

This slide file contains information shared with chapter officers and members at the January 13, 2024 Mid Winter Planning Meeting.

Since it is a slide, you will not have the full context of the information shared during the meeting. This will only provide an outline. If you want further information on any topic, contact the presenter who is listed on the agenda next to the topic.



Welcome
OHC Mid-Winter Meeting
January 13, 2024



**PLEASE STOP ASKING ME
WHAT I'M DOING THIS WEEKEND...**



**...RIDING. I'M RIDING. THIS WEEKEND.
NEXT WEEKEND. EVERY WEEKEND.**

- Housekeeping
- Expectations – participate, ask questions, make your list, provide feedback, share
- Agenda Review
- Chapter roll call



OHC Mid-Winter Meeting ❄️ **January 13, 2024**

Ohio Horseman's Council				
Meeting Agenda				
Title:	OHC Mid Winter Meeting - Training Session w/Officers, Members			
Location:	The Doubletree, Newark, Ohio 43058			
Date:	Saturday, Januray 13, 2024 10:00-3:15			
Start	End	Duration (minutes)	Description & Content	Presenter
10:00	10:30	30	Title: Open & Welcome - Expectations for today's sessions Overview of OHC organization structure, mission Accepting the challenge of 4 for '24: 1) Membership, 2) Partnership, 3) Communication, 4) Quick hits - find the low-hanging fruit	Mary Alice Kuhn
10:30	11:00	30	Title: Investing in Ohio's Equine Recreation - Part One: 2023 OHC grant recipients.	Jon Myers & Judy Stephens - Wood County, Val Stroh-Kline - Stark County, Penny Passalcqua - Cuyahoga County
11:00	11:15	10	Title: Investing in Ohio's Equine Recreation Part Two: Announcement of 2024 OHC grant money recipients.	Don Wagner & Bobbie Arters
11:15	11:30	15	Break	
11:30	11:50	20	Title: Investing in Ohio's Equine Recreation - Part Three: Update on available grant money from the state of Ohio surplus funds; lessons learned & future steps	Nancy Strayer, Chris Streitenberger
11:50	12:00	10	Title: Fun with Finance - budgeting, taking advantage of nonprofit status, savings opportunities	Arden Sims
12:00	1:00	60	Lunch	
1:00	1:45	45	Title: We asked, You responded, We Are Listening - An Open Q & A with OHC Executive Cabinet from Nov 5 meeting	Executive Cabinet
1:45	2:00	15	Title: Obstacle Courses in Your Back Yard - time for fun!	Teresa Roughton - Defiance County
2:00	2:15	15	Break	
2:15	2:45	30	Title: Engaging with Youth - the future of our equestrian community	"Shep" Sheppard - Clermont County-4H/Fair, Terri Metzger - Auglaize County-4H/Fair
2:45	3:15	30	Title: Avoiding Online Headaches - Tips for working with technology	Catherine Estill, Margaret Hite
3:15			Closing - drawing for door prizes! Must be present!!	Executive Cabinet

4 for '24

Membership Partnership Communication
Quick Hits

4 for '24

Notes

Membership

1. _____
2. _____
3. _____
4. _____

Partnership

1. _____
2. _____
3. _____
4. _____

Communication

1. _____
2. _____
3. _____
4. _____

Quick Hits

1. _____
2. _____
3. _____
4. _____

Presentations today will touch on each of these 4 for '24

Your job:

- take notes, jot down ideas
- fill this page with actions
- return to your chapter and with your fellow officers & members decide what needs prioritized and completed. You can't do everything, but you can do something.

4 for '24

Membership Membership Communication K Hits

Meeting Survey

We want to know what you thought about today's meeting and encourage your suggestions for future meetings.

Please rate the presentation material on a scale of 1 to 5, 1 being "OK" to 5 being "Excellent"

1. **Open & Welcome** – Mary Alice Kuhn - 1 2 3 4 5
2. **Investing in Ohio's Equine Recreation Part One** – Stark County OHC, Cuyahoga County OHC & Wood County OHC - 1 2 3 4 5
3. **Investing in Ohio's Equine Recreation Part One** – Nancy Strayer, Chris Streitenberger - 1 2 3 4 5
4. **Fun with Finance** – Arden Sims - 1 2 3 4 5
5. **We asked, you responded, we listened** – EC members - 1 2 3 4 5
6. **Obstacle Courses** – Teresa Roughton - 1 2 3 4 5
7. **Engaging with Youth** – Terri Metzger, Shep Sheppard - 1 2 3 4 5
8. **Avoiding Online Headaches** – Catherine Estill, Margaret Hite

1 2 3 4 5
Any suggestions or comments you'd like to make for future meetings? Give your name if you want us to follow up with you. Thanks!

OHIO



COUNCIL

Please fill out the meeting survey.

-Be honest, be open. This meeting is a huge effort of time and resources – yours and mine – let's make future meetings worth our time so ALL our chapter officers attend. (hint: there's a quick hit – tell fellow chapters what they missed!)

OHC Structure - Review

Organized in 5 regions, 63 chapters with officers + At Large

Each region has a regional rep & asst. regional rep



OHC State Leadership
Executive cabinet
-elected officers
(President, Vice President, Secretary, Treasurer, 5 Regional Reps – voting rights
-appointed members
by the EC or President (3 directors w/voting rights, OHC Foundation president)
- OHC past president
- others as designated by President or EC



OHC Mid-Winter Meeting  January 13, 2024

OHC Structure – Review

What do all these people do?

- **Executive Cabinet**

- meets at least 3 x year & as needed via teleconference or in person
- umbrella for chapters to function (liability insurance, 501c3 benefits)
- provides vision, direction, clarity, uniform governing process (bylaws, standing rules, Robert's Rule of Order)
- manages budget, grievance process
- one voice to state legislature, land management agencies, trail partners
- support chapters to achieve their respective goals

- **Regional Rep & Asst Regional Rep**

- meets with chapters at least 1 x year & as needed
- interface/advisor between chapters & state

- **Committee Chairs**

- provide tools, knowledge & opportunities for the OHC organization (Exec. Cabinet to Chapters) to achieve mission & goals. New committees & committee chairs and renewed focus on their R & R



OHC Mid-Winter Meeting ❄️ **January 13, 2024**

OHC Structure – Review

What do all these people do?

- Chapter Officers

- provide vision & direction, set & achieve goals “never give up”
- manage budget, ensure adherence to bylaws & standing rules
- attend state membership meetings (2nd Saturday of March & November), mid-winter session (2nd Saturday of January?) & yearly regional meeting with regional rep & fellow chapter officers. Share information from meetings with members.
- welcome new members & meet & exceed their expectations
- maintain accurate records of member’s data (emails, phone, etc)
- respond to OHC state promptly – officer list (1/15), trail work hours & saddle/mileage (1/31), financial obligations to state OHC 2 x month (dues summary, state portion of dues/insurance, etc.) Slow or no response impacts everyone. The financial obligations between chapter and state is critical.



OHC Standing rules contain details on roles & responsibilities

OHC Mid-Winter Meeting ❄️ **January 13, 2024**

OHC Structure – Review

OHC mission statement

Organized in 1972 as an Ohio non-profit corporation to operate exclusively for the promotion of social welfare, charitable, educational and recreational purposes.

- **Education**
- **Conservation**
- **Recreation**
- **Advocacy***

***Advocates for equine owners – all ages of rider, all riding disciplines, and all equine breeds; access to public lands**



OHC Mid-Winter Meeting ❄️ **January 13, 2024**

4 for '24

Membership

Partnership

Communication

Quick Hits



4 for '24

Membership

Partnership

Communication

Quick Hits

Year	Memberships	Add'l Voting Members	Dependents	Total Members	Year	Family	Individual	Youth	Associate
2018	2365	880	463	3708	2018	912	1226	18	2
2019	2434	976	477	3887	2019	1016	1382	18	18
2020	2256	948	238	3442	2020	948	1274	19	15
2021	2182	843	408	3433	2021	890	1266	16	10
2022	2258	839	318	3415	2022	875	1350	22	11
2023	2148	802	311	3261	2023	831	1278	30	9
2024					2024	0	0	0	0
as of 11/30/2023									

-12% reduction from 2018 to 2023

Looking at each chapter's changes from 2022 to 2023

4 chapters with double digit membership loss (-10 to -22)

1 chapter with double digit membership increase (+20)

Remaining chapters membership change (-8 to +7)

Jackson County chapter closed

4 for '24

Membership

Partnership

Communication

Quick Hits

Historically, our partnerships with land management agencies like ODNR, Div of Forestry, Metroparks, National Parks, County Parks, etc. to access public lands for recreation is an excellent example of working together.

- Chapters with chapters in their region and beyond (state ride is usually hosted by 1 chapter, why not 3? Or in the case of the NW – all chapters are involved.)
- Engage with others to solve issues, create fun events, share experiences, learn, network
- Connect with local horse clubs who aren't members of OHC – associate memberships! We all want the same thing, come together, "us vs them"
- Partner with your horse, partner with humans

4 for '24

Membership

Partnership

Communication

Quick Hits

This is the hardest thing we have to do. Communication takes time.

- Take the time to talk, text, call, invite, welcome, promote OHC.
- Understand your audience. What do they want to hear?
- Do they email or prefer the phone? Do you have the correct email and phone number?
- Why are they members & adjust your communication appropriately.
- Show of hands: how did you hear about this meeting? Nov meeting, email from Catherine, facebook, text from Mary Alice, other chapter?

4 for '24

Membership

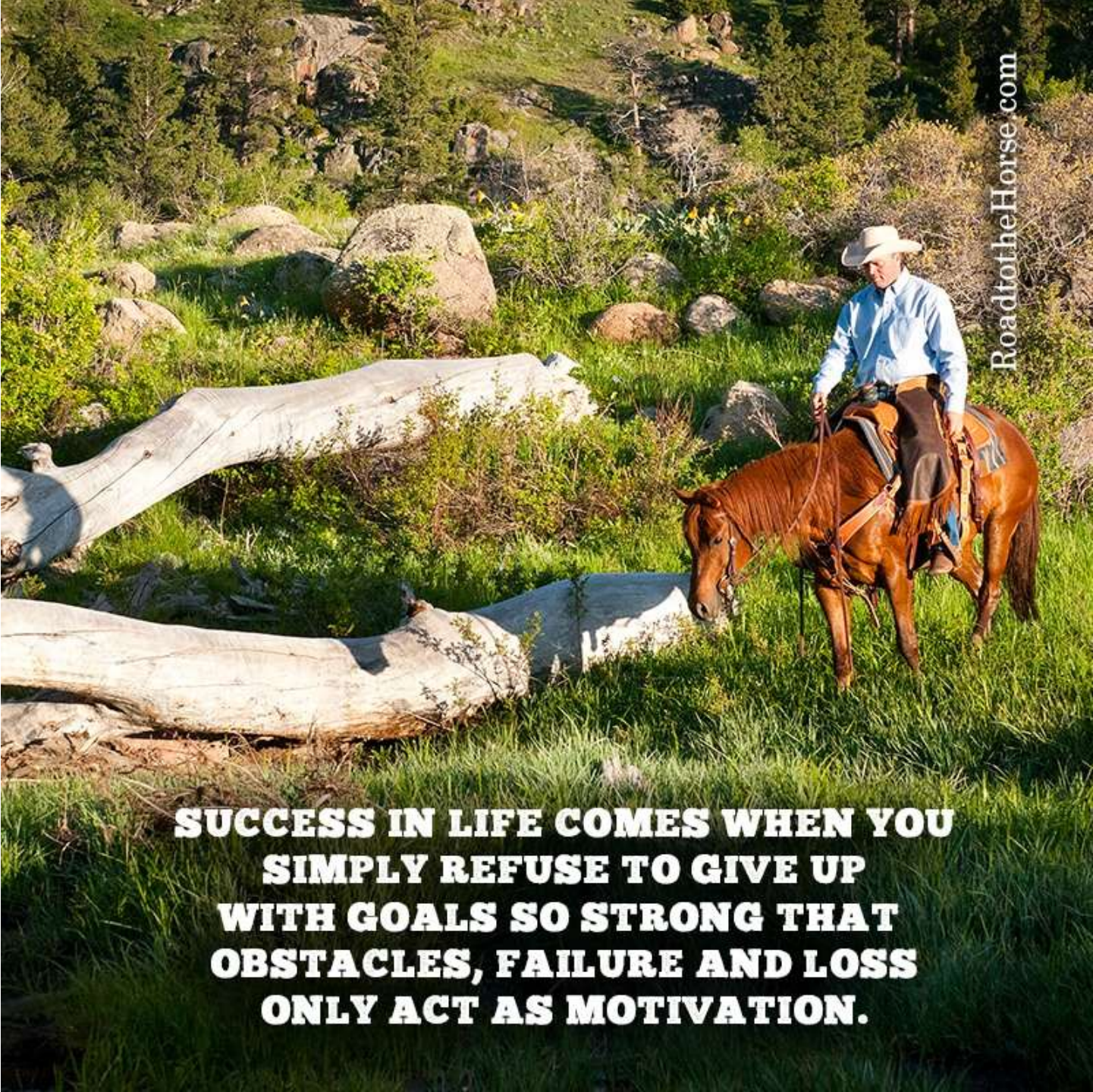
Partnership

Communication

Quick Hits

Little things make a big difference.

- Pick low-hanging fruit. You see it right in front of you.
 - Quick improvements or adjustments to how you operate.
 - See issues before they are issues.
 - Don't let little things become big things.
- **On your idea list:**
- 1) call another chapter not here, invite to next meeting on March 9.**
 - 2) use sales tax exemption for purchases to operate & promote your chapter, maintain trails, etc.**



RoadtotheHorse.com

**SUCCESS IN LIFE COMES WHEN YOU
SIMPLY REFUSE TO GIVE UP
WITH GOALS SO STRONG THAT
OBSTACLES, FAILURE AND LOSS
ONLY ACT AS MOTIVATION.**

Welcome
OHC Mid-Winter Meeting
January 13, 2024



2023 Grant Money Recipients

**Stark County Chapter –
Camp Tuscazoar - NE**

**Wood County Chapter –
Van Buren State Park - NW**

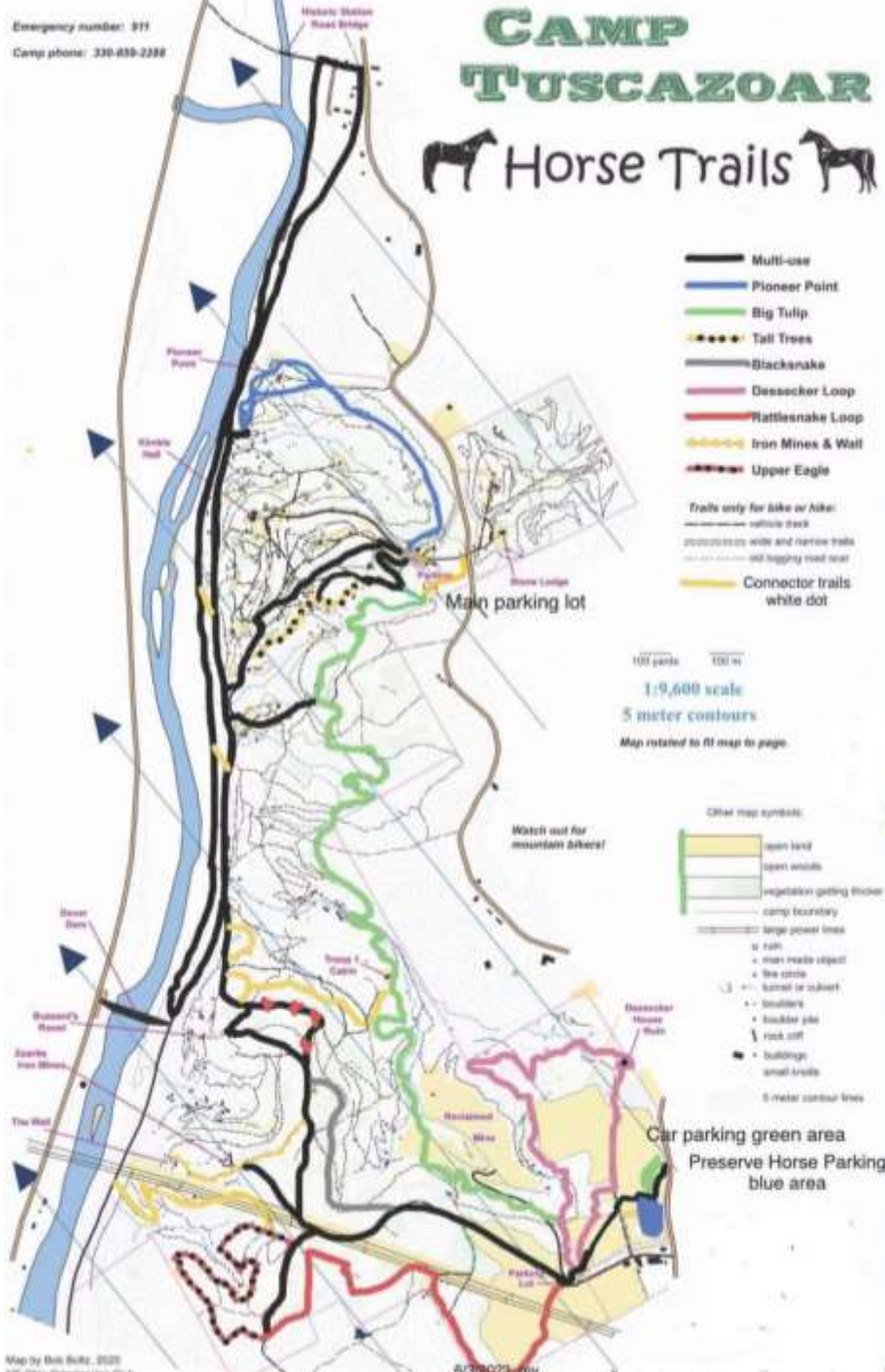
**Cuyahoga County Chapter –
Cleveland Metroparks - NE**



Emergency number: 911
Camp phone: 330-650-2388

CAMP TUSCAZOAR

Horse Trails







Material List

350 Ton 304 Limestone

24 highline posts 6' x 6' x 12'

**Excavator for loop roads, pull off
Sites & highline area**

**Grant money + match + donation from Stark
County Eckstein family**

**Work continues: signage for sites, reservation
system, trail improvements. Planned opening
May, 2024**



Sign Up Log In



Check Availability

Camp Tuscazoar

6066 Boy Scout Road
Dover, OH 44622
+1 (330) 859-2288

Get Directions



Description and Local Attractions

Camp Tuscazoar was founded more than a century ago by Scout leaders who recognized that the beauty and history of the land offered a valuable place for boys to learn, grow and become young men.

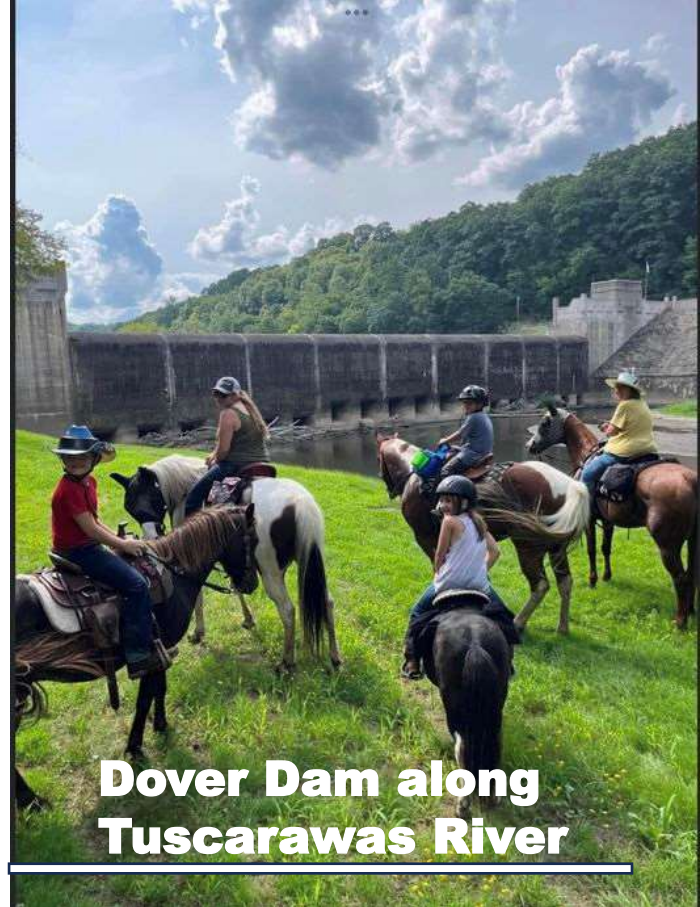
Today, Camp Tuscazoar is open to the Public all year round and continues to serve scouts and other youth organizations under the guidance of the Camp Tuscazoar Foundation, an Ohio non-profit corporation. Large numbers of weekend campers, hikers, mountain bikers and horse riders visit throughout the year.

Events and Activities

- Gold Rush Competition January 26-28, 2024
- Maple Days Pancake Breakfast March 23-24, 2024
- Northern Ohio Mountain Bike Series April 28, 2024
- Dover Dam Weekend May 3-5, 2024
- Brimstone Running with my Gnomies 50K and 25K races May 10-12, 2024
- Mini-River Sweep May 18, 2024
- Adventure Weekend May 24-26, 2024
- NOMBS Mountain Bike Cross Country Race at the Preserve Trailhead April 24, 2024
- FUNduro Mountain Bike Race-June 30, 2024
- Reign of Pain 6'ish Hour Mountain Bike Race- July 6, 2024
- Tuscazoar 100 Running race (100, 75, 50, 25 mile races) Aug 30-Sept 1, 2024
- Camp Tuscazoar Pig Roast/Gig September 7-8, 2024
- NICA Mountain Bike Race October 5-6, 2024



Pioneer's Point



**Dover Dam along
Tuscarawas River**



Buzzard's Roost



The Tunnel

2023 Grant Money Recipients

**Stark County Chapter –
Camp Tuscazoar - NE**

**Wood County Chapter –
Van Buren State Park - NW**

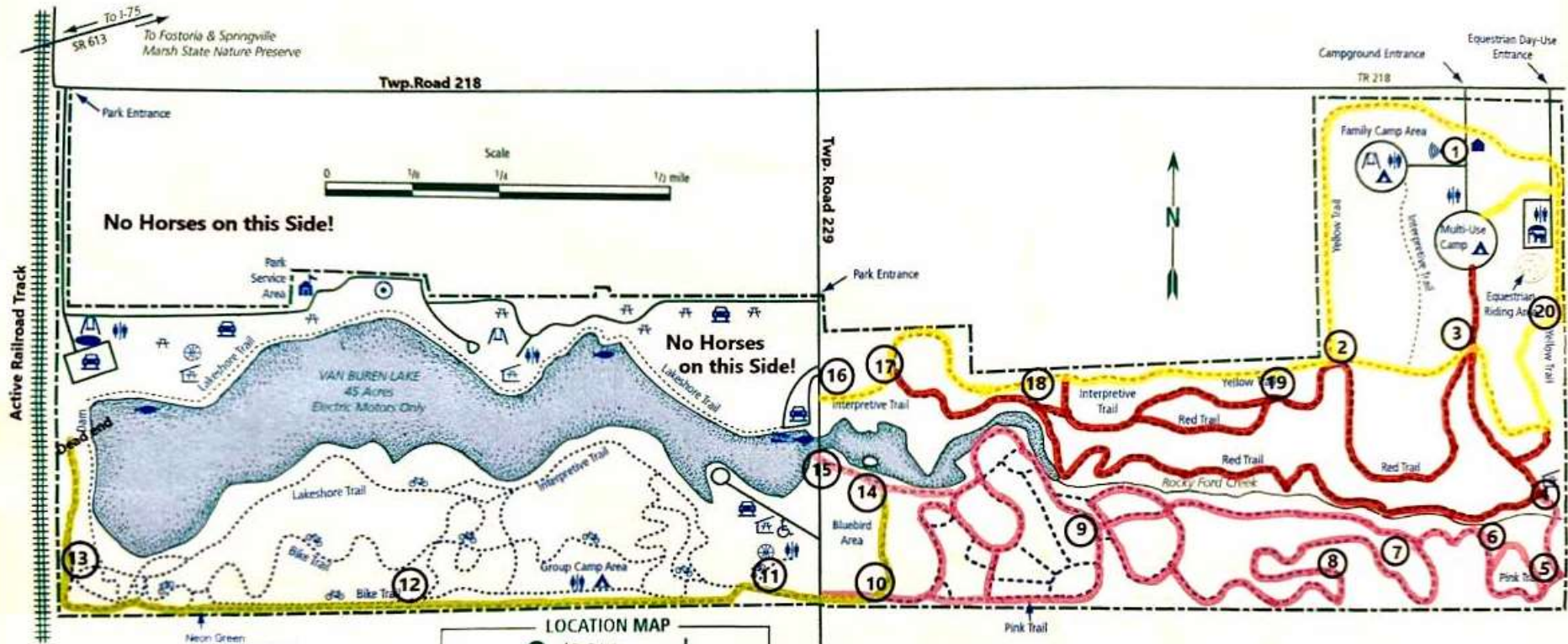
**Cuyahoga County Chapter –
Cleveland Metroparks - NE**

RAVINE PROJECT

VAN BUREN STATE PARK

FRIENDS OF VBSP/WOOD COUNTY OHC

2023



BEFORE



BEFORE





BEFORE

BEFORE



PROJECT





PROJECT



PROJECT



PROJECT



PROJECT



PROJECT



PROJECT





PROJECT



PROJECT



PROJECT



PROJECT



PROJECT



RESOURCES

- 112 TONS OF STONE \$2400.00
- 150 75% SOLID BLOCKS \$800.00
- 1 18' X 5' DRAINAGE TILE FREE
- 10 TELEPHONE POLES FREE
- 12 STREET SIGN POST FREE
- TERRATEX 12'6" X300' \$300.00

RESOURCES

- EQUIPMENT USED
- EXCAVATOR \$1040.00
- TRACKED CONCRETE BUDDIES \$1040.00
- BOBCAT USE DONATED
- TRACTOR WITH FRONT END LOADER USE DONATED
- 4 X 4 USE DONATED
- CHAINSAW USE DONATED


2023 Grant Money Recipients

**Stark County Chapter –
Camp Tuscazoar - NE**

**Wood County Chapter –
Van Buren State Park - NW**

**Cuyahoga County Chapter –
Cleveland Metroparks - NE**

2017 Centennial Ride Routes

 Ride Routes





**Portage County OHC
provided photos of their
mounting blocks**



**West Branch Mounting
Block specifications:**

Off the ground: 24"

Where horses go: 39"

**Mounting platform
dimensions:**

36" wide, 64" long

Specs from

John Trevelline, ODNR



**South Chagrin
Reservation Shelter
House area**

South Chagrin Polo Field location



**Grant money + match +
donations built mounting
blocks for these Cleveland
Metroparks locations:**

**South Chagrin – 2
North Chagrin – 1
Brecksville – 1
Hinckley - 1**

This mounting platform
made possible through
a generous donation
from the
Cuyahoga County
Chapter



Material List

All Lumber is treated.

2 - 4x4x10 (2 outer platform posts)

8 - 4x4x8 (Cut offs used for Lower Stringer Supports)

12 - 2x10x8

8 - 2x8x8

6 - 2x6x8

4 - 3 step stringer

80 - 4" Headloks (Lag Screws)

16 - 1/2x7 Carriage Bolts

5lb box 3" deck screws

-Total Cost for all materials is around **\$750**

Provided by Ryan Shalashnow, CLE Metroparks



Trail to the Polo Field



**North Chagrin
Reservation**



**South Chagrin
Reservation**



**Cleveland
Metroparks**

2023 Grant Money Recipients

**Stark County Chapter –
Camp Tuscazoar - NE**

**Wood County Chapter –
Van Buren State Park - NW**

**Cuyahoga County Chapter –
Cleveland Metroparks - NE**

Fun with Finance

Arden Sims, Finance Chair &
OHC Foundation President



OHC Mid-Winter Meeting ❄️ **January 13, 2024**

- Yearly Budgeting Process
- Sales tax exemption for chapters
- Donations from others




OHC Mid-Winter Meeting  **January 13, 2024**

For purchases made by OHC Chapters. Use blanket form allowing for multiple use with same vendor to get exemption to pay sales tax.

[Fillable form at Ohio Dept of Taxation](#)



OHC Mid-Winter Meeting  January 13, 2024

 STEC B
Rev. 3/15

**Sales and Use Tax
Blanket Exemption Certificate**

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser must state a valid reason for claiming exception or exemption.

Address:
6311 Bluebird Rd NW
East Canton, OH
44730

Purchaser's name _____

Purchaser's type of business _____

Street address _____

City, state, ZIP code _____

Signature _____ Title _____

Date signed _____

Vendor's license number, if any _____

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

For donations made to the Ohio Horseman's Council Foundation

[Link to W9 form](#)



Form	W-9	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.				
	(Rev. October 2018) Department of the Treasury Internal Revenue Service	▶ Go to www.irs.gov/FormW9 for instructions and the latest information.					
Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.						
	2 Business name/disregarded entity name, if different from above						
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____				
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____				
	<input type="checkbox"/> Other (see instructions) ▶ _____		(Applies to accounts maintained outside the U.S.)				
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)				
6 City, state, and ZIP code							
7 List account number(s) here (optional)							
Part I Taxpayer Identification Number (TIN)							
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.			Social security number				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
			OR				
			Employer identification number				
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Part II Certification							
Under penalties of perjury, I certify that:							
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and							
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and							
3. I am a U.S. citizen or other U.S. person (defined below); and							
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.							
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.							

OHC Mid-Winter Meeting January 13, 2024

Fun with Finance

Arden Sims, Finance Chair &
OHC Foundation President



OHC Mid-Winter Meeting ❄️ **January 13, 2024**

Engaging with Youth
The future of our equestrian
community

**Tim “Shep” Sheppard – Clermont
County OHC - SW**

**Terri Metzger – Auglaize County
OHC - NW**

2023
LARAMIE COUNTY
JR. POLE
BENDING CHAMPION
HUNTERS



Once upon a time on a cold winter's night, a special filly was born.

When she met her special girl, their friendship and adventures began.



Grace



Maggie

GRAND
CHAMPION

















Engaging with Youth
The future of our equestrian
community

**Tim “Shep” Sheppard – Clermont
County OHC - SW**

**Terri Metzger – Auglaize County
OHC - NW**





ANGLAIZE COUNTY
HONORABLE BOARD

July 30, 2023 Date

Pay to the Order of Renee Swigart \$ 250.

Two hundred fifty and 00/100 cents Dollars

For Anglaize OHC Scholarship Anglaize Co. OHC, Inc.
Authorized Signature



ANGLAIZE COUNTY
HONORABLE BOARD

July 30, 2023 Date

Pay to the Order of Cora Rable \$ 250.

Two hundred fifty and 00/100 cents Dollars

For Anglaize OHC Scholarship Anglaize Co. OHC, Inc.
Authorized Signature



ANGLAIZE COUNTY
HONORABLE BOARD

July 30, 2023 Date

Pay to the Order of Morgan Remyer \$ 250.

Two hundred fifty and 00/100 cents Dollars

For Anglaize OHC Scholarship Anglaize Co. OHC, Inc.
Authorized Signature

2022
AUGLAIZE COUNTY FAIR
Sponsored By:
Auglaize County
OHC Inc.













2023 Open Musical Freestyle

"Watch the horses perform to the beat of music!"

Sunday, July 30th @ 6:30pm

Location: Auglaize County Fairgrounds

Entry Fees as Follows:

- 1.) \$20 9-13 Jr. Musical Freestyle
- 2.) \$20 14-18 Sr. Musical Freestyle
- 3.) \$20 OPEN Musical Freestyle



(Classes 1 and 2 are free to 4H members)

Fair gate fee \$8. NO grounds fee.

Awards for 1st-5th places!

All disciplines and breeds welcome! Judge: TBD

Pre-entry is recommended but not required. For entry fee and more information visit: Auglaize County Horse Council on Facebook or contact Madi Kantner: 419-604-2762 / madisteinke2017@gmail.com



Auglaize County Ohio Horseman's Council Inc.



Jun 21, 2023 · 🌐



Grab Your
T-shirt And Jeans
We're Going To
A Horse Show!

HORSE SHOW JULY 9TH!
9AM @ AUGLAIZE COUNTY FAIRGROUNDS
BRING YOUR UNWANTED TACK TO CONSIGN
50/50 DRAWING











SPRING FLING ALL DAY CLINIC

»» Auglaize County Fairgrounds Horse Barn 4/20/2024 from 9am – 4pm ««

- 9:30AM – 11:30AM **LYNNE PUTHOFF** WILL BE OFFERING SHOWMANSHIP AND HORSEMANSHIP TIPS TO HELP YOU IMPRESS THE JUDGES.
- 12:00PM – 2:00PM **SANDY LITTLE**, CERTIFIED RESISTANCE FREE TRAINING, NARHA, EQUINE SPECIALIST W/ EFMA, AND RED LIGHT THERAPY, WILL BE OFFERING BETTER WAYS TO EFFECTIVELY COMMUNICATE WITH YOUR HORSE AND BUILD THE RELATIONSHIP THAT WILL HELP YOU EXCEL IN ANYTHING.
- 2:30PM-4:00PM **JOHN JOHNSON** FROM ROD'S WESTERN PALACE WILL BE OFFERING A CLINIC ON BITS, BITTING, AND SADDLE FITTING TO MAKE YOUR HORSE HAPPIER.
- LINDA PARDY FROM THE BLANKET SHOP CAN TAKE YOUR WINTER BLANKETS FOR REPAIR AND CLEANING SO YOU DON'T HAVE TO BUY A NEW ONE THIS YEAR!
- CONCESSIONS WILL BE AVAILABLE FOR PURCHASE.

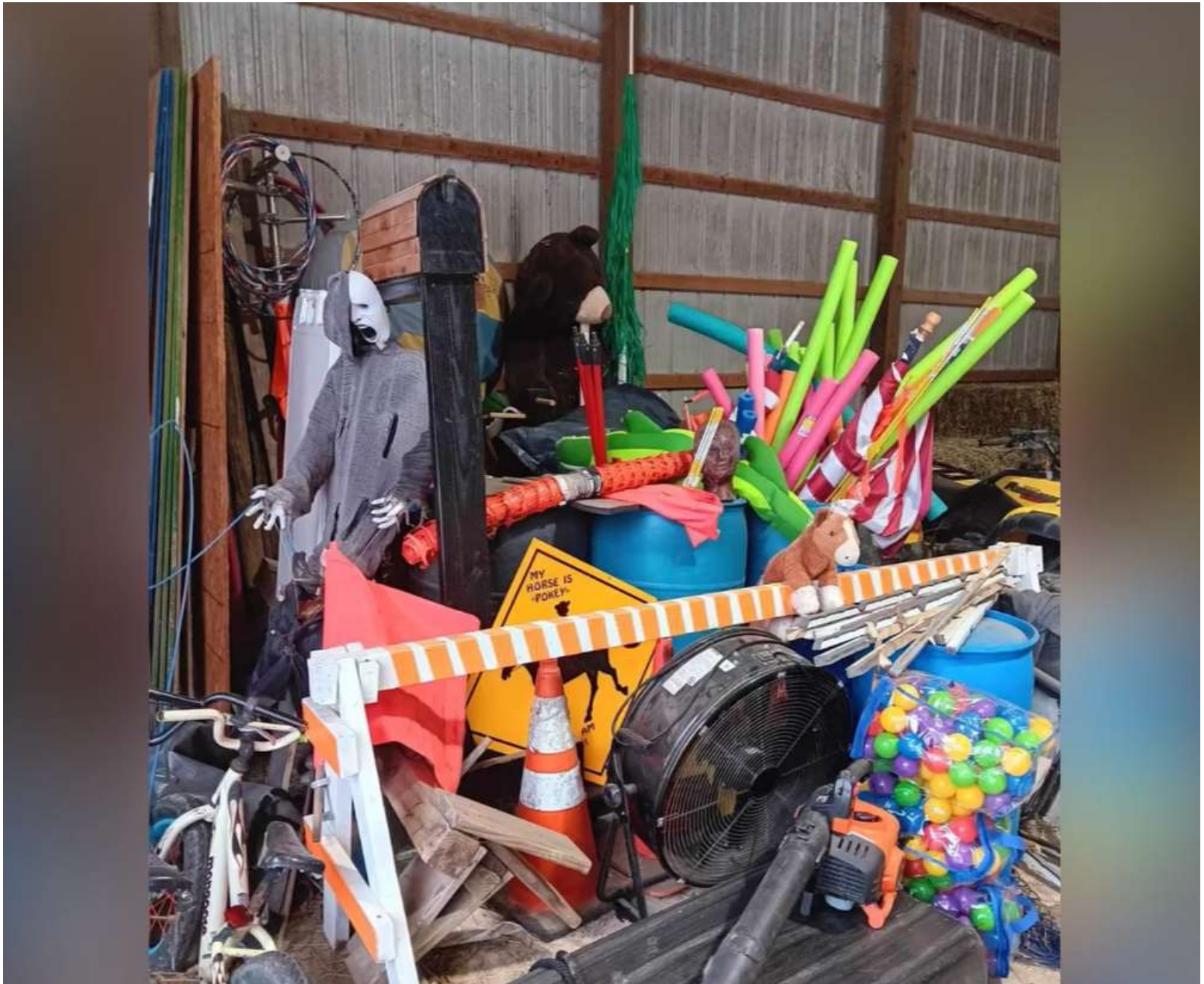
TICKETS ARE ON SALE NOW! GREAT STOCKING STUFFERS!

AUDITING PER CLASS.....	\$20.00
AUDITING ALL DAY.....	\$40.00
AUDITING ALL DAY FAMILY PASS (LIMIT 4)....	\$50.00



Obstacle Courses
(in your backyard)

Teresa Roughton
Defiance County OHC









Noodle thru it

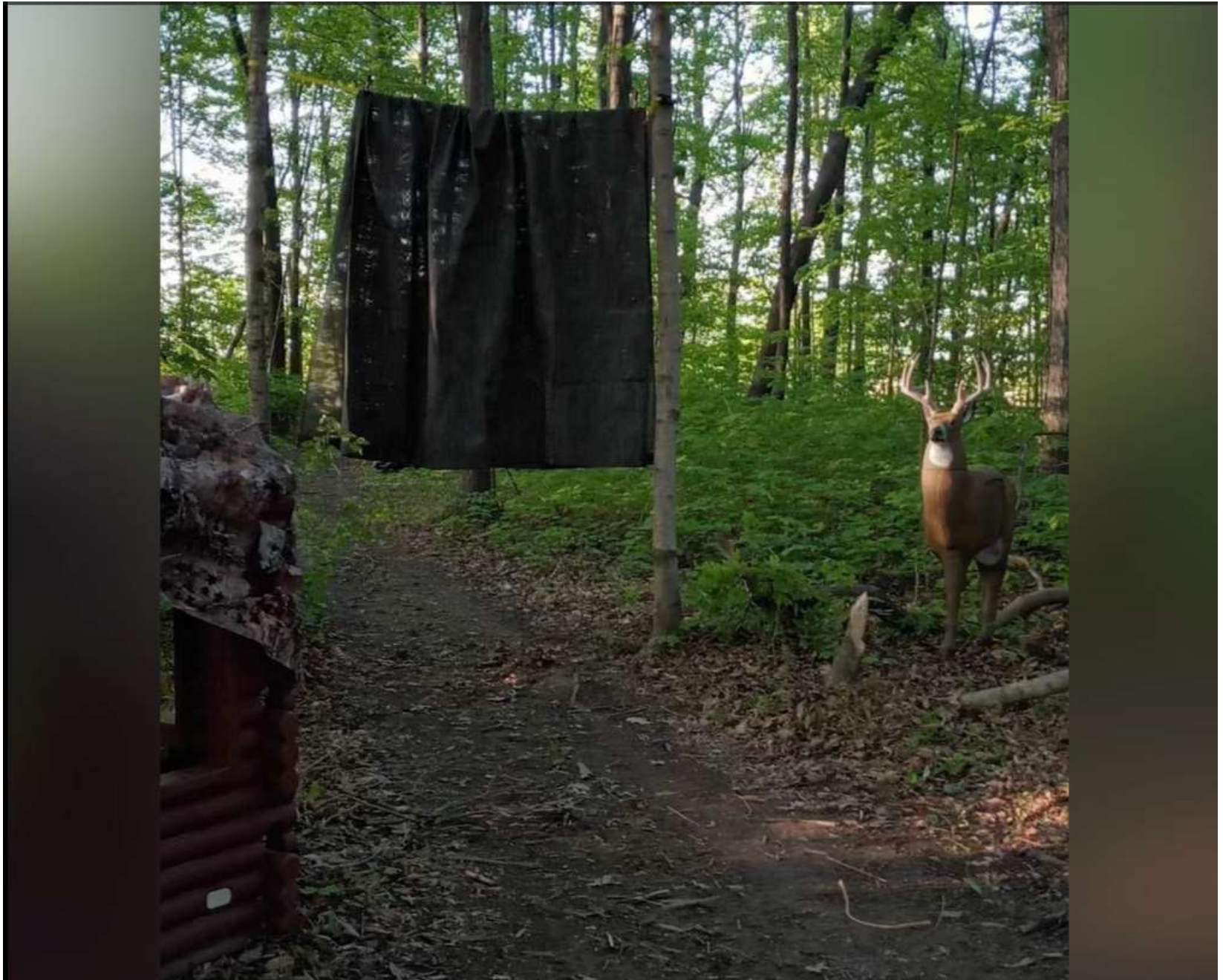






Bigfoot



































Avoiding Online Headaches

Margaret Hite -State OHC Treasurer
Catherine Estill -State OHC
Membership Chair

Avoiding Online Headaches – tips for working with technology

Margaret Hite, State OHC Treasurer, treasurer@ohconline.com

Catherine Estill, State OHC Membership Chair, membership@ohconline.com



Tips:

1. Fix a comforting hot beverage and take a deep breath...
2. Use a full-size computer monitor, if possible. The display is better than on an iPad or phone.
3. Printed instructions are mailed each year to OHC chapter treasurers. Have those handy for reference when working online.
4. If the internet seems to be too slow, try another time of day.
5. Before printing an online document, check printer settings. Usually “print actual size” is best.

Treasurer information and forms online:

- How to access Chapter Treasurer documents from the OHC website:
 1. Go to ohconline.com.
 2. Select “**Documents**” from the top menu bar of the home page
 3. Select “**Chapter Treasurer**” under Member Documents
 4. Click on the download arrow to the right of the document you want
 5. Open and print the document

- Chapter Treasurer documents currently online:
 1. Standing Rules Rev: 11-2023 - Detailed rules on how the OHC is organized and administered.
 2. Bylaws Rev: 11-2023 - General rules & regulations to provide a framework for guidance in operation of OHC and its chapters.
 3. Information for Chapter Treasurers Rev 1-1-23 - Detailed guidance for financial responsibility and reporting; role of the chapter treasurer.
 4. 2024 Treasurer-Membership Chair Instructions - Online Membership Instructions for Chapter Treasurers or Membership Chairs Rev 1-1-2024
 5. OHC Dues Summary for Chapter Treasurers (Excel file format) Rev: 1-5-2024 - Required file to accompany all membership forms submitted to OHC State Treasurer.
 6. OHC Dues Summary for Chapter Treasurers (PDF file format) Rev: 1-5-2024 - Required file to accompany all membership forms submitted to OHC State Treasurer.
 7. Income & Expense Report (Excel format) Rev 1-1-2024 - Required file for yearly reporting of chapter expenses and income to OHC State Treasurer. Due by Jan. 10
 8. Income & Expense Report (PDF format) Rev 1-1-2024 - Required file for yearly reporting of chapter expenses and income to OHC State Treasurer. Due by Jan. 10
 9. Suggested form to use for expense reimbursement to a county or OHC State Treasurer.
 10. Chapter Reminders Rev: 3-25-2021 - Overview of expectations for reporting to State OHC officers/executive cabinet/committee chairs (trail work hours, mileage, membership forms, chapter officers, etc.)

Chapter Treasurer & Membership training videos online:

- How to access Chapter Treasurer/Membership training videos from the OHC website:
 1. Go to ohconline.com.
 2. Select “**Links**” from the top menu bar of the home page
 3. Select “**OHC Videos**” under Video Demos for Members, Chapter Treasurers and Membership Chairs, Chapter Web Page Authors
 4. Scroll down to “**Chapter Treasurer Video Demo**” Click on the first video to watch.

Membership information and forms online:

- How to access Chapter Membership Chair documents from the OHC website:
 1. Go to ohconline.com.
 2. Select “**Documents**” from the top menu bar of the home page
 3. Select “**Chapter Membership Chair**” under Member Documents
 4. Click on the download arrow to the right of the document you want
 5. Open and print the document

2. Open and print the document.

- Chapter Membership documents currently online:
 1. Join Online as New Member Rev: 3-25-2021 - Step x step instructions to join as a NEW member to the online database at ohonline.com
 2. Adding New Members to online database Rev: 4-8-2019 - Step x step instructions for chapter membership chair to add a NEW member to the online database at ohonline.com
 3. Renewing membership online @ ohonline.com Rev 3-14-2021 - Instructions for membership renewal using the online system @ ohonline.com
 4. Membership Benefits and General Information Rev: 3-14-2021 - General description of the benefits of membership & types of memberships available to individuals, families or associations.
 5. Chapter Reminders Rev: 3-25-2021 - Overview of expectations for reporting to State OHC officers/executive cabinet/committee chairs (travel work hours, mileage, membership forms, chapter officers, etc.)

Online Membership Management Tips:

- Log in to your OHC membership account through Member Site (not through Admin). If you are authorized as a Chapter Treasurer or Chapter Membership Chair, you can select Manage Members and will be directed to the Dashboard of the Member Site.
 - When working in the Member Site, be sure that your name is in the upper right corner, except:
 - **to renew or edit a membership, click on “Switch to”** in that member’s profile
 - **to add a new membership, “Switch off” your account** (look in drop down menu below your name in the top right corner) to go back to the OHC home page and then select “Join”
 - Be sure to switch back to your own account after renewing a membership or adding a new membership before you do any other work in the Member Site.

- When adding a new membership, you must create a username and password for that account. BE CAREFUL. Your computer may auto-fill your own username and password into those fields. You must overtype the new username and password for that new membership, otherwise their information will be inserted into your account.
- Open a membership's profile by clicking on their Username, from either the Members List or Orders. Their profile has all their membership information.
- Print a Members List or Orders payments. Select "Export to CSV" near top of screen. This will produce a downloadable spreadsheet that you can edit and print.
 - Members list. Select the Membership Year of 2024 for this year's memberships.
 - Orders (membership payments). Select the date range, then click "Filter" for the current year's payments.
- "Membership" = one account, whether Individual, Family, Youth or Associate Group.
"Member" = one person. One Family Membership has more than one Member.
- Secondary Membership (aka, multiple chapter membership) = a primary member of one chapter who chooses to join one or more additional chapters. Secondary memberships are managed within each chapter, not in the state online Member Site. Secondary memberships do not appear in the online Member Site. Chapter retains secondary dues.

- **All Users.** If you don't find a member's name in your Members List, look under "All Users". The Members List has just your chapters members for the current and last year. All Users has older memberships and memberships in other chapters.
 - If a membership has lapsed several years, you can still find it in All Users and then renew it.
 - If a membership was with another chapter previously, and they want to switch to your chapter as primary, you can find it in all Users and renew it in your chapter.
- If you try to enter a new membership and receive a message that the **email is already in use**, that is because there is already a membership in the system with that email address. Look under All Users to find that membership. You can search the list by email instead of name.
- **Paying online with a credit card.** Information for your members:

All OHC credit card payments are processed at PayPal.com. A member can pay dues and insurance with a credit card, without having or creating a PayPal account, but the credit card is still processed through PayPal.com.

- When joining or renewing OHC membership online, if pay with "PayPal or a credit card" is selected, they are re-directed to the PayPal.com website.
 - They have the option of signing into a PayPal account or making a one-time credit card payment as a PayPal Guest.
 - They will be asked for your name, address, phone and email address, as well as their credit card information. PayPal will text or email them a code to verify their identity.

They will be automatically re-directed back to the OHC Member Site and receive a confirmation email when the transaction is completed.

- Check the **Orders** page periodically for valid dues payments.
 - If a membership has a PayPal “review” status order followed by a “success” status order, the “review” status order may be disregarded (or deleted).
If there is only a PayPal “review” status order, then the member has not yet successfully paid dues.
 - A “pending” check order needs to be edited to “success” when payment is received by chapter treasurer.
- **Dues Summary**
 - After receiving cash or check payments for new or renewing memberships, edit that membership Orders to “success” in the Member Site.
 - Then complete the Dues Summary, listing the membership name, the state portion of dues for that membership, and any insurance premium paid.
 - Total the amount due State OHC and write a chapter check, payable to “**Ohio Horseman’s Council, Inc**” (not OHC or OHC Treasurer), and mail to the State OHC Treasurer (address on the Dues Summary).
- For membership questions, contact the State OHC Membership Chair, not the State OHC Treasurer. Email: **membership@ohconline.com**

Welcome
OHC Mid-Winter Meeting
January 13, 2024

