

## USDF EXECUTIVE BOARD (EB) MEETING

April 6, 2023 – Omaha, NE

*This document is edited for posting on the USDF website and is not the official or complete version of the minutes of this meeting.*

### Members Present:

George Williams, President	Kevin Reinig, Vice President
Debra Reinhardt, Secretary	Lorraine Musselman, Treasurer
Bettina Longaker, Region 1 Director	Debby Savage, Region 2 Director
Charlotte Trentelman, Region 3 Director	Anne Sushko, Region 4 Director
Heather Petersen, Region 5 Director	Noah Rattner, Region 6 Director
Carol Tice, Region 7 Director	Helen van der Voort, Region 8 Director
Bess Bruton, Region 9 Director	Susan Mandas, Activities Council Director
Sue McKeown, Technical Council Director	Barbara Cadwell, Administrative Council Director

**Members Absent:** None

**Staff Attending:** Kathie Robertson, Krystina Wright, Stephan Hienzsch

**Guest in attendance:** None

The meeting commenced at 8:00 a.m. CST, President George Williams presiding.

### Approval of agenda

Working Group and Task Force reports is moved to after #11, Role and responsibilities of an Assistant Regional Director. An update on committee chairs education was added as item #22 to the agenda. Noah Rattner moved and Charlotte Trentelman second **to approve the agenda as amended**. Motion carried.

### Recognition of approved EB minutes and e-mail votes

The approved e-mail votes and minutes were recognized.

### President's remarks

The Dressage Foundation (TDF) has supported USDF with funding USDF programs. USDF requested and TDF has agreed to provide funding for the 2023 Jr/YR clinics. The USDF is continuing to explore ways to work more closely with TDF.

George continues to monitor USEF's plans to work with the USOPC to develop a multi-discipline coach education program and is working with them to ensure that it does not conflict, but rather dovetails with the USDF Instructor Certification Program.

The 2023 convention is on the agenda for this meeting and we need to make sure we set aside enough time for discussion and explore ideas.

Stephan continues to work with USEF to finalize the USEF/USDF affiliate agreement, with Safe Sport related language and how it potentially affects USDF and its programs being the last points to clarify.

### **Executive Director's remarks**

Filling vacant staff positions with qualified candidates that USDF can afford has been challenging.

One of the highlights from the written staff report sent out to the EB on March 15<sup>th</sup> was the Member Perks Program. Dressage Extensions has agreed to extend a \$50 gift card to all USDF members now and a second \$50 gift card in summer.

Virtual Education – There was a winter webinar series, which included the judges roundtable with 220 attendees, a L graduates and candidates roundtable with 150 attendees, a freestyle roundtable with 300 attendees, and a L program organizer roundtable with 25 attendees, which was very successful.

At convention, we had an education session on the new dressage tests and the materials were repurposed to be online education for the judge programs and GMOs.

Licensed officials programs are in full swing. USDF is tracking 97 licensed officials across all license types. We have reduced the backlog, but still have 29 “r” and 6 “R” judge candidates on the waitlist. In 2023, we have 18 L graduate programs and five judge final exams scheduled. This will help catch up the back log of judge candidates waiting for a program. Most of the back log is due to the COVID time period when these programs could not be held. The USDF office is bringing the financial and contract responsibilities in house for judges training programs to better serve the USDF responsibilities to the USEF and candidates on the path to licensing.

The Competition Management and Judge Committees are reworking scribe information to include E-Scribe which more shows are using and is the way of the future.

The Competition Department has developed and implemented ways to make their department more efficient, and it has been very successful for them.

The Diversity, Equity, and Inclusion (DEI) Task Force is working on a mentoring program proposal that will be presented to the EB later this summer.

The first Instructor/Trainer Development Program Dressage Seminar that will be focusing on riding will be held in Utah in April as a pilot program.

Membership and horse registration numbers are tracking slightly higher than this time last year in all membership categories.

We are interested in exploring ways to repurpose the judge training program's education materials and use it more for members, but more staff resources will be needed.

Most areas of the affiliate agreement are completed with the exception of Safe Sport, which is really the only topic that still needs work.

## Treasurer's Report

### a) 2024-2025 Preliminary Budget

The proposed budget for FY 2024-2025 is a preliminary rough draft, as we still don't have the March year end financials. An updated proposal will be presented to the EB when we have more information.

The first major item to point out is under the Education Department, the licensed officials' events amount has increased. This is because we are bringing the program financial responsibility in house. It is part of the agreement with USEF that USDF provides the training and testing for the judges. This was decided to make sure there is consistency across the programs.

A staff position salary has been moved from the general administration budget to the member services budget.

### b) Salary and Benefit Analysis

There have been slight adjustments to the number of staff and contract positions. A general increase in staff costs has been budgeted.

## Council Reports – At-Large Directors (ALDs)

Activities Council – The FEI Youth Chair requests that when a Regional Director changes the regional member of the committee, to please contact the chair before appointment.

Administration Council – No additions to report.

Technical Council – No additions to report.

## EB Management Committee report (closed)

Bettina Longaker was elected as the new Regional Director representative on the EB Management Committee, to start immediately after the 2023 spring EB meeting.

George Williams had to leave the meeting and Kevin Reinig will presided.

## Policies and Procedures proposed edits – Staff

Discussion regarding possible policy updates to regional championships site selection protocol to address regions with only one host application.

Sue McKeown moved and Anne Sushko seconded **to put all the proposed edits on the table.** Motion passed.

As the convention will not come back to Lexington until 2025, an agenda item for a future EB meeting will be having convention in Lexington every two years. This puts extra work on Region 2 to fundraise for the various activities.

Heather Petersen moved and Bess Bruton seconded **to remove the E. Transparency Policy, page 7, paragraph 1c from the group and make separate motion.** Motion carried.

Helen van der Voort moved and Bess Bruton seconded **to accept the two P&Ps in the group, B. Annual Convention, page 6, paragraph 2 and G Regional Championships page 15, paragraph.** Motion carried.

Heather Petersen moved and Bess Bruton seconded **to not make the change from membership to governance representatives but keep the change ‘no later than’ in the E. Transparency Policy, page 7, paragraph 1c.** 14 approved and two opposed, Sue McKeown and Barb Cadwell. Motion carried.

**Approval of the dates and locations for 2024 regional championships – Krystina Wright**

Bess Bruton moved and Helen van der Voort seconded **to accept applications from Regions 4, 5, 6, 7, 8 and 9, and to forward any relevant comments in the Awarding Letter.** Motion carried. Abstained: Heather Petersen, Sue Mandas, Sue McKeown, Debra Reinhardt, Anne Sushko, Noah Rattner, Charlotte Trentelman.

Region 1- Debra Reinhardt moved and Lorraine Musselman seconded **to accept the application for Virginia Horse Center and to forward relevant comments in the Awarding Letter.** Motion carried. Abstained: Bettina Longaker.

Region 2- Carol Tice moved and Noah Rattner seconded **to accept the application for the Kentucky Horse Park and to forward relevant comments in the Awarding Letter.** Motion carried.

Region 3 – Carol Tice moved and Lorraine Musselman seconded **to accept the application for the World Equestrian Center and to forward relevant comments in the Awarding Letter.** Motion carried. Abstained: Barbara Cadwell.

**Role and responsibilities of an Assistant to the Regional Director – Stephan Hienzsch**

Stephan Hienzsch reported from the Bylaws Committee that the bylaws gives the power to a Regional Director to have an assistant but that Regional Director would take full responsibility for any action of this person. So, while the bylaws would allow this, clarification in Policies and Procedures might be considered.

George returned to preside over the meeting. Noah moved and Lorraine seconded **to alter the agenda to move the 2023 convention format and working group and task force reports to Friday.** Motion carried.

**Restructuring of Judges/Freestyle/Test Writing Working Group – Stephan Hienzsch**

Debra Reinhardt moved and Charlotte Trentelman seconded **to explore consolidating these three committees.** Motion carried.

**L Program Committee proposal: Final approval of L Program faculty member – Stephan Hienzsch**

Sue Mandas moved and Bess Bruton seconded **to approve Dolly Hannon as L Program faculty.** Motion carried.

**Group Member Organizations Committee proposal: GMO Volunteer Incentive Program pins – Stephan Hienzsch**

Bess Bruton moved and Noah Rattner **seconded to approve the GMO Committee request for the GMO Volunteer Incentive Program and the pin which includes the budget need.** Motion carried.

**Membership Committee proposal: Dissolve the committee – Stephan Hienzsch**

Barbara Cadwell moved and Sue McKeown **seconded to dissolve the Membership Committee.** After discussion, the motion was withdrawn.

Kevin Reinig moved and Carol Tice **seconded to suspend the activities of the Membership Committee and release those members from service until the possibilities of repurposing the committee can be explored.** Motion carried.

Kevin Reinig and Noah Rattner will develop a working group to work on repurposing and setting goals. They and the office will also communicate with the current committee members.

**Change name of Instructor/Trainer Committee to Instructor/Trainer Development Program Committee – Kathie Robertson**

Bess Bruton moved and Helen van der Voort **seconded to approve to change the name.** Motion carried.

Helen van der Voort had to leave and was absent the remainder of the meeting.

**Convention education – Kathie Robertson**

Heather Petersen moved and Noah Rattner **seconded to approve all proposed educational sessions in principle:**

- 1. Effect of Rider on the Horse**
- 2. Suppleness is a Game Changer for Success!**
- 3. Lungeing and Long Lining Techniques**
- 4. Bits and Bit Fitting**
- 5. Why Capturing and Sharing Video Like a Pro is essential for every Horse Owner**
- 6. Equine Rehabilitation (omitting equine nutrition) with discussion on possible presenters 2, 3, and 5.**
- 7. Measuring your GMO Values for Adult Amateurs which is recommended by Group Member Organizations Committee**
- 8. Moving up the ‘Levels’ of Dressage Competitions which is recommended by Competition Management Committee**

Motion carried.

Meeting adjourning at 4:20 p.m. CST until 8 a.m. tomorrow.

Respectfully submitted,

Debra Reinhardt  
USDF Secretary

## USDF EXECUTIVE BOARD (EB) MEETING

April 7, 2023 – Omaha, NE

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### Members Present:

George Williams, President	Kevin Reinig, Vice President
Debra Reinhardt, Secretary	Lorraine Musselman, Treasurer
Bettina Longaker, Region 1 Director	Debby Savage, Region 2 Director
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Bess Bruton, Region 9 Director	Susan Mandas, Activities Council Director
Sue McKeown, Technical Council Director	
Barbara Cadwell, Administrative Council Director	

**Members Absent:** Helen van der Voort and Anne Sushko

**Staff Attending:** Kathie Robertson, Krystina Wright, Stephan Hienzsch

**Guest in attendance:** None

The meeting commenced at 8:03 a.m. CST, President George Williams presiding.

### **2023 convention format – Stephan Hienzsch**

The 2023 convention will be held in Omaha, NE at the Hilton.

Proposed schedule and guidelines are:

- Tuesday: EB arrives with the EB Management Meeting in the evening.
- Wednesday meetings: EB (all day), committees who need closed meeting, and three council meetings
- Thursday: Council/committee meetings, education sessions. welcome party
- Friday: Second regional meetings (first meeting is by Zoom before convention), roundtables and forums, education sessions, and first half of the BOG. Fun night/activity which can be ticketed event.
- Saturday: Second half of the BOG and EB meeting, education sessions, and Gala
- Sunday: Departure

### **Working Group and Task Force reports**

#### **a. Rules Advisory Working Group – Kathie Robertson**

Heather Petersen moved and Noah Rattner seconded **to approve GR303.6, tracking #002-22 Draft #5 as amended by the RAWG.** Motion carried.

Heather Petersen moved and Noah Rattner seconded **to approve the RAWG disapproval of GR1303.0, tracking #088-22 Draft #2.** Motion carried.

Heather Petersen moved and Bess Bruton seconded **to approve the RAWG disapproval of GR838.4, tracking #120-22 Draft #1.** Motion carried.

Heather Petersen moved and Debby Savage seconded **to approve the RAWG disapproval of GR1033.5, tracking #023-22 Draft #2 Amended.** Motion carried.

Heather Petersen moved and Noah Rattner seconded **to approve the RAWG disapproval of GE1304.1, tracking #049-22 Draft #2 Amended.** Motion carried.

**b. Licensed Official Education Working Group – Kathie Robertson**

**i. US Equestrian Licensed Officials Policies & Procedures: Suggested edits for 12/1/2023**

Heather Petersen moved and Bess Bruton seconded **to approve the following Licensed Official (LO) P&P:**

**1. Dressage Judges – 7.1.2.B.7.1 & 7.1.3.B.7.1.**

**2. Technical Delegates**

**1. 7.3.1.C.4 & 7.3.2.C.2**

**2. 7.3.2.A.2**

Motion carried.

LO P&P – 1. Dressage Judges – 7.1.1.B.7.4 & 7.1.2..B.6.5 go back to the working group to keep the one individual apprenticing session.

**ii. Update waitlist protocols**

Charlotte Trentelman moved and Bess Bruton seconded **to accept the recommended revisions in these protocols.** Motion carried.

**Future oversight of Regional Schooling Show Awards Program – George Williams and Stephan Hienzsch**

After meeting with USEF Legal and CEO, this program presents liability to USDF due to Safe Sport issues.

Noah Rattner moved and Charlotte Trentelman second **to suspend this program immediately.** Motion carried.

**Sport Horse Committee proposals – Kathie Robertson**

**a. Four-Year-Old Dressage Sport Horse Award**

Heather Petersen and Bettina Longaker seconded **to accept this proposed award.** Motion carried.

**b. Sport Horse Prospect Development Forum**

Sue Mandas moved and Bess Bruton seconded **to accept the Sport Horse Prospect Development Forum as presented.** Motion carried.

**c. New faculty apprentices for Sport Horse Prospect Development Forum**

Kevin Reinig moved and Debby Savage seconded **to approve the apprentices to become faculty for the Sport Horse Prospect Development Forum.** Motion carried.

**d. Sport Horse Seminar**

Heather Petersen moved Charlotte Trentelman seconded **to approve the conjunction of the USDF Sport Horse Seminar and USDF Dressage Sport Horse Breeding Judge Clinic and Training Program.** Motion carried. Abstained: Sue Mandas

**Update on Committee chairs education – Sue McKeown**

Sue McKeown gave a short overview of the successful Zoom call. Only two chairs were absent. She is planning to hold the meeting on an annual basis.

**Committee chairs convention expense compensation – Stephan Hienzsch**

Sue McKeown moved and Sue Mandas seconded **to approve committee chairs and co-chairs receive convention registration starting with the 2023 convention.** Motion carried. Abstained: Charlotte Trentelman

**New business**

Regional championship rules require a freestyle music CD must be presented at the show. Sue McKeown moved and Carol Tice seconded **to request the Regional Championships Committee to remove the CD requirement to reflect with the current USEF rule.** Motion carried.

The meeting was adjourned at 11:45 a.m. CST.

Respectfully submitted,

Debra Reinhardt  
USDF Secretary