



*International Gay Rodeo Association
Meeting Minutes*

IGRA Special Executive Board Meeting

Date: February 7, 2024

Time: 7pm CT

Place: ZOON

Recorder: Gene Fraikes – IGRA Secretary

Call to Order	Brian Helander called the meeting to order at 708pm
Roll Call	Roll call taken by Secretary Gene Fraikes. See sheet attached. No physical sign in sheet account held virtually.
Quorum	A quorum was present

BUSINESS PROCEEDINGS

Order of business: Minutes

- **A motion was made by Guy Puglisi and seconded to approve the minutes from the November 19, 2023 emergency EBOD meeting as well as the Post Convention EBOD meeting as presented. Motion passed.**

OLD BUSINESS

Order of business: None

NEW BUSINESS

Order of business: 2024 IGRA Convention Grand Rapids, MI Hotel Contract

- **Motion was made by Guy Puglisi and seconded to approve the hotel contract as submitted. Motion passed.**

Order of business: Filling Asst Rodeo Director WGRF 4th position

- **The chair Brian Helander asked to have some open discussion concerning the qualities that IGRA was looking for when selecting a person to serve as a Rodeo Director for WGRF. Brian also expressed the need to develop a process for making this type of appointment. Guy Puglisi advised that he felt there was already a process for doing this put in place several years ago, however he didn't feel we had been using it. Guy presented this process to the group. (see attached) A lengthy discussion was held concerning the process identified by Guy as well as other thoughts on how a vacancy on the Rodeo Directors team should be filled.**
- **A motion was made by Robert Thurtell to request letters of application from the three candidates that have shown interest and was seconded. Motion passed. The**



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Brian Helander requested that Robert communicate to Chris Tobin and Mark Christensen our request to receive these letters to be able to handle the assignment at or before the 2nd Quarter EBOD meeting in Denton Texas.

The meeting was adjourned at 746pm



**Special Meeting
Executive Board of Directors
February 7, 2024**

A G E N D A

Call to Order

Brian Helander

Roll Call

Gene Fraikes

Approval of Previous Minutes: November 16, 2023 (4th Qtr EBOD)
November 19, 2023(emergency EBOD)
November 19, 2023(Post Convention)

Old Business

NONE

New Business

2024 IGRA Convention Grand Rapids, MI

- Hotel Contract

WGRF Rodeo Directors

- Fill 4th Assistant Rodeo Director position

Announcements

IGRA World Gay Rodeo Finals Committee Outline – for 2014

Background: Under President Helander IGRA set out with an experiment to find an organized way to manage our major event – World Gay Rodeo Finals. This program was continued, relatively unchanged, under President Graff, although there was a push to change it in a way that was not accepted at the time. In the second year of President Barry's current term there were unexpected personal (career and other) issues faced by a number of folks on the committee, announcing immediate and future departures from the committee to deal with those. This has caused the depth of the structure to show that it is not quite deep enough and necessitates a change to the ADD component of the structure.

Objectives:

- Codify the committee structure
- Codify a reduction in the number of years members can't participate in finals
- Codify how to add to the committee
- Codify a review Process to manage the committee
- Codify a way to think about how we make decisions
- Codify that everyone's opinion matters on the committee.
- Codify add requirements (MODIFIED TO OVERCOME UNEXPECTED VACANCIES in 2014)

Today: in 2013 the Executive Board codified what is here except for the 2014 changes noted within. The goal was to enhance the program in a way that will strengthen it and also attempt to remove some of the perceived weaknesses, personalization, and randomness of the current methodology.

Committee: Today....up to 5 Black Shirts (one Rodeo Director and four Assistants) plus various "managers" (i.e. Finance Managers, and others, etc.) There is no maximum number of participants nor is there technically a minimum. Those people in the Black Shirt rotation are in line to become the Rodeo Director. The Black Shirts used to give up the privilege of participating in Finals Rodeo if they are for 5 years and in 2013 that was reduced to 2 years. The longer prohibition had become a dis-incentive to participate in the program. The prior years' Rodeo Director becomes Chair of the Committee for the subsequent year. Filling open positions was rather random and a bit overly judgmental now that we have been at this for a number of years, because there was no formal structure for it. There were also no codified ways of meeting and dealing with issues.

Committee 2013 & Beyond: (The committee will continue to be named by the Executive Committee as directed in the by-laws)

- Chair – Prior years Rodeo Director (e.g. 2012 Rodeo Director becomes Chair in subsequent year.)
- IGRA Vice-President (Representing the IGRA Royalty Contest portion of the joint weekend event)
- Black Shirts (5 of them) – Rodeo Director and 4 Assistant Rodeo Directors (numbers one through 4 in order will rotate up to Director) It will also be known as the Rodeo Director Core Committee. Duties will be assigned by the chair and rodeo director to the black shirts.
- Finance Manager (s) / Assistant Manager (s) – at least one of each
- Advertising Manager
- Hotel Manager
- The above 11 positions are the MINIMUM number of members the committee may have.
- Others – as needed

Competing in Finals:

- Only the Rodeo Director and the First-Assistant may NOT compete in Finals, meaning 2 years of non-competing instead of the prior 5 years. Any other members including the Chair may compete if invited.

Reviews:

- Within 30 days after the close of WGRF, every member of the committee must be reviewed by the Chair and Rodeo Director, and IGRA Vice-President plus do a self-review and receive a peer review by at least one other committee member at the Manager level.

- ALL Black shirts must be reviewed by the Chair, Rodeo Director, and each of the other black shirts, a self-review and at least two people at the manager level.
- Every person who receives a review must obtain a 3 of 5 on average to stay on the committee. If they do not they MUST be replaced for the following year. It is this objective method that must be in place to de-personalize the process.
- The review form must be approved by the Executive Board and should be created by the Chair, Rodeo Director with input from the IGR A President and Vice-President, it is strongly recommended to use the form from the prior year for consistency.

Additions to the Committee:

- The Chair and the Rodeo Director should solicit from Finals until the second Board meeting of the next year for open positions.
- The Chair and the Rodeo Director will create a resume/interest sheet for interested parties to complete. It should be in consultation with the President and Vice-President.
- All those interested must complete a resume/interest sheet and also indicate what position they are interested in.
- The Black Shirts should review all of those submitted and recommend to the Executive Board those they wish to add to the committee and the positions they will hold (i.e. not all may necessarily be Black Shirts in the rotation right away)
- CHANGES IN 2014 TO THE ADDS TO THE COMMITTEE (here to the end of this section): In the event there are not enough people remaining on the committee to staff the current or following year or if one of the top two directors departs, we will first ask those in the rotation to move up and for more applications from the general IGR A BOD and Membership. Consistent with the 4 bullets in this section.
- If no one applies the Chair and Rodeo Director and Executive Board will endeavor to find replacements and name them to the Executive Board for confirmation.
- While there is not a desire to continually recycle and burn people out, repeats who were successful should strongly be considered.
- If in the majority judgment of the Chair, current Rodeo Director, and/or the Executive Board a person needs to be moved ahead in the rotation for the betterment of the event that privilege is acknowledged and granted to the Executive Board.
- It should be emphasized that as finals may move it is desirable to have a person in the location the event moves to in the year it moves to get a solid footing in some senior level on the committee.
- This process must be flexible enough to allow for sudden changes, in the event there is an immediate need the President may name someone to the Black Shirt level on the committee and get the Executive Boards approval within 15 days.

Other Drops from the Committee:

- Besides those who do not stay on the committee because of poor reviews, other people may “self-select” off by voluntarily leaving the committee. Additionally, people may also voluntarily ask to be reassigned or drop out of the rotation or down the rotation (down only at the end of a year) but stay on the committee. Provided they still score appropriately.

Committee Decision Process:

- The ideal decision process is for FULL participation and input. Except for the “formal” recommendation process of additions to the Executive Committee, it would be best if the committee behaved in an open and solicitous manner.
- Everyone at every level has something to offer.
- New additions to the committee should be mentored by others on the committee.
- The black shirts is meant to be a core group, but they should not take that as an indication to cut out the broader committee from the decision making process.

Add requirements:

- To be considered for addition to the WGRF committee, I do not believe that a person who is in the rotation must have been a Rodeo Director, although that is highly desirable. However, no one should be added at the first or second assistant level directly who has not been a rodeo director. However, if a person has had outstanding credentials in their past and is at the 3rd level or lower (meaning they are 4 years or more away from becoming the Rodeo Director) there is no requirement that they have been one before. The Executive Committee should not add someone to the Finals Committee Rotation that is not steeped in other experiences, but if we do not allow for the possibility that others will develop in four years or more of this program to be Rodeo Director we will find ourselves with a very shallow talent pool.

This revised 2014 structure is respectfully submitted for feedback.

Ed Barry
IGRA President

PS – I am not currently asking for this to be in the Standing Rules or By-Laws, but to be a structure to operate 2014 and beyond.



GROUP ROOM AGREEMENT

GROUP NAME	IGRA 2024 Annual Convention	GROUP CODE	
CONTACT	Brian Helander	EMAIL	bhelander@me.com
PHONE	+1 (602)320 - 7136	FAX	
Address	2323 North Central Ave. #1105		
	Phoenix, AZ 85004		
ARRIVAL DATE	Wednesday, November 13, 2024	DEPARTURE DATE	Monday, November 18, 2024

	Wed 11/13/2024		Thu 11/14/2024		Fri 11/15/2024		Sat 11/16/2024	
	Rooms	Rate	Rooms	Rate	Rooms	Rate	Rooms	Rate
1 KING BALCONY WATER VIEW 2 ROOM SUITE	5	\$149.00	25	\$149.00	45	\$149.00	45	\$149.00
2 QUEENS BALCONY WATER VIEW 2 ROOM SUITE	30	\$149.00	25	\$149.00	45	\$149.00	45	\$149.00
	Sun 11/17/2024							
	Rooms	Rate						
1 KING BALCONY WATER VIEW 2 ROOM SUITE	5	\$149.00						
2 QUEENS BALCONY WATER VIEW 2 ROOM SUITE	25	\$149.00						

*We are currently reserving the following guestroom accommodations for your group: all guest rooms are subject to 15% sales tax.

4 PM CHECK-IN • 12 PM CHECKOUT
SELF PARKING \$5

Late checkouts will not be available. Breakfast and manager's evening reception is included.
All guest rooms are based on 1 – 4 person occupancy per room.

GUEST ROOM BILLING INSTRUCTIONS

Individual Pays Own	Overnight charges
Master Account Pays*	Event charges

All guests are required to present a valid credit card in their name upon check-in.
All guest room charges including room, tax, and incidentals will be the responsibility of the individual traveler.

AGREEMENT TERMS

AGREEMENT DEADLINE

To guarantee the rates quoted, the availability of the guest rooms and other terms of the agreement, one copy of this agreement must be signed and returned to our office no later than **2/1/24**.

ROOMS CUT OFF DEADLINE

Reservations must be received by **10/14/24**. After this date, the rooms that are not reserved will be released into general inventory. After this date, reservations at group rate will be accepted based on availability. Group not responsible for any rooms not picked up.

RESERVATION METHODS

ONLINE LINK

An online link will be provided to the group contact once the block is created in our computer system. Individual reservations can then be made at www.embassysuitesgr.com

DIRECT CONTACT

Individuals can call the hotel directly at 616.512.5700 or call the toll-free reservation number 1.800.774.1500. Reference the Group Name to confirm the special rate.

MEETING AND CATERING ARRANGEMENTS

Date	Time	Event Class	Room	Setup	AGR	RENTAL
Thu, 11/14/24	8:00 AM - 3:00 PM	Meeting	Big E's Sports Grille		30	\$300.00
Fri, 11/15/24	8:00 AM - 5:00 PM	Breakout	Nelson	Conference	15	\$.00
Fri, 11/15/24	8:00 AM - 5:00 PM	Breakout	Eames	Conference	14	\$.00
Fri, 11/15/24	8:00 AM - 5:00 PM	Breakout	Berkey	Conference	14	
Fri, 11/15/24	8:00 AM - 5:00 PM	Breakout	Salon A	Conference	25	
Fri, 11/15/24	8:00 AM - 5:00 PM	Breakout	Salon B / Balcony	Hollow Square	25	\$.00
Fri, 11/15/24	8:00 AM - 5:00 PM	Breakout	Haldane	Hollow Square	25	\$.00
Sat, 11/16/24	8:00 AM - 5:00 PM	Meeting	Widdicomb Ballroom	Classroom Chevron	90	\$.00
Sat, 11/16/24	12:00 PM - 1:00 PM	Lunch	Complimentary Dining		90	\$.00
Sat, 11/16/24	6:00 PM - 10:00 PM	Reception	Haldane	Cabaret	40	\$.00
Sun, 11/17/24	8:00 AM - 5:00 PM	Meeting	Widdicomb Ballroom	Classroom Chevron	90	\$.00
Sun, 11/17/24	12:00 PM - 1:00 PM	Lunch	Complimentary Dining		90	\$.00

Food and Beverage Minimum: \$7,500 before service charge and tax

DEPOSIT SCHEDULE

Transaction Type	Charge Type	Date	Amount
		Balance Due	\$2100.00

EVENTS POLICIES AND PROCEDURES

Food and Beverage: All food, with the exception of wedding or specialty cakes, must be purchased through the Embassy Suites Grand Rapids. In compliance with Michigan Liquor Regulations, no alcoholic beverages may be brought on site and all alcoholic beverages must be purchased and dispensed through the Embassy Suites Grand Rapids. Drink shots, double pours and multiple liquor drinks are not available on any banquet bar. Food and beverages cannot be taken off premise. Buffet offerings are based on a 1 ½ hour maximum time limit due to health code regulations and food quality standards.

Event Supervision: On the day of your event, a banquet supervisor will be present. They will be there to oversee the staff and the event. All function space is closed at 12:00 midnight. Personal belongings and/or any outside vendor items are required to be removed by 1:00 a.m. unless otherwise approved by the sales manager.

Liability: Client agrees to be responsible for any damage done to the event rooms or any other part of the Hotel, or any other off-site premises at which the function may be held, by Client control. Embassy Suites Grand Rapids will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the venue prior to, during, or following Client's function.

In compliance with state and local laws, we reserve the right to request identification and to refuse the service of alcoholic beverages at any time. We also, in consideration for the safety of your guests, reserve the right to end bar service at any time. There is a no smoking policy in place for the entire hotel, this includes balcony spaces. If evidence of smoking is found, client may be charged a smoking fee of \$250 for damages.

Decorating: Affixing anything to the walls, floors or ceilings by any method (i.e. pins, nails, staples, tape, glue) in any function room is prohibited. Confetti, glitter and similar items are also prohibited. Due to fire code regulations, no open flame candles are permitted. Candles may be used if they are in an enclosed container.

Delivery of Materials: Meeting materials can be shipped no more than three (3) days prior to the event. If materials need to be shipped back, this can be arranged through the catering coordinator. Additional fees may apply.

Guarantee: A final guaranteed guest count and payment for all meal and beverage packages must be received by the catering coordinator seven (7) calendar days prior to the event (exception is personal checks, please see below).

The hotel will prepare to serve five percent (5%) over your guarantee. If a guarantee is not submitted, the hotel will use the last known expected attendance count as your guarantee. The guaranteed guest count is not subject to reduction 5 days prior to an event. If guest counts rise from that point to the day of the event, extra payment will be taken. All menu selections, room layout, audio/visual needs are required at least 3 weeks in advance of an event.

Our meeting and function space will be assigned based upon anticipated attendance and a group's specific needs for an event. Should there be a significant change in the size of your function; the hotel reserves the right to move the space to a room better suited for the size of your event. Additional fees may apply.

Deposit and Payment: The amount of the deposit varies based upon contracted space and services and will be determined at the time of your booking. Deposits are due with the signing of the contract. Payments may be made by certified check, cash, or major credit card. Payment by personal check is due ten (10) calendar days prior to the scheduled event.

Tax and Service Charge: 23% service charge will be added to all food and beverage costs. 6% sales tax will also apply.

Cancellation: All deposits made to secure a contracted event date are forfeited should a cancellation be necessary. Any function that is canceled will be subject to a cancellation fee based on a percentage of the total estimated revenue of the event.

Group Cancellation Date:	% due	based on estimated revenue: z
<30 days	80%	
31-90 days	65%	
>180 days	50%	

Impossibility: If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the country in which the Hotel is located; government regulation, including, but not limited to, government (local or national) imposed restrictions on maximum meeting size where such restrictions would apply to Group's Event over the scheduled Event dates and/or the issuance of a "Level 3 Travel Warning" by the Centers for Disease Control and Prevention that specifically advises travelers to avoid all non-essential travel to where the Hotel is located and which travel advisory is in effect over the Event dates; terrorist attacks in the city in which the Hotel is located; or curtailment of transportation facilities either in the city in which the Hotel is located or in the countries/states of origin of the attendees that prevents at least 40% of the attendees from arriving for the first peak night of the Event) any of which makes it illegal or impossible or commercially impracticable to perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party within ten (10) days of the occurrence. If the Event is properly cancelled by Group due to a valid Impossibility / force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (i.e., food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

COVID-19 Clause: The parties acknowledge and agree that as of the time of signing this Agreement, currently there is a pandemic taking place involving COVID-19, as announced by the World Health Organization in March 2020. Given that currently there is no

reliable information or data available to provide any reasonable expectation as to when the COVID-19 pandemic will likely subside in and around the Hotel's location (or elsewhere), the parties wish to memorialize the terms of the following clause related to COVID-19, in which case this COVID-19 clause will supersede any conflicting terms of the Impossibility clause:

1. If the COVID-19 pandemic has continued such that there are government (local or national) imposed restrictions or recommendations on maximum meeting size and such restrictions or recommendations would apply to Group's Event within the 60 days prior to the scheduled Event dates, or if there are recommendations or travel advisories issued by the Centers for Disease Control and Prevention within the 60 days prior to the Event advising against non-essential domestic travel within the United States to or from the Hotel that would materially impact Group's Event, then the Group may elect to terminate this Agreement without liability upon providing written notice to the Hotel.

2. If the notice of termination is delivered to the Hotel at least 30 days prior to the first arrival date, then the Group shall not owe the Hotel any cancellation damages otherwise owed by Group to Hotel if the Event were cancelled by Group for reasons unrelated to COVID-19.

3. If the notice of termination is delivered to the Hotel 29 days or less prior to the first arrival date, then the Group shall pay one-half (50%) of the applicable agreed liquidated cancellation damages (plus applicable taxes if required by law) that would otherwise be owed by Group if the Event were cancelled by Group for reasons unrelated to COVID-19.

Contingency: Performance of the agreement is contingent upon the ability of Embassy Suites to complete same and is subject to labor, disputes, strikes, or picketing, accidents, government (federal, state, local) requisitions, restrictions upon travel, transportation, food, beverage or supplies and other causes, whether enumerated herein or not, which are beyond the control of Embassy Suites Grand Rapids.

Contingency: Performance of the agreement is contingent upon the ability of Embassy Suites to complete same and is subject to labor, disputes, strikes, or picketing, accidents, government (federal, state, local) requisitions, restrictions upon travel, transportation, food, beverage or supplies and other causes, whether enumerated herein or not, which are beyond the control of Embassy Suites Grand Rapids.

Additional: Missing meeting items or supplies are subject to an additional charge upon the conclusion of the event.

Integration Clause: The parties agree that this Catering Contract contains the entire agreement between Embassy Suites Grand Rapids and Client and that there are no agreements, representations, statements, or understandings that the parties have relied on that are not stated in this Catering Contract. The parties agree that this Catering Contract may not be modified without a writing that is signed or initialed by both parties.

I have read the Event Policies and Procedures and agreed to its content.

Client acknowledges receipt of event menu and event policies and procedures. Menu selections and prices are subject to change. The above-mentioned meeting space will be held for 14 days from creation of agreement. If a signed agreement is not received by the 14 days, the space is no longer guaranteed, and may be released and sold to another entity. 11/1/23

AUTHORIZED SIGNATURE / CONTACT SIGNATURE

DATE

PRINTED NAME

SALES MANAGER

DATE



Gene Fraikes <genefraikes@gmail.com>

2024 Assistant Rodeo Director

CJ Colella <txcowboydj@yahoo.com>

Sat, Jan 20, 2024 at 12:11 PM

To: "bhelander@me.com" <bhelander@me.com>, "michaelvrooman@gmail.com" <michaelvrooman@gmail.com>, "genefraikes@gmail.com" <genefraikes@gmail.com>, David Hill <david.hill@igra.com>, Sammy Simpkin <cowboysamiam@hotmail.com>, Robert Thurtell <rkymtnbullrider@yahoo.com>, Guy Puglisi <lvguyp@aol.com>

To the Executive Board of IGRA:

I would like to put my name in for consideration of the 2024 WGRF Assistant Rodeo Director position.

I have 30+ years as a contestant, held multiple positions with GSGRA and TGRA and have been instrumental in the 2023 World Gay Rodeo Finals. I feel that I could bring a fresh approach to our rodeo in a positive manner.

My accomplishments from 2023 are procuring 25 buckle sponsors, 6 bucking chute/2 roping chute sponsors, 28 event medal sponsors, 28 Season Champion awards, all within 2 months of the Finals rodeo.

For 2024, I have already reached out to Trayer Martinez with Compete Sports Diversity in regards to local sponsors for each rodeo, as well as submitting an application to Subaru North America for a 2 year, \$140,000 contract.

My focus is to produce a rodeo that is more of a 'show' similar to Pro rodeos and to make it even more all inclusive for contestants, spectators, vendors, etc.

I would appreciate your consideration for this position. Please contact me if you have any questions or need further information.

Sincerely,

Charlie Colella
2024 IGRA Sponsor Chair

DIRECTORS ROLL CALL

February 7, 2024

February 7, 2024

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