

Equestrians Institute 2016 Contact List

GENERAL DIVISION + ADMIN

**Ongoing year-round admin tasks
Events & Programs for entire membership**

Questions and comments can be submitted via website form located at www.einw.org

General Info/Questions info@einw.org

Membership	membership@einw.org
Bookkeeper	bookkeeper@einw.org
Volunteers	volunteers@einw.org
IT Director	webmaster@einw.org
Grants	grants@einw.org

BOARD of DIRECTORS

Oversees legal, financial & strategy

- Hold regular Board meetings + annual meeting for membership
- Approve the entire annual budget & any variances throughout year; review financials as necessary
- Approve the master calendar for the year; vote on issues or new events brought to the Board
- Keep a current copy of the membership database on file
- Renew all yearly affiliations including USEF, USDF/GMO status, USEA, and ADS
- Sign contracts as needed for venues, outside consultant services, Flying Changes
- Renew our corporate/nonprofit status October each year
- Ensure all MISC-1099 forms generated in February, submit IRS Form 990 for taxes each May
- Limit access to funds in cases of non-authorized activity; keep signature cards updated at bank
- Continuous review of nonprofit laws and regulations to monitor EI's compliance
- Coordinate with Bookkeeper to insure timely payments of fees for insurance, dues, PO Box, storage, bulk mail
- Strategic planning + Board succession & orientation of new Board members

General Board Questions

BoardofDirectors@einw.org

President	Diana Axness	diana@einw.org
Vice President	Meika Decher	meika@einw.org
Secretary	Trish Camozzi-Ekberg	trish@einw.org
Treasurer		
& Dressage Director	Gunn Cooper	gunn@einw.org
Driving Director	Sarah Johnson	sarah@einw.org
At-Large/ Driving	Merridy Hance	merridy@einw.org
Eventing Director	Meika Decher	meika@einw.org
At-Large/Eventing	Penny Leggott	penny@einw.org
Sporthorse Director	Chris Bredeson	chris@einw.org
At-Large/Sporthorse	Laurie McLaughlin	lauriemc@einw.org

DIVISIONS

Run events for each discipline

- Do all tasks specific to the discipline, Division, committee, or event/project
- Collaboratively help Board of Directors create & maintain master calendar of events
- Hire Organizers and outside contractors as needed, decide on pay rates if necessary
- Create & maintain budgets, find sponsors & donors, submit budgets to Board for approval
- Manage discipline-specific checking accounts
- Submit insurance information for each event, follow all applicable USEF, USDF, USEA & ADS rules
- Recruit volunteers, staff events & do all event-specific jobs
- Promote events (website, FaceBook, Eflashes, flyers, phone calls, etc)
- Process registrations for events + handle all administration to run events
- Manage & maintain counts of inventory in storage lockers including volunteer goodies
- Generate summary reports for Flying Changes as desired
- Keep records and documents organized for future Organizers, recruit & train new staff

DRIVING DIVISION

driving@einw.org

Driving Director	Sarah Johnson	sarah@einw.org
Advisor	Diana Axness	diana@einw.org
Registration Secretary	Leslie McGinnis	leslie@einw.org
Planning Team	Merridy Hance	merridy@einw.org
Volunteer Coordinator	Mary Decher	mary@einw.org

EVENTING DIVISION

eventing@einw.org

Eventing Director	Meika Decher	meika@einw.org
Registration	Heidi Hansen	heidi@einw.org
Clinics/Volunteers/Sponsors	Penny Leggott	penny@einw.org

SPORTHORSE DIVISION

sporthorse@einw.org

Sporthorse Director	Chris Bredeson	chris@einw.org
Planning Team	Laurie McLaughlin	lauriemc@einw.org
	Robin Strange	robin@einw.org

DRESSAGE DIVISION

dressage@einw.org

Dressage Director	Gunn Cooper	gunn@einw.org
Planning Team	Markay Kerr	markay@einw.org
	Peter Rothschild	pgr@tsandm.com
	Kathryn Lewis	kathryn@einw.org
	Kaye Phaneuf	phaneuf@canby.com