

American Hippotherapy Association
Board of Directors Meeting Minutes
November 6-7, 2009 Indianapolis, IN

Call to order: 9:12am

Attendance: Meredith Bazaar, Deb Hauser, Deb Silkwood-Sherer, Mary Beth Marzulli, Janet Weisberg, Lori Garone, Rachel Rivinet, Gina Taylor, Jacqueline Tiley, and part time Executive Director, Bonnie Cunningham.

Quorum established

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

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

Meredith opened the meeting with a thank you to the full Board for attending the meeting. Introductions occurred and new BOD members were welcomed.

Treasurer's Report: Raquel (report available upon request)

- Profit and Loss Budget was reviewed and discussed
- Discussion regarding Office management position. It is anticipated /recommended office management will require a 90 hour month. Currently it is 80 hour. This needs to be reflected in the budget.
- AHA Conference in May of 2009, Refer to P & L Budget
- Discussion: Regarding expenses of course development, educational workshops what should be reimbursed. Recommendations that faculty should get reimbursed for educational books utilized.
- Document BOD in kind donations ie travel expenses for good documentation and transparency
- Motion: At the end of every fiscal year every board member submit a record of in kind expenses to the board, beginning 10-09 **Raquel/Janet carried**
- Friendly amendment was included to track hours of volunteer time to complete tasks...Needs to be documented
- Budget for 2011 conference will be included in fiscal year 2009-2010
- Deb SS moved to approve the 2008-09 budget report seconded by Lori G

Highlights of President's report were discussed

- Meredith resigned agreement with TAMU to continue the online course. Work was not renewed with Stephen O'Neill from Texas A& M
Discussion ensued regarding the need of the public, to have this course available since few individuals have taken it. May need to discuss with Sarah P best scenario
Motion: Meredith to open discussion with Sarah to purchase her interest in the TAMU course. If Sarah agrees then end the agreement with TAMU. **Deb SS/Mary Beth M, motion passed.**

Discussed membership: Shani is continuing processing memberships
Recommended: to have a membership drive. What are the benefits to AHA membership, Faculty hand out packets and information "pamphlet" that folks can take home. How are we serving our members, what are our benefits?

Discussion ensued regarding membership. How can we utilize the logo for individual and center membership?

UPDATE from office manager Shani Suttion

State of the office per phone calls folks are excited about the move. Currently we have 467 in members. Membership continues to trickle in, from the workshops. In an effort to increase membership faculty needs to have brochure when they go to teach a course. This would include member benefits.

New AHA brochure

Who should these brochures be available to? It was recommended to track cost of printing brochures, before we just start handing them out.

Shani is working on streamlining course participants' checklist to be forward to liaisons for follow up for AHA membership.

Shani to revamp membership form to capture current information which is easy to decipher for contact info.

Continuation of President Report:

*Discussion of membership development survey

*Recommended one "statement" to capture the audience.

We need to push survey outreach. Meredith has results of 39 surveys.

*AHA has a new website server company. Joe is the contact person. Thank you for all of your work.

*New courses are doing well, despite the cancellation of the Communication course fall 2009 .

Discussion included:

1. Partnerships: Meredith discussed importance of sitting with other equine organizations Horses and Humans, and Horses for Heroes. This was experienced at Washington International Horse Show
2. Donor recognition : Recommendation on website, in e-newsletter, HPOT magazine, (winter edition) , (conference donors, pull off quick books, etc)
3. Late fees dues policy.

Motion : If a faculty member's AHA membership is not current any course they are scheduled to teach will not be approved. Until the individual is current in their membership or the center may replace them with a faculty person who is current with AHA membership. **Deb SS /JT second.** Approved

In regard to liaisons, they may need reminders to get their membership up to date from MaryBeth Outreach chair.

Motion nonrenewing members will be removed from the find-a- therapist list and liaisons list if not renewed by Sept 1, of the current year. **JT/Gina seconded.** Motion carried

We will renegotiate the NARHA affiliation.

NARHA AHA preconference to be held Nov 18, 2009 currently has 30 registrants. Good attendance noted.

Succession planning: Meredith plans to run next conference call meeting then Debbie SS will run the next “in person” meeting as the new President.

Executive Director Report: Bonnie Cunningham (report available upon request)

- Barb Heine donated \$ 1,500 towards the International Scholarship fund and this money will cover the cost of Joann Benjamin’s and Ruth Dismuke-Blakely to teach an International course in Monterrey, Mexico in March 2010.
- The contract between Learning Partners and AHA, Inc has been agreed upon and will be signed when AHA has a course it would like to put online.
- Jackie and I (Bonnie) have been communicating via email and telephone as we start the ED job transition to Jackie. Jackie has been copied on all emails and should have a good sense of topics and jobs that ED has been doing. Planned date for transition is Jan. 1, 2010.
- Jackie has started to investigate possible grants that could be available to AHA to cover cost of course development.
- Thoughts for future fundraising: Discussions: ideas include Grateful Patients Campaign, birthday gifts, restaurant night out to donate 10% of gross for one night of dining to AHA.

Thoughts for AHA’s future:

Clear delineation of President’s and ED’s jobs, and where they would overlap. ED should be responsible for the administration of the organization. As we have a working board, the ED should be the overseer of the board committees as ultimately they will come under the ED’s administrative responsibilities.

The President and ED should both be involved in fundraising.

The President should be responsible for moving the organization forward (vision) and the ED should follow through with implementing. Both should be involved in establishing new partnerships.

AHA should consider making the education chairperson a paid part-time position. Education is our biggest source of revenue along with membership: a part-time staff member could devote the time necessary to curriculum development, updating manuals, faculty compliance etc.

Executive Director Addendum: Report:

Jacqueline Tiley

Partnerships:

Current Partnerships: (which will continue to grow)

1. NARHA
2. FRDI
3. EMSA
4. Washington International Horse Show

Discussion occurred with potential new partnerships in progress:

Multiple options and possibilities will be explored

New Membership Campaign:
Joint Campaign with NARHA: Discussion ensued regarding a symbiotic relationship and benefits

International Campaign: More discussion will need to occur before this becomes a priority.

Research Grants and set up a plan for 2010 for application due dates.
Recommendations for grants is to focus on grant dollars which would be spent to fund development of educational courses and materials for marketing.

Research Report: Deb (report available upon request)

- Research engines: PEDRO which is similar to the COCHRANE search engine, but specific to physical therapy now carries about 7 hippotherapy related articles that it has reviewed for quality of evidence based practice.

Grant Application Activity

One grant application was submitted since last research committee report 9/1/08. This was a recent submission and was reviewed by the committee.

Moved. The research committee recommends that AHA provide \$500 to fund this research application. **Deb SS /Raquel seconded.** Motion passed.

Updates of grants that were awarded in the last three years.

Tim Shurtleff's OTD, OTR/L research was published in the June 2009 edition of Archives of Physical Medicine and Rehabilitation.

Danielle Champagne OT, HPCS presented the results of her study at the AHA conference in May 2009.

Ruth Dismuke-Blakely MS/CCC-SLP HPCS autism research study is winding down. Data analysis is now underway.

Research Inquiries: since the last meeting Debbie has responded to many research inquiries which can be found in the full research report.

AHA Bibliography and Reference List Updates

DeBuse D, Gibb C, Chandler C. Effects of hippotherapy on people with cerebral palsy from a users' perspective: a qualitative study. *Physiother Theory Pract.* 2009;25(30):174-192

McGee MC, Reese NM. Immediate effects of a hippotherapy session on gait parameters in children with spastic cerebral palsy. *Pediatr Phys Ther.* 2009;21:212-218

McGibbon NH, Benda W, Duncan BR, Silkwood-Sherer D. Immediate and long-term effects of hippotherapy on symmetry of adductor muscle activity and functional ability in children with spastic cerebral palsy. *Arch Phys Med Rehabil.* 2009;90:966-974.

Shurtleff TL, Standeven JW, Engsborg JR. Changes in dynamic trunk/head stability and functional reach after hippotherapy. *Arch Phys Med Rehabil.* 2009;90:1185-1195.

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AHA 2009 Conference

Refer to the statistical analysis document for specifics

Discussion regarding 2011 conference planning was initiated:

Location Possibilities: Midwest Kansas city , St Louis

Time frame suggestions: Spring March, or end of June 2011

Length: 2-3 days with questions of preconference

Focus : Networking , building relationships, AHA regional meeting places

Good news : Nancy McGibbon research on effects of hippotherapy and spasticity was cited in the June 2009 Physical Therapy Bulletin, which is sent to all APTA members.

Outreach Committee (Liaison) Report:

Mary Beth (report available upon request)

Summary: Brochures from AHA and AHA updates were presented at all the NARHA regional conferences during 2009. This will be continued in 2010.

How to Obtain newsletter information:

Contact therapists and programs in your state that you know are practicing hippotherapy and/or go to the AHA website and click on the "Find a Therapist" section and contact the therapists listed there for your state that you do not know. Ask them to send you information for the upcoming newsletter. Once you hear from them, put together a simple report and send to your regional liaison that is responsible for compiling all the information from the different states/provinces in her region and sending it to the Outreach Chair.

Examples of information needed for publication in the AHA Newsletter:

- Mentorship/ advancing the knowledge of hippotherapy
- News about hippotherapy in your area- newspaper articles, presentations, interviews
- Clinical affiliations with PT/OT/ SLP students
- Growth of your program, new facilities
- Recognition of therapists completing AHA courses, obtaining HPCS certification, NARHA registration
- Upcoming courses in your state.

A meeting was held with liaisons at the AHA conference in May. A questionnaire was given out to all liaisons with the following questions and responses:

Ways AHA can better support our liaisons.

1. Ways AHA can better support liaisons
 - Provide schedule of Newsletter dates with deadline dates for responses.
 - Provide names, addresses, and emails of those attending AHA Level 1 and 11 Courses to state liaisons so they can contact therapists.
 - Provide updated state membership lists to state liaisons and update as new members join. Also give liaisons lists of past state members who have not rejoined.

2. How can you connect to therapists who are not in your program but are providing hippotherapy in your state or region?
 - State membership lists.
 - State meeting time at AHA conferences
 - Regional liaisons to organize meeting of therapists at regional conferences.

3. Ways in which you can or are educating physicians, insurance companies and families on hippotherapy.
 - Inservices at parent support groups (autism, CP, turner syndrome et)
 - Encouraging payers to come and observe services and tour facility.
 - Providing physicians with excellent evaluations and reports.
 - Providing information packets to area physicians
 - Presentations at local university PT, OT, and SLP programs
 - Provide liaisons with overview and possibly consider developing a presentation specifically for physicians with some of the pertinent research.

4. Ways you can network within your state/region to share ideas/ knowledge etc.
 - Have an article in Hippotherapy Magazine on networking and the liaisons role
 - Encourage and organize state networking meetings to share treatment ideas, billing, documentation and other strategies.
 - Have AHA do a state/regional therapist/horse to encourage more people to go “above and beyond” and nominate each other. Could be done monthly/quarterly or whatever works and publish in the electronic newsletter, or hippotherapy magazine. Winners could then be finalists for Therapist/Horse of the year at AHA meeting.

Requests were recently sent to liaisons regarding help at the AHA merchandise booth at the NARHA conference. Eight responses were received so far with only one therapist attending and able to help.

Bulletin updates are written from Shani AHA secretary monthly

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New liaisons

1. Joan Martelle for Region 2 replacing Liz Chavout

2. Susan Coleman for Vermont
3. Beth Woods for South Carolina
4. Lee Ruonavarra Texas
5. Carol Pastore Colorado

Mary Beth recommended goals for AHA outreach chair

Goals:

1. **Keep careful record of responses from liaisons and begin to weed out liaisons that do not respond to requests and hopefully replace them with more motivated ones.**
2. **Determine whether all state or just regional liaisons will be provided with a copy of the overview. Once that is determined make sure copies are made of the overview and sent.**
3. **Work with Shani on putting together the individual state membership lists and the list of therapists that have completed the Level I and II courses for 2009 to be provided to state liaisons. Provide updates as they occur**
4. **Discuss article for Magazine concerning the role of the liaison**
5. **Keep additions and deletions of liaisons updated on website.**
6. **Explore possibility of reducing liaisons to just regional liaisons.**
7. **Obtain schedule of Newsletters with deadline for information so that Liaisons will know ahead of time and can just be sent reminders.**
8. **Discuss need for presentation overview specifically geared to physicians.**

Hippotherapy Periodical Report

Committee Chairperson: Janet Weisburg, OTR

Summer 2009 was mailed out late- due to logistics of changing office location, staff change etc.

Thank you to all contributing authors for the summer periodical.

On the to do list:

1. Find someone to help sell ads for the magazine so it can generate some income to offset cost
2. Bring a copy editor (proof reader) on board (one dropped off prior to the production of the summer issue)
3. Set a clear policy on mailing out extra copies requested by non members and contributing writers

Please feel free to share your feedback on issues and remember that all of you reading this report are welcome to contribute ideas and materials to the publication.

Nominating Committee Report

Committee chairperson: Lori Garone, PT, HPCS

Old Business:

The BOD & their terms now consists of :

Ladies please verify accuracy of the dates in question thank you

Meredith Bazaar.....May 2010- has served since 2004

Debbie Silkwood - Sherer..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 5/13

Jacqueline Tiley.....came on 5/09.....term ends 5/13

Raquel Ravinet.....came on 5/09.....term ends 5/13

New Business:

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

Education Committee Report

Committee Chairperson: Lori Garone, PT HPSC

Old Business:

- **List of Skills for Therapists to have prior to taking the Level II Course- In progress as part of the faculty development meeting**
- **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- In progress and possibly on hold**
- **OT and Speech evaluation tools and treatment scenarios will be added to the Level I & II Manual. In progress as part of the faculty development meeting**
- **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 spring of 2010.**

Discussion regarding specialty faculty process occurred. Development of a process to be initiated by

Lori, Gina and Deb H

- **Status on Level 1 & Level 11 Curriculum** Chart was provided by Shani for courses offered through August that included course, faculty and number of participants. Shani is working on updating the chart for the Board's review.

Status on new Curriculum:

The Horse Connection-Long Lining: How To Maximize Your Horse's Potential

The Core Connection

The Business Connection- Business Aspects of HPOT

The Communication Connection-Communication for the Non-SLP in HPOT have all been taught 1-2 times

The Sensory Connection –course was piloted 10/09

HPCS Review:

HPCS Review Course was presented in January 2009 & October 2009

New Curriculum in Development AHA Approved Courses:

1. The Neuro connection; The Neuro patient and HPOT – development with Barb Heine, Nancy McGibbon and Bonnie Cunningham-Rough draft completed and will be a primary focus for 2010.
2. Muscles In Motion- A preview of the course was presented at NARHA 2 conference by Lori & Bonnie and at the NARHA 3 conference by Lori in 2009. Mary Helen Chapin, Jane Fitzpatrick contribute as well as Bonnie and I (Lori). Target audience is the riding instructor and career volunteer. This course has a few more edits and will be ready to be presented Spring 2010 and developed as an online course with videos.
3. EAT Course/Pre & Post Course- Still in development- draft outline completed

Faculty Meeting 2010 The faculty meeting will be held Thursday/ Friday 9/30 & 10/1, 2010 at the DoubleTree Hotel in Lexington to coincide with the World Equestrian Games.

A discussion of having a physical meeting every 2 years and then video conferencing (possibly through Skype) for small groups to work on meeting agendas and curriculum on a quarterly basis between the physical meeting years will be one of the topics discussed at the faculty meeting. AHA BOD comments would be appreciated with respect to this format for future Education Committee agendas.

If the BOD has requests for topics they would like to see the Educational Development Committee expand into please direct your requests directly to the committee chairperson, Lori Garone, PT, HPCS.

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

Promotion of AHA courses in email blasts and e-newsletter :

Motion: We will promote AHA courses through our monthly bulletin; not individual email blasts

Gina/.Deb SS carried

Brief discussion regarding how to handle dissemination of large files and manuals

Current methods include use of YouSendIt (fee service), personal email and gmail account. AHA will use a free gmail account for sending large files at this time.

Education Committee Charter

There is a need to review the current Policy & Procedure (P& P) for the Education committee to determine if there is a need for a charter that is more comprehensive in defining the committee responsibilities and duties or is only necessary to edit the existing policies and procedures.

Attached is the charter in its' third edit. All BOD should have copy of the education P & P in their board manual.

Education committee/changes to P& P to be completed by May 2010 and commence with transition of Education Chair.

Changes to NARHA educational offerings that will affect AHA

Discussion ensued as NARHA is currently changing from an education and certification organization to one that focuses solely on certification. Do we as an organization need to take up the slack in the education realm? No decisions were made at this meeting, but the Board will continue to monitor the need for other educational courses.

Practice & Standards Committee Report

1. NARHA Standards Review:

NARHA Registered Therapists and HPCS therapists working at NARHA facilities: 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 directly assist in HPOT treatment.

Program and Standards Oversight Committee:

On September , 2009 the NARHA Program and Standards oversight conference call was cancelled.

2.) Faculty Development:

Files: AHA Faculty files were received from Sarah P in June 2009. The files are being reviewed by me (Deb H) for compliance. Reminders for faculty will be sent by December 5 for any information missing.

Faculty contribution to AHA: Per report of S & P in Feb 2009 “an effort to increase Faculty participation in venues other than pure course instruction, Bonnie, Mer and Lori designed a survey to assess the time and talents that the Faculty would be willing to contribute to AHA. Topics such as reviewing and editing manuals were listed

in a simple check sheet.” Please refer to the Excel spreadsheet that logs the interests of faculty.

Faculty advancement to Associate:

New faculty: Per email correspondence a new Apprentice/Associate Faculty candidate TE is pending completion of application process.

Faculty advancement to Coordinating: Per email correspondence a new Faculty Coordinator candidate LH was approved in October 2009 .

Faculty resignation: Per email correspondence in August 2009 Eileen Davies resigned her faculty position with AHA. Lori G and Bonnie C sent emails to me. Eileen was emailed a thank you from me as S & P Chair.

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. For the NARHA National Conference in Hartford, 2008, Gina Taylor and Sarah Pictor spoke 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. The presentation was well received and they were asked to speak at Region 2 in March as well as the National AHA Conference in May, 2009. I will follow up with Sarah and Gina, on putting together a tri-fold brochure with this information to be available through AHA and NARHA centers for further education on this topic of constant interest.

Faculty contribution to AHA :

Discussion: How to have faculty accountable for performing their obligations.

Discussion: Education and standards of practice committee chairs will meet to update policies and procedures regarding recruitment, retention and promotion and termination of AHA faculty by March 2010

Discussion: there was discussion regarding modifying the levels of faculty to recognize those individuals that contribute to the development of courses and other activities that are above and beyond the role of coordinating faculty. Lori will develop a model to share with the Board.

AHCB COMMITTEE Report

Committee chairperson: Carol Huegel, PT HPCS

Report to AHA Board of Directors

November 2, 2009

It has been a humbling experience taking over as the AHCB Chair from Nancy McGibbon.

During 2009 we have added 7 new HPCS therapists:

February:

Karen B. Chamberlain, PT Spring City, PA

Chase Doverstrike, OT Palo Alto, CA

Linda A. Krzaczek, PT Mullica Hill, NJ

August:

Jennifer J. Nuckton, PT Monterey, CA

Nancy J. Rawcliffe, OT Peralta, NM

Deborah Sords, PT Shaker Heights, OH

Gina M. Taylor, OT Bound Brook, NJ

23 therapists renewed as HPCS therapists in 2009.

Currently there are 67 HPCS therapists.

The AHCB currently includes: Nancy McGibbon, Ruth Dismuke-Blakely, Lisa Harris, Kathy Splinter-Watkins, Cindy Thomas and myself. We will be seeking a PT or OT to replace Nancy as she steps off the board at the end of this year, and an SLP to replace Ruth. Suggestions from the AHA faculty are invited.

The AHCB appreciated the opportunity to make a presentation regarding the HPCS exam at the AHA Conference. It was well attended and should be considered for future conferences. The AHCB also sponsored a reception at the conference for attending HPCS therapists that was a great success.

Requests have been made for an AHCB financial report but none have as yet been forthcoming, and would be appreciated.

If there are any questions regarding AHCB, please feel free to contact me.

STRATEGIC PLAN FOR AHA OVERVIEW/REVIEW AND UPDATE

Discussion occurred regarding progress on the AHA strategic Plan Implementation Grid.
Motion to adjourn by **Janet/Lori seconded** Carried
Day 1 adjourned 6:30 pm

Call to order: 805 am Day 2

Attendance: Same as Day 1 With addition of Jen Marchetti, VP at Wyndham International for Strategic planning

Jen began the discussion with the Board on how to better market AHA and to determine if we really need to change our name. This discussion lasted approximately 5 hours and resulted in a full review and modification of the strategic plan. The goals of the original strategic plan were maintained, but the objectives, timelines, and strategies were better defined with more detail. Jacqueline, as incoming ED, is to work on the timelines to

develop specific due dates and assign responsibilities to specific board members and not just committees. This is to be completed before December 30th. Discussion on a name change was tabled as the Board felt it was more important for us to better define who we are as an organization before making this change.

Refer to Implementation Grid

Motion: Develop a policy to allow certain member categories use of the AHA logo. **Deb SS/JtT carried**

Recommended membership categories – Refer to current categories for benefits with the following updates.

Investigate 1,2,3 year membership

- | | |
|--|---------|
| 1.Friend /Family | \$45 |
| Access to members only | |
| Magazine | |
| 2. Professional member | \$85 |
| Medical professional/EAA professionals | |
| Student | \$45 |
| Find a Therapist | |
| Discounted fees for courses | |
| Emails | |
| Magazine | |
| 3 Life Membership | \$5,000 |
| As above with additions | |
| Special Recognition | |
| Website Recognition | |
| Special Recognition to enhance | |

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|-----------------------------|-------|
| 1. Center/Clinic Membership | \$150 |
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HPOT Mag additional copies
Emails
Listing
Directories
FAQ sheets
Ad space
Member certificate

Meeting adjourned: 6:37 pm

Respectfully submitted,

Deb Hauser PT, HPCS