

These minutes are subject to approval at
the next Annual meeting on
DATE
Location

**Professional Association of Therapeutic Horsemanship International
Annual Meeting
Friday, November 10, 2017
San Antonio, TX
7:30 – 8:30 a.m.**

Welcome and Call to Order

Julie Broadway, Board of Trustees President

7:31 a.m. PATH Intl. Board of Trustees President Julie Broadway welcomed the meeting attendees and called the meeting to order. She then introduced the board of trustees.

Approval of 2016 Annual Meeting Minutes

Patti Coyle, Secretary

November 4, 2016 minutes

A request for changes or modifications was made. None were proffered.
The November 4, 2016 minutes were approved as distributed.

Bylaws Amendment Vote

Patti Coyle, Governance Committee Co-chair

Ballots were distributed to members as they entered the meeting room. They were asked to sign in and provide their member numbers to receive their ballots.

The current bylaws dictate, "These bylaws may be amended by two-thirds vote of the voting members present and voting at any annual or special meeting thereof provided that the full text of the proposed amendments shall have been delivered to each voting member in the notice of such meeting." The current bylaws do not allow proxy voting or electronic voting on bylaws changes. They require meeting attendance. As a result of ongoing requests by members and the desire to make voting accessible to the entire membership, the concept of online voting was researched, and technology and vote security were explored by the board and staff. This bylaws amendment supports the importance of participation by all PATH Intl. members, not only those attending the annual business meeting. The ability to use electronic means allows the association to shorten the timeframe for eligibility to vote from 60 days to seven days and also provides all eligible members to vote on bylaws by regular mail, electronic methods or other methods allowed by law.

Comments and questions from membership were called for. Leslie Sandburg commented that a quorum of 30 is too small and asked that it be changed next year. Amanda Bubb asked what percentage of membership has voted since online voting in other areas has been allowed.

Ballots were cast by the membership and collected by PATH Intl. staff. Ballots were counted during the meeting by PATH Intl. staff member Sara DePape and membership volunteer Jaymie Bartels. The ballot tally was completed in time for the announcement of results at the end of the meeting:

Yes votes to allow for electronic voting on bylaws amendments: 231 (96%) No votes: 10 (4%)
The bylaws change was approved by two-thirds majority.

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President's Report

Julie Broadway, Board of Trustees President

Ms. Broadway acknowledged past presidents attending the meeting – Kitty Stalsburg, Teresa Morris, Jim Harlan and Kathy Alm. Plaques and grateful recognition went to outgoing board members Jeff Beck and Jim Harlan, as well as Dr. Joahn Hall, who could not attend. Ms. Broadway also acknowledged the Society of Visionaries and Legacy Donors. Anyone interested in joining these distinguished donors may contact Kathy Alm, PATH Intl. CEO.

Highlights of the strategic plan update include:

The Credentialing Council has been formed and will meet with the Professional Testing Company during the conference to move forward on development of the revised registered level therapeutic riding instructor certification.

There have been a number of developments in education, all geared toward making education more accessible to members including the reduced annual conference fee, virtual conference and more online offerings.

A grievance review committee was created from the work of the quality assurance task force. There has been an increase in the number of grievances submitted, indicating that the process is working.

The staff and board finance committee are focused on ensuring the financial sustainability of PATH Intl. in light of the separation of certifications, education and membership.

A new strategic planning process will begin next year, and it will once again include member feedback.

Governance Report and Election Results

Ross Braun, Governance Committee Co-chair

Ballots were distributed to the membership by August 30, 2017, with a return deadline to the office by September 30, 2017. Kathy Alm, PATH Intl. CEO, and two members of the staff, Sara De Pape and Shari Devries, counted the ballots on October 4, 2017. The following results were certified to the existing trustees within ten days of the count on Thursday, October 5, 2017:

Re-elected to PATH Intl. Board of Trustees:

Susan Becklenberg
Kim Berggren
Patti Coyle

Elected to PATH Intl. Board of Trustees:

Lili Kellogg
Ed Milford
Brandan Montminy

Elected PATH Intl. Membership Oversight Committee Region Representatives:

Kristen McGraw	Region 1
Mary Jo Beckman	Region 3
Audrey Adamson	Region 5

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Jean Maraist	Region 7
Maggee Harrison	Region 9
Alicia Roe	Region 11

Treasurer's Report

Susan Becklenberg, Board of Trustees Treasurer

Susan Becklenberg, PATH Intl. Board of Trustees Treasurer, presented the fiscal year 2016-2017 finance report. She reported that all local, state and federal filings are up-to-date. This report was based on the recently completed audit by an independent auditing firm, Altruic Advisors, PLLC. The audit indicates no significant findings during fiscal year 2016-2017 and no difficulties were encountered during the audit. Three minor recommendations on accounting procedures were made; all have been implemented. No deficiencies in internal control were noted; financial statements are accurate as presented. The fiscal year 2016-2017 audited financial statements will be available on the PATH Intl. website post-conference, and the IRS 990 will be posted mid-February.

July 1, 2016-June 30, 2017

Total Support and Revenue	\$2,632,445
Total Expense	\$2,345,290

The PATH Intl. Board of Trustees approved a project to replace the current information technology structure and implement a new association management system (AMS) for PATH Intl. a year ago. We are currently in phase 2 of the project. Actual design and database applications, configuration of the AMS, and technology integration is currently underway. The new accounting system implemented this year will integrate seamlessly. Thanks to the responsible fiscal management of PATH Intl. and the receipt of three unrestricted gifts over the past two years, these improvements are being made without debt or loans.

CEO's Report

Kathy Alm, Chief Executive Officer

Kathy Alm stated that PATH Intl. collects membership data to help us understand many things such as who you serve and how you serve them. Membership data is tracked, as well. Data captured from 2016 renewal notices showed responses from 767 out of 881 member centers. To learn more, members can reference the 2016 fact sheet on the PATH Intl. website.

Ms. Alm also reported on center sustainability, a new initiative in the strategic plan, which was referenced in the strategic plan update. Data on center sustainability was collected from center closing reports, a discussion with 40 PATH Intl. volunteer leader members, a discussion with the board of trustees, a literature review of nonprofit sustainability and a survey to 899 centers with a 35.7% response rate. That data was compiled as part of a capstone project by staff member Sara De Pape for the School of Public Affairs at University of Colorado Denver. According to the data, the top four challenges to center sustainability are:

- Lack of business perspective
- Lack of staffing succession plans
- Lack of revenue/diversified revenue
- Lack of board development

A workgroup has been assembled to begin work on the best way to assist those centers with these issues, including determining educational programs, developing a resource list and developing an assessment and response program.

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PATH Intl. has continued with veterans' programming thanks to the generosity of funders. \$275,000 was received from the VA last year. The grant has been increased to \$375,000. Over the last four years, the VA has contributed \$926,275.

There has been publicity about the possibility of \$5 million in appropriations for EAAT through the VA. Updates will be made as we receive more information. PATH Intl. continues to talk with the Wounded Warrior Project and a newly interested organization, the Bob Woodruff Foundation.

In early 2017, PATH Intl. launched an outreach campaign for special education teachers to heighten awareness of EAAT and the crucial role PATH Intl. member centers and professionals play in the industry. Highlights of the campaign include:

- PATH Intl. exhibited at the Council for Exceptional Children Convention, a gathering of more than 6,000 special education teachers in Boston, May 19-22.
- A free live webinar, "EAAT and IEP – Opening the Gate to Collaboration," was held October 16 for anyone in EAAT interested in learning how to connect their centers or services with schools. This is the first webinar of a free three-part series presented by PATH Intl. Certified Registered Instructor and University of Oklahoma Zarrow Center for Learning Enrichment doctoral scholar Andrea Zuk, M.S.Ed. Topics covered include trends, goals, policies and terminology to help facilitate the connection to local schools and special educators.
- There is a section of the PATH Intl. website that includes the "Tips for Connecting With Your Local Special Education Community" fact sheet and a fact sheet aimed at special educators. These resources are downloadable.

Ms. Alm's global news includes her invitations to speak at three different international events on behalf of PATH Intl. and EAAT. In June, she attended an IAHAIO (International Association of Human Animal Interaction Organizations) event at UC Davis Sacramento. In July, she met with Riding for the Disabled Association – UK (RDA – UK) and other associations to discuss how best to work together for the betterment of the field. In partnership with RDA – UK, a pilot program in the U.S. for the RDA Tracker, a simple-to-use holistic tool to track participant outcomes, was implemented at six PATH Intl. centers, tracking 56 participants. The centers in the pilot program represent different budget sizes, geographic locations and program operations. The pilot began in August 2017 and is scheduled to conclude in December 2017. At that time, PATH Intl. will send a formal survey to participating centers to gather their feedback and determine next steps. This program was developed, implemented, tested and refined over a three-year period by RDA – UK, and it is running successfully at 400 centers across the UK. Partnering with RDA Australia, and now PATH Intl. in the U.S., the model will be expanded to include international measurements and benchmarks—the first truly international collection of data on the outcomes of therapeutic riding. On November 14, Ms. Alm departs for the Netherlands to speak on Equine Assisted Interventions: State of the Art, at the International Bio Symposium.

Board Officers

Jim Harlan, PATH Intl. Board of Trustees Nominating Committee Chair

The 2017-2018 Board Officers were announced as follows:

Ross Braun	President
Michael Kaufmann	Vice President
Patti Coyle	Secretary
Susan Becklenberg	Treasurer
Julie Broadway	Past President

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Jim Harlan presented outgoing president Julie Broadway with a recognition plaque and gift for her service as board president for 2016-2017.

Old Business

None

Julie Broadway, PATH Intl. Board of Trustees President

New Business

Julie Broadway, PATH Intl. Board of Trustees President

Catherine McKinnon asked for a show of hands for all who attended the virtual conference. A majority responded.

Robin Killcoyne asked about the loss of the Foundation Directory resource. Ms. Broadway and Ms. Alm replied that the office is looking for a replacement resource and should have news in a few weeks.

Jen Donahue stated that it would be more efficient to use one template for all agencies to provide notes, a consistent template to track participant progress. Ms. Alm offered that perhaps this will be solved by the RDA tracker and it will be discussed in strategic planning.

Adjournment

Julie Broadway, PATH Intl. Board of Trustees President

Motion to adjourn: Mary Jo Beckman

Meeting adjourned: 8:33 a.m., Central Standard Time

The winner of the complimentary virtual conference registration was Kate Vasquez, Region 8.