Members Present: Amy Center (Vice Chair), Ann De Michele, Tracy Forman, Sally Ike (Chair), James Morris, Colleen Reed (NVA), Mary Roskens, Stacie Ryan, Elaine Schott, Nanci Snyder (NVA), Sunny Stevens, Anne Thornbury (NVA) (12)

Members Not Present: Mary Babick, Karen Healey (NVA), Kip Rosenthal (NVA), Julie Winkel (NVA) (4)

Also Present: Eileen Cody (Committee Liaison), Lauren Klehm (USHJA Director of Education)

I. Welcome and Roll Call
   • Sally Ike called the meeting to order at 12pm ET and Eileen Cody performed roll call. A quorum was met with 9 voting members present.

II. Approval of Meeting Minutes from 8/12/19
   • Mr. Morris moved to approve the minutes from August 12, 2019. Ms. Roskens seconded. There was no discussion; the motion passed unanimously.

III. Review of Host Applications for 2020 Regional Training Sessions
   • The committee reviewed the 12 facilities that applied to host an EAP Regional Training Session in 2020. After some discussion, 9 facilities were selected. Ms. Ryan moved to approve 9 facilities to host 2020 EAP Regional Training Sessions. Ms. Stevens seconded. There was no discussion; the motion passed unanimously.

IV. Review of Host Applications for 2020 National Training Session
   • The committee reviewed the 3 facilities that applied to host the EAP National Training Session in 2020. After some discussion, Jacksonville Equestrian Center in Jacksonville, FL was tentatively selected to host the National Training Session, pending confirmation of their ability to procure capable horses. Ms. Ryan moved to tentatively approve Jacksonville Equestrian Center to host the 2020 EAP National Training Session, pending receipt of documentation of the facility’s ability to provide capable horses no later than December 1, 2019. Ms. Center seconded. There was no discussion; the motion passed unanimously.

V. Approval of Stable Management Clinician Job Description
   • Mrs. Ike introduced the Stable Management Clinician Job Description, which was drafted by USHJA staff with the input of Mrs. Ike, Ms. Babick, and current EAP stable management clinicians. Ms. Ryan moved to approve the Stable Management Clinician Job Description. Ms. Schott seconded. There was no discussion; the motion passed unanimously.

VI. Keller Grant for EAP National Training Session
   • Mrs. Ike reminded the committee that members present at the 2019 EAP National Training Session would be responsible for selecting the recipient of the new Charles “Chuck” Keller Grant for Equestrian Excellence. No action was taken at this time.

VII. Old Business
   • There was no old business to discuss.
VIII. **New Business**
- There was no new business to discuss.

IX. **Adjourn**
- *Ms. Stevens moved to adjourn. Ms. Ryan seconded, and the meeting was adjourned at 12:58pm ET.*

Respectfully Submitted,
Eileen Cody
USHJA Education Program Coordinator/Committee Liaison