

American Hippotherapy Association
Board of Directors Meeting Minutes
March 16, 2008 Atlanta, Georgia

Call to order: 8:10 am

Attendance: Board members: Rose Crivolio, Lori Garone, Deb Silkwood-Sherer, Mary Beth Marzulli, Janet Weisberg, Meredith Bazaar, Sarah Pictor, and Executive Director: Bonnie Cunningham

Absent: Mark Dunford

Quorum established.

Committee Reports: highlights given

I. President's report: Meredith Bazaar. Full report available upon request from the AHA office.

Meredith began the meeting with giving a huge thank you to the Board for the work done during the previous 2 days on the Strategic Plan for AHA. Facilitator, KC Henry (Transitions Unlimited) worked with the Board on this very dynamic process.

- Files: Board of Directors are requested to update files with resume, license, and bio.

Motion made to have all incorporating documents (IRS, archives etc) scanned and saved to a cyber server for secure keeping: Deb/Sarah **carried**

Motion made to look into various cyber storage servers to compare costs. Each Board member should look into this and prepare for discussion: Janet/ Deb **carried**

With email being the popular mode of communication, discussion ensued regarding Board responsibilities. 1.) Respond to email, especially if a vote is needed, and 2.) change subject line if discussion changes.

- ASHA: Bonnie and Meredith met (phone) the president of American Speech/Hearing Association regarding HPOT. ASHA will not endorse any treatment, products, programs or procedures and therefore, will not take any position on HPOT as a strategy.
- Bylaws: the AHA Bylaws have been updated to reflect current terminology and trends. Motion to approve with the edits that have been made: Lori/Rose **carried**
Motion made to change "majority" to a 2/3 count in votes: Deb/Janet **carried**
- Marketing materials should be available soon. They will be used for new membership, donors, etc. Lori will clarify the curriculum and ensure that each course (Level I and Level II) is written in a similar fashion, covering the same information.
- Website: Joe DiCastro has been our web designer and has been updating on a regular basis. Many thanks to Joe for his work!
- Membership levels: discussion ensued regarding the names, the amounts and the benefits for the different levels. It was decided that access to the website should be available to everyone, including the bibliography. The new levels will be announced through an e-newsletter soon. As of this meeting, these are the suggested levels. These are subject to change:

Students: (enrolled in an accredited US program)	\$40.00
Friend of AHA	\$45.00
OT/PT/SLP	\$85.00
International (cost of postage)	\$100.00
Business/Corporate	\$110.00
Lifetime (one time donation)	\$5,000.00
Legacy (50.00/month)	\$600.00/year

- Liaisons: those who are interested will receive copies of Hippotherapy Magazine to disseminate in their area for doctors and others.
- Hippotherapy Magazine: new Editor will be Janet Weisberg. Thank you Janet for stepping in and many thanks to Robyn Moug for several years of excellent publications!
- Picture bank: more photos are needed for the picture bank. Media release forms need to be filed with the AHA office.
- NARHA Affiliation Agreement has been completed. When the document has been signed, it will be scanned and made available on the website as a pdf file.
- New Board member: Mark Dunford, Esq. has been appointed to the Board to fill the term until November.
- 2009 Conference: The Westin Atlanta North at Perimeter has been confirmed for May 1-3, 2009, for the second national AHA Conference.

II. Treasurer's Report : Rose Crivolio Full report available upon request.

As entries in Quick Books continue to be organized, reporting for AHA will have year-end comparisons.

Motion made to accept report as submitted: Deb/Mary Beth **carried**

III. 2009 Conference Report: Rose Crivolio

Packet for conference includes a letter written by Rose that can be used to recruit conference donors/sponsors. Request made by Rose that each Board member be responsible to obtain 3 donors for the conference.

Marketing materials will be available through the office. Through the website, there will be a link to the conference for sponsor forms, call-for-papers etc.

IV. Education Committee Report: Sarah Pictor. Full report available upon request.

The Texas A&M University online course is complete and accessible. The course offers an internship opportunity to therapists who wish to pursue further training. AHA will develop an internship "pool" of sites willing to host an intern.

Clarity still needed for the guidelines, policies and procedures for therapists who wish to be listed as NARHA Registered Therapists. There is still confusion. An article will be written for Hippotherapy Magazine (and Strides?) to communicate the process.

Curriculum Committee: Lori Garone. Full report available upon request

The new HPOT Business course is 75% complete with a projected pilot to run in April. The HPOT PT, OT, SLP courses are in development. By the end of the year, the Sensory and NDT courses will be complete. Neuroanatomy course is slated for 2009. Other course topics discussed: Documentation and Goal Writing, the "How to" for Research, and Evidence Based Practice in HPOT will be developed with the assistance of Deb Silkwood-Sherer. The online survey showed that these were the topics most requested.

V. Nominating Committee: Lori Garone

Full report available upon request.

Terms of office were discussed for new members and a log was established for all BOD members as to the time they came on the BOD and their termination date. A request was made for all BOD members to have a new BOD replacement before their final year on the board. . On a rotation basis, there should be only 1/3 of the board terms expiring each year. Members for an

“Honorary Board” would also be beneficial to recruit. These individuals would be able to serve AHA through their networking and name.

VI. Practice and Standards: Lori Garone

Full report available upon request.

Bonnie is the AHA Representative on the NARHA Oversight Committee and is addressing the NARHA standards, which were requested to be amended previously which address HIPAA Compliance for NARHA Accredited Centers and the requirement to have a NARHA Instructor in the area during HPOT treatment when the treating therapist is a Level II or HPCS Therapist. There has been no decision from NARHA regarding this.

The hippotherapy and tandem hippotherapy standards have been updated and presently are on our website

VII. Research Committee: Deb Silkwood-Sherer. Full report available upon request.

Tim S. has finished his obligation to AHA. An article should be forthcoming.

Danielle C. also has an article under way.

Ruth B. has had approval from IRB to move forward this summer with the autism study.

AHA bibliography and reference list: has been updated. This will be an ongoing project.

Deb is serving on the Horses and Humans Foundation (HHF) on the scientific review committee. They met in Florida in January. Deb would like to thank AHA for the information and feedback supplied for this meeting.

Deb will be contacting NARHA to be active in the Research Forum for conference this fall.

Input/feedback from membership highlights an interest and need for further information on research methods and overall research topics. Hippotherapy Magazine will try to run a series of “Ask the Expert” which will be designed to address some common questions in this area.

There is a need to scan past magazine articles for archiving purposes and easy retrieval.

VIII. Outreach Committee: Mary Beth Marzulli

Mary Beth would like to thank all of the State Liaisons for their work! All Liaisons need to submit/update biographical information and have a CV/resume on file.

Through the Board, or Liaisons, AHA should have a presence at each NARHA Regional Conference to answer questions, update information and show interest. Liaisons will be tasked to update regional news to AHA.

Motion made to have the AHA Overview available/given to Regional Liaisons with the stipulation that a signed agreement be obtained stating: the Overview will not be duplicated, the individual will use the Overview responsibly, and they will return it to the AHA office when their term is finished. Janet/ **carried**

Motion made to also have the State Liaisons follow the same procedure: Deb/Rose **carried**

IX. Executive Director Report: Bonnie Cunningham. Full report available upon request.

Currently, AHA has an investment fund with Fidelity, with \$20,000.00 designated for research.

At this time, there are 11 states that can be approached for solicitations. Bonnie will continue to apply for more. Motion made to begin soliciting within states and continue to solicit as funds come in. Rose/Lori **carried**

Survey Monkey gave good information about membership interest areas. It will be posted for a little while longer, then removed, and posted again at a later date to generate new input.

Bonnie expressed a concern that the position of Interim Executive Director be evaluated on several levels: her performance, the need for an ED, the job description of the ED and future potential. The Strategic Plan will put into place an evaluation process. (by 9/11)

X. International Scholarship Committee: Bonnie Cunningham for Barb Heine.

Overall, the international interest continues to grow. In March, Trish Fitzgerald from Ireland will be doing her training here in the US. Barb and Bonnie were overseas in Beijing, China this year. Language/translator issues make the teaching a challenge. It was decided earlier in the year via email vote that \$2.00 from each participant in a Level I and Level II course is to be given to the International Scholarship Fund. Barb Heine has generously continued to offer assistance in support as well.

XI. Certification Board: Bonnie Cunningham for Nancy McGibbon

There are 4 new Hippotherapy Clinical Specialists! Congratulations! (should we list them in the minutes?)

Currently the Certification Board includes Nancy McGibbon, Joann Benjamin, Carol Huegel, Kathy Splinter-Watkins, Ruth Dismuke-Blakely, and Lisa Harris who is joining the Board this summer.

Motion made that the AHA Finance Committee be charged with determining where the 5% of the AHCB annual income should be designated. Sarah/Janet **carried**

The next AHA Board meeting will be **September 12-14, 2008 in Newark, NJ**

There being no further business, meeting adjourned at 12:00 noon

Respectfully submitted,

Sarah P. Pictor

Recording Secretary for the Board Meeting