September 11, 2023, AERC Board meeting minutes

President Nick Kohut DVM called the meeting to order at 8:04 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, Dawn Hilliard, Susan Kasemeyer, Eric Rueter, Nick Kohut DVM, Bob Marshall DVM, Mike Maul, Naomi Preston, Maribel Paulson, Melissa Ribley DVM, John Parke, Lisa Schneider, Kelly Williams-Stehman, Vance Stine, Jan Stevens, Laurie Underwood and Tim Worden. Also present was Executive Director Kathleen Henkel. Tom Rajala, chair of the AERC-I Committee was in attendance.

Lisa Schneider moved to excuse Mollie Krumlaw-Smith – ride management duties and Bridget Helms – out of cell service range, seconded by Jan Stevens. Motion passed unanimously.

Susan Garlinghouse DVM made a motion, seconded by Connie Caudill, to accept the agenda. Motion passed unanimously.

Susan Kasemeyer made a motion, seconded by Jessica Cobbley, to approve the July 15, 2023 midyear meeting minutes. Motion passed unanimously.

New Pioneer Ride I the Southwest Region – Caja del Rio
Connie Caudill presented a motion from the Sanctioning Committee for the approval of a first year Pioneer ride in the Southwest Region– Caja del Rio – May 24- May 26, 2024. The ride manager is Aura Jensen-Curtis and Larry Nolen DVM is the head control judge. Stephanie Palmer DuRoss and the Sanctioning Committee have approved the ride. Motion passed unanimously.

Highland Valley Ride – Request by Ride Manager Regarding Mileage
A discussion was held regarding the Highland Valley Endurance Ride that was held on September 2-3, 2023. Day two of the 50-mile ride had to be stopped at mile 35 due to a smoke issue. The ride manager requested to change the ride to an LD and award 35 miles to all in the endurance distance, or award 35 completion miles only as endurance miles to those that competed in the endurance distance. Kathleen Henkel recalled several years ago that the Derby Ditch ride was stopped midway due to a blizzard and that each rider received endurance completion miles and points for the mileage ridden. The Board agreed that a fair precedent had been set which falls under Rules 1.3.1 and 1.3.2.

Vance Stine made a motion, seconded by Tim Worden, that the Highland Valley riders will receive 35 overall points, 35 divisional points and 35 miles in accordance with Rules 1.3.1 and 1.3.2. The motion was approved by a majority of the Board members. There was one no vote.

Kathleen Henkel presented the statistical report:

Membership as of 9/9/2022	4453
Membership as of 9/8/2023	4253
Sanction fees as of 9/8/2022	$12,240.00
Sanction fees as of 9/8/2023	$12,695.00
Rider fees as of 9/8/2022	$41,068.00
Rider fees as of 9/8/2023	$37,307.00
New members as of 9/8/2022	559
New members as of 9/8/2023	545

Update on the AERC-I Committee.
Committee chair Tom Rajala gave an update on the Young Riders Championship FEI competition that had taken place in France. There will an upcoming Senior FEI event to be taking place in the fall in Chile. The Mustang Memorial ride to be held on October 7, 2023, will serve as a qualification ride.

The AERC Young Riders Championship ride will take place at Camp Far West in Pen Valley, California on October 28, 2023. Everyone has high hopes that this will be well attended by the Young Riders.

Update on the AERC Computer System
Kathleen Henkel gave an update on the computer system. She felt it has been running smoothly and updated the Board on current billing from our IT Service Provider. There was a discussion held on the billing and Kathleen Henkel gave an explanation on the role the Executive Director being in control of the day-to-day operations of the office, which includes the computer system.

Motion from the Technical Committee on Access Policy
John Parke revised the motion which was originally submitted by the Technical Committee. The purpose of the revision is to help the Technical Committee submit the motion in the form that the Board has been requesting. Revisions are underlined.

"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 requests the AERC Legal Committee to obtain a sample NDA form to use 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 or flat files, whether using an industry standard tool,

or viewing these items in raw form. 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.

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 the access that they have been granted.

If during the course of interaction of the AERC Technical Committee, an individual has the opportunity to create 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.   No installation or integration into the AERC programs or data/data structure shall be made without the prior written approval of the AERC Executive Director, Executive Committee or Board of Directors. The IT Tech Committee will not in any form or fashion make any modifications to any AERC program, data, data structure or flat file.

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. The only reason for this level of access is to provide the ability to debug and test programs. This higher level of access should only be granted in a test environment. Any grant of a higher level of access than read only shall require the prior written approval of the AERC Executive Director, Executive Committee or Board of Directors.

A log of all work and access requests will be maintained by the AERC Technical Committee. This log will include a description of the request, the identity of the person making the request, any code generated, and an example and description of the results.   A copy of the log shall be made available to the AERC Executive Director, Executive Committee or Board of Directors upon request.

The AERC Technical Committee is also aware of the confidential nature of the information provided by members of the AERC to the AERC and of the data maintained by the AERC about its members. The AERC Technical Committee shall not compromise the confidentiality either of the information provided by members of the AERC to the AERC or of the data maintained by the AERC about its members. For the sake of monitoring the confidentiality of membership information and the AERC data base, any query or request for information from the AERC data base from members of the Board of Directors, AERC committee members, or AERC members shall be first submitted to the AERC Executive Director and shall require the prior written approval of the AERC Executive Director, Executive Committee or Board of Directors before any action on the query or request for information is taken by the AERC Technical Committee.”

An in-depth discussion was held on the revised motion. It was decided that the revised motion should be submitted to various committees and the Strategic Plan Governance group for input. The motion will be brought back for a vote at the next meeting.

Hundred Hundreds Club

Lisa Schneider led a discussion on elite members who have achieved 100 one-day 100 mile rides. AERC has five members who have currently reached this milestone and AERC would like to recognize them. Lisa Schneider has interviewed some of them and hopes to speak to all and have ongoing articles with answers to questions our members have requested. She asked for input from the Board on how best for AERC to acknowledge these extraordinary members. She will continue to work on this project.

Strategic Plan Updates

Nick Kohut DVM - the Governance Group met this past week and reviewed the goals that have been completed and work which needs to be done, including getting more directors involved.

Monica Chapman - the Trails Group has continued to write articles for Endurance News and help members with permitting issues.

Kathleen Henkel reported that the Estate of Julie Jackson had donated almost $41,000 in funds designated for trails in the Midwest Region.

Susan Garlinghouse DVM - Education Group. Susan Garlinghouse DVM is working with Lisa Schnieder to put on a two-day clinic and an endurance 101 clinic in the Pacific South Region. Susan Garlinghouse DVM will work on educational videos and clinics. She stated the AERC office and Board can discuss further the pros and cons of hosting some Zoom seminars.

Melissa Ribley DVM – the Welfare Group has made progress in implementing and using the fatality reporting policies which are already in place.

Update on the Standalone Limited Distance Rides

Lisa Schneider gave an update on the member survey regarding standalone limited distance rides. We have received over 1,400 responses to the survey, which represents about 30% of our members. We have received a lot of good comments on them. She will give a full report in the next Board meeting once the survey has concluded.

John Parke moved to adjourn at 10:01 p.m., seconded by Susan Kasemeyer.

Respectfully submitted by Connie Caudill.