



**Board Retreat**  
**May 18-20, 2018**  
**Minutes**

**Welcome and call to order**

Ross Braun

The meeting was called to order at 12:52 p.m. MT.

Present: Susan Becklenberg, Kim Berggren, Ross Braun, Julie Broadway, Moira Corcoran, Patti Coyle, Michael Kaufmann, Lili Kellogg, Ed Milford, Brandan Montminy

Excused: Scott Carver

Staff: Kathy Alm, Kandis Branum

Guest staff for Association Update and Separation agenda items: Carrie Garnett, Jeff Kelling, Bret Maceyak

**Association Update**

Kathy Alm/Carrie Garnett/Jeff Kelling

B-1 Individual Membership Benefits

B-2 Center Membership Benefits

The Association Update presentation was given by Kathy Alm and Jeff Kelling. This presentation is given at every Regional Conference this year.

The International Conference and Annual Meeting will be held at the Rosen Centre in Orlando FL October 25-27, 2018. On the 25<sup>th</sup> – Leadership Luncheon, 12:00-1:30pm, Opening General Session, 4:30-6:00pm, Opening Reception, 6-7:30pm.

On the 26<sup>th</sup> – Board meeting, 12:00-5:00pm, Visionaries event, 6:00-8:00pm. On the 27<sup>th</sup> – Annual meeting and breakfast, 7:00am, Board meeting, 8:45am-12:15pm, Awards luncheon & Keynote, 12:30-2:00pm. This is a preview only, schedule may alter.

PATH Intl. received two grants to provide resources for Veterans through Premier Accredited Centers:

Dept. of Veterans Affairs, \$375,000 for Adaptive Sports

Wounded Warrior Project, \$350,000

Jeff Kelling asked that board members email him with any suggestions/ideas for Education.

**Separation of Membership/Education/Credentialing update**

Kathy Alm/Bret Maceyak/Carrie Garnett/Jeff Kelling

Staff updated the trustees regarding the separation of Membership, Education and Credentialing pursuant to the independent Registered Therapeutic Riding Instructor credentialing initiative currently underway. Significant dates for the process are May 29-31, 2018, test questions writing; development meeting; January 1, 2019, pilot process begins; July 1, 2019, new credentialing process begins; January 1, 2020, current registered testing process discontinued.



At 3:41 pm the meeting was recessed for a staff interaction activity.

Saturday, May 19, 2018

12:12pm MT, the meeting was called back to order.

Ross Braun

### **Mega question**

Julie Broadway

Can we identify who we serve as PATH Intl., the membership organization and who we serve as PATH Intl., the credentialing organization?

PATH Intl. Membership organization serves Instructors and Centers.

PATH Intl. Credentialing organization serves the public and the participants, and on a secondary level, the Instructors.

### **Strategic Planning**

Julie Broadway

C-1 Strategic and Operational Trends

Julie Broadway thanked the members of the Strategic Plan Think Tank responsible for the data gathering to date. They are:

Kim Brown, Scott Carver, Adam Daurio, Joanne Hart, KC Henry, Glenn Tecker with Julie Broadway and Kathy Alm. Board members were asked to choose individual research subjects from the list provided and provide recommendations for potential facilitators and send thoughts and ideas to Julie Broadway for possible inclusion in the plan. Trustees were reminded that the staff work for the plan will coincide with separation of membership/education/credentialing as well as budgeting for the 2019-20 fiscal year.

### **Bylaws Amendments**

Brandan Montminy

D-1 Bylaws with track changes

The Bylaws Committee: Patti Coyle, Michael Kaufmann, Brandan Montminy, Kathy Alm

The majority of the proposed bylaws changes as made were acceptable to the board. The bylaws committee will reconvene to review remaining items and email to the board by mid-June for final review and edits. The updated bylaws with all edits will then be included with the documents for the July 23 trustee meeting.

### **Trustee Limitations Policy**

Ross Braun

E-1 Policy

Motion to approve: Julie Broadway

Second: Kim Berggren

### **Investment Risk Tolerance**

Sue Becklenberg

Susan Becklenberg led the trustees in a discussion about the level of tolerance the board has for investment risk. During the discussion, it was suggested that temporary restricted fund descriptions include verbiage regarding disbursement of any interest accrued by invested-funds.



The trustees agreed that investments would be low-risk investments with an investment strategy focused on the preservation of capital. In addition, whenever possible the investment revenue will be made available for the general operating fund for the association.

The meeting was recessed at 4:00pm.

Ross Braun

Sunday, May 20, 2019

The meeting was called back to order at 8:38am MT

Ross Braun

**President's Comments**

Ross Braun

F-1 Board Pledges

F-2 Advisory Council connections

Ross Braun distributed pledge forms for the 2018-19 fiscal year, and encouraged trustees to contribute. Pledges are due no later than July 25, 2018. Donations must be paid in full by June 30, 2019.

Board members volunteered to contact Advisory Council members. Contact list is as follows:

Michael Kaufmann-Andrea Beetz

Julie Broadway & Kathy Alm-Jerry Black

Kim Berggren-Shannon Carter

Julie Broadway & Kathy Alm-Lynn Coakley

Julie Broadway-David Foley

Patti Coyle-Holly Schmitt Fox

Lili Kellogg-Hope Hand

Julie Broadway & Kathy Alm-Craig Huffhines

Susan Becklenberg-Allyn Mann

Brandan Montminy-Larry Pence

**Minutes**

Ross Braun

G-1 Minutes of March 26

Motion to approve: Julie Broadway

Second: Kim Berggren

Minutes approved.

**CEO Report**

Kathy Alm

H-1 Strategic Plan Dashboard

H-2 CEO Report

Kathy Alm commented that the subjects of concern for the dashboard were new Center



memberships and Regional conference registrations. It was asked if it is possible to find out state meeting attendance numbers.

## **Finance**

Sue Becklenberg

I-1 Consolidated Financial Narrative 02.28.2018

I-2 Consolidated Financial Statement 02.28.2018

I-3 Consolidated Financial Statement 03.31.2018

I-4 Q-3 2017-18 Projection Narrative 03.31.2018

I-5 Q-3 Projection 2017-18 03.31.2018

I-6 Renee Adair committee nomination information

Motion to accept financials for February and March 2018: Lili Kellogg

Second: Michael Kaufmann

Financials accepted.

Motion to approve Renee Adair's nomination to Finance Committee: Julie Broadway

Second: Patti Coyle

Nomination accepted.

## **Consent Agenda**

Ross Braun

J-1 Minutes February 15 Executive Committee

J-2 Minutes March 20 Finance Committee

J-3 Minutes March 15 Governance Committee

J-4 Minutes April 19 Governance Committee

Motion to approve consent agenda in total: Susan Becklenberg

Second: Julie Broadway

Consent agenda approved.

## **2018.19 Budget**

K-1 2018.19 Budget narrative

K-2 2018.19 Budget draft

Motion to approve: Patti Coyle

Second: Julie Broadway

2018-19 budget approved as submitted.

Susan Becklenberg complimented the PATH Intl. Leadership Team for their work on the budget.

## **Board Evaluation Results**

Patti Coyle/Michael Kaufmann

L-1 Board Evaluation Results

L-2 Evaluation Results spreadsheet

Patti Coyle reported that over all, the board evaluation results were good. A new orientation



presentation is in process by a sub-committee (Kim Berggren, Lili Kellogg and Gary Warren) of the governance committee. It was agreed that some of the evaluation questions need clarification.

Question 2: Change to - Trustees ~~understand and~~ adhere to board policies and procedures.

Question 11: Change to: I understand the PATH Intl. Strategic Plan.

Question 23 The Governance Committee will review this question and update.

Question 25: No change to question. It was suggested that external education would be beneficial. Ideas included presentations regarding board governance; review of our 990 from our ~~an~~ Auditors, and possible distance learning opportunities.

Question 33: No change to question. Comments included that the governance committee is exploring ideas around a trustee self-evaluation process for the purpose of ensuring use of trustee talents and skills along with trustees having a meaningful board experience. Trustees were also encouraged to communicate if concerns arose. The trustees agreed that committee service prior to joining the board is a beneficial addition to the recruitment process.

#### **Annual Trustee Goal Setting**

Julie Broadway

M-1 PATH Intl. Goal Setting – Phase 2

M-2 PATH Intl. Goals Setting Exercise

The goal tracker year will be from May (Board Retreat) to May. Four goals were identified for 2018-19. Kandis will create the goal tracker and send the link to the trustees. The tracker will be on each meeting agenda for review. Reminder: Kandis will update tracker for you if you send her the “what and when” and any notes you wish to include. She asks that you send your updates at least a few days before each meeting packet is due to be sent.

#### **Baseline Definitions Resource Guide Update**

Kathy Alm

The goal of this effort is to work through an inclusive process to agree upon as many terms as possible, working toward consistent terminology in the field of EAAT.

#### **Other Business/Retreat Wrap-up**

Ross Braun

Ross Braun called for Ambassador stories. Each trustee shared about their ambassadorship on behalf of PATH Intl. and EAAT.

Ross Braun asked the trustees to vote on PDF vs. Word documents for agendas and packets for meetings. The majority of the members prefer the PDF format. Kandis will send documents to Ross individually. It was strongly suggested that Kandis acquire a license for Adobe to eliminate the need to print documents for PDFs.

#### **Next meeting:**

July 23, 2108



## **Adjournment**

Motion to adjourn: Kim Berggren

The meeting was adjourned at 11:57am MT