

**Minutes for the Meeting of the
American Hippotherapy Association, Inc.
Board of Directors
Indianapolis, IN
November 10, 2006**

1. Attendance: Karen McPhail, Molly Lingua, Bonnie Cunningham, Renee Casady, Meredith Bazaar, Robyn Moug, Lori Garone, Rose Crivolio. Marie Dawson and Linda Thiede excused.
2. Call to Order:
3. Approval of Minutes: Minutes of September 10, 2006 Motion by Molly Lingua and seconded by Bonnie Cunningham. All in favor. Motion carried.
4. Officers and Committee Reports

President's Report (Karen McPhail)

We have made some significant progress in the past few months on projects. Renee Casady represented AHA at the International Congress on Riding for the Disabled in Brazil and made some contacts with potential presenters for our own conference. We continue to receive frequent requests for information, educational opportunities and applications for our international scholarships. I believe AHA is the best organized association for hippotherapy in the world and we have the potential to become leaders in the field internationally.

Many of the various colleges with therapy programs (PT, OT, SLP) have been contacted about receiving educational materials on hippotherapy which will help to insure that what is being taught will be correct. We need to expand on our recognition within the three national therapy organizations.

We have hired Linda Thiede as an employee which is a great step forward. We have an accountant and a paycheck processing company. Soon we will have the accounts on computer for access by the President, Treasurer and Business Manager.

Topics for discussion and/or vote:

- Board needs to vote to approve the new Faculty Development Process from the last Faculty meeting.
- We need to discuss the job description for an Executive Director
- We need to review the Atlanta conference schedule and distribute jobs as needed

Treasurers Report (Marie Dawson)

In Marie's absence, Karen presented the financial status of AHA, Inc. The balance of the checking account is \$17,257.84 Money Market is \$49,253.38, for a total funds of \$66,511.22.

Our new accountant, Cindi Tabb has now received a copy of the AHA, Inc., books and is working on reorganizing them for easier reporting.

Standards and Practice (Lori Garone)

Old Business:

The request to amend the NARHA Standard P29 & H1 has been sent to NARHA. The NARHA Standard & Accreditation Committees will meet in March 2007 to review the request. Standards A10 to A15, A18, P22, P30 and H8 are those in question.

New Business:

The Practice & Standard Committee would like the AOTA & APTA letters of endorsement accessible on our website on the Education page or as a tab on the pull down menu. Their present site on the website message board for members only has poor visibility and these letters should be for all to view.

There are other NARHA Standards which should be addressed which have to do with the HIPAA Compliance and they are: Standards A10, through A15, A18, P22, P25, P26, P30, and H8.

These NARHA Standards which request access to participant and volunteer files and to view patient/client hippotherapy files for accurate Prescriptions, Medical Releases, Referrals and Liability, Photo and Media Releases, Evaluations, Treatment Plans, Progress Notes, Re-Evals and Discharge notes should state in them, if they are Medical Files and patient/client PT/OT or SLP hippotherapy files have PHI (Protected Health Information) then the facility can produce a mock up file displaying the forms or copies of these from a file with the patient/client's name blacked out or the interpretation which is in Standard A18 should be added to those standards.

The AHA Inc Standard & Practice Committee would like to submit a letter to the NARHA Standard & Accreditation Committee prior to March 2007.

Education Committee (Lori Garone/Bonnie Cunningham)

The timeline for the Faculty Meeting has the following items which topics have been completed: Peer Review for Faculty and Faculty Development.

The following topics have not been completed and are on a timeline for 12/01/06:

1. Challenger test- or Video to opt out of Level I Equine Skills and a requirement to purchase the Level I Equine Skills Manual if the participant opts out of the course with the Waiver Form.
2. Develop a list of competencies from Level I Equine Skills to Level II Equine Skills
3. Guidelines for Mentors for the 20 hours and 6 months HPOT
4. Hands on Long lining and lungeing practicum
5. Development for other one day courses
6. Development of Level III Equine Skills
7. Development of Level III Treatment Principles

The faculty assigned to the above topics have been notified of the impending deadline.

The Education Committee requested the BOD accept the new process for becoming coordinating faculty, developed at the Faculty Meeting in July. The revised Faculty Development Packet was distributed and reviewed. A motion to accept was made by Molly Lingua and seconded by Bonnie Cunningham, all in favor, motion carried.

Also discussed was "Letter E" of the Faculty Development Packet whereby the procedure for review of faculty performance of former coordinating faculty who is interested in reinstating their coordinating status was discussed. A motion to accept was made by Robyn Moug and seconded by Rose Crivolio, all in favor, motion carried.

Sarah Pictor was welcomed as the new Educational Committee Chair. Lori Garone and Bonnie Cunningham will remain as part of the committee.

Nominating Committee (Molly Lingua)

NO REPORT SUBMITTED

Research Committee (Renee Casady)

- Keeping with the mission of AHA to encourage more research, the most recent article (June '06) in AHA Hippotherapy was written to increase our membership awareness and knowledge of outcome measures to use and measure change before/after hippotherapy. Committee members are available as resources when inquiries arise trying to locate the tests or measures mentioned in the article.
- The need for a multi-center research study is imminent. Deb Silkwood-Sherer, Nancy McGibbon, Ruth Dismuke Blakely, Claudia Morin and Renee Casady are working a research design and plan for a multi center hippotherapy research study. The committee has developed outcome measures and a design; as well as a planned proposal scheduled to be sent to AQHA by December 1st. Deb Silkwood-Sherer is the primary contact for the study.

- When research inquiries come into the AHA office, Linda Thiede forwards the message to the chair of research. The chair replies to the message and refers them to other resources as indicated. Inquiries average 2 per month.
- There are currently no research grant applications in review.
 - * Reminder: the AHA offers up to \$1000 in Research Grants per study.
- The AHA bibliography and reference list is complete as a hippotherapy-only resource. New references should be sent to the attention of the research chair to be decided upon adding to our list. The document will be available to anyone through the website on tabs directing someone to the list.
- Renee Casady attended FRDI, Brasilia Brazil in August to present research results and to represent the AHA. It proved to be a worthwhile trip accumulating resources internationally on recent research and measures pre/post hippotherapy. As well as meeting researchers who will be publishing their results in AHA HIPPOThERAPY or submit papers to present at AHA conference April 2006.
- Tim Shurtleff has been approached to consult with the AHA Research Committee. Renee will remain on the board one more year, through November 2008.

Publications Committee (Robyn Moug/Linda Thiede)

The winter issue of HIPPOThERAPY will contain 10 articles in total and 5 of them are international presenters from the FRDI Conference.

Robyn announced she will be stepping down from the board at the completion of her term in November 2007. When she does, it is proposed a committee be formed to review and edit articles. Also it was suggested the editor may not need to be on the BOD. Robyn will develop the needs, requirements and parameters for the editor position. It was suggested it be advertised to the liaisons.

To expand HIPPOThERAPY's articles base, it was suggested the board members and faculty could provide at least one article per year. Another idea was to add "Meet the Faculty", which would give the readers the opportunity to gradually get to know the faculty in each edition.

Our next publication deadline is March 15, 2007.

The next AHA E-Newsletter is in work and is scheduled to be released by December 1st.

Office/Membership Report (Linda Thiede)

MEMBERSHIP

We have 650 current members of AHA, Inc., of which there are 4 Legacy, 17 Lifetime and 164 Complimentary memberships. The listing will now be released to the AHA Regional/State Liaisons for AHA purposes only.

Linda reported AHA has awarded at total of 182 complimentary memberships for 2006 workshop attendees. This complimentary membership program will continue throughout the year.

AHA WEBSITE

The website modifications were forwarded to our website designer in early September and are slowly being incorporated. We are working to have all the listings with contact information as current as we can before we complete the redesign. The latest request to the website designer was to make the necessary changes to the HPCS listing.

Outreach Committee (Meredith Bazaar)

We had a good response from the liaisons for the newsletter. Changes to the Regional/State Liaisons listing was distributed and it was announced that Virginia no longer has a liaison and the Regional 5 Liaison position will be shared between Jessica More and Ellen Davis.

AHA 2007 National Conference Committee (Rose Crivolio/Marie Dawson)

The conference will be held April 20 – 22, 2007 at the Crowne Plaza-Ravinia Hotel in Atlanta, GA.

The Conference Sponsorship Form and letter was reviewed. Meredith Bazaar will assist in editing the letter. Robyn is ready to have the tote bags produced for the conference. When and where the logo will be used was also discussed.

Program – Several exciting presentations have been submitted and are currently under review. We need input from the board to help round out the presentations with subjects that will be a draw for members. The Program needs to be confirmed in December so that we can send out the Conference Registration Forms in January.

Sponsors - We are working on UPS and Coke as major sponsors, but we will need your help in getting sponsors in your areas of expertise. I will pass out sponsor packets for you to send out.

1. Old Business

- A. Logo Change – Molly Lingua has a graphic designer now working on the logo redesign.
- B Review of Strategic Plan – We continue to move forward with our schedule meeting almost every deadline on time. Karen McPhail will address the need for a grant writer in our next E-Newsletter.

Date, time and venue of the next AHA Board Meeting – TBD
Meeting adjourned at 7:00 p.m.

Respectfully submitted by Marie Dawson, Secretary/Treasurer