



**Board of Trustees Meeting
May 4 - 6, 2017
Doubletree Hotel & PATH Intl. offices**

**Minutes
May 4 & 6, 2017**

Welcome and Call to Order

Julie Broadway

The meeting was called to order at 2:14pm MT

Present: Sue Becklenberg, Kim Berggren, Ross Braun, Julie Broadway, Scott Carver, Moira Corcoran, Patti Coyle, Joahn Hall, Jim Harlan, Michael Kaufmann, Jeff Beck

Staff: Kathy Alm, Cheryl Graves, Jeff Kelling, Kandis Branum

President's Comments

Julie Broadway

Advisory Council update

Kathy Alm reminded the board of the advisory council purpose and members.

B-1 Advisory Council Charter – revisit council size

Kathy Alm stated that she will create a “touches” plan to stay in contact with the advisory council members and ensure that they share pertinent information with the board. Discussion centered around the potential for needing more or different expertise than currently resides on the council and a range of ten to fifteen members would be appropriate. A motion was entertained to amend the council charter term limits to read “The Advisory Council shall consist of 10 to 15 members.”

Motion: Kim Berggren

Second: Joahn Hall

The motion was approved.

B-2 Pledge Forms

Pledge forms for 2017-18 were distributed. Board members were encouraged to pledge by the July 25, 2017 deadline.

In her president's comments, Julie Broadway added that an executive committee meeting was held at 9:30am on May 4. Kathy Alm, CEO, shared her goals. The board will evaluate the CEO via survey and the board president will drive the process.

With the increase of duties as board members, Michael Kaufmann and Kim Berggren have both requested removal from the Grievance Review Panel. Barbara Ford and Brandan Montminy were nominated for appointments to replace them.

Motion to approve: Michael Kaufmann

Second: Kim Berggren

Appointments approved.



C-1 Smart Goals Dashboard as of 04.26.2017

Scott Carver asked for speaking points to better discuss PATH Intl. during outreach efforts. The Parents & Professionals Guide will be provided for this purpose.

Kathy Alm is working on the leads provided.

The Smart Goals Dashboard will be reviewed at each board meeting.

Finance

Sue Becklenberg

D-1, 3rd quarter narrative

D-2, 3rd quarter projections

D-3 Financials – March

Consolidated report

Balance Sheet

Motion to approve the March financial reports: Scott Carver

Second: Moira Corcoran

March financial reports approved.

D-4, 17.18 Budget proposal narrative

D-5, 17.18 Budget proposal

D-6, AMS Financials

The proposed budget for the 2017-18 fiscal year was recommended to the board for approval.

Motion to approve: Ross Braun

Second: Scott Carver

Budget approved.

Electronic Vote info/recommendations

Jeff Kelling

E-1 Background on Electronic Vote

E-2 Bylaws change Proposal for Electronic Voting

The board determined that PATH Intl. should move forward with developing a proposal to amend the by-laws to allow for electronic voting. This will be an agenda item for the July meeting. More information was requested specific to how the process would work.

Credentialing

Jeff Kelling

F-1 Credentialing Council Charter

Motion to approve Credentialing Council Charter as amended: Jim Harlan

Second: Sue Becklenberg

Credentialing Council charter approved as amended.

Background Check Work Group Recommendations

Approve

Kathy Alm

G-1 Background Check Work Group Summary

G-2 Trustees Applicants Screening Policy

G-3 Disclosure Notice and Authorization Form

The board reviewed the process documents and determined that instead of the governance committee, the full board would assess negative reports. The policy document will be on the agenda for July for board approval with the amendment.

Temp Restricted Work Group

Kathy Alm



- H-1 Temp Restricted Work Group Summary
 - H-2 Work Group recommendations
 - H-3 Equine Services for Heroes Fund
 - H-4 Bliss Brown Memorial Scholarship Fund
 - H-5 Disaster Relief Fund
 - H-6 Kittredge Scholarship Fund
 - H-7 Pat Mullins Nat'l Conference Scholarship Fund
 - H-8 Regional Speakers Fund
 - H-9 Rider's Assistance Fund
 - H-10 Research Fund (Temporary)
 - H-11 Margo O'Callaghan Competition Fund
- Prioritization (no document)

Recommendations from the Temporary Restricted Funds Workgroup were discussed and the board took the following steps:

Sunset the Research Fund by donating the existing funds to a research project to be determined.

Sunset the Margo O'Callaghan Fund.

Motion to sunset the funds as recommended: Ross Braun

Second: Patti Coyle

Motion approved.

The board recommended that the name of the Rider's Assistance Fund be changed to EAAT Participant Fund.

Motion to accept proposed and recommended changes to continuing funds: Jim Harlan

Second: Patti Coyle

Changes to funds accepted and approved.

Governance

Ross Braun/Patti Coyle

I-1 Expertise Matrix

I-2 Trustee Recruitment Process

I-3 Board Committee Recruitment Process

Motion to approve Trustee Recruitment process and Board Committee Recruitment process:

Susan Becklenberg

Second Michael Kaufmann

Processes approved.

I-4 New Trustee Onboarding Process

Motion to approve: Scott Carver

Second: Moira Corcoran

Process approved.

I-5 New Board Committee Member Onboarding Process

The concept of this process was approved. It will go back to the governance committee for wordsmithing.

CEO Report

Kathy Alm

J-1 CEO Report



Kathy Alm reported in addition to her written narrative, that the Marketing/Development Committee will not be reinstated. Instead task forces will be created for specific projects. Board meetings will be held on Thursday afternoon and Friday morning (November 9 and 10) at the Annual meeting and conference.

J-2 Dashboard

Ambassador Stories

Julie Broadway

Ambassador stories were shared. Kathy reminded everyone to refer to the organization as PATH International rather than simply PATH, as there is a trademark on PATH, a different organization entirely.

Minutes

Julie Broadway

K-1 Minutes, March 27th, 2017
Motion to approve minutes: Kim Berggren
Second: Jim Harlan
Minutes approved.

Consent Agenda

Julie Broadway

L-1 Exec. Comm. Minutes 02.16.17
L-2 Finance Comm. Minutes 03.21.17
L-3 Governance Comm. Minutes 03.16.17
Motion to approve: Susan Becklenberg
Second: Kim Berggren
Committee minutes approved.

Recess

**PATH Intl. Office
Saturday, May 6**

Call back to order

The meeting was called back to order at 8:40am MT
Present: Jeff Beck, Sue Becklenberg, Kim Berggren, Ross Braun, Julie Broadway, Scott Carver, Moira Corcoran, Patti Coyle, Joahn Hall, Jim Harlan, Michael Kaufmann
Guests: Sara DePape, Jeff Kelling
Staff: Kathy Alm, Kandis Branum

Board Evaluation Results

Ross Braun/Patti Coyle

M-1 Evaluation Survey 2017
Some questions/comments were discussed for clarification. The same survey will be used next year for continuity. The governance committee will revisit question #25. The governance committee will delete question #36 as it is repetitive. It was suggested that the board notebook be made available to new trustees at the annual meeting and conference. It was also discussed that the governance committee develop two orientation tracks; one for people who are not familiar with the organization, one for those who are. Kathy Alm and Kandis



Branum will look into possible platforms for sharing documents rather than sending email attachments (board notebook, agendas and packets for board and committees).

Center Sustainability Presentation

Kathy Alm/Sara DePape

Sara DePape shared the Capstone presentation she created on Center Sustainability. She intends to continue her research by interviewing leadership at closing centers.

Mega Question Discussion

Julie Broadway

Who should we be aligning with – Equine, Human/Animal Interaction, Education, Rehabilitation, Medical?

Update on Trek to Accreditation

Kathy Alm

Regional conference presentation was given

Other Business

Julie Broadway

Until a platform is found for sharing board documents, Excel spreadsheets will be sent as email attachments. Other documents will be sent combined in PDF format.

Adjourn

Julie Broadway

Motion to adjourn: Kim Berggren

The meeting was adjourned at 11:47am MT

Next meeting:

July 24, 2017