

American Hippotherapy Association  
Board of Directors Meeting Minutes  
February 21, 2010 Conference Call

**Call to order:** 10:07 am

**Attendance:** Meredith Bazaar, Deb Hauser, Deb Silkwood-Sherer, Mary Beth Marzulli, Janet Weisberg, Lori Garone, Rachel Rivinet, Gina Taylor, Jacqueline Tiley, Tim Shurtleff

**Quorum established**

**Minutes from November 2009 Board meeting:** minutes had been approved via email after review and edits completed.

**President's Report:** Meredith (report available upon request)

**Progress**

1. Jacqueline and I have had weekly phone meetings in order to ensure coordination and promote organization.
2. We have voted to update and revise the TAMU course.
3. Sarah Pictor and I have discussed that this summer the AHA material will be removed from the current TAMU course, the AHA curriculum list will be added to the TAMU course, and Sarah will have an independent agreement with TAMU.
4. We have approved new membership levels and materials, which have been sent to Stacey for design and printing. Throughout the year members should be reminded of their membership benefits, especially if they are hosting courses and can take advantage of their free ad space.
5. We have online course capability when the course material is written and complete. *Gina and Lori are in discussion with Learning Partners.*
6. Gina has established a Facebook page for AHA. BOD members are encouraged to join and recommend asking friends and professionals to join: you do not have to be an AHA member to join. Thanks Gina for all your work.
7. Tim Shurtleff has joined the BOD. Welcome Tim. Renee Cassidy will rejoin the BOD in May.

**NARHA**

1. A revised NARHA affiliation agreement was sent to NARHA : we are awaiting their response. This included:
  - o Better exposure on their website
  - o Make the registered therapist list accessible to the public

In our current agreement we are permitted to provide NARHA with two articles per year for Strides. Discussion and recommendations were

- a. "Power of Words" by Sarah Pictor and Gina Taylor
- b. An article differentiating HPOT and TR and benefits of both organizations (NARHA, AHA)
- c. An article from HPOT as a business.

Janet and Jacqueline are point people for articles  
Action Item: Send articles /ideas to Janet and Jacqueline.

2. We are waiting on information from NARHA on AHA preconference financial statement.

**For discussion**

1. A warning letter to MC and LB was sent for their non-compliance as faculty from the president. Deb H. S & P chair is working on establishing a system for faculty assessment, so that we can prevent non-compliance issues in the future. We need to review and develop a plan to implement it to ensure compliance with the faculty rules on an ongoing basis. Thank you Deb for assessing and organizing this situation.
2. Membership survey results are in. Mer to send results to Deb SS for analysis.
3. With Raquel's leadership, we have our 2010 budget, which will be discussed in Treasurer's Report.
  - a. Pending vote on budget, Joe web technician is prepared to recode our website for better Search Engine Optimization, a donor recognition area, and create a member's only area with member directory, center directory, member logo, student logo and FAQ sheet area.
  - b. Joe also suggested that we need to optimize our word search in google, so that AHA is one of the first sites to appear during a search.

Action Item: Mer will request via email AHA BOD members to provide key word list.  
Gina discussed options of "Google Analytic or Google webmaster for improving information on our website to meet members' needs.

4. We have discontinued use of PayPal on our website due to repeated problems. Discussion ensued on new way to accept credit cards. Raquel has ideas of non-profits and will coordinate with Jacqueline on finding a new site.

Action Item: Jacqueline and Raquel to find new method of accepting credit cards before next membership drive.

5. I will reconnect with the people at the Washington International Horse Show this spring to see if we can continue our partnership. The equine community is a natural affinity group for the EAT community. Collaborations like these are an important way for us to expand our reach and introduce ourselves to potential supporters. Discussion: Are there other venues at which a presence would be helpful?
6. BOD reviewed the updated Strategic Plan goals. We are now ready and need to establish committees.

Motion: Accept Strategic Plan as written. **Raquel/Deb H second** Discussion: Concerns regarding membership and targeting patient/clients becoming a member. Good to get members involved and good to get an incentive program. Discussed the grateful members campaign and providing the BOD membership brochures and HOPT Magazine subscription cards for the families we work with.

Motion passed

7. It was suggested to review the progress of the strategic plan at each BOD meeting.

8. The membership perk of Ads needs to be further defined. Web Ads vs. E-News Ads vs. HIPPOThERAPY Ads. When Joe creates the membership only area he can create an Ads area, in which people can independently list ads.
9. It has come to our attention with the number of international programs that we have presented that we need a method of International member recognition and/or International Section: There are currently 3 types of International members:  
Members of AHA from other countries who haven't necessarily taken our courses, Members who have taken our courses when we have traveled to other countries, (which may or may not be the full courses taught in the States) and members who have traveled to the States to take AHA courses (which of course are the complete courses). It does get tricky as we don't know much about the therapy training in other countries.

Action Item When Joanne and Ruth return from their course in Mexico, Jacqueline and Mer will talk with them and develop an international membership section.

10. We will be having ongoing review of how we can make the best use of Shani's time. Jacqueline, Mer, Deb SS, and Shani have a conference call scheduled to begin this process.
11. With Tim joining us, we have strengthened our BOD. How can we further expand our BOD and ensure broad representation going forward?
12. Discussion regarding terms of office for Board members and officers.

Motion: The nominating committee will develop a protocol for transition that require signatures of BOD Members **Janet W/Lori second** G Friendly amendment by Deb SS to have staggering transitions for BOD members and Chairs of committees. Motion passed.

Discussion for articles for HPOT magazine, theme to be Transitions. Recommendations for article Mer and Deb SS, Bonnie C and Jacqueline T. Deadline HPOT magazine May 15, 2010.

13. This BOD meeting will be my last as President. I just want to thank you all for the opportunity to serve as President of AHA. I am proud of all that we have accomplished together. I have learned an incredible amount, and I have enjoyed working with all of you. I am grateful for the way, in which Deb S-S and Jacqueline have handled the transition, and I am excited and confident that under their leadership AHA will continue to grow, thrive, and expand our horizons. I will continue to finish projects that are currently on-going, Deb SS will take over any new issues as of April 1. I'll officially leave as President April 30. At the end of this meeting Deb SS will schedule the next BOD meeting.

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### **Executive Director's Report**

Jacqueline Tiley  
Executive Director

Meredith and I have been meeting weekly via phone to be sure we are on top of the many projects AHA has set put for ourselves this year. I have also begun talking with Shani to see how she is doing regularly. I know the past two months are very busy in our office with State Solicitations.

1. Strategic Plan update: While updating our strategic plan I reformatted it so we can sort it by who is responsible for what items as well as when items are due. This will allow us to see who (or what committee) is responsible for what percent of projects and will allow us to see where we need to focus funds when allocating paid staff time. It will help us in planning and making adjustment to our plan as we go.
2. Membership update: Meredith and I have reviewed the comments we received and made our final adjustments to the information for our new membership categories. I have sent all of the changes to be made to our membership brochure for 2010 to the graphic artist (GA). We will be separating our educational information and membership information into two separate brochures. I have had one call with the GA and am now waiting for her to review all of the changes and will then have another meeting with her to decide the most cost efficient way for us to be able to print the most brochures.

Action Item: IF anyone has any suggestions for editing and improving forms need to get to Jacqueline by March 15, 2010.

- a. I am in the process of formulating what our new membership campaign will look like in this spring. We will be utilizing our own newsletter the next few months in regard to the changes in our membership categories and the new benefits. There will also be other pieces that are paperless marketing; we will utilize an electronic form of the new brochure to share with the masses, i.e. all NARHA facilities. Then we will send (hard copy) a letter from me and Mer or Deb SS to all NARHA facilities offering Hippotherapy services, this is about 175.
  - b. I will personally be calling the 4 Legacy Members and 10 Business Members to share with them the new option they will have this summer when it comes time to re-new their membership. I will be encouraging the Legacy members to join as Lifetime members.
  - c. Our next NARHA Strides Ad is very simple and will go out in April sharing that we have new membership for professionals and facilities.
3. Donations and Donor recognition: Meredith is working with Joe to build a Donor area on our website for recognition. We can update our donor page quarterly and also thank our donors annual in the HIPPOThERAPY magazine.
    - a. In 2008 we had 19 donations come in to AHA. In 2009 we received 36 donations and 11 of those were related to our conference. I am currently reviewing all of these and developing a sponsorship program for our 2011 National Conference and developing ideas to formulate an annual giving campaign. This year's may be the Grateful Patient's Campaign with a way to target out members directly as well as those they serve.
    - b. Fall Annual Giving Campaign: I have begun the initial planning and discussion with Meredith for first Grateful Patients Campaign which we will hold in September/October. By having this fall after the new membership year we will be able to connect with the patients/participants

at not only private facilities but at larger facilities offering Hippotherapy as well. It offers us a larger group for participation.

4. AHA/NARHA Agreement: Meredith and I reviewed and made our recommendations for changes to the current agreement and are waiting to hear back from Kay Green, NARHA's interim-CEO. We actually hope to enhance and not really change the agreement. We are focusing on increased visibility on their website and sharing our membership lists for marketing purposes.
5. 2011 National Conference – I am currently waiting to get dates from available hotel options in KC, March and end of June are what we are looking for. Discussion regarding lengthening the conference, and cost of conference, if we began Thursday night and added Friday day to the venue are being explored.
6. Discussion: Jacqueline is developing volunteer hour tracking forms for our committees and board members. This will help us with grant writing and fundraising.

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Action Items: All BOD members send your in-kind donations, i.e. board travel to Raquel for last year.

Action Item: Develop a marketing committee: MaryBeth, Janet, Gina, Jen M

Meredith, Deb S.S., Raquel and I have all been working on crunching numbers for the budget . A huge thank you to Raquel for all her work on this!

#### **International Scholarship Committee Report**

Committee Chairperson: Barbara Heine, PT, HPCS

Respectfully Submitted,  
Bonnie Cunningham, MA, PT, HPCS

The 2010 recipient of the International Scholarship Fund is HOGA in Monterrey, Mexico. The Level I International course will be taught 3/21-24 by Joann Benjamin and Ruth Dismuke-Blakely.

Fifteen hundred dollars were donated by Barb Heine to cover the airline flight for the HOGA course. The tickets for Ruth and Joann came to less than the \$1500, so there should be some money leftover in the Fidelity Account.

Barb's health continues to deteriorate; at this time she has not made any plans to add additional funds for an international course. As AHA only contributes \$2/participant of AHA courses, I believe that the Monterrey course may be the last international course that will be offered.

Barb has asked me to represent her in any email requests that are sent to her regarding the international fund. I will take care of these requests until such time as Barb is not involved with the International Scholarship.

**Treasurer's Report:**

Committee Chairperson Raquel (report available upon request)

Motion: approve budget as presented for 2010 **Deb SS/Lori second**

**First Quarter Profit & Loss Statement**

Attached are the first quarter (October – December 2009) Profit & Loss (Budget vs Actual) and Balance Sheet.

**Budget**

We had a conference call to establish the 2010 AHA Budget. The budget is attached.

**Funds**

. We currently have four funds – International Scholarship Fund, AHCB Fund, Research Grant Fund and the General Fund.

***International Scholarship Fund*** -- \$2 from each person's curriculum fee for the Level I & Level II go into the Intl. Scholarship Fund. We've also had restricted donations that have gone into this fund.

***AHCB Fund*** – When we receive funds from AHCB, 95% of these go into the AHCB Fund and 5% go into AHA's General Fund. All (100%) of the AHCB expenses comes out of the AHCB fund.

***Research Grant Fund*** – We received a \$20,000 grant a couple of years back for research. \$13,500 had been spent from this fund prior to October 1, 2009. We will expend another \$5,000 in the second quarter.

***General Fund*** – This is the fund that holds everything that is not restricted. Most transactions come in and out of this fund.

Attached is a profit and loss statement by fund, which tells how much has gone into and out of each fund in the first quarter. I'm currently working to establish how much was in each fund at the beginning of this fiscal year so that I can easily establish how much is in each fund at any given time. I'm working with Rose, Bonnie and Deb SS to get the funds established correctly.

**Fidelity Account**

We aren't getting a great return from our Fidelity Account and it's been difficult to work with them to get signatures changed, etc. I asked our rep from Fifth Third Bank, for his professional opinion and he recommended moving the money into a Saving Account as the interest is currently better than what we are getting from the Fidelity account.

Motion: To have the AHA monies from our Fidelity Account to a Fifth Third Saving Account for the time being. **Raquel/Deb SS second**

Discussion: When money market or other instruments that could be beneficial become more equitable, we will look at moving to one of those types of accounts. Having a

savings account at Fifth Third will make it easy to transfer funds between accounts and do electronic transfers online. Signature cards are already on file for the checking account Motion passed.

### **On-line Banking**

Motion: Move quick books online giving access to Office Manager, Treasurer, Executive Director, and BOD President, and only changes made by Office Manager and Treasurer.

### **Raquel/Mary Beth second**

Discussion: The cost for QuickBooks online is \$10/month. By having them on line there is more transparency for oversight with the four individuals having access to monitor the accounts. The move would be fairly easy, if AHA is willing to absorb the expense. Motion passed.

### **Credit Cards**

In the past, AHA's former office manager personally guaranteed all the credit cards for AHA. I would suggest that only the president, executive director and office manager have credit cards. I would also request that each of these individuals, if they want a credit card, should guarantee it themselves.

The AHA credit card must only be used for approved AHA expenses as listed in the budget. If an expense is not in the budget, it must be approved prior to making the purchase. All people who have credit cards must turn in written receipts monthly with a short explanation of each purchase (i.e.: supplies for AHA Conference). Only under extreme circumstances will AHA pay for purchases without a corresponding receipt. Misuse of the credit card or failing to turn in receipts in a timely manner may cause forfeiture of use of the AHA credit card.

### **Standards & Practice Committee Report**

Committee Chairperson: Deb Hauser, PT

#### **1.) NARHA Standards Review:**

**NARHA Registered Therapists and HPCS therapists working at NARHA facilities:** Clarification of job responsibilities for AHA Executive Director and Standards and Practice chair is being investigated. S& P chair is to sit on this committee. Jacqueline T is assisting for the March conference call.

(Bonnie Cunningham represents AHA for the NARHA Oversight Committee and will continue to follow up on the issue of standard P20 and P29 regarding the mandate of a NARHA Registered Instructor to be directly assisting in HPOT treatment.)

#### **Program and Standards Oversight Committee:**

Call was made to Jama Rice in NARHA office to verify dates for conference call schedule for 2010. Next NARHA conference call is March 2010.

#### **2.) Faculty Development:**

**Files:** After reviewing AHA Faculty files the following recommendations are being made:

1. Faculty Development packet be made into a pdf file with:
  - a. date of revisions documented on each page
  - b. appendices included
  - c. all faculty be provided with a CD or flash drive with current Faculty Development packet
  - d. AHA secretary, Standards and Practice chair and Education Chair also have CD or flash drive of current documents
  - e. Consider all AHA BOD members have the current documents on CD or Flash drive
2. New updated AHA Faculty Personnel Data sheet is being designed to incorporate current Faculty Development packet information.
3. New updated AHA Faculty /Workshop summary is being designed to incorporate current Faculty Development packet information.
4. Email to faculty for any missing information will be sent out by May 15, 2010. December 5, 2009 deadline was extended.
5. Recommendations after Deb Silkwood-Sherer and I reviewed faculty forms and discussion with President Mer B and Education Chair Lori G are: To set up a faculty peer review/evaluation committee as a subcommittee under Standards and Practice chair. Requirements of non faculty aligned with faculty requirements. It is recommended we have a committee meeting/conference call to provide the BOD with recommendations for this committee's duties.
6. **Review of faculty evaluations:** it was found that there were inconsistencies in the participant's evaluation forms returned to AHA office and/or Standards and Practice chair to be placed in faculty files. An email was sent to all faculty in January 2010 to return forms to Standards and Practice chair with my address (8957 Austin Rd. Saline, MI 48176).
7. Faculty was reminded of the need to send in the evaluation forms from participants within 14 days which is listed as a responsibility in the Faculty Development packet. This is to ensure quality control and checks and balance system of the AHA education courses.

**Faculty contribution to AHA:** It is recommended that Standard and Practice and Education Chair and Executive Director and President review faculty contribution forms and assess how to utilize the talents and interests of faculty to assist in meeting AHA's mission. This may be accomplished through a conference call and be discussed at the faculty meeting in October 2010. Please refer to the Excel spreadsheet that logs the interests of faculty.

#### **Faculty advancement to Apprentice/Associate:**

**New faculty:** Trudy Epstein was sent email and phone call congratulating her on her Apprentice/Associate Faculty status. Emails were sent to AHA BOD and Faculty notifying them of Trudy's status.

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Two candidates are being reviewed and will be contacted upon verification of proper prerequisites. Lori G Education Co-chair reported there is a need for OT's therefore we would accept their applications and verify their prerequisites.

**Faculty advancement to Coordinating:** Congratulations were sent to Lisa Harris for Coordinating Faculty status. Emails were sent to AHA BOD and Faculty notifying them Lisa's Coordinating Faculty status.

**Faculty resignation:** No resignations were received at this time.

**3.) Grass roots efforts for terminology clarification:** Part of the job description for the S&P Chair (as well as the full Board) is to represent the views of AHA to the public. Sarah and Gina presented at the NARHA National conference Nov 2008 and the May 2009 AHA conference on the topic of "Power of Words" in an effort to bring to the forefront, the confusion in terminology with the educational model and medical model. An email was sent to Sarah and Gina, to get their input on most appropriate way to make available to the public the "Power of Words" presentation: due to the fact that this topic is of constant interest to AHA and NARHA centers.

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It is my hope as AHA moves forward, our product of educational courses will continue to shine and faculty will be supported with information and documents to facilitate the dissemination of information. In doing so we continue to build on the great foundation we have. Future steps to include streamlining the communication between standards and practice chair, education chair and faculty. This includes getting information out to faculty in a timely manner, supporting the current process of faculty acceptance, and reviewing faculty retention.

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As I continue to serve this term of office on the Board I appreciate all of the energetic professionals working so diligently to spread the educated information regarding hippotherapy.

**Research Report:**  
Committee Chairperson: Debbie Silkwood-Sherer PT, DHS

Grant Application Activity

AHA awarded a \$500.00 grant to Steve McKenzie MSPT, HPCS and Robin L Foster PhD for their research proposal "Can Temperament Predict a Horse's Success in an EAA/T Program?"

Updates of grants that were awarded in the last 3 years:

Danielle Champagne OT, HPCS pilot study on accelerometer changes in children with Down Syndrome has been accepted for publication in Physiotherapy Theory and Practice.

Ruth Dismuke-Blakely MS/CCC-SLP HPCS contacted AHA this week (February 9) for an additional \$5,000 to pay the University of New Mexico staff for their time on the data analysis, which was sent to her. Ruth states they are “up to their eyeballs in data”. She is attempting to recruit a couple of more children for the control group to replace children who didn’t return for the post testing. I don’t anticipate that they will have any solid results to report until mid to late summer. Currently the study has used \$18,500 of the \$20,000 committed. Ruth is hoping that they won’t need any further funds.

#### Research Inquiries

The research committee chair responded to research-related inquiries from:

A parent looking for research to support payment of hippotherapy for her son (Oregon), a couple of student requests related to information on hippotherapy and specific diagnosis.

I have responded to an inquiry regarding our grant application process and expect that we may get a grant request sometime in late spring/early fall.

#### AHA Bibliography and Reference List Updates

Bibliography on web page was updated. I have done another literature search and haven’t found any new articles.

Picture on research page will be changed in the near future.

#### Liaison Responsibilities

No significant activity has occurred with HHRF. I have responded to emails and read reports that were forwarded to me.

#### **First Vice President Report** (report available upon request)

Debbie Silkwood-Sherer PT, DHS

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#### **Merchandise**

The primary activity that I have worked on is finding a new company to provide us with merchandise such as clothing, mugs, etc. I have found a company out of Clinton Township (near Detroit), MI called PROforma. I have picked out merchandise and they are currently putting together a web page that will then be connected to our web. The logo is digitally imprinted onto the merchandise, so we did not have a set up fee for development of the web page. This will allow members/nonmembers to buy individual merchandise items. This company accepts credit cards and once purchases are made will forward us our proceeds.

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#### **New Board members**

Tim Shurtleff has agreed to join the BOD and replace me as Research Chair when I move into the President slot. We’ll begin working on a transition within the next month.

Renee Casady has agreed to return to the BOD in May.

**Orientation**

I have continued to be involved in different aspects of all board committees to orient myself to their jobs/activities so that I have a better idea of how the business of AHA is performed.

**Outreach Committee (Liaison) Report:**  
Mary Beth (report available upon request)

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**Summary:** Regional Liaisons for Regions 1, 2, 3, 4 and 7 have been contacted regarding giving the AHA update at their conferences which will be coming up in March and April. AHA will also be sending brochures to be set out for conference attendees.

The following liaisons have had to resign their positions due to personal reasons.

Eileen Davies, MPT region 5 Florida

Rita Spears, PT, region 4 Indiana

Lesley L., region 4 regional liaison (new Just added) will wait until replacement is found

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Other names were presented to the BOD therapists who have expressed an interest in becoming liaisons. I am waiting on them to confirm their interests and to send in their Bio and curriculum vitae.

Current corrections are being made to the liaison list and new liaisons will be added as soon as they are confirmed.

It was decided that liaisons would only need to give input twice a year to the newsletter that comes out in the spring and fall. This will give them specific deadline dates for responses. Prior to newsletter deadline information will again be sent to liaisons on how and what to obtain from AHA members in their state.

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Liaisons were not sent the membership list for their states as a current membership list will be placed on AHA's web site in the near future.

Records will be kept of liaison responses to help determine which liaisons consistently don't respond to requests.

Respectfully Submitted,

Mary Beth Marzulli, PT **Hippotherapy Periodical Report**  
Committee Chairperson: Janet Weisburg, OTR

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**Winter 2010 issue**

There were many good submissions from members. I have been developing network of contributors and supporters. Winter issue was lacking a research submission. I need help recruiting more material.

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**Visibility**

Use the magazine!

Board members please request extra copies for distributing at courses and presentations. (Check with Shani on availability first). Get in the habit of leaving one on the desk of your vet, pediatrician, horse trainer, school teacher and professional colleagues. Don't think twice about dropping one in the waiting room after your next dentist, Dr. chiropractor, massage appointment, ETC. Make sure a donation envelope is stuck inside.

Action Item: Shani will now provide an additional copy to contributors upon request at no charge but provides a donation envelope.

Sell the new center membership category because it will provide additional copies.  
Discussion: Provide advertising ideas to Janet.

### **Summer 2010**

Discussion: Theme will be transitions  
Renee C. is editing a research piece on vaulting  
Need additional research submission  
Working on story about using RMT and HPOT  
Will continue series on body mechanics  
Columns (Yosi and Therapy Share)

### **Nominating Committee Report**

Committee chairperson: Lori Garone, PT, HPCS      **Feb 2010**

### **Old Business:**

The BOD & their terms now consists of

Meredith Bazaar.....May 2010- has served since 2004  
Debbie Silkwood - Scherer..May 2011- has served since 2008  
Lori Garone.....May 2010 – has served since 2008 & previously 2000-07  
Janet Weisberg..... May 2011- has served since 2008  
Mary Beth.....May 2011- has served since 2008  
Gina Taylor.....May 2011- has served since 2008  
Deb Hauser.....came on 5/09.....term ends 5/12  
Raquel Ravinet.....came on 5/09.....term ends 5/12  
Tim Shurtleff.....came on 1/10 .....term ends 5/13

### **New Business**

**Welcome to** Tim Shurtleff January 2010...term ends May 2013

### **Liaison to consider**

Kim Desautels OT

We will be contacting potential new board members and Lori will report back to board.

### **Education Committee Report**

Committee Chairperson: Lori Garone, PT HPCS

**Old Business: This will be on the agenda for the 2010 AHA Faculty Meeting in Lexington, KY Sept/Oct:**

- **List of Skills for Therapists to have prior to taking the Level II Course**
- **List of Skills for Therapists who have taken the Level II Courses for NARHA facilities to amend the standard which requires a NARHA Instructor in the ring while HPOT is incorporated into a PT/OT or Speech Therapy treatment**
- **OT and Speech evaluation tools and treatment scenarios will be added to the Level I & II Manual**
- **Discussion for online courses such as Muscles in Motion and offshoots of the Business Course such as How to Write a Business Plan, Profit or Non Profit? and How to Market your Practice are in the process of development. This is a goal for the Ed Committee to start to have online courses within the next 3 years or less.**
- **The Power Point template for all the courses has been developed thanks to Josh Ruben. The Level I & II as well as the Long Lining course, Business Course, Core Course, Communication Course, Muscles in Motion and the Overview are now all on the AHA template in Power Point The Sensory Connections Curriculum is partially on power point with plans for it all to be on power point by Fall of 2010.**

### **Courses in Development as AHA Approved Courses:**

**1. The Neuro Connection: The Neuro Patient and HPOT-** development with Barb Heine, Nancy McGibbon and Bonnie Cunningham- This course has had it's rough draft done and will be a primary focus for 2010

**2. Muscles In Motion** – a Preview of the course was presented at the NARHA 2 Conference by Lori & Bonnie and at the NARHA 3 Conference by Lori in 2009. Mary Helen Chapin, Jane Fitzpatrick have been contributing as well as Bonnie & I. Targeted for the riding instructor and career volunteer

This course is being held at Hold Your Horses next week. Videos will be taken then to use towards development of this as an online course with videos.

**3. EAT Course/ Pre & Post Course-** still in development- draft outline completed

#### **4. Off Shoot Courses-**

- There have been requests to develop a second part to the Long Lining Course as a follow up for more advanced or as a clinic to check the progress of the participants.
- Suggestions to have a course for instructors on positioning and riding skills- possibly as a second part of the Muscles in Motion, MIM, or with MIM as the prerequisite.

### **Faculty Meeting 2010**

The faculty meeting will be held Thursday/ Friday 9/30 & 10/1, 2010 at the Double Tree Hotel in Lexington to coincide with the World Equestrian Games. All faculty have made their initial reservations for rooms.

**New Business:**

1. Course evaluations have been emailed with the AHA logo and some edits for review.
2. A vote for auditing the Long Lining Course is still incomplete as
3. New apprentice faculty:  
Trudy Epstein OTR/L, HPCS  
9608 White Oak Ave  
Northridge CA 91325  
818 349- 1766 Cell  
[trudy.zee@gmail.com](mailto:trudy.zee@gmail.com)

4. Specialty faculty application needs to be developed. SM assisted me when I taught the Business Course at THERAPLAY, as she expressed an interest in becoming Special Faculty for the Business Course. There were some stumbling blocks which we addressed and overall I would suggest that a Faculty Application for AHA Special Faculty be developed and have it include a section on the mission, vision, core values and philosophy of AHA. This will help to determine if the Special Faculty is aligned with AHA's philosophy and mission and thus is prepared to assist in teaching as a Specialty Faculty for AHA.

5. I would like to request and discuss listing all AHA Approved Course brochures listed on the AHA FACEBOOK page by the office or Ed Chair after the course is approved.

**Educational Addendum:** Gina Taylor, MS, OTR/L, HPCS

- Maintained Course approvals
- Updated NARHA calendar: the contact person has changed in NARHA, but new courses are sent to NARHA to be added to their calendar:  
<http://www.brownbearsw.com/freecal/narha>

- Reviewed 2009 courses chart (sent by Shani), see supporting documents about 2009 courses. I have a concern about the 12/11/09 course taught by Joann- it lists 21 people in the treatment principles and her as the only faculty member- this would violate our 1:15 guideline for faculty. I am waiting to hear back from Shani about "Goodman" listed as teaching a course. The level I's continue to have higher numbers and stronger attendance, but fewer attendees for Level II's and our newer connection courses. I am wondering about the lower numbers for the Connections courses- they are cheaper and new material, but have had limited attendance numbers- is this a marketing issue? The 2009 courses doc is arranged by course and the other document shows the number of courses faculty members are teaching- this may help in our development of faculty assessment and committee.

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- Sent website updates to Joe on Feb. 1

Debra Lynn Hauser 5/10/10 6:32 PM

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- I want to recommend that AHA purchase the domain name [www.americanhippotherapyassociation.com](http://www.americanhippotherapyassociation.com) and redirect it to our own site. **Gina/Lori second Friendly amendment by Janet** to also purchase [www.americanhippotherapyassociation.net](http://www.americanhippotherapyassociation.net) as well. Motion passed with amendment.
- Launched the Facebook AHA fan page and have added new courses and attempted to gain some fan participation- feel free to comment and post on our page. I am ready to complete a YouTube account, but I need a few starter videos- how about an introduction from our president and a few treatment videos?
- Continue to work with Deb H and Deb SS on transition process
- See additional attachments, Course and Faculty Teaching Summaries

### AHCB COMMITTEE Report

Committee chairperson: Carol Huegel, PT HPCS

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There is a February HPCS exam scheduled but I will not receive any information from PTC for another month or so. AHCB does anticipate an item review in conjunction with the AHA Faculty meeting in Lexington, KY, later this year. AHCB is always soliciting questions for the exam, and would welcome questions from the AHA Board.

New Business: Next BOD meeting to be scheduled end of May or June 2010

Action Item: Deb SS to email potential dates to BOD members and locations as this will be an in person meeting

Meeting adjourned: 1:01 pm

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Respectfully submitted,

Deb Hauser PT, HPCS