

## **June 12, 2023 AERC Board meeting minutes**

President Nick Kohut DVM called the meeting to order at 8:05 p.m. EST.

Board members present were Olin Balch DVM, Connie Caudill, Monica Chapman, Jessica Cobbley, Stephanie Palmer-DuRoss, Gunnar Frank, Maureen Fehrs DVM, Susan Garlinghouse DVM, Bridget Helms, Dawn Hilliard, Susan Kasemeyer, Vance Stine, Eric Rueter, Nick Kohut DVM, Bob Marshall DVM, Maribel Paulson, Naomi Preston, Melissa Ribley DVM, John Parke, Lisa Schneider, Kelly Williams-Stehman, Jan Stevens, Laurie Underwood and Tim Worden. Also present were Executive Director Kathleen Henkel, Diane Rowley, chair of the P&G Committee and Tom Rajala, chair of the AERC-I Committee.

Lisa Schneider moved to accept the agenda which was seconded by Susan Kasemeyer. The motion passed unanimously.

Jan Stevens made a motion to approve the May 8, 2023 Board meeting minutes which was seconded by Lisa Schneider. The motion passed unanimously.

Lisa made a motion for the excusals of Mike Maul from the April meeting (he attempted to join several times without success, but the excusal was inadvertently omitted from the April meeting minutes), and the May and June meetings for medical issues, and of Mollie Krumlaw-Smith for ride management issues. Vance Stine seconded. Motion passed unanimously.

Kathleen Henkel will provide the Statistical report on Tuesday June 13, 2023.

### Motion from Protest and Grievance Committee

A motion from the Protest and Grievance Committee was made requesting approval of Cynthia Young as the mediator and Mike Peralez DVM as the veterinary member of the P&G Committee. Motion from committee passed unanimously.

### Motion from the Protest and Grievance Committee

Diane Rowley presented a motion from the Protest & Grievance Committee to revise Rule 14.2.2.

REVISION TO RULE 14.2.2 – Add the below subsection f. The action which the protestor requests the Protest & Grievance Committee take as authorized under Rule 15.

The Protest & Grievance Committee often presides over protest actions that do not specify what type of relief the protestor is seeking. It leaves the Committee in the position of trying to determine what the protestor is seeking to accomplish and what, at least in the mind of the protestor, would be the most effective remedy for the issue in question. In addition, in the case of some protests, if the type of relief being sought was specified, the protestor might realize that their complaint may not be within the authority of or appropriate for the Protest & Grievance Committee to decide. This provision would not limit the authority of the Committee and/or Board to impose sanctions different from or in addition to that asked for in the protest. This will clarify and refine Rule 14.2.2 to specify relief sought under a protest action. To be implemented on 12/1/2023.

After a thorough discussion, Diane Rowley was asked to further clarify and redraft the rule and send it to the Board by July 1<sup>st</sup> to be voted on at the July 15<sup>th</sup> midyear meeting.

Tom Rajala gave an update on the AERC-I Committee.

The committee is working on defining itself after the AERC/USEF breakup and is open to feedback. The committee is still an active committee and will help support international riders and officials.

#### Motion from Trails and Land Management Committee

Monica Chapman presented the Trails Committee Donation Policy motion from the Trails and Land Management Committee.

All undesignated donations sent to the AERC Trails and Land Management Committee can be used for Trails Grants, Trail Master classes, conference fees, and travel expenses to conferences. All spending is budgeted annually and subject to BOD approval.

In the past, the phrase “bricks & sticks” was used to describe the only options for spending donated trails money. In researching the minutes, charters, rules, bylaws, and policies, there is nowhere that it is stated the donations can only be used for physical items. By allowing undesignated donated funds to the AERC Trails and Land Management Committee to be used for Trail Grants, Trail Master classes, conference fees, and travel for AERC members to represent AERC, more money will be freed up in the General Fund for other operating expenses.

The motion will improve the AERC General Budget. The amount of money spent for Trails Grants, Trail Master Classes, and attending conferences will be solely dependent on donations.

The committee will submit their budget including trail master classes and conference fees to the Board for approval.

Motion from committee passed unanimously.

#### Motion from the Sanctioning Committee

Connie Caudill presented a motion from the Sanctioning Committee to clarify Rule 6.1.A.

#### CURRENT RULE

6.1 A competitor must pass all judging criteria for completion; a competitor who fails any of the other completion criteria should be pulled from Top Ten placing but may be allowed a completion, if in the opinion of ride management, the violation was not intentional and did not result in making the course easier or shorter.

#### Proposed REVISED RULE-

6.1 A competitor must pass all control judge criteria for completion; a competitor who fails any of the other completion criteria may be allowed a completion but with no placing, if in the opinion of ride management, the violation was not intentional and did not result in making the course easier or shorter.

Some ride managers believe the intent of the current rule is only meant to remove the rider from top 10 but will still give them whatever placing they think the rider should receive. A “completion” still gives the rider points for completing the distance overall and in their weight division. In a 50-mile ride, completion would be 50 points in overall and 50 in weight division.

To be implemented and included in the 2024 rulebook.

A thorough discussion was held. Motion was passed by a majority voting yes and three no votes.

#### IT Access and Operating Policies

Eric Rueter sent the Board an IT Policy Statement for review and approval. This included Query request form documents and Service request form.

#### AERC Technical Committee Access Policy

The AERC Technical Committee is aware of the sensitivity and proprietary nature of the technical assets of the AERC. Therefore, the AERC Technical Committee members will all sign a Non-Disclosure Agreement (NDA) prior to being granted any access to the AERC programs, database or flat files. The AERC Technical Committee will request the AERC Legal Committee to write the NDA in a manner that is acceptable to the AERC Board of Directors and the AERC Executive Director.

Over time, varying degrees of access will be requested for individual members of the AERC Technical Committee. For the most part, any access will be what is commonly considered “read only”. In general, read only access only allows the “viewing” of programs and data / data structure. It does not allow for any changes to a program or data / data structure or the creation of any new programs or data / data structure. There may be times when an access level higher than read only is required, but those are expected to be limited in scope and frequency.

In the interest of full disclosure, the Internet Service Provider (ISP – WPEngines) that AERC has chosen, only offers full access to the database. This means that even though read only access is requested, the normal limitations of a read only access are not enforceable by the software. It shall be the responsibility of the individual AERC Technical Committee members to honor their access that has been granted.

If during the course of interaction of the AERC Technical Committee, an individual creates a solution to a request or problem. The solution shall be passed on to the current IT service provider (currently Brand Media Solutions) for actual installation / integration into the AERC programs or data / data structure.

#### \*\*\* AERC Technical Committee Operating Policy

A project list will be created and updated to include all IT requests, including one-off database queries up to major tasks. All projects will include a work request including a scope of work, estimated duration, estimated cost, approval from any affected committees and the AERC Office when appropriate. The committee will decide which projects may / might be handled by committee members, and which projects will need to be bid out to an outside organization. There shall be no compensation made to any member of the committee. If a project is bid out to an outside organization, the committee will verify that a finite scope of work will be issued and will track all progress of the work. There shall be no work performed without a work request, and all work shall carry in the internal documentation, references to the work request. Any work completed by a committee member shall be reviewed and tested by at least one (two?) other committee members, and the requester.

The project list will be the basis of the IT Committee report to the Board of Directors.

Meetings will be held when required and / or on a scheduled basis. Possibly starting with a weekly meeting and progressing to a monthly as pieces fall together. Phone, eMAIL or text messages can be used to expedite emergency work requests and common queries and may substitute for a meeting.

Lisa Schneider would like to see a statement added to the policy that the office would determine if it was worth the cost. John Parke thanked Eric for his effort but said the policy was too general and too broadly written. He stated that at this time the Board and staff want the programming done by the outside vendor with committee oversight. John Parke requested that the policy be revised and brought back to the Board.

Eric Rueter stated that he intended to convey that anything the committee could fix would have the code re-written by the committee but changes would go through the programmer. He felt that the committee could save AERC money.

Eric Rueter has been actively seeking qualified IT people to join the committee. He asked for suggestions from the Board.

Nick Kohut DVM suggested that Eric Rueter rewrite the policy and that he work directly with John Parke in order to make sure the wording is what was intended to be said. Eric Rueter will have the policy revised for the July 15 midyear Board meeting.

#### Strategic Plan updates

Melissa Ribley DVM – the Welfare of the Horse group has been working on a PowerPoint presentation that will go out to veterinary schools to try to recruit ride vets. This would be reviewed by the Vet Committee. Laurie Underwood has written an article regarding retention of ride veterinarians.

Stephanie Palmer-DuRoss gets Pre-Vet Club members for extra help on her rides. They bring vet students as well as a treatment truck. Other ride managers may try contacting their nearest veterinary school directly to ask about their pre-vet club.

John Parke moved to adjourn at 9:42 p.m., Jan Stevens seconded.

Respectfully submitted by Connie Caudill.