

Communications Chair Report

April 2025

Completed Tasks:

- Uploaded “Year End Awards” photos sent via email to our drive
- “About me” questions for the newsletter were created. Will be sent out to the board after the Rein or Shine derby.
- Uploaded Meeting Minutes, Treasurer, and Membership reports to the website
- Added a clause to the reports page on the website that words remaining black in color indicate that there is no link due to that report not being available.
- Promotional poster for the Rein or Shine derby was re-posted, this time highlighting that entries are open.
- Created an advertisement calling for Volunteers, uploaded to the website and social media accounts.
- Created and posted a coggins reminder via email and social media posts.
- Created and posted Canteen, Raffle, and Tack sale posters. Posted these on social media and emailed to members.
- Judy and I collaborated on creating the “Intro to Eventing” clinic registration on the website. We created a poster for this clinic.
- Emailed members the Volunteer Sign Up form a second time as a reminder.
- Emailed reminder of open registration for Rein or Shine derby.
- Re-posted coggins reminders on social media.
- Uploaded all posters, and scanned in several forms to the Drive, and created digital versions of the Dressage Score Sheet.
- Changed passwords for Instagram and Tik Tok.
- Ensured food safety training certificates were completed.
- Added the July clinic poster link to the front page of the website.
- Created a registration form for the Tack sale, posted and emailed it to members.
- Created a Weightings poster.
- Added Summer Strides event to the website with Judy.
- Updated photo release form for this year, and created a sponsor email.
- Created and sent out an email re: coggins, waivers, volunteers, and prize list.
- Revised the competitor information package, XC maps, and Parking maps.
- Created and sent out the email for Order of Go, XC maps, competitor info and parking.
- Assigned competitors to stalls in the barns in a collaboration w/ Judy
- Organized and set up the canteen and tack sale on the derby weekend.
- Assisted Kyla with scoring for the Rein or Shine Derby.
- Judy and I pulled the 50/50 raffle ticket and announced winner on social media

Recommendations:

1. We add competitor's emails to the gmail contact list.
2. Two people completing scoring together.
3. Have both MHC barns reserved for collaborations or sharing the grounds with another group.
4. MHT purchase a canopy for show office
5. Have bigger printed signs for show office