USHJA BOARD OF DIRECTORS MEETING MINUTES

Monday, September 9, 2019 – 7:00 p.m. ET

**Board Members Present:** Mary Babick, Katie Benson, Richard Cram, 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, James Urban, Caroline Weeden, Sissy Wickes

**Board Members Not Present:** John Bahret, Debbie Bass, David Distler, Jimmy Torano

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

**Additional Attendees Present:** Colleen McQuay (IHD only) Andrew Philbrick, Skip Thornbury

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**
The agenda was amended to include a Board update, restricted to Board members only, at the end of the call. Betty Oare made a motion to adopt the amended agenda. Dianne Johnson seconded, and the motion was unanimously approved.

IV. **Approval of the Meeting Minutes**
Tobey McWilliams made a motion to approve the minutes of the July 8, 2019 meeting, as presented. Ms. Johnson seconded, and the motion was unanimously approved.

V. **Executive Committee Meeting Minutes**
The Executive Committee meeting minutes for June 3, 2019 and July 1, 2019 were presented as informational content.

VI. **President’s Report**
Mary Babick presented a verbal President’s Report.

- **Pony Hunter Derby:** Ms. Babick did not attend this inaugural event, but the consensus was that it went very well.

- **International Hunter Derby Championships & Green Hunter Incentive Championship:** Ms. Babick attended the events which continue to become more successful each year.
• **Sallie B. Wheeler Hunter Breeding Championship (East):** Ms. Babick attended the event and noted that it has grown.

• **Kym K. Smith Young Hunter Pony Championship:** Ms. Babick attended the event and noted that it doubled in size from the previous year.

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

  • **National Championships:** Entries close on September 13. Mr. Price noted that entry numbers are good, but it is hoped that entries will increase further before the deadline.

  • **Staff Update:** Mr. Price noted that the summer has been busy for the staff, and it will continue to be busy through the fall.

  • **Budget:** Mr. Price noted that September marks the start of the budgetary development process.

  • Mr. Urban asked a question as to whether points would count for the National Championship if a show was ongoing through (and after) September 13. Mr. Price indicated he would confirm with staff.

VIII. **Treasurer’s Report**
Lisa Moss presented the Treasurer’s Report to the Board that was provided within the meeting materials.

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

IX. **Informational Reports**
Written reports were provided to the Board for consideration and discussion.

  • **Sport Department Report**
    o No questions were raised
  
  • **Sport & Association Services Department Report**
    o No questions were raised
  
  • **Zone & Affiliate Programs Report**
    o No questions were raised
  
  • **Education Department Report**
    o No questions were raised
  
  • **USHJA Foundation Report**
    o No questions were raised

X. **Program/Committee Proposals**
Colleen McQuay joined the call.

1. **2020 International Hunter Derby Specifications**
The Board reviewed the materials provided in the meeting packet. It was noted that the proposal included updates to the star system and the concept of mandatory enrollment. Currently horses may compete in the program without paying the enrollment fee, which supports the program, if
they do not plan to compete in the Championships. Concern was expressed that mandatory enrollment might negatively impact participation. It was noted that the Task Force was proposing that mandatory enrollment would be tied to Regional Championships, and that the Regional Championships proposal had been sent back for further development and review at a future meeting. It was suggested that mandatory enrollment could be tabled and brought back when this could be discussed concurrently with the Regional Championships at a later date. The idea was put forward that those not interested in the National Championships would find value in the new Regional Championships, justifying the mandatory enrollment fees. Ms. McQuay referred to the success of the Green Hunter Incentive Regional Championships, which improved enrollment in remote areas. Ms. McQuay also noted that initiating the slot purchase system could allow individuals to participate with a minimal investment.

Two questions were presented to Ms. McQuay. First, she was asked whether a lower fee had been considered for the slots as an incentive for advance purchase. Ms. McQuay indicated that they do not discount the slot fee further because it is already relatively inexpensive. Secondly, she was asked whether show managers had been consulted about the modifications to the star system. Ms. McQuay stated they had consulted some show managers with regard to the star system.

A clarification was requested on the total number of horses competing in the program so that an accurate percentage of Championship participation could be determined. Ms. McQuay indicated that there were some discrepancies with the reporting and that they were working to confirm the numbers. In general terms, she indicated that approximately half of competing horses were enrolled. It was noted that this was a significant number of unenrolled horses, and it could be a major concern to show managers if the implementation of mandatory enrollment caused a large drop in participation. It was pointed out that the added value from Regional Championships would be an important enhancement to maintain participation levels.

The Board then reviewed the specific changes noted in the proposal. A point structure was added, as well as the concepts of mandatory enrollment and slots. An additional region was added for the Southwest and a clarification was requested on the criteria for making this change. Further clarification was requested as to why Zone 8 was grouped with British Columbia, and Ms. Babick indicated that it could be a typographical error that she would follow up on with staff. Language was struck under the Course Requirements for the Classic Hunter Style Round and Handy Hunter Round, removing the statement that no more than 50% of the course may be set at 3’6” in height. Under Competition Requirements, language was changed to “standalone” instead of Special Competition status, and a date was also updated.

The star system chart had been significantly updated with regard to course height percentages, prize money, jump types, scoreboards, and judging panels. A typographical error was identified in the line “The course must include derby type jumps for 50% of the class,” with Ms. Babick and Ms. McQuay agreeing that “class” should be changed to “course.” Ms. Babick noted that for the 3 Star Championship, the $100,000 in prize money would not be reduced to provide the $25,000 proposed to fund the Regional Championships. The Task Force chair has guaranteed that USHJA is not being relied upon to fund the $100,000, and that the full amount will be covered by enrollment and entry fees.

Ms. Babick noted that the mandatory enrollment and slot system would not be voted on at this time, and asked if any additional items should be tabled. It was proposed that the regions piece should also be tabled until zone groupings could be clarified.
Ms. Skinner-Robson made a motion to **table mandatory enrollment, the slot system, and the regions.** Mr. Urban seconded, and the Board voted unanimously to **table mandatory enrollment, the slot system, and the regions** for the 2020 International Hunter Derby Specifications.

Mr. Cram made a motion to **approve the remaining proposals, excluding the tabled items above.** Ms. Skinner-Robson seconded, and the Board voted unanimously to **approve** the 2020 International Hunter Derby Specifications, **excluding the tabled items above.**

Colleen McQuay left the call.

**XI. Trainer Certification Program Proposal**

*Mr. Cram made a motion to place the Trainer Certification Program proposal on the floor for discussion and vote. This was seconded by Ms. Skinner-Robson, and the motion was unanimously approved.*

The Board reviewed the materials provided in the meeting packet. It was noted that this proposal seeks to include trainer certification as one part of a larger educational and credentialing strategy for USHJA. The educational programming would be available to all members via clinics and online content. Those desiring a credential would participate in testing to achieve that recognition after completion of the coursework.

With regard to trainer certification, two tracks are proposed: a professional education track and a college administered education track. The professional education track would include the prerequisites of educational content and hands-on experience, culminating in a live clinic with one-on-one testing. The college administered education track would also include the prerequisites of educational content and hands-on experience. Some colleges have indicated they would like to handle their own testing, while others have asked if evaluators could be provided to administer the testing.

A question was asked as to whether certifications could create legal liabilities, and Marianne Kutner was consulted to give a legal opinion. Ms. Kutner said she believes any liability would be reduced due to the stricter credentialing standards under the proposed plan. Another question was asked regarding the professional/amateur status of college students and how this status might be impacted by their participation in the credentialing program. Ms. Babick indicated that the students could take the course but to be credentialed they would have to be professionals, at least as the program proposal currently stands. It was pointed out that there are many students that might wish to participate and achieve a credential of some sort without becoming a professional trainer. There was discussion about the potential option of having a basic level credential for those not wishing to be professional trainers, and that this could be discussed further by the steering committee.

It was also pointed out that the program name would change from the Trainer Certification Program to the USHJA Credentialing Program, with Trainer Credentialing being included as one available option. The consensus was that the term “credentialing” had a more accurate connotation than “certification.” It was also noted that the financial aspect of the proposal had not yet been thoroughly outlined, as the steering committee required approval in concept before investigating the costs of implementation more fully.

*Ms. Skinner-Robson made a motion to **approve, in concept form,** the Trainer Certification Program proposal. Mr. Cram seconded, and the Board unanimously voted to **approve, in concept form,** the Trainer Certification Program proposal.*
XII. **Planning Committee Proposal**

The Board reviewed the materials provided in the meeting packet. Ms. Babick acknowledged the Planning Committee members for several months of hard work to develop the proposal.

- **Mission, Vision, and Value Proposition Statements**
  
  Ms. Wickes began the discussion by presenting the updated mission, vision, and value proposition statements.

  *Ms. Rubenstein made a motion to approve the mission, vision, and value proposition statements. Mr. Cram seconded, and the Board voted unanimously to approve the mission, vision, and value proposition statements.*

- **Nominating Process**

  Ms. Rubenstein continued the discussion by presenting the revised nomination timeline. She noted that the Board approved the formation of a Governance Committee at the July meeting, and that this committee will be involved with developing a recruitment strategy for the Board, while taking into account skill sets needed on the Board. There are three proposed changes:

  1. The nomination timeline was adjusted to start four months earlier to accommodate the role of the Governance Committee and to allow time for all three entities (Governance Committee, Nominations Committee, and Board of Directors) to contribute to the election process.

  2. Two candidates would be put forward by the Nominations Committee for each seat, rather than one, if possible.

  3. Floor nominations would be eliminated during the 10 day period following the announcement of the Nominating Committee’s slate of candidates. This is more in keeping with the concept of administrative fair play, which seeks to ensure that all members of associations are subject to the same policies, rules, procedures, and criteria. This will ensure that all candidates will be carefully screened based on selection criteria, rather than allowing candidates that have not been screened or reviewed to enter the process at a late date.

A question was asked about the seating of the Nominating Committee. Ms. Rubenstein said the Committee would be seated as per the Bylaws, but there were only a few seats currently open. Ms. Babick indicated that the composition of the committee could change from the current population (3 from the Board, 3 from the Jumper Working Group, and 3 from the Hunter Working Group) depending on the proposed structural changes involving the Working Groups.

Ms. Rubenstein also discussed the skill matrix that would be used to evaluate candidates. The Governance Committee would evaluate the current population of the Board to determine what skills might be needed, creating a matrix to evaluate the backgrounds and relevant skill sets of the candidates. The Governance Committee would then make a recommendation as to whether candidates would strengthen the Board in the skill areas specifically needed. This would primarily come into play with the at-large seats, since some dedicated seating would continue as before.
A question was asked about how the Governance Committee would be seated. Ms. Babick indicated that as President she needed to make a recommendation to the Board, and the Board would have final approval. A follow up question was asked about the length of the term for a Governance Committee member, and Ms. Babick said a four year appointment would make sense. She also indicated that Governance Committee members would include both Board members and non-Board members.

Discussion continued about ending the floor nominations. Ms. Rubenstein emphasized the fact that more candidates would be put forward than in prior years, and that there would be an extended amount of time for all candidates with interest to be nominated. She also emphasized that all candidates should be evaluated consistently and concurrently, in keeping with the concept of administrative fair play, and that floor nominees could not be vetted and evaluated in the same way as the advance nominees. Further discussion pointed out that there were three full months during which at-large nominations were open to any members with interest, and that this simply eliminated the last minute nominations. There was some concern expressed about the potential for qualified candidates to be overlooked by the Nominating Committee, and the idea was brought forward that the Board could potentially review a separate list of all at-large candidates and their qualifications. Ms. Rubenstein pointed out involving the Board in this way would give the Board previously confidential information about all candidates, and it would effectively turn the Board into the Nominating Committee.

Mr. Cram made a motion to accept the nomination timeline and processes, as proposed. Ms. Oare seconded, and the Board voted in favor of accepting the nomination timeline and processes as proposed, noting one vote of disapproval and two abstentions.

Andrew Philbrick and Skip Thornbury left the meeting.

XIII. Board Update
Ms. Babick discussed the fact that confidential Board materials for this meeting, specifically related to the Planning Committee proposal, were shared outside of the Board. She noted this represents a breach in the Board’s confidentiality policy, and that the matter would be referred for review by members of the Conduct Review Committee that are not currently seated on the Board.

XIV. Old Business
None

XV. New Business
None

XV. Adjourn
There being no further business, Mr. Urban made a motion to adjourn, and the September 2019 meeting of the USHJA Board of Directors was adjourned September 9, 2019 at 9:05 p.m. ET.

Respectfully submitted,

Dianne Johnson, Secretary
USHJA BOARD OF DIRECTORS MEETING MINUTES

Monday, September 16, 2019 – 7:00 p.m. ET

Board Members Present: Mary Babick, Katie Benson, Richard Cram, Joseph Dotoli, Margie Engle, Dianne Johnson, Brooke Kemper, Britt McCormick, Tobey McWilliams, Betty Oare, Mike Rosser, Robin Rost Brown, Cheryl Rubenstein, James Urban, Caroline Weeden, Sissy Wickes

Board Members Not Present: John Bahret, Debbie Bass, David Distler, Anne Kursinski, Charlotte Skinner-Robson, Jimmy Torano

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

Additional Attendees Present: Andrew Philbrick

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

IV. Zone Specifications Change
Mike Rosser made a motion to place the 2020 Zone Specifications for Zones 1, 2, 3, 4, and 10 on the floor for discussion and vote. Betty Oare seconded, and the motion was unanimously approved.

The Board reviewed the materials provided in the meeting packet. The proposal clarifies language in the Specifications regarding cross entry between Amateur Owners and Adults. Previously, the specifications noted “Riders who compete in the Amateur Owner Hunter and/or Jumper classes may show other horses that they own in the Adult Amateur Hunters.” This was changed to “Riders may not cross enter between the Adult Amateur Hunter and Amateur Owner sections unless the rider owns the horse he or she is showing in the Adult Amateur section.” Ms. Babick also noted that she plans to work with Brooke Kemper on cleaning up the language of all Zone Specifications to remove any excess or confusing wording.

Hearing no discussion, the Board voted unanimously to approve the Specifications change for Zones 1, 2, 3, 4, and 10, as presented.
V. Planning Committee Proposal
The Board reviewed the materials provided in the meeting packet.

1. Structure
Britt McCormick began the discussion by presenting information on the proposed restructure. He noted that the restructure plan had several intents:

- Bringing about a closer relationship between the Board and Task Forces (referencing the September 9 Board call when a Task Force member participated in the discussion about the International Hunter Derby)
- Enhancing the relationship between the staff and committee chairs
- Improving representation between hunters, jumpers, affiliates, and zones, both at Board and Task Force levels
- Improving efficiency and education

Conversation initially focused on the proposed elimination of the Hunter and Jumper Working Groups, which would empower the Task Forces by giving them direct access to the Board. It was noted that in the current structure Task Force recommendations can be fundamentally changed at the Working Group level, so the proposal that reaches the Board might not reflect the original intent of the Task Force. A question was asked about the possibility of adding an open Hunter Task Force if the Hunter Working Group was disbanded. Ms. Babick indicated that this had not been discussed as part of the proposal, but that the Planning Committee had discussed having committee chairs come together if needed. The idea of including more Task Force representatives on Board calls was promoted, and members were in favor of this option.

Discussion turned to the function of the Working Groups as an avenue for member communication, and there was some concern regarding member perception of this pathway being removed. Mr. McCormick emphasized that the proposed changes would actually create additional pathways for communication through the Affiliate and Zone Councils. The history of Working Groups was briefly reviewed, highlighting their original purpose: to review items as sport specialists with a Board perspective, allowing the Board itself to focus on strategic thought rather than details. Discussion centered on an example of a Task Force proposal being fundamentally changed by the Working Group, with no representative on hand from the Task Force to clarify the intent. It was noted that it took a significant amount of time and effort to resolve the issues this situation created. It was proposed that removing the Working Group layer could be a positive as it would open up more direct and efficient communication, eliminating instances such as the example noted previously. Using a knowledgeable staff member to assist with filtering requests to the Board was suggested as another option. Concern was expressed at the concept of having fewer volunteers to assist with the workload, since the proposal would eliminate several Board seats as well as both Working Groups. Additions such as the Governance Committee were highlighted as new aspects of the proposed structure that would serve to increase volunteer activity and involvement.

Conversation turned next to Board size and the proposed percentage of reduction, but it was quickly pointed out that several Board members were absent from the call, leading to a general discussion about Board member participation. It was noted that a Board size of 13 to 15 was considered normal according to Ms. Kutner’s research, far fewer than the 17 member Board proposed by the Planning Committee. It was also noted that there is a growing need for the Board to become more engaged and to provide active assistance to the President. Research has shown that smaller Boards tend to be more engaged and effective, with greater levels of participation. A member made the suggestion that the Committee might consider a smaller
reduction of Board seats, or that perhaps that the reduction could be phased in over a longer period of time.

Mr. McCormick also briefly discussed designated Board seats, and how that would bring forward points of view from stakeholders that were not currently represented. This concept was favorably received. It was again noted that the proposed structure eliminated dedicated seats for the Working Groups.

In summarizing the conversation about the Working Groups, Mr. McCormick noted that some Board members perceived great value in the Working Group discussions, while other Board members acknowledged that there had been significant issues caused by the Working Groups making changes to Task Force proposals. It was suggested that the Working Groups could still exist as a forum for discussion, while removing their authority to change Task Force proposals and eliminating their dedicated Board seats.

Discussion turned to the seating of the Board. Concern was expressed about the proposed combination of the Secretary and Treasurer roles. Mr. McCormick explained that this is a common combination according to the Planning Committee’s research. The importance of having representation from all parts of the country was highlighted, and it was noted that the Governance Committee would take geographic location into consideration when evaluating candidates. There was additional conversation about how an effective Board would be composed of members with a variety of skill sets, including both hunter/jumper knowledge and business expertise.

The proposed change to the Hunter and Jumper representation on the Board (60 percent and 40 percent respectively) was favorably received.

The conversation then turned to the discussion of Board member term limits. Under the proposal, individuals would be eligible to serve up to three consecutive terms (whether as an officer or member), with Presidential terms being outside of those limits. The Planning Committee felt it was important to ensure that new members could join the Board while preserving the institutional knowledge from Directors serving multiple terms. It was emphasized that Directors who reached the limit would simply need to sit out for one election cycle before being eligible to return. Emeritus status and participation in the Governance Committee were mentioned as ways of preserving institutional knowledge.

The Zone Chair and Affiliate Council seats were the next area of discussion. It was pointed out that the Council could be excessively large if every Affiliate had both a hunter and jumper representative participating. It was suggested that the top two Affiliates for each Zone could comprise the pool of candidates, and that hunter and jumper representation would not be considered at that level. The importance of the Affiliates having a voice was emphasized. Ms. Babick acknowledged that the last strategic plan had eliminated the Affiliate Council, and pointed out that the current proposal would give the Affiliates more of a voice through a designated seat on the Board. A question was asked regarding the dedicated Affiliate Board seat, specifically as to whether that would automatically be awarded to the Chair of the Affiliate Council. Ms. Babick clarified that this was not necessarily the case; the Council would elect a Chair and Vice Chair, but any of the Council members could be eligible for consideration during the nomination process for the Board seat.

Ms. Babick proceeded to summarize the discussion of the restructure. She indicated that the Planning Committee would reevaluate the role of the Working Groups and return with a
recommendation regarding their future. The Zone Chair Council had found favor, but the seating of the Affiliate Council would be discussed further to ensure that it would not be too large to be effective. There were some positive comments made regarding the proposed smaller Board size, with some suggestions as to a smaller reduction in seats, so the Planning Committee would discuss this further. Ideas that were positively received included the concepts of dedicated seating, the 60/40 split for hunter and jumper representation, the 3 consecutive term limit for Directors, and the three election equalization of the Board to minimize turnover in any one election cycle.

2. **Strategic Direction**
   Ms. Babick noted that in the past strategic direction was not prioritized, but it needed to be considered as it ties in closely with the mission, vision, and value proposition. The allocation of resources was discussed, as well as the need to inspire those who must embrace and achieve organizational goals for the sport. The four year plan was reviewed. It was noted that IT needs had been discussed by the Board previously, and that IT needs would be an ongoing consideration.

   *A motion was made by Ms. Johnson for the Planning Committee to further investigate independent IT needs and make a formal recommendation to the Board. Mr. McCormick seconded, and the motion was unanimously approved.*

   Ms. Babick asked the Board to keep the strategic direction in mind for the November budget meeting, especially with regard to the allocation of funds between sport and education programs.

VI. **Old Business**
   None

VII. **New Business**
   Rick Cram noted that the Zone 4 Children’s/Adult Hunter Championships were held this past weekend, and that it was a very successful event.

XV. **Adjourn**
   There being no further business, Ms. Oare made a motion to adjourn, and the September 2019 meeting of the USHJA Board of Directors was adjourned September 16, 2019 at 8:54 p.m. ET.

   Respectfully submitted,

   Dianne Johnson, Secretary
USHJA BOARD OF DIRECTORS MEETING MINUTES

Monday, September 30, 2019 – 7:30 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, Jimmy Torano, James Urban, Caroline Weeden, Sissy Wickes

Board Members Not Present: Charlotte Skinner-Robson

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

Additional Attendees Present: Andrew Philbrick, Skip Thornbury

I. Welcome
Mary Babick welcomed the Board and the meeting commenced at 7:30 p.m. ET.

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

III. Approval of Agenda
The agenda was amended to include the Affiliate Proposal as part of the Planning documents. Betty Oare made a motion to adopt the agenda, as amended. James Urban seconded, and the motion was unanimously approved.

IV. Licensed Officials Clinics from Outside Providers
Cheryl Rubenstein made a motion to place the Licensed Officials Clinics from Outside Providers on the floor for discussion and vote. Dianne Johnson seconded, and the motion was unanimously approved.

The Board reviewed the materials provided in the meeting packet. There was a discussion of the pros and cons of allowing outside providers to offer Licensed Officials clinics, as well as the concept of creating a template of requirements for outside providers.

At the conclusion of discussion, Mr. Urban made a motion to not allow the outsourcing of Licensed Officials clinics. David Distler seconded, and the Board voted unanimously to not allow Licensed Officials clinics to be held by outside providers.

Andrew Philbrick and Skip Thornbury joined the call.

V. Planning Committee Proposal
The Board reviewed the materials provided in the meeting packet. Ms. Babick acknowledged comments from Board members in the prior meeting with regard to the value of the Working Groups as forums for peer to peer discussion. In light of this conversation, the proposal to disband the Working Groups was withdrawn by the Planning Committee. It was noted that the powers of the Working Groups would be further outlined in Planning Committee discussions, but the Working Groups would continue with normal functions such as choosing host sites, working with sport programs, and working on rule change proposals.

Britt McCormick offered to answer any additional questions related to the proposal, specifically mentioning topics such as the Zone Council, the increased percentage of jumper representation, the three consecutive Board term limit (excluding the presidency), the election schedule, dedicated seats, and the size of the Board. No further questions were raised.

*A motion was made by Mr. Urban to approve the Planning Committee proposal, as presented. Ms. Rubenstein seconded, and the motion was unanimously approved.*

**VI. Affiliate Proposal**

The Board reviewed the materials provided in the meeting packet. Ms. Babick noted that the proposal would establish five regional Affiliate groups (Zones 1-2, Zones 3-4, Zones 5-6, Zones 7-8, Zones 9-12) which would meet on an as-needed basis. A National Affiliate Council would also be established, comprised of one member from each Zone and one member from each collegiate or scholastic format (ISHA, NCEA, ANRC, and IEA), resulting in a Council of sixteen members. It was pointed out that Alaska does not currently have any Affiliate members, so the Council would have fifteen representatives at this time. The National Affiliate Council would nominate candidates to go through the Nominating Committee’s screening process, and ultimately the Board would elect a candidate to fill the dedicated Affiliate seat. Ms. Babick noted that there would be a significant amount of work for the person elected to this dedicated Affiliate seat, since they would serve as the connection between the Affiliates and the Board.

*A motion was made by Rick Cram to approve the Affiliate Proposal, as presented. Ms. McWilliams seconded, and the motion was unanimously approved.*

Ms. Babick noted that the Planning Committee would put the approved concepts in Bylaw format, and that the specific language would be reviewed by the Board at the November meeting. It was also noted that the Planning Committee intends to present information regarding these changes at the Annual Meeting.

**VII. Old Business**

None

**VIII. New Business**

None

**XV. Adjourn**

There being no further business, Ms. Oare made a motion to adjourn, and the September 2019 meeting of the USHJA Board of Directors was adjourned September 30, 2019 at 8:09 p.m. ET.

Respectfully submitted,

Dianne Johnson, Secretary