

HHK VOLUNTEER AND STAFF MEETING April 3, 2021

EVERYONE IS NOW TO SIGN IN AND OUT EVERYTIME YOU CROSS THE GATE Make sure to hold the lid with one hand while writing with the other

COVID POLICY- MASKS STILL REQUIRED

1) Staff Updates & Refresh:

TAX (*see the last page for more information!)

Federal: Estimated Tax due dates - April 15, 2021 (6/15/21, 9/15/21, 1/17/22) on 1040ES; Medicare & Social Security on Schedule SE

Keep excellent records (and receipts of anything expenses (i.e. miles) you want to deduct.

State: PAID STAFF- Did you get your GET license yet?

Sole proprietorship

<https://hitax.hawaii.gov/?referenceId=8QZ-1DT-4VF-6YG&orderId=57552530#3>

NAICS and business activity code is - 661620 riding instruction

Have you filed your GET for the end of 2020 - it was due Jan 2021?

Filing Instructions here: <https://files.hawaii.gov/tax/forms/2020/g45ins.pdf>

Sign in - District Kauai; Part 1 skip, Part 2 "Services Including Professional" column A = amount earned sign submitted W-9; Part 3 - skip; Part 4 - autofills;

ALL STAFF -

Safe positioning when picking feet (human hip to horse shoulder/hip, human facing toward horse rear end, bend at waist, continues contact with horse as sliding hand down leg and back up leg down back hip and other leg - - hold hoof at toe)

!!!!!! Do not share grooming tools, always visually check girth areas for dirt/sores

**** Horses should be held during grooming and tacking if not tied

+++ cell phones off, eyes up, focus on task, show on time for briefing and stay for debriefing

EVERYONE SHOULD REVIEW OUR VOLUNTEER MANUAL located on our website

www.healinghorseskauai.org > VOLUNTEER > VOLUNTEER MANUAL and make sure that you submit a new 2021 Volunteer Application to Ginger

Please spread the word, we are always looking for more non-financially compensated VOLUNTEERS!

Instructor Staff: is expected to have the horse groomed and tacked, and horse leader and sidewalker **debriefed** prior to the arrival of their student for mounted lessons. Tardiness is unprofessional and no longer acceptable.

Tuesday - Horse Schooling & Conditioning Program with team of instructors with intro of Natural Horsemanship groundwork and obstacles to resume

*****Lesson Plans- please use the google form template and share to be shared with the other instructor**

***** State law only requires breaks of 5-20 minutes to be paid. Lunch breaks longer than that are off the clock.**

*****Train Volunteers in every skill you ask of them- be honest about what is expected, Observe Performance, Provide Leadership, Lead by Example, Engage, Encourage, Educate and Empower, know their motivation, check in with them, show compassion, Let them know that "Yes" is great, but "No" is ok - discourage burnout by making sure they have a positive WORK - HOME/FAMILY - VOLUNTEER balance, Create a Community**

Sidewalking Staff: there are different holds: over the thigh, cuff, heel/ankle,
*don't push rider off center or put pressure on the knee; when no hold needed side walker still remains within arm's reach with hands out of pockets and eyes are always on rider;
Allow wait time before repeating instructions to rider; practice emergency dismount at least 1 time with each rider (Make it not scary)

As sidewalkers support the participant's performance and position in the saddle, instruct them to ask the horse leader to bring the equine to the center of the arena and halt if:

- A sidewalker needs to carefully switch sides, one at a time, with another volunteer
- A sidewalker needs to tie their shoe or step away from the equine for any reason
- A sidewalker notices the participant appears to be ill or in pain
- There is a safety concern

*Role during an Emergency: your rider (if your rider is down keep horse away from your rider - and following commands of the instructor (get medical kits, phone, open gates, etc.) once instructor assume control of rider)

Horse Leading Staff: avoid a horse that crowds space (have knuckle at the ready for horse "reprimand" self), stay in the zone- no tugging; how to hold crop, how to turn

Common Mistakes: Leader too far back, lead wrapped around leader's hand, leader holding lead in only one hand, Leader too far forward, leader holding lead too close to the horse's head and putting too much pressure on the lead, leader walking backwards.

*Role during an Emergency: your horse...get them to a stop and away from downed rider then follow commands of instructor

Staff & Volunteer training checklist - - - instructor make sure your crew knows this before each lesson

Individual has a clear knowledge of

- ___ Positions & duties of a sidewalker & a horse leader & instructor
- ___ Proper Helmet fit.
- ___ Tack check before mounting... girth & helmet check
- ___ Mounting procedures from mounting ramp (rider waits on ramp) vs. block (rider on ground not block until asked to step up on block & horse is standing quietly.)
- ___ Proper dismount..(both feet out of stirrups before dismount)
- ___ Mounting procedures from Mounting ramp
- ___ Safety procedures in the arena, spacing, & awareness
- ___ Use of cell phones during riding session
- ___ Safety stirrups, what they are for & how to put them on the saddle
- ___ Location of first aid kit for Humans & Equine

*****Looking for a volunteer to check the First Aid Kit each month**

Please use the following words when working with the horses:

"Walk on please" - any time you want them to move forward

"Whoa" - any time you want them to stop

"Easy, Easy" - any time you want to slow down

"Back" - any time they are reversing

"Come" - when pulling them into you

"Over" - when moving all 4 feet sideways

"Spin" - when they are moving hind legs in a circle but not the front (as in Parelli "Driving the Hind" or in mounted "Turn on the Fore")

“Turn” - when they are moving the front legs in a circle but not the rear (as in Parelli “Driving the Fore” or in mounted “Turn on the Haunches”

“Trot Trot”- to ask for the trot

“Can - ter” rising up on the “ter” - when asking to canter

“Gee” when turning to the right

“Haw” when turning to the left

*****Organizing official Volunteer Training and Orientations - ??? 5/9, 8/1,10/16 ???**

2) Participant Counts (3/1-3/31):

Lesson (avg #/wk) - 67

New Riders (total) - 20

Volunteer Riding Lessons (#/wk) - 5

Boarder Riding Lessons (#/wk) - 0

Therapeutic Lessons (avg/wk) - 29

Traditional Lesson (avg/wk)- 38

Volunteers who work at least 1 day per week- 10

New Volunteers (total) - 3

CAMP STATS

75 individual campers

AGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15
#	1	0	5	6	17	18	9	7	7	2	2	1	0	0

TOTAL TICKETS Reserved	190
TICKETS AVAILABLE	225

TOTAL DAILY	38	39	37	37	39
--------------------	-----------	-----------	-----------	-----------	-----------

Total stipends \$3,484 : winter camp cost 857.5/day, spring cost 696.8/day

+Total supply expenses \$592 : versus winter camp \$475

Expenses total \$4,076 :

Camp income:

\$8100 online ticket sale (\$100 online refunds (\$100) noted below - \$50 which will be credited to a lesson)

\$1275 Karin deposit* (\$100 from 2 campers that paid cash, \$500 from 2 court issued checks(of which \$100 will be credited to a lesson as noted below) and office kids as noted below

\$9375 Income Total

*Mar 15th \$180 (M) & \$180 (S); Mar 18th \$135 (A); Mar 19th \$135, \$45 (who were these for & where is C's \$180 & E's \$225)

-\$3,483 Stipend

-\$592 Supply Expenses

-\$250 - refunded/credited tickets

\$ 5050 Camp Profit was not as big a boost as we had hoped but on par with winter approx. \$5500 for 8 days

SIGN IN ATTENDANT - - - waivers and forms need to hole punch placed in alphabetical order same day - so we know who submitted and who didn't

4 reschedules/moves through proper method

TICKETS TO SUBTRACT FROM TOTALS

Refunded - 2 through proper online method, 3 for lesson credit,
18 Office tickets (4 campers) that 2+ tickets that were no shows- -that is money we miss out on as they don't play by the same cancellation policy

Cancellations-refunded, credits to lessons, and office ticket no show makes it hard to know true ticket sale value but online ticketing states in \$8100 sales (from this subtract refunded and lesson credits)

Need volunteers and paid staff to confirm days of attendance 1 week prior

Art station need 2 attendants who are consistent (stay the whole day), have strong horsemanship skills, and strong classroom management

3) Events:

Upcoming Events: Birthday Parties 4/3

HHK Heroes and Teen Leadership Program 3/7 - 4/25 Sundays

SUMMER CAMP: 6/7 - Themes: PLANNING COMMITTEE

Need 20 different art, and mini horse lessons.

Upcoming Camps: 6/7-11; 6/21-25; 7/5-9; 7/19-23; 10/11-15; 12/21-24; 12/27-31

NEED TO CONDUCT TACK INVENTORY ASAP - - NEED TO ORDER EQUIP

Next Meeting: SUNDAY 5/2/21

4) Feeder Update / Volunteer Update

SEE NEW FEEDER AND VOLUNTEER CHECKLIST EACH TIME YOU COME....MAKE SURE IT GETS DONE

5) Horse Update

Conditioning program underway by instructing staff. Goal: recondition muscles of topline to aid in horse health longevity and aid in collection - - will be done concurrent to Parelli

Mini: needing to train Lollipop to pull carriage safely and get her into condition

Pond walks must be conducted each day we are open - not only for training but to keep healthy during pregnancy.

Shido: volunteers are not to enter Shido's stall without the direct supervision of a select group of instructors/staff: Ginger, Devin, Sue, Kiana, Tiger, Pua, Lola, Josh, the Rosa family

- Backing, backing, backing

Getting the squirrel out - free lunging around perimeter of round pen...never on a line.

Grazing:What to get them to grazing the opened front acreage. Need to run temporary hot tape and truck water to front... More land clearance help requested.

Volunteer to run tape?

Ideal if all tree waste could be chipped; but if chipping not possible, instructions are to clear trees off of all fences and pile brush at least 1 vehicle width in from the fence (to make a wall. Wall will act as temporary fencing, and traffic sound/sight blocker. Ensure that driving paths along fences and between grazing areas (so that trucks can fill water troughs) remain open).

6) Public Relations Update:

Events: First Saturday: cancelled

Media:

Website: videos to match the words posted under VOLUNTEER on website

Facebook: Sandra

Instagram: Sue & Bilqis

Twitter: anyone???

Applied for loads more grants - cross your fingers. Grants applied for to fund:

Lesson Program- instructor pay, tack, feed, insurance, vet, farrier,

Mini Program: van, instructor education, instructor pay, halters, feed, insurance, vet, farrier care

Driving Program: horse and carriage

Veteran Program: scholarships/stipend equipment, tack,

3-steps Capital Improvement: 1- Covering: arena & stalls 2- Off-grid Solar powered office with roof 3- pasture and fencing from 10 acres f

7) Projects

'Stall'port Project: yippee they are going up

Container Project: yahoo it's moving along

Pasture Management

Seeding/Transplanting- North Pasture: Mike (Mike requests help bringing cuttings to feed horses and transplanting grass into north pasture)

Mowing: Mike tractors south, Don mows the parking lot,

Highway acreage pasture clearance: ???

Highway acreage riding trail creation: ???

Compost: Need more pallets and t-posts to create walls

Sensory Riding Trails: looking to clear 15+ wide path around entire perimeter, lay wood chips on trail with bermuda grass seed mixed in to establish soft footing not muddy trail & then plant trees and hedges and separate from pastures with interior pastures (Hawaiian, canoe, horse safe edible, and botanically interesting: variety of colors, shapes, textures, smells) for riders to enjoy --- Jim has planted 2 Lonomea and 7 Loulu palms already (and had to fence them off) and several more palms

Medicine Wheel: looking for gardeners to come on regular basis, a few plants (red ground cover, white/silver ground cover), aerial photo to HTML to create a meet the plants page on website, plant labels (ideally with QRL codes that link to website plant page)

10) PATH & Other Certifications: NEED TO RECRUIT A FEW MORE INSTRUCTOR PROSPECTS

PATH CTRI: still no testing center on Kauai

CPR & First Aid - looking to put together a small (2-4 person course), cost \$30, time 7 hrs (combination of online and in person)---videos are uploaded and ready to go...

11) Hopes and Dreams: need list/ wish list/ to do list

Volunteers: Side-walkers, Horse-leaders, Feeders, Facility Maintenance Crew (with regular hours)

Board Members

Sound Geldings

Lightweight Tack---will order with grant

STALL PANELS

Tree Removal Service to Clear & Chip Trees to create new Riding Trails and Pasture Areas --- we have a lead

Native Hawaii Trees and Shrubs to Border Cleared Trails

Fencing - for front acreage --- working on grants but grants are never a sure thing....please come join us for some good old fashioned dirty exercise to clear the front fence lines (removing trees at least 1 truck's-width from both sides of the fence so the fence can be replaced)

Off-Grid Solar System to Power Office --- working on grants to create a stellar system but grants are never a sure thing--- we have a lead

Clear Span Building to Cover Arena and Stalls --- working on grants as we speak

Tractor Attachments

Solar Powered Pond Aerators--- any teachers out there want to make this a long term school project

12) Next Volunteer Meeting- 5/2/21

*<1099 Contractors and Freelancers>

The **IRS** taxes 1099 contractors as self-employed. If you made more than \$400, you need to pay self-employment tax. Self-employment taxes total roughly 15.3%, which includes Medicare and Social Security taxes. Your income tax bracket determines how much you should save for income tax. You can calculate your estimated tax using: <https://apps.irs.gov/app/tax-withholding-estimator>

Individuals, including sole proprietors, partners, and S corporation shareholders, generally have to make estimated tax payments if they expect to owe tax of \$1,000 or more when their return is filed = roughly gross income of \$6,536 or more per year.

You can pay estimated tax online or by USPS post marked by:

April 15 for January 1 – March 31

June 15 for April 1 – May 31

September 15 for June 1 – August 31

January 15 of the following year for September 1 – December 31

If you earn \$600 or more as a self-employed or independent subcontractor for a business from any one source, the payer of that income must issue you a Form 1099 detailing exactly what you were paid.

For 2020 tax filings, the self-employed can claim a **57.5 cent deduction per business mile** driven.

Those miles could be racked up from meetings with clients, travel to secondary work sites or errands to pick up supplies.

<GET>

The **Hawaii** general excise tax (GET) is a privilege tax imposed on the gross income received by the person engaging in almost any business activity including wholesaling, retailing, farming, performing services, construction contracting, rental of personal or real property, business interest income, and even receiving royalties. One must obtain a GET license for a one-time \$20 fee.

The due date for filing periodic returns (Monthly, Quarterly and Semi-annually) is the 20th day of the month following the close of the tax period. For example: Monthly filer, filing for the month of January, the due date is February 20th, Quarterly filer, filing for the period ending March, the due date is April 20th and a Semi-annual filer, filing for the period ending June, the due date is July 20th:

- If you pay more than \$4,000 in GE Taxes during the year, you file on a monthly basis.
- If you pay less than \$4,000 in GE Taxes during the year, you file on a quarterly basis.
- If you pay less than \$2,000 in GE Taxes during the year, you file semi-annually.

Tax Annual Reconciliation: In addition to form **G-45**, Hawaii General Excise Taxpayers must complete form G-49 (Annual Return & Reconciliation of General Excise / Use Tax Return) once a year. This tax return ties together the activity for the year.

It is required to use form **G49** to reconcile the differences, and this is even if there are no changes. Form G49 is designed to give you credit for all of the taxes you paid, so if your gross income number is smaller than as expected, you may even get a refund. But if you made more in gross receipts than what you reported all year, then you might owe some more GE Tax.

There are video tutorials available at <https://hitax.hawaii.gov>.