



**USHJA EAP Committee Meeting**  
**Monday, March 11<sup>th</sup>, 2019      3:00pm ET**  
**Teleconference: 888-392-4560      Access Code: 2655930**

**Members Present:** Mary Babick, Amy Center (Vice Chair), Ann De Michele, Tracy Forman, Karen Healey (NVA), Sally Ike (Chair), James Morris, Mary Roskens, Kip Rosenthal (NVA), Colleen Reed (NVA), Stacie Ryan, Elaine Schott, Nanci Snyder (NVA), Sunny Stevens, Anne Thornbury (NVA), and Julie Winkel (NVA) (15)

**Members Not Present:**

**Also Present:** Whitney Barnard (Committee Liaison)

**I. Welcome and Roll Call**

- Sally Ike called the meeting to order at 2pm ET and Whitney Barnard performed roll call. A quorum was met with 10 voting members present.

**II. Approval of Meeting Minutes from 2/12/19**

- *Ms. Stevens moved to approve the minutes from February 12, 2019. Ms. Roskens seconded and the motion passed. Ms. Babick abstained as she was not in attendance on the last call.*

**III. Rubric review**

Mrs. Ike opened the meeting with an introduction to the new EAP rubric. It was modeled off the rubric used by a committee when reviewing recipients of the Gochman grant. The purpose is to score EAP applicants more objectively and will only be used for 1.10m Regional Training Sessions that are oversubscribed.

The committee observed that the quality of applicants' Letters of Recommendation was low and there is a need to encourage a higher quality response to make scoring easier. The following recommendations were made:

- Require a minimum number of words to describe an applicant rather than a maximum; and
- Reword the language in the application to encourage references to sell a rider to the program.

In addition, it was noted that all changes would be made for 2020.

Overall the committee liked the rubric and did not offer any changes at this time. Mrs. Ike reminded everyone that changes can be made for next year. *Ms. Center motioned the Committee should use the rubric and score sheet to identify who would be chosen for oversubscribed 1.10 Regional Training Sessions. Ms. Ryan seconded and the motion passed.*

**IV. Old Business**

Ms. Center updated the committee on the EAP VIP Experience she was hosting at the Fox Lea RTS. A flyer has been made and a registration form is being created. There will be a maximum amount of 15 auditors accepted. The cost would be \$250 and lunch will be provided as well as access to all the seminars and lessons. VIP participants will also participate in a Q&A with the clinicians. More information will be provided as it becomes available.

Ms. Center also recommended that the committee consider charging guests and parents a fee to utilize the lounge at the Findlay NTS. The cost would be \$100 and paying participants would receive a wrist band that would give them access to the climate controlled room, lunch, coffee and water. This would cover some costs. The committee agree that it was worth considering.

**V. New Business**

- There was no new business to discuss

**XI. Adjourn**

- *Ms. Roskens motioned to adjourn and the meeting was adjourned at 4:11pm ET.*

Respectfully Submitted,

Whitney Barnard  
USHJA Assistant Managing Director of Education/Committee Liaison