USHJA Board of Directors

Meeting Minutes
September 10, 2018 – 7:00 p.m. ET

Board Members Present: Mary Babick, John Bahret, Debbie Bass, Katie Benson, Tom Brennan, Shelley Campf, Diane Carney, Rick Cram, Joe Dotoli, Margie Engle, Dianne Johnson, Larry Langer, Britt McCormick, Tobey McWilliams, Betty Oare, Cheryl Rubenstein, Charlotte Skinner-Robson, Sissy Wickes.

Board Members Not Present: David Distler, Anne Kursinski, Jimmy Torano

Staff Present: Kevin Price, Lisa Moss, 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
Larry Langer made a motion to adopt the meeting agenda. Dianne Johnson seconded, and the motion was unanimously approved by those present.

IV. Approval of the Meeting Minutes
Mr. Langer made a motion to place the meeting minutes on the floor for discussion and vote. John Bahret seconded, and the motion was unanimously approved by those present.
- August 13, 2018 – Approved, as presented with two abstentions recorded due to those members not being present at the August meeting.

V. President’s Report
Ms. Babick presented her verbal report of recent activities:

Affiliate Program Specifications
As a result of recent meetings with USEF, the Federation has determined that the components of Recognized Affiliate program specifications that deal with points, money won, or eligibility requirements do not need to reside within the USEF Rulebook in order to be regulated by the Federation. Instead, Recognized Affiliates can enter into an MOU that outlines the Federation’s position with respect to regulation and point calculation associated with these affiliate programs and how those specifications will be managed (i.e., establishing a timeline after which specifications may not be altered or edited within the competition year, unless extraordinary circumstances involving competitor fairness warrant such a clarification or alteration). Since the MOU has not been drafted or executed, the decision was made to leave the current rule change proposals concerning USHJA programs in the rule change system for now. USHJA can withdraw those rule change proposals upon full execution of the MOU.
USEF Properties – Co-Branding
USHJA has entered into a basic agreement that will have the USEF partner with USHJA as USHJA takes on an educational role with respect to the following properties:
USEF Junior Hunter National Championships – East and West
USEF Pony Finals
USEF Hunter Seat Medal Finals

For the Sallie B Wheeler/USEF Hunter Breed National Championship, the Federation has agreed to allow it to become a co-branded property with USHJA and USHJA will assume management of the event. A question was raised regarding the financial impact of this change, and it was reported that with the event’s built-in volunteer-based fundraising mechanism and its established event sponsor, the Championship should have a somewhat budget-neutral impact on USHJA.

Safe Sport
Mary Babick and Kevin Price recently met with Teresa Roper, the Federation’s Safe Sport Coordinator who has been reaching out to all Recognized Affiliates to provide information and answer questions. The Federation has reiterated that all questions fielded by Affiliate organizations should be passed along to the Federation to handle.

Additionally, Ms. Babick reported that she spent time on behalf of USHJA at the following events:
- Sallie B Wheeler/USEF Hunter Breeding National Championship – East
- USHJA Safety Ad Hoc Retreat
- USHJA Competition Standards Retreat
- USHJA Green Hunter Incentive and International Hunter Derby Championships
- Town Hall, Bend, Oregon

She will soon be traveling to the World Equestrian Games in Tryon and also to the USHJA 3’3” Jumping Seat Medal Finals - East

VI. Executive Director Report
Kevin Price presented a verbal report to the Board and outlined the following activities:

- Continued support of the Board Ad Hocs for which he is serving as liaison
- Continued collaboration with Pat Boyle on the organization and coordination of the 2018 USHJA National Championships. The Jumper sections are almost filled and several equitation sections are nearing capacity. Hosting the 2019 Championships in Tulsa may not be the best option for USHJA, and as the Championship Ad Hoc report will indicate later in this agenda, there is consideration being given to have the Championships remain in Las Vegas for another year.
- Website – the new USHJA website is progressing well and should be going live later this month. The USHJA Board members will have the opportunity to preview the site within the next week or two, before it goes live, to allow for comment and feedback.
- Concluded the HR firm search and based in recommendations received, have secured the services of Hanna Resource Group, Lexington, Kentucky. An all-staff introduction meeting has been scheduled for September 12, and the assigned representative will be onsite one day per week beginning at the end of September.
- Concluded interviews for the position within the Education Department that resulted in the hiring of Lindsay Irvin as an Education Program Assistant.
• The search for the Director of Operations and the Foundation Funds Developer continues and several interviews have been conducted.
• Engaged an architectural firm and are currently reviewing a proposal for reconfiguring the lobby area.
• Will be traveling to World Equestrian Games and Capital Challenge Horse Show.
No questions were asked.

VII. Treasurer’s Report
Shelley Campf presented the Treasurer’s Report. No questions were raised.
Mr. Langer made a motion to approve the Treasurer’s report, as presented. Rick Cram seconded, and the motion was unanimously approved by those present.

VIII. Ratification of Nominating Committee Appointments
Mr. Langer made a motion to place the Nominating Committee Appointments on the floor for discussion and vote. Ms. Skinner-Robson seconded, and the motion was unanimously approved by those present.

Joe Dotoli identified a conflict of interest with respect to this agenda item, recused himself, and left the call prior to discussion and vote.

The committee reviewed the memo presented that indicated Otis Brown and Fran Dotoli had been elected to fill the vacancies on the Nominating Committee caused by John Bahret and Betty Oare stepping down from service. Questions were raised regarding how Hunter and/or Jumper membership designation is made and whether that impacts committee service when said committee service is contingent upon certain designation. Ms. Babick agreed to investigate the matter and address it further at a future Board meeting.

At the conclusion of discussion, the Board approved the appointment of Otis Brown (Hunter) and Fran Dotoli (Jumper) to the Nominating Committee by unanimous vote of those present.

Joe Dotoli rejoined the meeting.

IX. Electronic Voting Protocol
Board members reviewed a memo prepared by Marianne Kutner that outlines the electronic voting protocol mandated for non-profit organizations by the New York State Not-for-Profit Law, Section 705 (b). Ms. Kutner explained this protocol is not meant to replace the use of in-person or telephonic meetings, but rather to provide the stipulations associated with the electronic voting process when those rare instances where special circumstances require Board action in a timeframe that cannot be accommodated by a regularly scheduled meeting. This electronic voting protocol will be adopted as Board policy and an amendment to the Bylaws will be presented to the Board for formal adoption that recognizes USHJA operates under and abides by the New York State regulation.

X. Amended Ethical Standards & Rule of Conduct Policy
Mr. Bahret made a motion to place the amended Ethical Standards & Rules of Conduct Policy on the floor for discussion and vote. Mr. Langer seconded, and the motion was unanimously approved by those present.
The Board reconsidered the policy, tabled from the July Board meeting, which was amended based in the recommendations provided during that meeting. Several Board members expressed they still had concerns with some of the language within the document. Specifically, some members were concerned about the section of the policy calling for maintaining confidentiality of all USHJA business and questioned whether the statement was worded correctly. Additionally, certain members felt that the following point was unclear and needed a language rework:

7. The policies of the USHJA and rules of the United States Equestrian Federation (USEF) are hereby adopted by reference as part of this Code of Ethics and Sportsmanship.

At the end of discussion, the decision was made to table consideration on the policy document until additional language changes could be made.

Mr. Langer made a motion to table final vote on the amended Ethical Standards and Rules of Conduct Policy until the final clarifications to the document could be completed. Mr. Bahret seconded, and the motion was unanimously approved by those present.

XI. Informational Reports
Written reports were provided to the Board for consideration and discussion.
- Sport Department Report
  - No questions were raised
- Sport & Association Services Department Report
  - No questions were raised
- Zone & Affiliate Programs Report
- No questions were raised; Ms. Babick did address the Zone 8 situation involving their unhappiness with the USHJA’s denial for their request for a waiver to hold a standalone Ch/AA Hunter Championship in 2019.
- Education Department Report
  - No questions were raised
- Foundation Report
  - No questions were raised

XII. Awards Committee Report/Proposal
Mr. Bahret made a motion to place the Awards Committee report on the floor for discussion and vote. Mr. Langer seconded, and the motion was unanimously approved by those present.

Cheryl Rubenstein presented the Awards Committee proposal naming the following slate of year-end award recipients:
- Amateur Sportsmanship Award: Lynn Walsh
- Jane Marshall Dillon Award: Ann Genczi
- Owners Legacy Award: Robin Parsky
- Lifetime Achievement Award: Ralph Caristo & Michael Page

Hearing no discussion, the Board approved the slate of USHJA Year-End Award recipients, as presented, by unanimous vote of those present.
XIII. Program/Committee Proposals

Mr. Langer made a motion to place all the program and committee proposals on the floor for discussion. Betty Oare seconded, and the motion was unanimously approved by those present.

2019 Hunter Breeding Clinic Proposal

The Board members reviewed a program proposal that calls for creation of a clinic series that will educate handlers and provide answers to many of the questions and uncertainties many face when competing in hunter breeding classes. The proposal calls for launch of the program in 2019 with a one-day, one-clinician clinic being held at an established competition.

At the conclusion of brief discussion, the Board approved the 2019 Hunter Breeding Clinic Proposal, as presented, by unanimous vote of those present.

2019 USHJA Young Hunter Pony Championship Host

The Board members reviewed the request submitted by the Hunter Working Group calling for the 2019 USHJA Young Hunter Pony Championship to be held at the same venue alongside the 2019 Sallie B. Wheeler/USEF Hunter Breeding National Championship – East.

Hearing no discussion, the Board approved the Hunter Working Group’s request to host the 2019 USHJA Young Hunter Pony Championship at the same venue alongside the 2019 Sallie B. Wheeler/USEF Hunter Breeding National Championship – East by majority vote with one abstention recorded.

2018 3’3” Jumping Seat Medal Specification Exception

The Board members reviewed a request for specific exception to a clause within the specifications that disallows a rider in his/her final junior year from competing in a Jumping Seat Medal class after August 1. In an effort to maximize the opportunity for participation at the USHJA National Championships (which is occurring after the August 1 cutoff date), the following exception was proposed:

B. Any rider in his or her final Junior year may not compete in any [Jumping Seat Medal] classes held at a competition with a start date after August 1 of that competition year.

Exception: riders in their final Junior year may compete in the USHJA 3’3” Jumping Seat Medal class held at the AON/USHJA National Championships.

that expands the current Zone Jumper Team Championship program structure by adding a 1.40/1.45m Championship which will serve as the final step in the Emerging portion of the USEF/USHJA Show Jumping Athlete Pathway.

Hearing no discussion, the Board approved the exception to the USHJA 3’3” Jumping Seat Medal Class Specifications going forward that will allow riders in their final junior year to compete after August 1 in a JSM class held at the AON/USHJA National Championships by unanimous vote of those present.

Ms. Babick also presented a request for one-time amendment to the 2018 3’3” Jumping Seat Medal Finals Specifications. Due to the fact that the East Finals currently has approximately 130 entries, competition management has concerns about being able to accommodate the flat phase in a reasonably timely manner unless the allowable groupings are increased slightly. The following amendment was requested:

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II. Competition Format and Schedule
A. The 3’3” Jumping Seat Medal Finals will be composed of three (3) phases: Phase I (Flat Phase), Phase II (Gymnastics Phase) and Phase III (Jumping Phase).

1. Phase I (Flat Phase): Flatwork with no more than ten (10) twelve (12) riders at one time with all groups performing the same test.

Hearing no discussion, the Board approved, by unanimous vote of those present, the amendment to the 2018 USHJA 3’3” Jumping Seat Medal Finals Specifications that will increase the maximum allowable groupings of riders in the flat phase from ten (10) to twelve (12).

Board Ad Hoc Status Update
Ms. Babick thanked the ad hoc members for their work and submitting their reports. She reminded Board members that the pieces of information provided within the reports will be used to develop USHJA’s 2019 budget and action plan. She asked the committee members to review the reports and forward any questions to her for the purpose of creating a collaborative working plan for implementation of the recommendations. She also reminded the committee members that an October Board meeting will be scheduled and the group will be reviewing an IT proposal and the Outreach program proposal.

Ms. Babick specifically addressed the USHJA National Championship Ad Hoc report and turned the floor over to Ad Hoc Chair Britt McCormick. Mr. McCormick asked the Board members to revisit the decision made in May and consider allowing the Las Vegas National to host the event again in 2019 to provide some continuity. Additionally, Mr. McCormick is requesting that a National Championship Steering Committee be formed to analyze, evaluate and make recommendations regarding the National Championships going forward.

Diane Carney made a motion to rescind the USHJA Board’s decision made in May, 2018 that awarded the 2019 USHJA National Championships to the Tulsa Expo Center – Built Ford Tough Livestock Complex. Mr. Langer seconded, and the motion was unanimously approved by those present.

Ms. Carney made a motion to award the management contract for the 2019 USHJA National Championships to Blenheim EquiSports and the Las Vegas National. Ms. Skinner-Robson seconded and the motion was approved by majority vote with one abstention recorded.

Ms. Babick confirmed that she will work on seating a National Championship Steering Committee and will work with Mr. McCormick to identify individuals to serve on that committee.

A question was raised about whether Tulsa had been notified of USHJA’s decision to move the National Championships. It was confirmed that no contracts had been signed and no formal agreement had been reached. Another question was raised with respect to whether the three-year event sponsor had been notified of the move of venue, but the answer was provided that there was no anticipation that the event location will have a major impact on the sponsor.

Ms. Babick addressed the Strategic Planning Ad Hoc report and the ad hoc’s request to form a standing Planning Committee to address USHJA’s long-term needs and wider scope concerns. Ms. Babick confirmed she will begin the process of seating that committee.
XIII. **Old Business**
None.

XIV. **New Business**
Ms. Babick announced that the Board will reconvene on Monday, October 1, 2018 to consider some additional business items not included on this agenda.

XV. **Adjourn**
There being no further business, Mr. Langer made a motion to adjourn, and the meeting was adjourned at 8:25 p.m. EST.

Respectfully submitted,

Larry Langer, Secretary