USHJA BOARD OF DIRECTORS MEETING MINUTES

Monday, July 8, 2019 – 7:00 p.m. ET

Board Members Present: Mary Babick, John Bahret, Debbie Bass, Katie Benson, Richard Cram, David Distler, Joseph Dotoli, Margie Engle, Dianne Johnson, Brooke Kemper, Anne Kursinski, Britt McCormick, Tobey McWilliams, Betty Oare, Mike Rosser, Robin Rost Brown, Cheryl Rubenstein, Charlotte Skinner-Robson, Jimmy Torano, James Urban, Caroline Weeden, Sissy Wickes

Board Members Not Present: none

Staff Present: Kevin Price, Mary Hope Kramer, Lisa Moss, Marianne Kutner

I. Welcome
Mary Babick welcomed the Board and the meeting commenced at 7:00 p.m. ET.

II. Roll Call
Roll call was conducted and it was established that there was a quorum present.

III. Approval of Agenda
Tobey McWilliams made a motion to adopt the agenda. Dianne Johnson seconded, and the motion was unanimously approved.

IV. Approval of the Meeting Minutes
Mike Rosser made a motion to approve the minutes of the May 5-6, 2019 meeting, as presented. Cheryl Rubenstein seconded, and the motion was unanimously approved with abstentions noted from Board members not in attendance at the May meeting: John Bahret, David Distler, Margie Engle, Dianne Johnson, Anne Kursinski, Tobey McWilliams, Robin Rost Brown, and Jimmy Torano.

V. President’s Report
Mary Babick presented a verbal President’s Report.

- **Safe Sport**: It was noted that the recent Safe Sport memo was received well by USHJA members, and that member questions are being collected for a future meeting with the Safe Sport Center.

- **Advocacy on Drug Testing Procedures**: In assisting with a member concern, it was revealed that USEF drug testing rules do not match the drug testing procedures. A rule change proposal will be drafted to ensure that the drug testing rules and drug testing procedures correlate.

- **Town Halls**: Ms. Babick recently attended two town halls in California.
Emerging Athletes Clinic: Ms. Babick attended the EAP Clinic in Lexington, Virginia.

Zone 12 Update: Ms. Babick recently taught a Zone 12 clinic. She specifically noted that Alaska has requested help from any show managers, judges, and course designers who would be willing to travel there to assist with their recognized shows. She encouraged Board members to consider assisting with this need.

VI. Executive Director’s Report
Kevin Price presented the Executive Director’s report that was provided in the meeting materials.

National Championships continue to be an area of focus, and it was noted that the prize list is close to publication.

Annual Meeting: Planning continues, with a focus on setting up Zone day panel discussions, finalizing details for the licensed officials education session (which will occur just prior to the event), and securing speakers for three educational sessions.

Planning Committee: It was noted that some proposals will be presented later in this meeting, with further recommendations and proposals planned for the September and December Board meetings.

Trainer Certification Steering Committee: The committee hopes to have a recommendation on how to proceed with the program by September. Mr. Price also indicated a message is being prepared to assure all currently certified trainers that the program is not being terminated.

Licensed Officials: Work continues with USEF on clarifying roles and responsibilities.

Safe Sport: The Minor Athlete Projection Policy has been drafted for presentation later in today’s agenda.

Staff/Office Update: The employee engagement committee continues to work on implementing the staff values, and it was noted the values have been well received. Additionally, it was noted that many staff members have been traveling during this busy time of year.

VII. Treasurer’s Report
John Bahret presented the Treasurer’s Report to the Board that was provided within the meeting materials. Mr. Bahret noted that the new anniversary date membership continued to be a challenge for reporting purposes.

Jim Urban made a motion to accept the Treasurer’s Report, seconded by Ms. Johnson. The Board voted unanimously to accept the Treasurer’s Report, as presented.

VIII. Informational Reports
There were no comments on the informational reports provided by USHJA departments.

IX. Program/Committee Proposals
Ms. Johnson made a motion to place all program specifications and proposals on the floor for discussion and vote. Ms. Skinner-Robson seconded, and the motion was unanimously approved.

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2020 Affiliate Organization Proposal
It was immediately noted that a correction was to be made in the section describing the Year
End High Score award, as follows: “USHJA would mail a plaque medal and letter to their
member who received the highest points at the end of their competition year.” It was noted that
the proposal seeks to recognize long standing affiliate organizations as well as the high score
rider from each affiliate organization.

The suggestion was made that, for the Affiliate Recognition piece, the organization should
receive a banner instead of a plaque. There was brief discussion about the value of sending out
banners, and it was suggested that a banner would serve both as “thank you” and a promotional
item to boost USHJA brand recognition.

Discussion continued regarding the High Score Award, which would give additional brand
recognition at the affiliate’s annual awards banquet and promote communication between the
affiliate and USHJA. A question was raised about the existing affiliate equitation awards as to
whether those would continue, and it was agreed that they would continue.

At the conclusion of discussion, the Board voted unanimously to approve the Affiliate
Organization Recognition proposal, as amended to reference a banner rather than a plaque.

The Board then voted unanimously to approve the Affiliate Year-End High Score Award, as
amended to reference a medal instead of a plaque.

2020 International Hunter Derby Regional Championship Proposal
There was a brief discussion about fiscal responsibility and strategic direction before the
proposal review began. It was noted that staff time was a concern, in addition to financial
considerations, when deciding to implement new initiatives. It was reiterated that money
brought in by a program does not belong to that specific program, but that it becomes part of the
total pool of USHJA funding that supports all programs.

It was noted that the IHD Regional Championship proposal asks to divert money from the
National Championship to fund five regional championships, while using the same map as the
Green Hunter Incentive (shifting current regions slightly). The proposal also asks for the
regionals to slot in with the Green Hunter Incentive, which would mean the host shows would be
hand selected.

Discussion returned to staff time concerns, with each of the proposals on the agenda asking for
significant staff support. It was also noted that there is a general lack of awareness of the various
championships already offered, and that there is a need to increase enrollment. It was suggested
that it might make sense to have the regional stay in the same place for multiple years. It was
also suggested that enrollment fees could potentially be adjusted in the short term, if (after
review) it was determined this would not have a negative impact.

The idea of offering the regional championships as a pilot program, with funding for three years,
was suggested. The discussion then returned to concerns about funding the prize money, and it
was suggested that actual costs would run much higher when considering items such as
additional awards, advertising, and staff time. Concern was also expressed by multiple Board
members about hand selecting shows to offer championships. Several members agreed that it
would be a rush to implement this program for 2020, and that staffing and budgetary concerns
should be evaluated for existing and already approved programs before adding new programs.
The Board then discussed the idea of approving the proposal in concept, but not implementing it for 2020.

At the conclusion of discussion, Ms. Skinner-Robson made a motion to approve the concept for further discussion, subject to fiscal analysis, after 2020. Rick Cram seconded the motion, and the Board unanimously approved the proposal in concept for further discussion, subject to fiscal analysis, after 2020.

- **2020 National Hunter Derby Regional Championship Proposal**
  Two issues with the proposal were noted. First, the notation was made that National Hunter Derby does not hold a standalone license, so Exhibit B under the Schedule and Class Specifications section of the proposal would not be valid. Second, the proposal references $5,000 in prize money for each championship, for a total of $10,000. If the regional championships were all divided at 40, as proposed, it would become $100,000 in prize money.

  The popularity of the event was discussed, which would make it likely that the regional championships would need to be split at 40 participants. Concern about a 2020 implementation date, as well as a need for revisions, spurred discussion that this proposal should go back for redevelopment and presentation at a later date. The complexity of participating in championships was brought up, and it was suggested that the regional championships might be added as overlays to existing shows, with show managers bidding to host the regionals. It was emphasized that the Board was in favor of creating National Hunter Derby Regional Championships for 2021, but that many aspects of the proposal would need work to be able to grant that approval. Several Board members noted they would meet with committee members to work through the changes needed.

  At the conclusion of discussion, Ms. Skinner-Robson made a motion to table the proposal, sending it back for further revision. Sissy Wickes seconded, and the Board unanimously voted to table the 2020 National Hunter Derby Regional Championship proposal, pending further revision.

- **Sallie B. Wheeler Midwest Hunter Breeding Championship Proposal**
  It was noted that a donor had offered to sponsor a Midwest Sallie B. Wheeler Hunter Breeding Championship. Concerns were expressed about low entry numbers and diluting resources. A comment was made that it might improve the selection of judges available if the East and West coast championships were held during the same week.

  At the conclusion of discussion, Betty Oare made a motion to disapprove the proposal. Ms. Skinner-Robson seconded, and the Board unanimously voted to disapprove the Midwest Sallie B. Wheeler Hunter Breeding Championship proposal.

- **2019 Rule Change Proposal – Clarification – HU106 Nose Nets and Belly Guards**
  The clarification officially adds nose nets and belly guards to the artificial appliance list as items prohibited for hunters (it was noted that nose nets are legal in equitation, while belly guards are not legal in equitation). USEF had already considered these to be illegal items for hunters, but for clarity this is now specifically indicated in the rule.

  At the conclusion of brief discussion, the Board voted unanimously to approve the HU106 Rule Change Proposal Clarification for 2019, as presented.

- **2019 Rule Change Proposal – Extraordinary – JP103.2 Schooling Supervisors**
The proposal indicates that a C1 Steward or Certified Schooling Supervisor must be present during schooling for Young Jumper classes if the previous year’s competition number was 200 horses or greater. This effectively relieves the hardship on smaller shows which had been required to hire an additional official for schooling.

Hearing no discussion, the Board voted unanimously to approve the JP103.2 Extraordinary Rule Change Proposal for 2019, as presented.

X. USEF Rule Change Process
An informational report was presented. It was noted that USHJA rules put to a vote in December will not be submitted to USEF until March, and then USEF will review them during the midyear meeting. There are no changes required on the USHJA side other than creating an internal rule database to support the aggregation of member comments.

XI. USHJA Minor Athlete Protection Policy
Ms. Oare made a motion to put the USHJA Minor Athlete Protection Policy on the floor for discussion and vote. The motion was seconded by Mr. Cram, and the motion was unanimously approved.

Ms. Babick explained that this policy outlines specifics on member obligations, prevention policies, instructions on how to handle one on one interactions, and guidelines for social media and electronic communications. It was noted that USHJA is awaiting clarification from USEF and the Center for Safe Sport related to the policies on social media and electronic communication. USEF has indicated the social media and electronic communications policies would apply only when members are participating in USEF shows or events like Emerging Athletes training sessions. Board members indicated they would like to wait for the official clarification before proceeding.

Ms. Skinner-Robson made a motion to table the USHJA Minor Athlete Protection Policy pending clarification from USEF on social media and electronic communications. Ms. Oare seconded, and Board voted unanimously to table the USHJA Minor Athlete Protection Policy.

XII. Licensed Officials Policies and Procedures
Mr. Cram made a motion to put the Licensed Officials Policies and Procedures on the floor for discussion and vote. The motion was seconded by John Bahret, and the motion was unanimously approved.

It was noted that several changes were made to the Licensed Officials Policies and Procedures. Language was added to theHU, HE, and CD licenses to indicate five of the apprenticing days must be completed outside of a 250 radial mile circle from the applicant’s home address. All exams have become part of the clinic rather than the licensure, the regular equitation process was changed slightly, required course designer homework was added, and hunter “R” judges with five years of experience may apply guest judging experience for credit if completed in the past two years.

A typographical error was noted and amended in Section 10.2.4 Requirements to Obtain “R” Status – Mentor Program. In section B’s Application Requirements, under Apprenticeships, section 3 should read: “A recommendation for licensure must be received by from the mentor.”

Ms. Skinner Robson made a motion to approve the Licensed Officials Policies and Procedures, as amended. Jim Urban seconded, and the Board unanimously voted to approve the Licensed Officials Policies and Procedures, as amended.

XIII. Planning Committee

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Ms. Oare made a motion to place the Planning Committee proposals on the floor for discussion and vote. Mr. Cram seconded, and the motion was unanimously approved.

- **Bylaw Revision**
  A revision to Article 1401, USHJA/USEF Responsibilities, Section 3, will remove the reference to USEF Bylaws: “The USHJA and its members agree to comply with and be bound by (i) the Bylaws Rules of the USEF; (ii) the Hearing Committee decisions of USEF; and (iii) the USEF Drugs and Medications rules.” Marianne Kutner’s legal opinion indicates it is incorrect to include a reference to another organization’s Bylaws within USHJA Bylaws.

  *At the conclusion of discussion, the Board voted unanimously to approve the proposal for Bylaw revision, as presented.*

- **Governance Committee Proposal**
  Ms. Wickes presented the Planning Committee proposal for the formation of a Governance Committee. The Governance Committee would improve the function and culture of the Board of Directors by providing education, assisting with the onboarding process, and reviewing the needs of the Board.

  *At the conclusion of discussion, the Board voted unanimously to approve the proposal to form a Governance Committee, as presented.*

XV. **Old Business**
None

XVIII. **New Business**
Ms. Rubenstein reminded the Board that submissions for nomination-based awards are due July 31.

XIX. **Adjourn**
There being no further business, Ms. Johnson made a motion to adjourn, and the July 2019 meeting of the USHJA Board of Directors was adjourned July 8, 2019 at 9:14 p.m. ET.

Respectfully submitted,

Dianne Johnson, Secretary