre County:

Director – Sue Ruth

343 East Burrows St

Bellefonte, PA 16823

814-880-5861

Dutchhorse13@gmail.com

Clearfield County:

Director – None

Clinton County:

Director – None

Columbia County:

Director - Lynette Fisk
44 Slate Rd
Bloomsburg, PA 17815
570-458-6738

Lfisk.bentonrodeo@yahoo.com

Elk County:

Director – None

Lycoming County:

Director - Ann Muller
1214 Bonair Dr
Williamsport, PA 17701
570-329-2977

amuller1@comcast.net

McKean County:

Director – Carolyn Stroup
958 Lindholm Rd
Kane, PA 16735
814-778-5170

Carolyn_stroup@hotmail.com

Montour County:

Director - Lynette Fisk
44 Slate Road
Bloomsburg, PA 17815
570-458-6738

Lfisk.bentonrodeo@yahoo.com

Northumberland County:

Director – None

Potter County:

Director – None

Snyder County:

Director – None

Tioga County:

Director – None

Union County:

Director – None

Region 4 – Southcentral

Adams County:

Director –Lynda Balins
Second Chance Farms
455 Mehring Rd
Littlestown, PA 17340
410-241-1615 cell
lyndabalins@gmail.com

Bedford County:

Director - Dorene Beckley
D-n-D Mules
1046 Mountain RD
Artemas, PA 17211
814-977-6205
muleshasta@embarqmail.com

Blair County:

Director – None

Cambria County:

Director – Capri Stiles-Mikesell
187 Amish Lane
NantyGlo, PA 15943
717-860-7101
Turningleafhorses@gmail.com

Cumberland County:

Director – None

Dauphin County:

Director - None

Franklin County:

Director - Bill Taylor
8675 Orlando Rd
Waynesboro, PA 17268
Cell: 301-785-6715
Home: 717-749-5458
Betaylor43@gmail.com

Fulton County:

Director - Don & Karen Rosenberger
645 N. Madden Rd.
Three Springs, PA. 17264
814-685-3747
donros@frontiernet.net

Huntingdon County:

Director – None

Juniata County:

Director – None

Mifflin County:

Director – None

Perry County:

Director – Margie & Rick Buck

2650 Horse Valley RD

East Waterford, PA 17021

717-734-3139

Mbuck1@embarqmail.com

York County:

Director - Nedra Applegate

345 East Front Street

Lewisberry, PA 17339

717-938-0328

nedraapplegate@gmail.com

Region 5 - Northeast Region

Bradford County:

Director - None

Carbon County:

Director - None

Lackawanna County:

Director – None

Luzerne County:

Director - None

Monroe County:

Director – None

Pike County:

Director – None

Sullivan County:

Director - None

Schuylkill County:

Director - Judy Lengle
3424 Sweet Arrow Lake Rd
Pine Grove, PA 17963
570-345-8651
jlengle3424@comcast.net

Susquehanna County:

Director – James Veil
120 Scottfield ST
Montrose, PA 18801
267-498-8615
Hubbers1@yahoo.com

Wayne County:

Director – None

Wyoming County:

Director – None

Region 6 – Southeast Region

Berks County

Director – Gail Wolfel Eichelberger
756 DeLong Rd
Alburtis, PA 18011
610-746-0648
Gailrobin52@aol.com

Bucks County:

Director - None

Chester County:

Director - Jerry McTear
48 Collins Mill Road
Chester Springs, PA 19425
Cell: 610-656-6494
gmctear@comcast.net
gmctear@equineinsure.com

Delaware County:

Director – None

Lancaster County:

Director - None

Lebanon County:

Director - Marta Trainer
140 Deer Drive
Jonestown, PA 17038
717-865-6542
Mtrainer@nbn.net

Lehigh County:

Director – None

Montgomery County:

Director – Eleanor Vallone
941 Perkiomenville Rd
Perkiomenville, PA 18074
610-850-4992
eleanorvallone@gmail.com

Northampton County:

Director - Maura Kessler
5718 Kesslerville Rd
Nazareth, PA 18064
610-253-6640
slatevalleyappaloosas@hotmail.com

Philadelphia County:

Director - Cynthia Turecki
3727 Sharp St
Philadelphia, PA 19127
215-668-7797
phillypec@gmail.com

MEMBERSHIP

Membership Levels

➤ Individual	\$ 25.00
➤ Individual Plus Equisure	\$ 46.00
➤ Family	\$ 35.00
➤ Family Plus Equisure	\$ 75.00
➤ Youth	\$ 10.00
➤ Collegiate Membership	\$ 35.00
➤ Business	\$100.00
➤ Lifetime Membership	\$500.00
➤ Association	\$ 35.00
➤ Association Plus	\$ 75.00

Types of Membership and Definitions

- a. Individual – includes one adult
- b. Individual Plus - Includes 1 adult plus Equisure's Personal Excess Liability Insurance coverage
- c. Family – Includes 1 or 2 adults & resident children under the age of 18
- d. Family Plus - Includes 1 or 2 adults & resident children under the age of 18 plus Equisure's Personal Excess Liability Insurance coverage
- e. Collegiate Membership - equine related student organizations at colleges and universities across Pennsylvania.
- f. Association - Includes your Association (with a minimum of 10 members), organization will receive 5 copies of *Horsepower*. Offered to any organized equine group
- g. Association Plus - Includes Association benefits (minimum 10 members) and provides your organization with \$1,000,000 General Liability and Directors' & Officers' coverage. This coverage is for your ORGANIZATION (not individual members) and all "members only" events are covered. "Open" (for non-member) events can be insured for an additional one-day fee of \$65 (\$100 for parades). This fee includes a set-up and tear-down day free of charge.
- h. Youth - Open to youth ages 12 through 17

i. Business – Business members are entitled to a free hot-link in the e-directory section of the PEC's website and a business card size ad in each issue of the newsletter *HorsePower*

h. Lifetime - Includes 1 adult. All lifetime members are eligible to purchase Personal Excess Liability Insurance on an annual basis

County Director Information

County Chapters Responsibilities, Requirements, Expectations, Commitment

County Regions

- The counties will be divided into 6 regions; Northwest, North Central, Northeast, Southwest, South Central and Southeast.
- County regions will be utilized in programming, meetings, membership and a reference tool in planning of events.

Getting Started

- ➔ Get the list of your current county members from the Membership Chair. Ask for an updated list on a quarterly basis so that you will know about new members.
- ➔ Email the State Director Chair your address and contact information if you haven't done so already. This information will be posted on the website and printed in the newsletters.
- ➔ Contact your county Trail Stewardship Coordinators if there are any. The coordinators will work with you to set up trail cleanup dates and trail training dates. See the information on Organizing a Trail Stewardship Workshop for more information.
- ➔ Begin to develop your county contact list
 - visit tack shops (stop by their bulletin board- there are usually TONS of contacts on the board – either copy them down or snag the business cards)
 - visit feed stores (check the bulletin board!)
 - visit veterinarians' offices
 - contact any county riding or showing groups for their information
 - stop by boarding barns (they like to get information on upcoming events)

- call the county extension office – they often like to be informed of your meetings
- contact any county 4-H clubs
- contact any county fairgrounds or show grounds
- contact any state parks or state forest offices that have riding trails. They might like to know (if they don't already) about PEC's Trail Stewardship Program.

These contacts will be people you'll want to invite to your meetings (see if your friends will help you!). They will also be the people you'll need to contact if the PEC needs to send out information on a horse-related issue or event.

- Add to your county contact list any time you collect names - at a tack swap, at an event where you set up the PEC booth, etc. Be sure to collect email addresses too!
- ➔ The Director's Manual is available in a PDF format on the Pennsylvania Equine Council web site <http://pennsylvaniaequinecouncil.org/>. If you need assistance in downloading the manual, contact the State Director Chair. Read your Director's Manual!
- ➔ Don't be afraid to ask questions or ask for help. Contact State Director Chair.

County Chapter Requirements

(As stated in the PEC policies)

- The General Membership shall be organized into local County Chapters functioning independently, and at the same time collectively with the PEC, who shall be the Parent Organization.
- A county becomes a Chapter with the holding of an organizational meeting, and the submission of an application for the creation of the Chapter, and the written approval of the Chapter by the State Director Chair.
- Acceptance of a County Chapter shall be realized by their approval of the By Laws and Policy section of the Guide Manual of the PEC.
- Only one (1) Chapter may exist at one time in any given Pennsylvania County.
- These local Chapters shall be known as (name of County) Chapter of Pennsylvania Equine Council.
- Membership in the PEC shall earn the member the privilege of participating in the local Chapter of their choice, regardless of residence.
- A County Chapter may open a bank account if they so desire. They will obtain a Chapter employer identification number (EIN) prior to opening an account in the name of the chapter.
- County Chapters shall keep minutes and treasury reports at all Chapter meetings and submit yearly treasuries report to the State Treasurer at the end of each physical year.
- Said minutes shall be the property of the County Chapter, but when necessary subject to review by the PEC Board of Directors.
- Membership Incentive: County Chapters will receive an incentive based on 20% of all new or renewed memberships (this does not include coverage paid on Plus memberships) paid on an annual basis.

- A County Chapter may establish committees they deem necessary.
- A County Chapter may be terminated by majority vote of the State Board where the State Board determines a County Chapter has caused, acted, or performed an act unbecoming or in contradiction to the purpose or goals of the PEC.
- This network is a cornerstone vital for the growth and strength of the Pennsylvania Equine Council. The network exists for the smooth flow of communication between the Pennsylvania Equine Council Board of Directors and members-at-large.

Organizing a PEC County Meeting

How to set up the meeting:

- Choose a meeting date (*recommended: **weekday evening***).
- Choose a location- a free place if possible (saddle club, fire hall, restaurant, some place that will hold 10 to 30 people or more), a neutral & centrally located place if possible. If it's held at a restaurant, many friendships can be formed by inviting everyone to come in earlier for dinner (6:30 dinner, 7:00 meeting). If it's at another location, provide some light snacks (chips, soda, cookies).
- Locate a guest speaker. Farriers, vets, trainers, feed companies, etc., all make good speakers and will usually speak for no charge, especially if they reside or have their business in your county.
- Prepare fliers and/or postcards for your meeting.
- Post meeting fliers at your county's tack shops, feed stores, tractor supply stores, vets' offices, show grounds, boarding stables, etc. (see if your friends will help you!).
- Post meeting date and info on the PEC website under the "events" section <http://pennsylvaniaequinecouncil.org/>. Contact the State Director Chair to let them know when your meeting is and he/she will have the meeting posted on the PEC web site.

- Mail postcards or send emails announcing the meeting to your membership list and county contact list. Postcards should be sent 2-3 weeks prior to the meeting. Emails should be sent at the same time and then a 2nd email sent out the day or two before the meeting as a reminder.

NOTE - On any emails you send out, ALWAYS send the email to your own email address and list the members in the BCC (Blind Carbon Copy) header. If BCC doesn't show up as a choice in your email message, open a new message, click on "VIEW," then click "SHOW ALL HEADERS". We don't want any other organizations having access to our email addresses.

NOTE – On emails, be sure to put the critical information in the subject line.
Example: Subject: Butler PEC Meeting Fri Jan 19 6:30 dinner 7:00 meeting

NOTE – Try not to send attachments – especially if there are people on your list who do not know you (attachments from unknown sources are seen as a virus threat and are deleted without being read). Copy and paste your flier into the body of the email.

- Call & invite your friends to the meeting. Ask them to call other friends or other people who own horses.
- You can take out an inexpensive ad in the classified section under **Horses for Sale** section of some local papers. Some newspapers will put in meeting announcements for free. Be sure to find out your local newspapers' publishing schedule (some require meeting notices 2-3 weeks prior to the meeting date).
- Flier should have:

Pennsylvania Equine Council

_____ **(insert your county name) County Meeting**

Time:

Place:

Guest speaker & topic:

Person or Persons to contact for more info

Directions

You may want to put tear off tabs on the bottom of the flier for people to remove the contact info to take with them. Or provide multiple copies of the flier.

- Email a copy of the flier to the State Director Chair so your event can be promoted.

NOTE: Any marketing materials need the approval of the Executive Committee prior to being mailed out. This approval is needed to ensure the views of the PEC are being accurately represented.

At the meeting:

- Always have a sign in sheet. Ask for name, address, phone, email. Have them check off whether or not they are a PEC member.
- Follow the meeting agenda and convey important PEC news. A meeting agenda outline is provided for you to use.
- Have your County Secretary report the minutes from the last meeting.
- Have your County Treasurer report any funds in the county treasury.
- Copies of the minutes and treasurer reports should be emailed or mailed to the State Director Chair on a regular basis.
- Fill in other news you need to discuss and leave out sections where there is no update.

NOTE: Remember to keep control of the meeting. It is up to you to keep the members discussing the topic at hand and to keep the meeting moving forward at a decent pace, not too fast and not too slow. If a discussion gets too lengthy you can interrupt to ask if it could be discussed further at a later meeting. If it is an inappropriate discussion (or about another topic or people are just rambling), interrupt and state that you would really like to stay on track to get everyone out of the meeting at a decent time and nicely suggest or ask that the conversations be continued after the meeting. Practice your tact here! You don't want to make anyone upset, but you do need to keep control of the meeting.

- Obtain the latest PEC Board Meeting minutes available from the State Director Chair.
- Print out any emails forwarded from the American Horse Council.
- Pass along any other issues forwarded to you from the State Director Chair or other Board members.
- Remember to always ask for input and discussion from your members.
- If people have questions and you don't know the answers, let them know you'll find out the answer and get back to them.
- Introduce your guest speaker and let him/her give his talk. Be sure to monitor the length of the talk so that people aren't at the meeting for too long.
- Allow enough time for questions after the presentation.
- If the speaker has materials or business cards, be sure to distribute them.
- Be sure to thank the speaker for his time and effort!

Have the next meeting date planned so you can announce it at the end of the meeting. Tell everyone you'll send them a postcard or email to remind them when it gets closer to the date. Make any county announcements about upcoming shows, rides, clinics or other horse events. (Share information on meetings and events with the State Chair). Thank them for coming!

- That's it! Good job!

For assistance, contact: State Director Chair

NOTE: The PEC Board of Directors is here to help you – any one of them can attend your meeting just to be a resource for you or they can be the guest speaker!

NOTE: Expenses for your meeting can be reimbursed by the State Treasurer (postage, copies, etc) until you have your own county account up and rolling. The PEC does not reimburse costs for renting a facility so please work to find something that is available at no charge. Submit press releases to local newspapers 2-3 weeks in advance (check for their submission requirements).

Your First Meeting

How to set up the meeting:

- Follow the guide to organizing a PEC County Meeting.

At the meeting:

- Explain what the PEC is all about. Some suggestions:
 - Read the purpose statement
 - Mention the top issues – Equine Liability Law, National Animal Identification, Manure Management, Open Spaces, etc.
 - Mention that we are the state horse council - we represent the industry in Harrisburg
- Explain that this is the organization meeting. Tell them that you are their County Director, and that you need some volunteers for officers to help you organize meetings.
- Ask if there are volunteers for the officers' positions. You may or may not get them all filled at the first meeting. That is ok! You can operate without them (continue to ask at each meeting - more people will help you!)

If you have a Trail Stewardship Coordinator in your county, introduce him/her. Have them give a short talk explaining the program. Ask for volunteers to help with trails in the county. If you do not have a trail stewardship coordinator, ask if anyone is interested in working on trails in the county. See if they will be on a committee and get them information on the 1-day and 3-day Trail Stewardship Workshops.
- Counties can set up committees that mirror the state committees. See if you can get volunteers for any of the committees.

- Fill out your Application for County Chapter Status and send it in to the State Director Chair.
- Continue on with your regular meeting agenda.

Meeting Agenda

1. CALL MEETING TO ORDER
2. WELCOME
3. INTRODUCTION – Introduce yourself as the PEC County Director
4. READING OF MINUTES
5. TREASURER'S REPORT
6. CORRESPONDING SECRETARY'S REPORT (If chapter has position)
7. COMMITTEE REPORTS – If applicable
 - a) Trails
 - b) Directory
 - c) Fund Raising
 - d) Membership
 - e) Newsletter
 - f) Publicity
 - g) Other
8. OLD BUSINESS – Summarize issues discussed by the Board of Directors, or passed on to you from the American Horse Council
9. NEW BUSINESS – Bring up any new issues discussed by the Board of Directors, bring up anything new in the county that is happening that is equine-related, see if any members have any new business they'd like to discuss
10. PROGRAM – Guest Speaker

11. ANNOUNCEMENTS – County events, trail rides, state horse shows or expos, tack swaps
12. OTHER BUSINESS
13. SET NEXT MEETING
14. ADJOURN

Meeting Attendance

- Document meetings and attendance in a method that you find will benefit your chapter. Minutes from meetings should include a roster of those in attendance.

Electing Officers

Any current PEC member of your county can be an officer. County officers include, but are not limited to: Director, Secretary and Treasurer

- According to the PEC's bylaws, once the County becomes a Chapter (sends in the required form), the Director position becomes an elected position after one year (term runs Jan 1 – Dec 31). At your fall meeting, nominations for others who may be interested in officer positions must be taken. The Secretary will note all nominees, and the PEC members present at the fall meeting will vote.
- The elections should be held in confidence, meaning each member should write their vote on a ballot. All ballots are collected and read aloud by the Secretary or Treasurer. The candidate receiving the most votes is the new Director. The new Director will take over beginning January 1. The existing Director needs to be sure to hand over the Director User's Manual for the County to the new Director.
- The Director and other officers can serve as many terms as the Membership elects them.
- Report newly elected officers of any type to the State Director Chair
- Most counties will select officers right away at the introductory meeting. Once you have officers, set up needed committees.

Nomination Form

It is time to nominate officers for our county, and as an up-to-date paid PEC member, you can nominate any current PEC member of our county for one of the offices below.

County Director _____

Co-County Director _____

Secretary _____

Corresponding (optional) _____

Treasurer _____

Chairs for committees are not elected positions, but appointed by the officers, and your suggestions and ideas are important.

Suggestions for committee types:

- Fund Raising Chair
- Directory Chair
- Legislative Chair
- Membership Chair
- Newsletter Chair
- Publicity Chair
- Safety Chair
- Trail Chair
- Other committee suggestions

- Ideas

County Committee Guidelines

Directory Committee

- Gathers and keeps a list of equine business, associations, clubs, trainers, breeders, auctions, veterinarians, equine dentists, equine alternative medicine practitioners, equine owners, schools and colleges, etc. in your county.
- Keeps list updated.
- Works with the Membership Committee on an equine email database, so the PEC is able to quickly communicate issues that need immediate response.
- Sends copy of list to the PEC State Directory Chair.

Fund Raising Committee

- Organizes fund raising projects in your county or region, such as tack swaps, fun days, clinics, seminars, dances, an equestrian cookbook, 50/50 (permit may be required), etc.
- Puts out material to promote the PEC at these events.
- If holding a large event, contacts the PEC State Booth Chair for availability of PEC Booth and available handouts, at least one month in advance of event.
- Works with the Publicity and Membership Chairs to recruit volunteers to staff any table or booths.

Legislative Committee

- Appoints an individual or individuals to be in communication with each elected official in the county. Lets these officials know the position of the PEC on all equine-related legislative issues.
- Monitors legislation as it pertains to equines on the county level and forwards all issues to the PEC State Legislative Chair.
- Keeps a list of all county, state, and national legislators.
- Keeps a list of which legislators support the equine bills and which ones do not.
- Keeps abreast with all elections within the county.
- Keeps records of all available laws as they pertain to the equine industry in the county.
- Develops means of being informed of new ordinances being proposed in your county as pertaining to the equine industry.

Membership Committee

- Maintains up-to-date list of all county members. You may request a list anytime from the PEC State Director Chair.
- Compiles and maintains an original equine community email database_for your County, using the same management software as the Pennsylvania Equine Council (Access or Excel - if you do not have one of these programs contact State Director Chair).
- Works with the Fundraising Chair to recruit volunteers to staff any table or booths at a fundraising event.
- Supplies committees with membership information, broken down as per their requirements for a given task.
- Works with Publicity Committee to contact and invite local riding clubs, 4-H groups, extension office personnel, etc. to attend meetings.

Newsletter Committee

- Prepares articles and photos for the PEC State Newsletter (can be county events, county news or other researched articles). Send to State Director Chair.
- Can create a local county newsletter or email newsletter to send to members and/or other interested parties (can update local riding clubs, local Penn State extension office, County Park or game commission personnel, 4-H clubs, county horse businesses, etc.).
- Sells ads to cover the cost of the county newsletter (if necessary), as fees incurred in publishing a newsletter must be paid by funds from your County. You may not turn in any bills to the State Council, including postage for this venture.
- Check with all your County Chairs for news they may want in the newsletter.
- Submits county news to the PEC State Director Chair for posting on the PEC website.

Publicity Committee

Publicizes and promotes the Pennsylvania Equine Council. (Suggestions on “How To Do A Press Release,” are included in this section). Send out information to people interested in joining PEC.

- Works with all county publications and media to promote equine issues and activities, such as fundraisers, legislative, trail, and safety issues, etc. Contact the PEC State Director Chair for help with press releases. Contact local newspapers (many will let you submit a free press release – contact each paper for deadlines).
- Assists county officers in securing speakers for the meetings.
- Plans equine-related events, clinics and seminars to help promote the equine industry in the county.

- Researches and makes a list of other equine events in the county where the PEC could be promoted.
- Posts meetings and events on the PEC's website under the "Events" category: <http://pennsylvaniaequinecouncil.org/> (Send information to State Director Chair).
- Works with the Fund Raising and Membership Committees to assemble a group of volunteers to staff booths. Volunteers should be knowledgeable and have common sense. They are good listeners who can steer people in the right direction and best represent the mission of the PEC.
- Set up booths or information tables: Fairs that are members of the PSACF (Pennsylvania State Association of County Fairs) require proof of insurance, which you can obtain from the PEC State Secretary. Information tables can be at tack swaps, horse shows, trail rides or even tack shops (with the owner's permission).
- Create fliers, letters, postcards, etc. to help promote meetings and/or other events held by the county chapter.
- Contact State Director Chair for availability of PEC Booth and available handouts, at least one month in advance.
- Prior to release of any document in any format, the State Director Chair will obtain approval from the PEC Board of Directors. .

Trails Committee

Historically, equine trails have existed on private land as well as public land. With the increase in population and the expansion of urban development, our private land opportunities have dwindled to almost nothing. To preserve trails on public land, which include DCNR (Department of Conservation and Natural Resources – State Parks and State Forests), National Forest, County and Municipal Parks, properties under the control of the Army Corps of Engineers, and now with designated routes on Pennsylvania Game

Commission land, we the Equine Community must step up to the plate in a cooperative effort with these agencies.

- Helps area Trail Stewardship Coordinator (TSC) maintain a list of known trails open to equine in the county, and sends the list to the PEC State Trail Chair and State Director Chair.
- Helps the TSC in coordinating and working on trails.
- Reports on trail related issues at PEC County Chapter meetings, including work projects and changes in policy on trails in your County.
- Assists the TSC to maintain contact with organizations involved with trail usage (riding clubs, bikers, hikers, etc) and in coordinating efforts within the County and Commonwealth.
- Assists TSC in setting up 1-Day Trail Stewardship workshops to properly instruct other members and non-members on building and maintaining trails.
- Contacts all trail organizations in the county, inviting them to join the PEC or to attend a trail stewardship workshop.
- Works with your Chapter's membership committee, compiling a list of members (individual, family, associations, and businesses) and potential members that have interest in trail usage.
- Keeps the list updated.
- Submits a report yearly on the trail situation in your County to the PEC State Director Chair by November 1.

Publicity - Press Release, Guide for Writing, ABD's of Writing

FOR IMMEDIATE RELEASE (or FOR RELEASE DURING THE WEEK OF...)

Date:

Contact: Name
 Address
 Daytime Phone
 Email

Article Title (they may change it but it gives them an idea what you are sending)

Tyrone (list the city), PA – give the WHO, WHAT, WHEN, and WHERE in the first sentence. WHY is the event being held? A benefit for whom? Or the purpose or goal. Keep it clear but brief.

Make sure you double space and use size (12) font and style (Times New Roman) of print. Proof read and correct any spelling or grammatical errors. The first draft is never the submission.

Call the paper for a contact name of who to send it to – community, local news, etc. Ask for the correct spelling of the name. Also, ask if they would prefer it mailed or emailed. Ask for assistance if you have attachments or pictures. Save your Word document as “text only” file and copy and paste into the body of the message.

It is best to submit a press release 2-3 weeks prior to an upcoming event. Call a week before to make sure they received it and thank them for their support. After an event is held, send in a clear photo with a caption for more publicity. To make a positive impression with that editor, send them an Email or Thank You note for the coverage.

They may contact you to cover the event but usually they don't have time to cover "soft news." If they do ask to attend, be gracious and available for an interview. Have info about the PEC and any info on the speaker from the event.

Note the town and state is on the first line. Make sure you include your name, phone & email at the end of the article – "for more information, contact..."

###

(This means the end of the article; if 2 pages, put "Page 1 of 2" in place of ###)

The A, B, D's of Writing

A writing tip for any type of writing: non-fiction articles or press releases, fictional stories, book reports, letters, etc.

A: is for ACTION

The first sentence, the first paragraph, the first chapter has to capture the reader's attention. Often called the "HOOK", the first impression is the most important. For press releases, give the 5 "W's."

B: is for BACKGROUND

Then give the background of the organization, the main character or yourself, depending on what you are writing.

D: is for DEVELOPMENT

Skip C and go to developing the story. Give the details, advance the plot, etc.

C: is for CLIMAX

Now give the climax of the story, or the question you have for the person you are writing to, or a special announcement.

E: is for ENDING

Tie it all together. Make it satisfying for the reader, and for press releases, give a contact person's name and info.

How to Organize a Trails Meeting or Workshop

After Feb. 1, 2003 you must ride on designated routes in Game Lands!! Other issues are also discussed such as, Manure Management & Animal ID.

To set up a meeting for a Trail Stewardship 1-Day Workshop or a Trail Update meeting, contact:

Bud & Gwen Wills 814-379-3759 gwwills52@gmail.com

How to set up the meeting:

- Get a free place if possible (saddle club, fire hall, some place that will hold 50 to 100 people.) and a neutral place if possible.
- Call & invite your friends. Ask them to call other friends or other people who own horses
- You can take out an inexpensive ad in the classified section under **Horses for Sale** section of some local (or maybe a few different county) papers.
- Hang fliers in: Feed stores, vet offices, tack shops, hiking and biking shops, saddle clubs, boarding barns, etc.
- Flier should have:

Time:

Place:

Issue: (sample) If You Own or Ride a Horse or Bike: What You Need To Know!!!!

Are Your Horse/Biking/Hiking Trails in Jeopardy?!!!!

Person or Persons to contact for more info: Directions

- Send the State Director Chair a copy of the flier. She/he will be able to promote your activity on the web site and through other forms of publicity.
- At the meeting: Set up for meeting (coffee, tea, punch etc.) not necessary but it is a nice touch.
- Help hand out Contact sheets (obtain from Bud or Gwen Wills).

Please feel free to call us if you have any questions or if we can help you in any way. Also you may make copies of this sheet and give it to friends in other counties or regions who would like to know more about the trails in Pennsylvania. **Together we can make a difference.**

Thanks,

Bud Wills
PEC State Trail Chair
814-379-3759
gwwills52@gmail.com

Gwen Wills
Trails Stewardship Program Director

Setting Up a Checking Account

- Locate a bank that the County Chapter Treasurer would like to deal with. The Treasurer may change over a period of time, so a centrally located bank or one with branches would be a good selection.
- Set up a checking account for a non-profit organization. If possible, choose a free checking account since it may be difficult at first to maintain a specific balance. You do not need an ATM card.
- Set up the account such that TWO county PEC members must sign EVERY check- one person is the Treasurer, the second can be another officer, a committee member, a Trail Stewardship Coordinator or any other responsible member.
- Your Treasurer should know basic accounting and should know how to keep a check book. He/she will need to accurately record all expenditures and receipts. Records should be accessible at all times should the State Treasurer need to review.
- When expenses are submitted, the Treasurer should make out the check, sign it, and then get the check to the second person for their signature. Some counties will mail it to the second person with a stamped self-addressed envelope enclosed to return it to the Treasurer for payment of the expense.
- All expenses, deposit records and bank records need to be kept organized and in order in a binder or file by date and year.
- When a new treasurer takes over, all records must be turned over. You will need to visit the bank to learn how to remove the old treasurer as an authorized account user and to submit the new treasurer as an authorized account user.

- A treasury report of all transactions needs to be sent to the State Director Chair at the end of the year (by December 31). You can send a copy of your books including the beginning and ending balances. The State Director Chair will distribute your chapter's information to the State Treasurer.

County Expense Reimbursements

Please keep a record and receipts from all PEC-related expenses. Covered expenses are postage and copies. Other expenses may be covered (email the State Director Chair for approval).

- Expense Reimbursement requests may be submitted to the State Treasurer at the end of each month.
- Reimbursement requests are due no later than the 10th of the next month \
- The State PEC Treasury will cover certain startup expenses until the County Chapter has \$100 in its own treasury. At that time, the county will need to make money to cover any expenses incurred.
 - Fund Raising
 - Clinics
 - Seminars
 - Fun shows
 - New memberships

Once the county is a chapter, you will get 20% of all new membership and renewals mailed to your Treasurer.

- No expenses for county newsletters are covered. You can sell ads to help pay for the cost of mailing printing and mailing if you chose to do a newsletter.
- If you are unsure if an expense can be reimbursed, check with the State Director Chair BEFORE you incur the expense.

Resources

Resource Information

- Contact the State Director Chair (listed in committee section of manual) for obtaining fliers, newsletters, membership applications and other available printed resources.
- Arrangements on distribution can be decided between the State Director Chair and County Director. Items can be mailed or distributed at a PEC function, please plan accordingly to fit within the timeframe of need.
- PEC membership applications – always be sure to have plenty on hand at all meetings for prospective new members
- PEC website <http://pennsylvaniaequinecouncil.org/>
 - Contains information on the PA Equine Council

**Application for County Chapter Status & Renewal
(Explanation & Application)**

We, the members of the County of _____ have held our first organizational meeting and do herewith apply for County Chapter status.

We, the members of _____ County request the renewal of our chapter status for the (year) _____.

We accept the Bylaws and Policy of the Parent Organization of the Pennsylvania Equine Council.

We understand that only one chapter may exist at any one time in any given County.

We understand that we must renew our status of Chapter of the Pennsylvania Equine Council yearly.

We understand that upon receiving County Chapter status, we become financially self-sufficient.

We understand that the County Chapter status can be terminated by majority vote of the State Board if the State Board determines a County Chapter has caused, acted, or performed an act unbecoming or in contradiction to the purpose or goals of the PEC.

County Director or Directors (please sign AND print your name below)

Date: _____

Submit to State Director Chair

County Membership Incentive Application

County Chapters should complete this application to receive Membership Incentive funds from the Pennsylvania Equine Council. Applications should be received no later than August 30th for the current year.

COUNTY CHAPTER: _____ # of members: _____

CHAPTER OFFICERS:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Treasurer: _____

Complete mailing address of Chapter - In care of, street/box, city, state, zip code

Care of _____

Street/Box # _____

City _____ Zip Code: _____

Chapter Activities			
Date: xx/xx/xxxx	Location	Activity	Additional Information

Please report additional activity on the back of this sheet. Thank you.

The Chapter President, by signing and submitting this application, attests to the accuracy of the information given.

Chapter President _____ Date: _____

Chapter Treasurer _____ Date: _____

Submit to State Director Chair

Newspapers & Publications

- Document information about newspapers and publications for county and state wide usage.
- Share information with State Director Chair
- All publicity needs to conform to the By Laws and Policies constituting the PEC mission and goals.

Document the following information

Newspapers & Publications County _____

Name of Publication _____

Contact _____ Equine Publication Yes ___ No ___

Type of Publication (horse, farming, etc.) _____

Ad or Press Release (Circle one)

Address _____

City _____ Zip _____

Phone _____ email (please print) _____

Rules & Format specifics for submission: (use back if needed)

Date submission due _____

County Contacts
Riding Clubs, Breed Organizations, Associations

Name of Association/Organization _____

Web site _____

Type (trail, breed, show, etc) _____

County _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Chapter's Newsletter Editor

Name _____

Street/Box # _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Chapter's newsletter editor must submit articles to the State Director Chair at least 6 weeks prior to the deadline for inclusion in the hard copy of the PEC newsletter (check with State Director Chair for deadline dates).

Stable and Directions

- Develop a list of all stable, boarding, breeding and training facilities in your county.
- This information can be used in distributing PEC information and announcements.
- Include address and/or directions of facility.
- Private equine facilities can be included with approval of owner of operation.
- Please keep a copy of this form in your Director's manual. At the beginning of each year, make a copy of the form and contact each stable to verify all information is current. Submit updated forms to the fire and police departments each year that service your area. Submit copies to the State Director Chair yearly.

Facility Form

Current Date:

Name of facility:

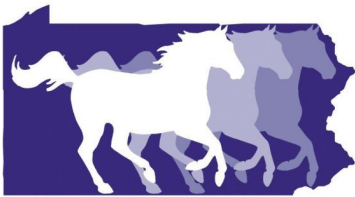
Located in what PA County?

Commercial or Private:

Complete mailing address, email and website if applicable):

Facility Contact:

County Meeting Announcement



Pennsylvania Equine Council

Date & Time:

General Location:

Get the latest Equine Council updates on Pennsylvania's horse industry, including equestrian trails, equine liability, animal identification PLUS learn about (insert topic) from our Guest Speaker!

Guest Speaker:

Topic:

Directions:

Cost: FREE

Come early and join us for dinner and conversation!

For more information call: (insert name and number)

Email: (insert email address)

PA Equine Council Trail Stewardship Program

In early 2002, the Pennsylvania Equine Council (PEC) initiated its Trail Stewardship Program (TSP). Our actions were in response to what the trail riding community has heard over the last several years about the Pennsylvania Game Commission (PGC) closing down access of the game lands to users other than hunters as well as declining conditions of recreational trails on other lands that lead to closures. The customary use of trails on game lands as well as our State Forest and State Parks has become a part of many of our lives.

We have been able to enjoy the forests and watch wildlife while enjoying our time with our personal equines of choice. With close to 500 separate pieces of game lands, totaling 1.4 million acres scattered throughout Pennsylvania, it is difficult for many to ride for any length of time, without having to cross through a piece of game land to access other public or private land.

We must realize that the Pennsylvania Game Commission was legislatively created and is the only agency charged solely and specifically with the following: ***Protecting, conserving and managing the diversity of wild birds and wild mammals and their habitats; provide wildlife related education, services and recreational opportunities for both consumptive and non-consumptive use of wildlife, and maintaining and promoting Pennsylvania's hunting and trapping heritage.***

There has been a lot of misinformation on this issue, and over the past several years we have begun to make headway toward the resolution of this complex situation among user groups and the different agencies. We believe that education is the key to a good relationship between those in control of public land and the recreational public.

Most trails that we enjoy on public land are user generated, which means they were never laid out with any thought of sustainability, only cut in and used.

In light of regulations passed by the Pennsylvania Game Commission and the increased interest in development of good sustainable non-motorized multi-use trails by the Department of Conservation and Natural Resources, DCNR, (State Forest and State Parks) 2.4 million acres, and the Allegheny National Forest, 513,000 acres, for their long range plans, the PEC Trail Committee has initiated the three phase ***Trail Stewardship Program***. Pennsylvania is now showing more interest in recreation and tourism, thus we need to be more concerned about the infrastructure of our trail systems.

Phase One – 3-Day Trail Stewardship Coordinator Workshop

Three-day Trail Stewardship Workshops are offered in Central Pennsylvania combining concepts and practical application of effective trail design and maintenance. We find classroom instruction and site work where participants actually layout and construct a section of viable non-motorized, shared use trail is a well-accepted approach.

Participants in the workshops include Land management personnel from the Game Commission, DCNR, National Forest and private lands open for recreation and volunteers from PEC chapters, saddle and riding clubs, the mountain bike community, and hiking groups. In the workshops, these groups meet, learn and work together establishing the kind of working relationship needed for shared trail stewardship. This training has been met with overwhelming acceptance. Because of the limited number of participants that can effectively be accommodated at such trainings, several trainings will be offered to

attain the goal number and maintain a good complement of agency personnel and PEC Trail Stewardship Coordinators.

Phase Two - Regional Stewardship Group Workshop

In the second phase, the trained PEC Trail Stewardship Coordinators, who have now been prepared to work with agency personnel, return to their respective regions to coordinate local/regional stewardship groups and assist the trail committee in the training of these groups. In this way, the continuity of the program is preserved. Local trainings are one or two days long, and scheduled as needed to fit demands and work schedules. 2-Day Packing Clinics for safely packing stock with tools and materials such as gravel and pipe needed for trail maintenance are also conducted.

In order to offer a holistic approach to the stewardship education process, Gwen and Bud Wills have completed a “Leave No Trace” Masters Course for people who actively teach others Outdoor Skills & Ethics for backcountry and front country horse use. These “Ride Smart” concepts can now be offered to local PEC stewardship groups, riding clubs, and outdoor enthusiasts.

Phase Three - Outreach

Phase three consists of out-reach programs. To support the work being done by the Stewardship Groups, Outreach programs have been developed in the form of one hour to one-day trainings in Leave No Trace skills and outdoor ethics, trail update programs, trail riding as well as packing and pack stock programs. These are available to PEC county chapters, saddle clubs and for various Horse Expos throughout the state. By incorporating sound trail layout and management practices, as well as outdoor ethic principles and good equestrian skills into presentations throughout the year, these free presentations promote understanding, natural resource conservation and cooperation between agencies and trail user groups.

We will also be offering Trail Stewardship and “Leave No Trace” principles to the PEC Youth and 4-H Horse Programs.

What Can You Do?

The situations that arise from various land use conflicts have not developed over night, and it is not going to be resolved in a short time. The Trail Stewardship Program is available but the most important ingredient is YOU!!! The Pennsylvania Equine Council is a volunteer organization, and we need good folks like you – who care about your animals and the great outdoors you enjoy – to get involved. We need your input and your help to be able to affect trails in your area. Everyone is not in a position to do some of the things outlined in the descriptions of the Trail Stewardship Program, but support in many areas is needed. If you can make coffee or phone calls, help on a trail, spread information or just tell a friend about a “1-Day Trail Stewardship Workshop” or other training that a local saddle club may be hosting, you will have helped. When we all do just a little, it will lighten the load.

As stated earlier, these types of programs have worked in other states to keep trails open and can and must work here if we plan to continue to ride in Pennsylvania. There is no reason to send the tourist dollars to neighboring states or have to go out of state ourselves.

Where Do You Fit In?

As you see the State is divided into six regions,

Northwest **NW** North Central **NC** Northeast **NE**
Southwest **SW** South Central **SC** Southeast **SE**

Where do you or your friends ride? We are in the process of identifying individuals or groups who ride in these regions whether it is Game Lands, State Forest, State Parks, or National Forest. *If you have been involved in this type of trail maintenance in the past, don't assume we know about your work.* We have many new volunteers who are helping to identify people and matching them with stewardship projects in the areas where they

ride. Please be patient. Pennsylvania Equine Council is a volunteer organization so most who are involved have family, jobs and stalls to clean.

Tax-deductible contributions from individuals, clubs and user groups can be made out to the Pennsylvania Equine Foundation (a 501C3 non-profit organization). ***Clearly label the contribution for the PEC Trail Stewardship Program.*** Mail to: Pennsylvania Equine Foundation, c/o Elaine Bish, 7025 Pine Rd, Harrisburg, PA 17112

Your contributions are tax deductible and can also be used to secure matching grant monies to continue this vital educational program. These programs are also supported in part by DCNR Trails Grants that need matching monies from individuals.

Contact Bud & Gwen Wills at 814-379-3759 or e-mail gwwills52@gmail.com for trail stewards in your area. Contact us if you would like to have a meeting in your area to raise awareness about trail issues, are interested in becoming a coordinator, want to assist a stewardship group or are interested in the Packing Training. Bud Wills is the State Trail Chair; Gwen is the Trail Stewardship Program Director.

Trails in Jeopardy? Announcement



The cause.....

The DCNR, State Forest, State Park, National Forest and Game Commission agencies have had budget cuts and many of them have contacted the PA Equine Council requesting assistance to help identify and maintain non-motorized shared-use trails. The agencies are reluctant to accept volunteers who have not had training. Without our assistance, trails and access will be severely restricted. The Allegheny National Forest, DCNR and other state and local parks are asking for our help and trained people are needed.

Please help keep trails open for horseback riding and other forms of outdoor recreation by volunteering to attend this workshop.

What: One Day Training for Trail Stewardship Volunteers

Who: Equestrians, hikers, bikers, and other concerned about future access to public lands.

Where:

When: Date
Time

Workshop Content: Trail layout, construction, and maintenance, tool selection and use; introduction to **Leave No Trace** skills and ethics concept.

Cost: Free (specify - lunch provided or bring your own)

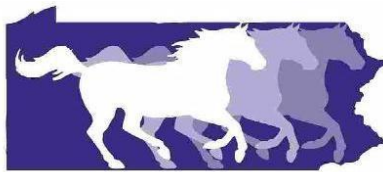
Registration: Pre-registration required for materials preparation.

Call:

Email:

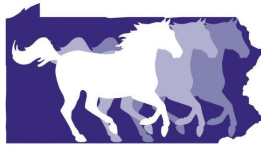
Letterhead

- The following page contains the official letterhead logo of the PEC and the current mailing address.
- This letterhead should be used in all written correspondence from the PA State PEC board of directors.
- Chapters and County Affiliation groups need to contact the President of the PEC Board of Directors or the State County Chair if they wish to develop their chapter or group letterhead.



Pennsylvania Equine Council

PO Box 303, Windsor, PA 17366-0303 1-888-304-0281



Pennsylvania Equine Council

Apply for the Pennsylvania Equine Council Scholarship

- ⇒ One \$1,000 scholarship will be awarded in the 2016 academic year
- ⇒ Must have a current individual or family membership in the Pennsylvania Equine Council (by Jan 31st of the application year).
- ⇒ Applicants must have been accepted to a college, university, community college, vocational institute or institute of higher learning (*any academic program*).
- ⇒ Deadline for application is June 1.
- ⇒ Applicants should be active participants in the equine industry and committed to future involvement in the industry.
- ⇒ Applicants must meet criteria for applying.
- ⇒ Contact hmckernan10@gmail.com for application or visit <http://pennsylvaniaequinecouncil.org>

Pennsylvania Equine Council Scholarship: Guidelines & Information for Applicants

Eligibility

- Applicants must be a youth or student with a current individual or family membership in the Pennsylvania Equine Council (PEC) as of January 31st.
- Applicants must have been accepted to a college, university, community college, vocational institute or institute of higher learning (*any academic program*).
- Applicants should be active participants in the equine industry and committed to future involvement in the industry.

Application Process

- The application, guidelines and selection criteria are available from:
Scholarship Committee: hmckernan10@gmail.com
 - ❖ Any PEC Board of Director (listed on the web site) <http://pennsylvaniaequinecouncil.org/officers.php> can assist you in locating an application.
- Applications must be received by **June 1**.
- *Submission of application by e-mail is preferable. Mailed applications must be mailed to the address included on application page.*
 - ❖ The completed application must include:
 - ❖ Application (three pages) Includes contact information, participation in activities/organizations, and personal statement topic (about influence of equine activities on career goals. (no more than 500 words)
 - ❖ Three letters of reference. Letters must include the contact information of the reference person and signature. (Please avoid using references from relatives.)
 - Two from an adult or equine industry professional (Examples: adult leader, PEC member, trainer, etc.)

- One from a community leader (Examples: 4-H leader, teacher, pastor, coach, etc.)
- ❖ Letter of acceptance from college, university, community college, etc. and/or current year billing statement (must include applicant's name and institution's name and address).
- Interviews *may* be conducted for top candidates (by phone or in person).

Selection Criteria

Applicants will be evaluated on: participation in PEC programs/activities, involvement in equine organizations/activities, participation in youth leadership programs, personal statement, application form, reference letters, community service and interview (if conducted). *See score sheet for details.*

Selection Process

- A panel of volunteer judges will be responsible for selecting award recipients, selected by the Young Leader Committee and will include persons representing a variety of equine disciplines and backgrounds.
- Judges will score and rank applicants according to stated criteria. Highest scoring applicant will be awarded the scholarship. Applicants must receive a minimum score of 85 points to be eligible for a scholarship.
- Incomplete applications or applications lacking all requested items will not be eligible for consideration.

Award Amount

- Funding for the scholarship varies from year to year and is contingent upon availability of funds. The amount available will be determined by the PEC Board with a minimum amount of \$500.

Award Presentation

- Award to be presented at the Pennsylvania Horse World Expo or other designated PEC event with the scholarship recipients receiving a certificate and congratulatory letter.
- The scholarship check will be presented after the student has submitted his/her semester grades of at least a minimum of a 2.5 GPA and proof of enrollment for the next semester (send an official copy of selected class schedule for the upcoming semester).
- The scholarship check will be made out to the student.

Pennsylvania Scholarship Application

Page 1 of 4

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: (____) _____ E-mail _____

Years in PEC/Member Organization (must be current member as of January 31st) _____

Name(s) of Equine Organization/Association: _____

Signature of applicant _____ Date _____

Deadline: Completed application must be received by June 1

Scholarship Contact Information:

hmckernan10@gmail.com

Home Phone: 570-962-2554

Cell: 570-660-3150

Send completed application and all required documents to:

Helene McKernan
PEC Scholarship Committee
61 Meadow Lane
Beech Creek, PA 16822

Pennsylvania Equine Council Scholarship Application

Page 2 of 4

Type your responses in the areas below or neatly write on separate sheets. Be concise as possible. Do not exceed two pages for your responses. Do not exceed 500 words for your personal statement.

Application Checklist:

- ✓ Completed & signed application form (page 1)
 - ✓ Submit participation information (page 2 and 3)
 - ✓ Submit Personal Statement Topic (page 3)
 - ✓ Include three reference letters:
 - 2 - from adult/equine industry professionals
 - 1 - from community leader
 - ✓ Submit copy of official letter of acceptance from college, university, community, college, etc. and/or billing statement from current year
 - ✓ **Do not** submit scoring page that is for your reference in application completion.
-

Participation in PA Equine Council Activities: (county, regional, state PEC program/activity)

Participation in Equine Activities/Organizations: (local, county, national, international)

Participation in Youth Leadership Programs & Activities: (current or past)

Participation in Community Service Activities:

Pennsylvania Equine Council Scholarship Application

Page 3 of 4

Other Participation Activities:

(Please feel free to utilize another sheet or back of this page if needed)

Personal Statement Topic

“Involvement with equine activities has prepared me for my future career and future participation in the equine industry.”

Pennsylvania Equine Council Scholarship Application

Page 4 of 4

Following is the score sheet that will be utilized in evaluating applications, please **do not** return with application.

Pennsylvania Equine Council Scholarship Score Sheet

Participation in PEC Activities 15 Points _____

(County, regional or state PEC event, PEC booth at Farm Show/Horse Expo, Equine Learning Center, PEC trail activity, PEC annual meeting, etc.)

Participation in Equine Activities/Organizations 15 Points _____

(4-H, FFA, Pony Club, riding club, breed or discipline association – AQHYA, AJPHA, USEF, USDF, ECTRA etc; Includes events/activities such as horse shows, camps, clinics, trail rides, 3-day events, etc. at local, county, state, regional, national, or international level)

Participation in Youth Leadership Programs 20 Points _____

(Club/organization leader, club/organization officer, officer training, camp counselor, leadership conferences, American Youth Horse Council Symposium, etc.)

Participation in Community Service 15 Points _____

(Trail maintenance & cleanup, Food Bank collections, etc.)

Personal Statement 20 Points _____

(Concise, well written; includes impact of past involvement with equine industry on career and goals for future involvement in equine industry)

References 10 Points _____

(2 letters from adult/equine industry professional; 1 letter from community leader)

Application 5 Points _____

(Neat, complete, correct grammar, spelling etc.)

Total Points _____
(100 possible points)



Personal Excess Liability Insurance Available Through PEC Membership

Frequently Asked Questions

*about the Personal Excess Liability Insurance administered
by Equisure, Inc. for Association Resource Group (ARG) and their affiliates*

THIS INSURANCE IS EXCESS AND NOT INTENDED TO BE YOUR PRIMARY EQUESTRIAN LIABILITY COVERAGE.

- **When does my personal excess insurance start and end?** The coverage starts when your membership is approved and the premium is paid to Equisure. Coverage ends 12:01 am on December 31st of every calendar year.
- **If my membership starts in June, when will my insurance coverage start?** Your insurance will also start the month you purchase your membership. For example, you will have coverage for approximately 6 months if you joined in June and coverage for 12 months if you joined in January. In both cases the coverage will end 12:01 am on December 31st.
- **How can I get a copy of the Master Policy?** You should contact Equisure directly with proof of your membership and request a copy of the Master Policy or email your request to diane@equisure-inc.com. The Master Policy may not be posted on any websites or reproduced without prior written consent from the management of Equisure.
- **Do members get anything showing proof of coverage?** Yes. Association Resource Group will provide certificates of Insurance (a brief summary of coverages, conditions and exclusions); these may be distributed only to members. Like the Master Policy, the Certificate of Insurance may not to be posted on websites or reproduced in any fashion without written consent from Equisure.
- **How would this insurance apply if I have homeowners insurance?** This policy is excess over any other valid and collectible underlying insurance. If you have underlying insurance, such as homeowners insurance, this policy is excess over that insurance. If you have no other underlying insurance this policy would become primary.
- **I am a trainer and run a horse breeding operation, does this insurance provide coverage for my business?** No. Coverage for equestrian businesses and business related activities are excluded from the personal excess policy. Please contact Equisure for more information or to purchase **Professional and General Liability insurance** for your equine training activity and/or any other equine business operation.

Frequently Asked Questions, cont'd:

- **If my horse is boarded away from my residence, would this policy provide coverage?** Yes, on an excess basis, any other equestrian insurance is primary. This policy provides coverage for equine related incidences away from your residence for which you are personally liable or negligent.
- **If I lend my horse to someone to ride, how would coverage apply?** This policy would be excess but you would have coverage for bodily injury and/or property damage to a third party for an equine related incident for which you are held legally liable.
- **Is my horse covered if it dies?** No. This policy does not provide animal mortality coverage for horses you own. **Equine Mortality/Major Medical Insurance** can be purchased by calling Equisure (800-752-2472) or email www.equisure-inc.com.
- **How are the individual and family categories defined?** **Family Membership:** "Family Member" includes "you", your resident spouse or partner and your children under 18 years of age. **Individual Membership:** If you have purchased an individual membership of Association Resource Group or its Affiliate Organization, the General Aggregate limit is the most we will pay for the sum of all damages claimed against you.
- **I fell off my horse and broke my arm, would this policy provide coverage for this?** No, not under the Personal Excess Policy. This is not a medical insurance policy. You would have to have your own health or accident insurance.
- **What limits are provided by this policy?** The coverage limit provided under this policy is a per household limit and is shared by all member of the same residence.
 - \$1,000,000 aggregate limit ~ \$1,000,000 per occurrence limit
- **Can I increase the limits provided by this policy?** No.
- **Can I add an additional insured to this policy?** This policy provides personal excess liability insurance for you. It does not allow for the addition of additional insureds. If your barn has questions about the insurance provided, please fax or phone Equisure.
- **What should I do if I think I have a claim?** 1. Write down all the details about the incident while they are fresh in your mind. 2. Get the names and phone numbers for any witness (es). 3. Do not admit fault or make any monetary payment. 4. Contact Equisure at 800-752-2472.

**For any additional questions please contact Equisure, Inc.
Phone 800-752-2472 or Fax 303-614-6967
Email: diane@equisure-inc.com
Visit us on the web at www.equisure-inc.com**

Rev: 11/2013

Disclaimer: This service is provided by Equisure, Inc. in cooperation with the Pennsylvania Equine Council. This program is not a source of revenue for the Pennsylvania Equine Council. Association Resource Group Purchasing Group (the Master Policy holder) has arranged coverage with Certain Underwriters at Lloyd's, London using Equisure, Inc. as the agent.



Pennsylvania Equine Council

MEMBERSHIP APPLICATION

New ___ Renewal ___ Change ___

Please check one box below. For year _____

- Individual Membership \$ 25.00
- Individual **PLUS Equisure** \$ 46.00
- Family Membership \$ 35.00
of adults _____ # of youth _____
- Family **PLUS Equisure** \$ 75.00
of adults _____ # of youth _____
- Youth \$ 10.00
- Collegiate Membership \$ 35.00
of members _____
- Business Membership \$100.00
- Lifetime Membership \$500.00
- Association Membership \$ 35.00
of members _____
- Association Membership **Plus** \$75.00
of members _____

Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

County/Chapter: _____

E-mail: _____

Phone: _____

Youth Parent's Signature: _____

All Memberships expire December 31
(except lifetime)

Mail this form with a check payable to "PEC" to:
Pennsylvania Equine Council Membership
PO Box 315
Conneautville, PA 16406

TYPES OF MEMBERSHIPS

Individual - Includes 1 adult

Individual Plus - Includes 1 adult **plus** Equisure's Personal Excess Liability Insurance coverage

Family - Includes 1 or 2 adults & resident children under the age of 18

Family Plus - Includes 1 or 2 adults & resident children under the age of 18 **plus** Equisure's Personal Excess Liability Insurance coverage

Collegiate - An Association Membership open to all colleges and universities in PA

Association - Includes your Association (with a minimum 10 members); organization will receive 5 copies of *HorsePower*. Offered to any organized equine group.

Association Plus - Includes Association benefits (minimum 10 members) and provides your organization with \$1,000,000 General Liability and Directors' & Officers' coverage. This coverage is for your ORGANIZATION (not individual members) and all "members only" events can be insured for an additional one-day fee of \$65 (\$100 for parades). This fee includes a set-up and tear-down day free of charge.

Youth - Open to youth ages 12 through 17

Business - Business members are entitled to a free hot-link in the e-directory section of the PEC's website and a business card size ad in each issue of the newsletter *HorsePower*.

Lifetime - Includes 1 adult. All lifetime members are eligible to purchase Personal Excess Liability Insurance on an annual basis.

Individual or Family PLUS Memberships Include \$1,000,000 Personal Excess Liability Coverage

Personal: Non-Commercial - This policy does not provide coverage for liability arising out of your business or profession or the use of a horse drawn vehicle for hire or the practice or preparation for or participation in racing under the rules of any legally constituted racing authority.

Excess: Remember, this policy is excess over any other valid and collectible insurance. The insuring company will require that your primary insurance be notified of any claim prior to submitting a claim for excess insurance. If no primary insurance exists, the excess insurance becomes your primary. There is no deductible on the excess policy.

Liability: In respect of all sums which you may become legally liable to pay as compensation for accidental bodily injury or personal injury to any person or accidental damage to property, arising out of the use and/or ownership of a horse or horse drawn vehicle.

Disclaimer: This service is provided by Equisure, Inc. in cooperation with the Pennsylvania Equine Council. This program is not a source of revenue for the Pennsylvania Equine Council. Association Resource Group Purchasing Group (the Master Policy holder) has arranged coverage with Certain Underwriters at Lloyd's, London using Equisure, Inc. as the agent.

All members will receive PEC's newsletter, *HorsePower*, as well as up to date information via e-blasts and various discounts at special equine businesses.

For more information or questions about membership and PLUS insurance contact:

membership@pennsylvaniaequinecouncil.org or call 1-888-304-0281

PENNSYLVANIA EQUINE COUNCIL (PEC) ASSOCIATION MEMBERSHIP PLUS FREQUENTLY ASKED QUESTIONS

What Is “Association Membership Plus” (AMP)?

This membership for equine organizations, desiring to be a part of the PEC, provides general liability insurance coverage for the member organization and includes Directors and Officers Liability (D & O) insurance. It is insurance for the organization and not individual members.

How does an organization qualify?

It must have Officers and Directors and ten (10) or more members.

What does AMP do?

By becoming a member of the PEC as an AMP, your organization is covered for General Liability Insurance (GLI) and D & O insurance.

What is the limit of this coverage?

Annual \$1,000,000.00

What does membership cost?

\$75.00/year on calendar year basis.

What activities are covered?

All members-only activities. Rental horse and veterinary-related activities are excluded.

What are “member-only” functions?

Activities attended by only members of the organization. For example, if you have association group meetings, clean up days or club practices, it is expected that no non-members (third parties) are present at these functions.

What about activities including non-members?

They are defined as a “public event day.” Example – show, clinic, trail ride, etc.

What is a Public Event Day (PED)?

Public Event Days are those activities in which non-members participate, or to which the general public is invited or reasonably expected to be present. Examples include shows or clinics, gymkhanas, poker rides, etc.

Parades

Parades are treated as a Public Event Date and must be declared and accepted by the company prior to the date. Please note that additional charges may apply for parades.

How are those Public Event Day (PED) covered?

They are declared as such and added to the policy as endorsements on a per day schedule. Application is available on PEC web site.

How do we do that?

Declare the PED to the PEC on the appropriate form 45 days prior to the event and submit the form and required fee to the PEC.

What is that fee?

\$65 per day

What about Setup and Takedown days?

Coverage for event days declared and accepted by the company includes one day for setup and one day for takedown per event. For example, if you need to setup an arena for your event a day prior to the actual event and also need a day after for take down, coverage is included for the setup and takedown days along with the actual event day(s).

What is an Additional Insured? Who is eligible?

Most often, an Additional Insured is a landowner where your organization is having an event or a sanctioning organization of an event you organize (such as the USEF).

How do I add an Additional Insured?

If you included your request for an Additional Insured on your application, you will see them named on the policy. If you need to add an Additional Insured after your policy has been issued, please submit your request to PEC in writing, include the name and address of the Additional Insured, describe their relationship to your event (i.e. landowner, organizer, facility owner, etc.), and the date and name of your event.

What is a Certificate of Insurance?

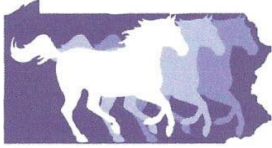
A Certificate of Insurance is evidence of your insurance coverage. Certificates can be produced to show that an insurance policy is in place, or certificates can be produced to show evidence of coverage for a specific event and any Additional Insureds applicable to your event.

How do I request a Certificate of Insurance?

If you need to provide a certificate of insurance for a landowner or other party, please make your request to PEC in writing, identify the event/activity you need the certificate for, and whether any party needs to be named as an Additional Insured on your policy. Please also let the PEC know who the certificate should be sent to if it is anyone other than the contact person for your policy.

How do I Cancel or Reschedule Public Event Days?

If your club or association cancels a Public Event Day, you must send the PEC written notice along with the reason within 7 days of the cancelled event. In the case of postponed events, the same applies. This is to permit the rescheduling of this day without an additional premium.



Pennsylvania Equine Council

PO Box 303, Windsor, PA 17366-0303

888-304-0281

ASSOCIATION MEMBERSHIP PLUS PUBLIC EVENT DAYS APPLICATION

Organization Name: _____

Organization Address: _____

Organization Membership #: _____

Contact person: _____

Contact person's phone # () _____ Email: _____

Name of event _____

Address of event if different than above _____

Date(s) of event _____

Type of event _____

Describe event _____

Estimated number of participants, including spectators: _____

Is additional insured coverage required? Yes _____ No _____

Is a Certificate of Additional Insured required? Yes _____ No _____

Name & Address of additional insured: _____

Please submit application **45 days** prior to the "event" with necessary fee to: **PENNSYLVANIA EQUINE COUNCIL, P.O. Box 303, Windsor, PA 17366-0303**

Fee is \$65.00 per "event day". One set-up and one tear-down day per "Public Event" is included at no charge. Parades are covered at a fee of \$100.00.

PA Equine Council Specialty License Plate



Display your love of horses on your license plate!

Member \$35.00 Non-member \$60.00 includes a one year membership. Refer to the application for more details on applying for a specialty license plate.

Facts and Questions:

Q. I see on the top of the MV-904SP that the Bureau of Motor Vehicles requires a \$20 fee for a specialty plate. How does that apply to me.

A. Your PEC plate costs you a total of \$35. This \$35 includes the \$11 Bureau of Motor Vehicles fee which the PEC will submit with your completed MV-904SP and a \$4 Department of Corrections fee to manufacture the plate. \$20 of the total \$35 will go to support PEC programs. If you request extra registration cards, put the number on the last line under "A" on the application and add \$1.50 for each card.

Q. Can I choose my own numbers or personalize the license plate?

A. Unfortunately, no. Specialty plates are issued in sequential order only.

Q. How long does the license plate application process take? When will I receive my plate?

A. The PEC will submit the completed MV-904SP Applications it receives to the Bureau of Motor Vehicles twice monthly. Once the Bureau of Motor Vehicles receives your application, it takes approximately six weeks until the license plate arrives in your mailbox because the plates are not pre-made. They are made as applications are submitted.

Q. I have a Person with Disability license plate. Can I get the PEC plate with this logo?

A. PennDOT is unable to offer any specialty plate with the Person with Disability insignia. A member can apply for the PEC plate and apply for a Person with Disability placard, which hangs on the rear view mirror.

Q. My registration is due soon (or I just renewed my registration). What should I do?

A. Purchasing the PEC plate does not automatically renew your registration. You will not be paying twice by purchasing this specialty plate as this one-time \$35 fee covers the cost of the new plate, not your annual registration fee. If your registration expires within the next few months, we recommend you renew your registration first. Once your new sticker arrives, put it on your current plate. At that point, apply for the PEC plate. This ensures that the Bureau of Motor Vehicles is not processing both your registration

renewal and application for a new plate at the same time! When your new plate arrives, it will come with a new sticker and registration card (showing your new license plate number). Your new sticker expiration date will coincide with your current registration.

Q. Do I need to be a member of the PEC to order this plate?

A. No, The cost of a plate is \$35 for members and \$60 for non-members. (That includes a one year membership.)

Q. Can I purchase a plate for my horse trailer?

A. Specialty plates in PA are restricted to passenger vehicles, trucks and motor homes with a registered gross weight or a registered combination weight of 10,000 lbs. or less. Motorcycles and trailers do not qualify for specialty plates.

Q. How do I make payment? Where do I send my check?

A. Payment for the specialty PEC license plates can be made two ways... either by check with your application or by PayPal when you apply online.

****Note: The PA Bureau of Motor Vehicles will NOT process applications that come directly to them. The Pennsylvania Equine Council must process your application then forward it to the Bureau.***

If you lease your vehicle, you will need to fill out an additional form that gives you ownership of the plate. That is a MV-1L form and can be downloaded from the PennDOT web site at www.dot.state.pa.us.

**Pennsylvania Equine Council
SPECIALTY LICENSE PLATE
REQUEST FOR APPLICATION**



Please complete this form and mail it to:
PEC License Plate
P.O. Box 303
Windsor, PA 17366-0303

Enclose a check made out to PEC with this request for application. You may apply and pay through PayPal on the PEC website <http://pennsylvaniaequinecouncil.org/>

Members \$35.00 per plate. Non-members \$60 (includes a one year individual membership). For more information and questions, please see the FAQ page on the PEC web site.

Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

How many applications do you require? _____

You need one for each vehicle for which you are requesting a PEC specialty plate. (Restricted to passenger vehicles, trucks and motor homes with a registered gross weight or registered combination weight of **not more than 10,000 lbs.** Motorcycles and trailers do not qualify for specialty plate registration.)

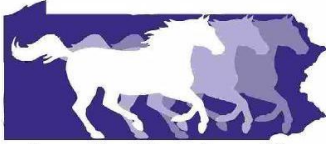
Number of **PEC member** Specialty Plate Applications requested x \$35 = \$ _____
(amount of your enclosed check.)

Number of **non- member** Specialty Plate Applications requested x amt = \$ _____
(amount of your enclosed check.) If you are a non-member and request more than one plate, the first is \$60.00 and the second, third, etc. are \$35.00 each.

Phone number: (____) _____

E-mail address: _____

After your application is received, PEC will send you a MV-904SP for each plate request for completion with a return envelope to PEC. After checks have cleared and the Dept of Corrections has manufactured your license plate, it will be sent to you. Please allow 4—6 weeks for delivery. This specialty plate application has no effect on your vehicle registration date cycle.



Pennsylvania Equine Council

BOARD DIRECTOR'S USE ONLY

EXPENSE REIMBURSEMENT REQUEST FORM

From _____ to _____
(Date) (Date)

For _____

(Name)

Date	Description (items or expense)	Explanation (project)	Amount
		Total amount requested:	

Please send reimbursement check to:

(Address) (City) (Zip)

Signature _____

Date _____ County _____

All receipts must be stapled to the upper left corner of this form and are subject to State Treasurer Approval. If there are non-PEC items on the receipt, please circle the PEC items for easier identification. Please send the report no later than the 10th of the following month to: PEC Treasurer, 5930 Faith Circle, Harrisburg, PA 17112

Do not write below this line

Request received by _____
Amount Paid \$ _____ Check # _____ Date _____



Pennsylvania Equine Council

SPONSORSHIP PACKAGES FOR PENNSYLVANIA EQUINE COUNCIL (PEC)

Below you will find information on sponsorship levels for the Pennsylvania Equine Council and the PEC Equine Learning Center. The PA Equine Council will have a power point presentation that will play continuously on a large screen with our display at all listed venues. Advertisements will be interspersed with appropriate points of education relating to the mission, goals and accomplishments of the PEC.

When presented as part of the Equine Learning Center emphasis will be placed on youth and equine education. When used in conjunction with other venues, there may be a more general view of the mission and activities of the PEC.

We hope you will find this program attractive. Statistics from previous years indicate that potential exposure at the Farm Show was in excess of 400,000 people, at the York Fair in excess of 850,000 and Ag Progress Days has exceeded 40,000. We will also have a presence at Penn National Horse Show (estimated 15,000 attendees), PA Horse World EXPO and the Bloomsburg Fair (estimated 500,000 attendees). These contracts are written for a 12-month period and also offer "right of first refusal" for renewals.

GOLD PACKAGE - \$3500.00 to include:

- 12 months exposure on PEC Power Point at all venues where PEC has a presence
- Specific business will be exclusive for the contract period
- Full page advertisement in PEC stand-alone newsletters for one year
- Link to PEC web site
- Advertisement on PEC web site
- Invitation (for two) to VIP night at Harrisburg Expo

SILVER PACKAGE - \$2000.00 to include:

- Exposure on PEC Power Point at the Farm Show or York Fair and at all other venues where PEC has a presence
- One half page advertisement in PEC stand-alone newsletter for one year
- Specific business will be exclusive for the venue selected
- Link to PEC web site
- Advertisement on PEC web site
- Invitation (for two) to VIP night at Harrisburg Expo



Pennsylvania Equine Council

BRONZE PACKAGE - \$1500 to include:

Option 1 - 12 month exposure on PEC Power Point at all other venues where PEC may have a presence; exclusive of Farm Show and York Fair

Option 2 - Exposure at Farm Show or York Fair ONLY

One half page advertisement in PEC stand-alone newsletter for one year

Link to PEC web site

Advertisement on PEC web site

Invitation (for two) to VIP night at Harrisburg Expo

SUPPORTER PACKAGE - \$300 per event to include:

Signage on stall fronts of PEC display horses or at other events as appropriate

One quarter page advertisement in PEC stand-alone newsletter for one year

Link to PEC web site

Advertisement on PEC web site

Invitation (for two) to VIP night at Harrisburg Expo

For Additional Information Please Contact

Mike Kraft (717) 319-3807 theappaloosa@comcast.net

Skip Seifert (717) 927-6480 skipaleta@aol.com

References

Open Spaces

Have you ever heard the buzz words “Open Space” used and wondered what that really means? Those of us who have grown up in the regions of the “Big Woods” or farm lands have watched the encroachment of industrialization and urban sprawl. Many of us urbanite /suburbanite types look back at cherished times of our youth in the country at camp days, summer vacations at Uncle Fred’s farm, or trips to parks or forests. Many of us yearn for our next chance to get out in the fresh air and enjoy the quiet sounds of tranquility, whether it is the birds’ songs at daybreak or the babbling of a trout stream. No matter if you show, breed, race, rope, team pen, drive, work, pleasure ride, trail ride or compete in contest events, ...or...board your steed, own 500 acres, a 5 acre ranchett...or ...have draft or miniature horses - we all have a hand in preserving open space.

The hay, grain and straw we use to keep our animals well fed and comfortable needs to be produced. The agricultural land utilized for crop production also feeds wildlife and helps keeps farms in business. That is open space! These areas complement our State Forests, Parks, National Lands and Game Lands. Once land is lost to “Development,” housing developments, malls or industrial parks it will never be regained as open space again. The world’s population is expected to double in the next 10 years. If it does, what will become of the open space? No matter if you spend your time in a show ring, trail ride or just love your horse, you are supporting open space, a wide range of wildlife, clean air and clean water.

The economic value of the Equine Industry is immense! Services such as feed production, veterinary and farrier services, tack shops and truck and trailer manufactures and sales, let alone your contribution to open space by owning equine, is immeasurable; but, the esthetic value is irreplaceable.

Sincerely,

Gwen Wills, Trail Stewardship Program Director

Trails -- You Can Help!

Department of Conservation and Natural Resources (State Forests, and State Parks), as well as the Allegheny National Forest and the Pennsylvania Game Commission, have contacted us requesting assistance in locating local folks to help identify and maintain non-motorized, single and shared use trails. You may say, "How can I do anything? I am only one person, and I don't know who to talk to." Let me make some suggestions.

The Trail Stewardship Program has made tremendous strides toward setting up a statewide system to help individuals and groups find a way and a place where they can make a difference. Saddle clubs, groups of friends, and individuals are the key to making Pennsylvania a horse-friendly state. Most trails in this state are user generated and often are lacking sustainability, maintenance or environmental protection. Due to agency budget cuts, personnel reductions, increase in the trail riding industry, and the annually changing rain and precipitation amounts all are contributing to the trails taking a real beating. Without our help, the hands of the agencies that manage the land we enjoy are tied. Without our assistance, trails and access will be severely restricted if not totally shut off.

We must remember that very few of the people in charge of the land we ride in are equestrians; therefore, they don't know where we like to go or how to keep routes safe for equines and their riders. **They need our "educated" input and are asking for it!**

Several of the agency folks are telling us they have people, who want to help, but these volunteers have not had training; therefore, the agency is reluctant to utilize them. That's where the Trail Stewardship Program comes in! There are several levels and types of training for Trail Stewardship available, and each is as important as the next because they all work together.

Level One is the Trail Stewardship Coordinator (TSC). The TSCs work directly with agency personnel to lend input and discuss options for trail layout, construction, and maintenance. Our goal is to have TSCs in all the counties. Actually, counties benefit from more than one TSC to tend to the needs of different types of public land.

To become a TSC, one needs to attend one of several 3-Day Trail Stewardship Coordinator training classes, which are usually offered in centrally-located PA at State College during the summer months.

Day one of training entails classroom lecture, power point and video presentations. Day two is out in the woods learning practical work, using equipment, and discussing different applications. During some sessions, pack stock are used to haul gravel and materials at the site's location. TSCs who have taken prior training guide and pack the equine. Day three is in the classroom for additional presentations, discussion of policy and technique, and a question and answer session. Agency personnel also attend these workshops, which develops a good rapport.

One does not need to be a TSC, however, to participate in Levels Two and Three training for trail stewardship.

Level Two training is a one-day trail construction and maintenance workshop. Groups or individuals may attend and learn the importance of trail layout, construction, maintenance, proper tool selection and safe usage. Both the 3-Day and the 1-Day trainings also include an introduction to *Leave No Trace*, an outdoor skills and ethics concept that, if practiced, promote the kind of good conservation which helps preserve access and continued use of public lands.

Level Three – educating local communities – supports the work of the first two levels. Public meetings are essential to public awareness. By holding public meetings to educate equestrians, hikers, and bikers about trail stewardship, we can help people understand the lands they use and the importance of good conservation to keeping lands open.

Another avenue open for assisting the trail groups and agencies is Packing Tools and Materials by use of an equine. The Trail Stewardship Program offers 2-Day Packing Clinics where people can come and learn what equipment is needed and how to safely pack materials for trail work. Agencies do not have equipment to carry materials into trails for maintenance; therefore, the pack equid become a necessity for project completion. Often the agencies cannot accept the negative impact mechanical equipment can cause during restoration of trails.

If you would like to hold a meeting in your area, just e-mail us or give us a call. We will provide you with the guidelines for setting up the meeting, and we will come and conduct the training. Not only will we talk about the trail issues, but also update folks on other important PEC news.

Whether you would like to be a Trail Stewardship Coordinator, spend some time maintaining your favorite trail to keep it open, or tell people you meet on the trail how important cooperation with the agencies is to maintain access to the public land we cherish, we can help you develop positive methods to do so.

Give us a call or e-mail us at 814-379-3759 or gwwills52@gmail.com

Bud Wills, State Trail Chair

Gwen Wills, Trail Stewardship Program Director

PA State Parks

<http://www.dcnr.state.pa.us/stateparks/>

