

## USDF EXECUTIVE BOARD (EB) MEETING

Teleconference – April 7, 2025

***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:**

Kevin Reinig, President	Lisa Gorretta, 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
Regina Antonioli, 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	Anne Snipes Moss, Administrative Council Director
George Williams, Past President	

**Members Absent:** Helen van der Voort, Region 8 Director, and George Williams, Past President

Regina Antonioli joined the meeting at 7:05 p.m. EST.

**Staff Attending:** Stephan Hienzsich, Sarah Garn, Kathie Roberson, Sharon Vander Ziel, Ross Creech, Melissa Schoedlbauer, Krystina Wright, Connie Huy

**Guest in attendance:** None

The meeting commenced at 6:04 p.m. EST by Zoom teleconference.

### **Determination of quorum, roll call and conflicts of interest**

#### **Approval of agenda**

Noah Rattner moved and Anne Snipes Moss seconded **to approve the agenda**. No discussion. 13 approved, 0 disapproved, no abstentions. Motion carried.

#### **President's remarks**

None

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

The spring EB books have been mailed and you should be receiving them soon. Both in the printed and online version of the EB book you will find two documents in reference to the most current (2017) strategic plan. The first is the actual strategic plan itself, i.e. summary strategic plan, and the second is the strategic plan operations document which includes priorities and key measures. The second day of the spring board meeting is dedicated solely to the strategic plan. Please read and ask yourself what is and what is not still relevant today in the strategic plan. In addition, what new goals or new strategic goals should be considered. Please be ready for discussion.

### **Review of Rule Change Proposals**

Lisa Gorretta moved and Bess Bruton seconded **to put the rule change proposals on the floor for discussion**. 13 approved, 0 disapproved, no abstentions. Motion carried.

DR121.3 Tracking #029-24 Draft #2 Amended – Rules Advisory Working Group (RAWG) recommends disapproval.

GR1006.5 Tracking #028-24 Draft #2 Amended – RAWG recommends approval.

GR821.1 Tracking #054-24 Draft #2 Amended – RAWG recommends approval.

DR121.11 Tracking #035-24 Draft #2 Amended – RAWG recommends disapproval.

Lisa Gorretta moved and Charlotte Trentelman seconded **to approve the RAWG recommendations of these rules changes that were in draft #2**. No discussion. 13 approved, 0 disapproved, no abstentions. Motion carried.

### **STANDARD PROPOSED RULE CHANGES**

**EFFECTIVE DATE 12/1/2025**

DR119.1 Tracking #177-24 Draft #1

DR119.11 Tracking #180-24 Draft #1

DR121 Tracking #196-24 Draft #1

DR121.4 Tracking #194-24 Draft #1

DR126.5 Tracking #182-24 Draft #1

DR129.6 Tracking #184-24 Draft #1

Summary: The above RCPs would remove most references to USEF High Performance classes and championships from the rule book (the content would be moved to the relevant qualifying documents for those competitions) since the language 'USEF High Performance' is outdated and is no longer in use. In some instances, clarifications have also been made to identify the special classes/competitions to which special requirements apply. The RAWG recommends approval.

Lorraine Musselman moved and Heather Petersen seconded **to approve the RAWG recommendation for these rules changes for the USEF High Performance class and championships**. No discussion. 13 approved, 0 disapproved, no abstentions. Motion carried.

DR119.5 Tracking #178-24 Draft #1 – RAWG recommends approval.

DR121.13 Tracking #193-24 Draft #1 – RAWG recommends approval.

DR121.19 Tracking #192-24 Draft #1 – RAWG recommends approval with language changes.

PROPOSED COMMENT: While we recommend approval of this RCP, we suggest that the last sentence be changed from “Numbers must be a minimum . . .” to “The numbers must be a minimum . . .” to make it clear that the requirement applies to the size of the actual numbers and not the entire placard.

Anne Snipes Moss moved and Charlotte Trentelman seconded **to add the proposed comment, to strike out ‘the’, and add that “each digit of the number should be a minimum of 1.5”**

**inches in height and a minimum of 3/8" inches in width for DR121.19 Tracking #192-24.** There was discussion about the width, or thickness of each digit of the number, being considered a factor as well as the height. 13 approved, 0 disapproved, no abstentions. Motion carried.

DR122.3 Tracking #191-24 Draft #1 – RAWG recommends disapproval.

DR124.6 Tracking #181-24 Draft #1 – RAWG recommends approval.

DR125.4 Tracking #189-24 Draft #1 – RAWG recommends approval.

Debra Reinhardt moved and Heather Petersen seconded **to disapprove the first part of the rule change where a C2 Steward may officiate Breed Restricted Competitions through Fourth level due to competition management concerns, but to approve (in favor of) the second part of the rule change where at least one TD must be present for the jog at FEI Licensed Dressage Events for DR125.4 Tracking #189-24.** Competition management discussed C2 Stewards checking double bridles. With all the new bit changes and configurations, it was felt C2 Stewards should not be checking above Second level. 13 approved, 0 disapproved, and Lisa Gorretta abstained. Motion carried.

DR126.2 Tracking #190-24 Draft #1 – RAWG recommends disapproval.

Debra Reinhardt moved and Sue Mc Keown seconded **to approve the RAWG recommendation for disapproval of DR126.2 Tracking #190-24, but would approve the entire rule change with the following change of DR126.2h.2 "Scribes ~~must~~ should not be an owner....". This rule DR 126.2h.2 would remain unchanged, i.e. unstrike 'must', Scribes must not be an owner...**

Discussion: 25 minutes between rides on the same horse is fine as it is better than rewarming up the horse maybe another hour. The lunging distance is good rule and requirement. However, the fact of using scribes who may be owners, coaches, trainers, or family member of a competitor/horse in the class(es) in which they are scribing came with much disapproval. Judges felt they would rather have someone scribe for one ride to avoid such conflict. 13 approved, 0 disapproved, and Regina Antonioli abstained. Motion carried.

DR128.2 Tracking #183-24 Draft #1 – RAWG recommends approval.

DR133.1 Tracking #185-24 Draft #1 – RAWG recommends disapproval.

DR135.4 Tracking #186-24 Draft #1 – RAWG recommends approval.

Discussion: Having a fixed fee is tough for across the country for Level 3, and perhaps suggest the fee is go into the prize list. Competitors need to know the expense. Industry standard is not the same across country and needs review.

DR209.3 Tracking #187-24 Draft #1 – RAWG recommends disapproval.

Heather Petersen moved and Noah Rattner seconded **to approve the RAWG recommendation of disapproval but to rewrite the comment to reflect the EB discussion and clean up the numbering. At that time, an EB e-mail vote will take place on the new comment.**

Discussion: Renumbering of the rule needs to be altered. The chair of the Sport Horse Committee did support that the judge and scribe to be seated would be a safety issue. 12 approved, 1 disapproved, and Lisa Gorretta abstained. Motion carried.

Lisa Gorretta moved and Anne Snipes Moss seconded **to approve the recommendations of the RAWG comments except where noted, including comments with suggestions.** 14 approved, 0 disapproved, no abstentions. Motion carried.

#### **Modifications to criteria to become a new member of the faculty**

Charlotte Trentelman moved and Regina Antonioli seconded **to approve the modifications to the criteria to become a new Dressage Development Program faculty member and remain an active member of the faculty as seen below with minor modifications.** No discussion. 14 approved, 0 disapproved, no abstentions. Motion carried.

USDF Instructor/Trainer **Dressage Development** Program Faculty are able to conduct **Dressage Development Seminars** ~~workshops at all levels. Faculty may be recruited from the Training First Level Faculty list.~~ The following are the criteria for becoming a Faculty Member:

- Must be a current certified USDF Instructor/Trainer, Third-Fourth, **FEI B or FEI A** Level.
  - Must have received an overall average score of 80% or higher at final exam. If the candidate did not achieve this, contact the USDF Instructor/Trainer **Development Program** Liaison for further information. It may be possible to retest sections of final exam in order to increase score to meet requirement.

Once an application has been received by the USDF Office, the following procedure will be followed:

- Application will be presented to the Instructor/Trainer **Development Program** Committee or assigned working group for review.
  - Applicant will be given consent to move forward with apprenticeship or further investigation will be done by the appropriate working group. The following are the apprenticeship requirements:
    - Must ~~scribe~~ **apprentice** at three ~~two development seminars~~ sessions, with three ~~two~~ different **faculty members or** examiners, either pre-certification, workshop, or testing. ~~At least one session must be at a testing.~~
    - **Must apprentice at one Professional Development Assessment or certification exam.**
    - ~~Must apprentice at all three types of workshops, with three different examiners, and~~ **Must** receive favorable evaluations at all ~~sessions~~ three. Evaluation forms to be filled out by ~~examiners~~ **faculty members or examiners** and sent to USDF Office.
    - Must give a presentation on an assigned topic in front of ~~examiners~~ **faculty members or examiners** at a designated meeting and be evaluated. This could be completed at a workshop where the applicant is apprenticing.

- Evaluations will be reviewed after each activity:
  - Based on evaluation, the applicant will be allowed to continue with apprenticeship or research may be done if evaluation warrants follow-up.
  - If a negative evaluation is received, the applicant will be contacted to discuss the concerns.
    - Applicant will be given the option to continue knowing they may or may not be accepted based on evaluations or withdraw from the program and reapply when concerns are addressed.
- When applicant has finished their apprenticeship, all evaluations will be reviewed by assigned working group for final recommendation to the Instructor/Trainer **Development Program** Committee. If the applicant is recommended, their name will be sent to the USDF Executive Board for final approval.

Along with the evaluations, the following will also be considered when reviewing and making recommendations:

- Able to handle themselves as a leader among peers.
- Able to manage participants, auditors and other situations that may arise; gain (have) respect of ~~workshop~~ **seminar**-participants.
- Is respected by peers and/or in the dressage community.
- Is a team player; contributes to the development of the program.
- Is a good communicator; is able to back-up their opinion.
- Represents the program in a positive light in all situations, both USDF and non-USDF activities/events; "conduct in open speaks volumes".
- Conducts themselves in a professional manner; is open-minded; is willing to accept instruction from peers.

**NOTE:** *Faculty Candidates who are not recommended **may reapply after** and ~~wish to be re-evaluated at a future date must wait two years.~~*

#### **Requirements to remain an active Member of the Faculty**

- Attend USDF Annual Convention and participate in Faculty Meetings at least once every two years or participate in other group contributions and/or working meetings.
- Conduct at least one ~~workshop~~ **seminar** each year, **as scheduled**.
- Participate in educating and promoting the **Dressage Development Program**. ~~USDF Instructor/Trainer Program.~~
- Must maintain Participating Membership status with USDF.

All Faculty Members and Examiners will be required to sign the USDF Code of Conduct for Faculty and USDF Conflict of Interest Statement annually. In addition, all Faculty Members and Examiners must complete 16 hours of continuing education each year and complete the Safe Sport Module annually. ~~every two years.~~

All Faculty Members and Examiners must agree to adhere to the materials as outlined in the USDF manuals when conducting ~~workshops~~, seminars, assessment and certification exams, and not be sidetracked by "current fads and/or modern inventions".

All Faculty Members and Examiners are responsible for arranging and maintaining their own **professional liability insurance coverage**. ~~insurance coverage, liability requirements, etc.~~

### Modifications to criteria to become an examiner

Anne Snipes Moss moved and Bess Bruton seconded to approve the concept with the following modifications to the Dressage Development Program criteria to become an examiner with the score requirement 65% at PSG and to approve active examiner requirements as seen below. Discussion: Scores at 60% at PSG is a low bar. It should be the same as 'R' judge recommendation. 14 approved, 0 disapproved, no abstentions. Motion carried.

USDF Instructor/Trainer **Dressage Development** Program Examiners are able to conduct workshops **seminars, professional development assessment and certification exams**. at all levels, ~~pre-certifications and testing~~. Examiners will be recruited from the Senior Faculty or Faculty list. In special circumstances, a person with exceptional accomplishments and reputation in the dressage community may be invited and trained to become an Examiner. The following are the criteria for becoming an Examiner:

- Must be a certified **Instructor/Trainer at Training-Fourth, FEI B or FEI A Level.**
- Must have passed ~~Third-Fourth Level~~ certification **exam** with **a score of 80%** or higher in all sections. If candidate did not achieve this, contact the USDF Instructor/Trainer **Development Program** Liaison for further information.
- Must ~~already be: Workshop Faculty and give 15 workshops within a five-year period.~~
  - **Dressage Development Program Faculty**
  - **Be actively involved in program development**
  - **Have taught 10 development seminars or professional development assessments.**
- Must have ~~Grand-Prix~~ teaching experience at **Prix St. George or above.**
- Must have trained a minimum of two horses through **Prix St. George or above.** ~~Grand-Prix.~~
- Must have received a minimum of five scores of 60% or above at ~~Grand-Prix~~ **Prix St. George or above** from five different judges.
- Must fill out an application.
- Must receive approval from the USDF Executive Board.
- Must be an apprentice at two ~~testings~~ **certification exams** and be evaluated.
  - Following this apprenticeship, and receiving a recommendation to continue, candidates must sit **attend** at one final **certification** exam or ~~pre-certification~~ **professional development assessment** and complete booklets on candidates (scores and comments) that will be reviewed by examiner(s) who conducted the exam.
- Candidate ~~will must~~ be tested on theory and course curriculum to become an examiner.
- Candidate must maintain USDF Participating Membership.

\*\*Once a complete application is submitted to the USDF Office, it will be reviewed by the current examiners for recommendation to the Instructor/Trainer **Development Program** Committee for further recommendation to the USDF Executive Board for final approval. \*\*

### **Requirements to remain an active Examiner**

- Attend USDF Annual Convention and participate in Examiner/Faculty Meetings at least once every two years or participate in other group contributions and/or working meetings.
- Conduct at least one ~~workshop, pre-certification~~ **seminar series, professional development assessment or certification exam** or testing each year, **when scheduled.**
- Participate in educating and promoting the USDF ~~Instructor/Trainer~~ **Dressage Development** Program.
- Must maintain Participating Membership status with USDF.

**Examiners may not test anyone *who has been a client/regular student for 6 months prior to the certification exam or whom that they have taught in a clinic* within 30 days.**

All Faculty Members and Examiners will be required to sign the USDF Code of Conduct for Faculty/Examiners and USDF Conflict of Interest Statement annually. In addition, all Faculty Members and Examiners must complete 16 hours of continuing education each year and complete the Safe Sport Module ~~every~~ **annually**. ~~two years~~.

All Faculty Members and Examiners must agree to adhere to the materials as outlined in the USDF manuals when conducting ~~workshops~~, **seminars** and not be sidetracked by “current fads and/or modern inventions”.

All Faculty Members and Examiners are responsible for arranging and maintaining their own **professional liability insurance coverage**. ~~insurance coverage, liability requirements, etc.~~

#### **Revised Purpose of the Levels**

Charlotte Trentelman moved and Regina Antonioli seconded **to approve the revised Purpose of the Levels**. No discussion. 14 approved, 0 disapproved, no abstentions. Motion carried.

#### **Recommendation to establish a policy regarding GMOs with fewer than eight members**

Debra Reinhardt moved and Debby Savage seconded **to approve the policy to require GMOs to have a minimum of eight members when the initial roster is submitted (required December 1 or a late fee applies)**.

Discussion: The main concern is the repercussion of smaller GMOs paying a late penalty if they do not have a roster submitted by December 1. The smaller GMOs are suffering the most with membership growth and retention, and the late fee could potentially keep them from maintaining their affiliation with USDF. A later deadline of January 31 should be considered. 0 approved, 14 disapproved, no abstentions. Motion carried. Send the proposal back to USDF staff.

#### **Approval in principle of a “Pursuit of Excellence” trophy for the NAYC Children’s Division in memory of Brook Irving-Martz**

Noah Rattner moved and Charlotte Trentelman seconded **to approve in principle a “Pursuit of Excellence” trophy for the NAYC Children’s Division in memory of Brook Irving-Martz**. No discussion. 14 approved, 0 disapproved, no abstentions. Motion carried.

#### **Increase of FEI Youth Clinic fees**

Lisa Gorretta moved and Noah Rattner seconded **to approve an increase in the fee for selected riders to \$325.00**. Discussion: The current fee structure for the FEI Youth Clinics has remained unchanged since 2010. Currently, there is a non-refundable application fee of \$25.00, with the fee for riders selected to participate in the clinic set at \$275.00. 13 approved, 0 disapproved, and Heather Petersen abstain. Motion carried.

#### **Your Dressage and social media visibility**

On Facebook, if you mark “Liked” pages as “Favorites”, that will increase the number of posts from that page you see in your newsfeed. Also, the more you interact with a page on Facebook, the more posts from the page you will see in your newsfeed. Similarly, on Instagram you can click the arrow next to “Following” to add to your “Close Friends List” and “Favorites”. All of these actions will increase visibility within your feed on these apps. If you take these actions with USDF’s

Facebook page and Instagram you will see more USDF posts on social media. Additionally, on *YourDressage* you can sign up to get e-mail updates for each new post so you don't miss any new content.

**New Business/Miscellaneous**

None

The meeting was adjourned at 8:45 p.m. EST.

Respectfully submitted,

Debra Reinhardt  
USDF Secretary