USHJA Board of Directors

Meeting Minutes
October 1, 2018 – 7:00 p.m. ET

**Board Members Present:** Mary Babick, John Bahret, Debbie Bass, Katie Benson, Tom Brennan, Diane Carney, Rick Cram, David Distler, Joe Dotoli, Margie Engle, Anne Kursinski, Larry Langer, Britt McCormick, Tobey McWilliams, Betty Oare, Cheryl Rubenstein, Charlotte Skinner-Robson, Jimmy Torano, Sissy Wickes.

**Board Members Not Present:** Shelley Campf, Dianne Johnson

**Staff Present:** Kevin Price, Marianne Kutner, Leslie Mangan

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

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 meeting agenda. Larry Langer seconded, and the motion was unanimously approved by those present.

IV. **Approval of the Meeting Minutes**
Mr. Langer made a motion to approve the minutes from the September 10, 2018 Board of Directors meeting, as presented. Ms. McWilliams seconded, and the motion was approved by majority vote with abstentions recorded from those individuals not present at the September meeting.

V. **Executive Summary of USEF/USHJA MOU – Program Specifications, Point Calculation and Regulation**
Mr. Langer made a motion to place the Executive Summary of the USEF/USHJA MOU on the floor for deliberation. Ms. Skinner-Robson seconded, and the motion was unanimously approved by those present.

Ms. Babick verbally summarized the executive summary provided to the Board members in their meeting materials that outlines the Memo of Understanding (MOU) between USEF and USHJA regarding Federation regulation of USHJA program specifications and point calculation. It was explained that execution of this agreement will guarantee Federation regulation of USHJA program specifications and make placing USHJA program language within the USEF rulebook unnecessary. Additionally, the MOU memorializes the previously unwritten agreement between the two organizations regarding point calculation.
Ms. Babick presented the following pros and cons with respect to the agreement:

**Pros**
- Provides greater flexibility with respect to specification revision (when compared to having specification language contained within the Rulebook)
- Provides guarantee for regulation of USHJA program specifications
- Provides guarantee that point calculation services will be performed
- Affords USHJA total freedom over formation and approval of its own specifications (as compared to prior versions of regulatory agreements)

**Cons**
- Mandates a lockdown on specification language 60 days prior to the beginning of the applicable program competition period
- This lockdown, in turn, tightens the timelines for specification approval on the USHJA side

Questions were raised with respect to what situations might warrant USEF refusing to calculate points and what guarantee did USHJA have that USEF would not refuse to calculate points at some period midway through a competition year. An additional point was raised that the Federation has implied that, once the MOU executed, USHJA program specifications will carry the same weight as USEF rules, but that this may not be clear to exhibitors and/or licensed officials. The suggestion was made to ensure that this point is clarified and that perhaps a USHJA webpage could be dedicated to providing a comprehensive listing of program specifications for easy reference by stewards or others in the field who need quick access to the information. At the conclusion of discussion, although several board members were comfortable with the executive summary as presented, others were not comfortable taking action until they had the opportunity to review the complete MOU. Ms. Babick agreed to provide the full document to the Board.

*Mr. Langer made a motion to table consideration of the USEF/USHJA MOU regarding USHJA program specification regulation and point calculation. Debbie Bass seconded, and the motion was unanimously approved by those present.*

Ms. Babick reported that Leslie Mangan would distribute the full MOU document to the Board members the following morning and that a special meeting would be convened in two weeks (Monday, October 15) to take up consideration of the agenda item.

**VI. Program/Committee Proposals**

*Betty Oare made a motion to place the program and committee proposals on the floor for deliberation. Cheryl Rubenstein seconded, and the motion was unanimously approved by those present.*

**2019 Outreach Competition Specifications**
The committee reviewed the proposed 2019 Outreach Competition specifications that included the following modifications:
- Insurance requirement was modified to One Million Dollars single liability ($2 million aggregate was removed).
- Judges must be USEF licensed and hold a minimum of a “r” license.
- Show managers, adjudicators and course designers must be USHJA Active members and pass Safe Sport training.
• All Outreach class participants must have an Outreach membership, which is complimentary.
• Outreach Medal classes have been removed and replaced with equitation sections.
• Section points have been removed, but certificates will continue to be awarded.
• Point structure has been changed to 10, 6, 4, 2, 1 and .5 for all Outreach classes.

Discussion ensued about the proposed changes, especially related to the requirement that judges be USEF licensed. The committee acknowledged that the reasoning for this change was to ensure that all judges officiating at Outreach competitions had undergone Safe Sport training and had passed a background check. However, concerns were raised that this requirement might discourage organizers of smaller shows from hosting Outreach competitions because USEF-licensed judges’ fees would exceed their available budgets. The committee agreed that it is important to ensure that all Outreach competition officials undergo Safe Sport training and agreed to keep that requirement within the specifications, but felt the requirement to be USEF-licensed should be removed.

There was additional discussion about the need for this program to have some form of committee oversight going forward. Ms. Babick agreed with the recommendation of forming an Outreach Competition Program Committee.

John Bahret made a motion to approve the 2019 Outreach Competition Specifications, with the amendment that all references to requiring judges to be USEF-licensed be removed. Mr. Langer seconded and the motion was unanimously approved by those present.

2019 Sallie B. Wheeler/USEF/USHJA Hunter Breeding National Championships
The Board reviewed the memo and financial information provided in the meeting packet that outlined the program funding structure and demonstrated that the Championships should have a budget-neutral impact on the USHJA. No questions were asked.

Sissy Wickes made a motion to approve having USHJA assume management of the Sallie B. Wheeler/USEF/USHJA Hunter Breeding Championships beginning in 2019. Britt McCormick seconded and the motion was unanimously approved by those present.

VII. Information Technology Presentation
Ms. Babick updated the Board regarding steps that had been taken since the last Board discussion regarding IT. An IT Ad Hoc was formed that included industry experts from both within and outside the equestrian industry. The ad hoc recommended that USHJA draft an RFP in an attempt to identify companies that would be interested in designing an IT platform for USHJA. Three entities responded: The Jockey Club Technology Services, Equicore, and a third company that had no familiarity with equestrian sport and was quickly crossed off the list. Equicore provided a detailed analysis of USHJA’s business structure and IT needs at no cost to the USHJA. The Jockey Club Technology Services would not provide a comparable analysis unless a fee was paid. As a result, the decision was made to move forward with having Equicore provide an IT Strategy that included a product roadmap and implementation plan, the materials for which were provided to the Board members within their meeting packets.

A concern was raised about the decision made to go with one company simply because they provided up-front service for free without firmly understanding what another vendor might be able to offer, even if a fee was incurred to obtain that detailed analysis.
Equicore principals Summer Stoffel and Sterling Snead were invited to the call and were available to answer questions.

Concerns were raised by Board members that they were being asked to make a very large decision without being adequately informed. Several members expressed that they didn’t have an adequate understanding of what the current IT challenges and issues are and/or what impacts creating and implementing an alternative IT platform will have on the current infrastructure at USHJA. Still others commented that committing to a financial decision of this magnitude without having at least one alternative proposal would be fiscally irresponsible. The request was made to have Kevin Price provide Board members with a bullet-point list, that was likely provided to (or identified by) the IT Ad Hoc, that summarizes USHJA’s largest IT challenges/issues and identifies the Association’s most urgent needs. Mr. Price agreed to compile and provide that list to the Board.

Mr. Snead addressed a brief summary of the structure related to the Equicore proposal and answered several specific questions.

At the conclusion of discussion, Mr. Snead and Ms. Stoffel were excused from the call.

Ms. Babick clarified that the Board was not being asked to take formal action at this point in time; rather the information was being provided to keep the Board informed with respect to the project and make experts available who could answer any specific questions the Board had. Ms. Babick indicated she and Kevin Price will reach back out to The Jockey Club Technology Services to get additional information related to the cost of obtaining an analysis. Additionally, she is happy to reconvene the IT Ad Hoc and have that committee review the proposals received. She also requested that Board members continue to investigate this subject matter and compile questions.

VIII. Old Business
None.

IX. New Business
None

X. Adjourn
There being no further business, Mr. Langer made a motion to adjourn, and the meeting was adjourned at 8:55 p.m. EDT.

Respectfully submitted,

Larry Langer, Secretary