Susan Lutz, Chair, Membership Oversight Committee called the meeting to order by a roll call at 8:00pm EDT.

Roll Call:
1 Kristen McGraw
2 Liz Carlson (excused absence)
3 Mary Jo Beckman
4 Amanda Bubb
5 Audrey Adamson (signed on late)
6 Dena Duncan no
7 Jean Maraist
8 Shannon Middleton
9 Maggee Harrison (absent)
10 Rhonda Ward
11 Alicia Roe

Welcome Region 3 Leadership Team Members:
Donna Wilson, Virginia State Chair (on call)
Sherri Moore, North Carolina State Chair (on call)
Joanne Hart, Treasurer (on call)

Minutes: Mary Jo moved and Kristen seconded that the minutes from the February meeting be approved with the change reflecting that all MOC members were present. This motion passed.

PATH Office Updates:
Kathy Alm –
- Kathy requested all Region Representative update and verify the information on the PATH Intl website region pages. Please send updated information to Cher Smith. If there is outdated information, but the new details are unknown, make a request to the Office for assistance.
  - Alicia, Region 11, announced that there is a new Nevada State Chair. She was requested to send his/her information to Susan, Kandis, and Cher.
- Kathy is going to present the change to the Committee name from Membership Oversight to Membership Outreach at the Board meeting on Monday, 26 March. The Executive Board has already been briefed and they approve.
- Kathy would like assistance from the Region Reps. on obtaining feedback about membership benefits. They want to know what benefits would be good for programs and individuals. The office will be gathering information over next few months with the intention of compiling a survey. At several Region conferences, this question has been asked. Please provide feedback to Kandis and/or Kathy.
- Center renewals are still being accepted. Karen Providence will respond to center renewals even though the office will be closed next week due to the move.

Kandis Branum –
- Kandis provided a clarification about the office move. The new building management postponed the PATH Intl move to March 29/30. There will be an announcement which will have the new physical address. Phone numbers will be the same.

Old Business:
Outstanding action items from the 2/21/18 conf. call.
- Each region rep will:
  a. Make sure that they are having monthly or bi-monthly RLT calls.
  b. Have a RLT outreach action plan for the last 4 months of this fiscal year.
  c.
New Business/Action Items:

1. Reminder that Communications Chairs should be submitting draft of your Region’s Quarterly Newsletter, so Region representatives can review and add information and submit to Cher Smith no later than 3/31/18.

2. Update on plans and responses for the Region Treasurers training resource call. All treasurers have responded and should be joining the calls. This training is timely as the April meeting will be devoted to the budget. Prior to the April meeting, each region will receive a budget template and explanations.

3. Region Representatives: Review the tasks for March-June which was attached to the agenda.

4. Susan asked if everyone had received the Field Test Standard powerpoint from Kathy Alm. There is only one field test standard that needs to be reviewed at the Region conferences and State Meetings.

5. Susan reminded the even numbered Region Representatives that this is their election year and encouraged a discussion about succession planning. Ideally, someone from the RLT should run as they are most familiar with the role of Reg Rep. Maybe there should be a regional nominating committee?

6. The Region Outreach Plan - be proactive, address your region member’s needs and utilize their resource ideas, include action plans for each category of outreach. The next fiscal year runs from 7/1/18 – 6/30/19. The attached Sample Region Outreach Plan reflects all the spending categories possible and offers ideas for outreach activities and efforts. RLT’s can use this as a resource, but should understand that the listed outreach activities and efforts is very comprehensive and only meant to provide the wide range of possibilities. No regions are expected to have all these activities. The Outreach Budgets are based on the outreach plan. Jean asked if she could get a paper copy of budget. Susan can send a copy of the region’s proposed budget, not a copy with expenditures. Kandis handles the reimbursements and allocations and keeps the expenditures. Susan will send electronic copy of original budget and requested Jean send her a reminder.

   The plan is also a resource when communicating with regions and State meetings. What do the centers need? Lots of opportunities for outreach are listed on the plan. Kristen never received a Region 1 written 2017/2018 outreach plan. Mary Jo also said Region 3 plan was not available. Susan clarified that a written plan was not submitted to her by the regions. It is a working document within the Regional Leadership team. Budget is based on the plan and there should be minutes about the discussion. The budget should be a team effort within each Region.

7. Member Support- As we look ahead to the separation of membership from certification, the importance of:
   a. communicating center & member benefits to our regions
   b. learning about other benefits our members and centers have identified as important
   c. communicating those requested benefits to PATH Intl. staff & committees
   d. having standard procedures for all of the above

   • We talked about ways to actively solicit ideas and suggestions from center and members in our qtrly. newsletter.
   • Refer to Kathy’s comments above under “PATH Intl. office updates”. Give info received to Kathy and Kandis.
Kathy Alm initiated a discussion by asking the question, “What is outreach?” Some Regional Representatives want to do outreach, but don’t know what to do. It was recommended that a list of equine activities within each state be compiled, so people know where there are possibilities of displays or booths. Shannon, Region 8, is a therapist and parent of a child with disabilities. She helped organize a parent to parent disability conference which provides ideas for resources for potential participants. Kathy requested information be sent to her about Oklahoma’s special education focus. Kristen, Region 1, said New Hampshire has a family support conference where she is to do a presentation. As part of that talk, Kristen will include the request for volunteers to help local programs. Government office and colleges might be good places to look for venues for outreach. Susan will be sending out a message requesting Region Reps provide two suggestions about outreach possibilities.

8. There was a question about instructor candidates finding good and qualified mentors. This was a discussion through a series of emails among the representatives. Susan, as Chair of MOC, is a member of Programs and Oversight group and she sent them a suggestion about mentors. Certification Committee said it part of their jurisdiction to meet the needs of Instructor candidates. Kathy indicated that this is a known issue and to keep working on it.

9. Susan would like membership to know there is a formal outreach process. She emphasized that we are listening and understand what actions we should be taking. When approached with an idea, it is our responsibility to listen and provide acknowledgement of the idea or concern. It would be positive if the person received an answer for closure. Kristen, Region 1, said she does not have ability to contact with members that are not connected with a center or to know that information is passed down if she communicates with a center. Cher has the ability to send out an email to all members in each state. Kathy responded to Susan’s concern about two way communications. She would like us to collect ideas/concerns, say thank you very much, and that this will be added to information we are passing along. Kathy said membership feedback should come to staff first and before the Committees. Kathy completely understands and supports two way communications. Based on membership feedback, there was a change to the ability of members to vote on By-Laws changes. In the past, one had to be present at national Conference, but two years ago, the voting was accomplished electronically so all members could vote.

10. Quarterly newsletter is an excellent opportunity to share your ideas. As a group, what feedback did we hear? Please give to Kathy. Joanne Hart, Region 3, recommended that it would be good to have the same message sent which might include information about a response should be received by a specific time. Kathy shared that she received numerous emails from her CEO updates and she personally responds to each one. She may say, “I got this, and the information will be passed on to staff.” Personal responses to questions are very important.

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**Next MOC meeting will be on Wednesday, April, 18th at 7 pm (cst) 8pm EDT.**

*Region 4 (Amanda Bubb) will take minutes.*

The call ended at 9:02pm EDT.
Minutes were submitted by Mary Jo Beckman