

USDF SPRING EXECUTIVE BOARD (EB) MEETING

April 23, 2024 – Lexington, KY

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
Anne Snipes Moss, Administrative Council Director	

Members Absent: Sue McKeown, Technical Council Director

Staff Attending: Stephan Hienzsch, Connie Huy, Krystina Wright, Kathie Robertson, Ross Creech, Melissa Schoedlbauer, Sarah Garn, Alex Quesinberry (briefly), Sharon Vander Ziel (briefly), Sarah Delahanty (briefly)

Guest in attendance: None

The meeting commenced at 8:50 a.m. EDT, President George Williams presiding.

Determination of quorum, roll call and conflicts of interest

Approval of agenda

Heather Petersen moved and Kevin Reinig seconded to **approve the agenda**. Motion carried.

Recognition of approved EB Minutes and e-mail votes

The March 20, 2024 minutes were approved on April 10, 2024.

President's report

This is a challenging time for dressage. On the international level our discipline is at the forefront of the discussion on horse welfare and wellbeing. Different ideas on how the sport and competition format could change are being floated. I have to agree with what Astrid Appels wrote recently: "In the 20 x 60m arena the judging continues in the same tune where quality of movement outweighs quality of training."

The USDF has to follow the conversation carefully and when appropriate, take part in it.

One thing is clear, education will remain vitally important and I believe the steps USDF is currently taking with the judging initiative and professional development are more crucial than ever.

As you may be aware, The Dressage Foundation (TDF) does not have a fund specifically for USDF. In speaking with the TDF Board, we will work to develop the framework for a fund to be established in the near future.

Lastly, approval of items not posted prior to meeting is needed. Bess Bruton moved and Charlotte Trentelman seconded **to approve the following materials not being posted prior to the EB meeting: the proposed dates and locations for the 2025 Regional Championships, Lisa Chan biography in the Diversity, Equity, and Inclusion (DEI) Task Force proposal, and the proposal regarding GMOs with less than 25 members.** Motion carried.

Executive Director's report

Thank you to our staff, in particular to the senior management team, Connie Huy, Sarah Garn, Melissa Schoedlbauer, Krystina Wright, Kathie Robertson, and Ross Creech. Congratulations to Melissa and Ross who reached their 20 years with USDF status in 2023. Their dedication and experience is a great asset to USDF and me. Senior Administration Coordinator Alex Quesinberry, who is now scheduling board meetings, was introduced.

Long time Advertising Sales Representative Danielle Titland, who is an independent contractor working on commission, has given notice of her pending retirement at the end of this year. Ross and I have decided to bring the ad sales function in-house within the marketing department. The function will be absorbed by Amber Wiseman, Marketing and Sales Manager. Given the historical decline in print advertising, we feel that a reduced cost structure and more in-house control will be beneficial.

An extensive staff activities report was provided to the board earlier in April. However, if there are any questions or comments please feel free to bring them forward.

Regarding the status of the 2025 US Dressage Finals, USDF is now in a position to move forward on the proposed dates pending agreeable contract negotiations. An Organizing Committee (OC) Working Group comprised of George Williams, Kevin Reinig, Debra Reinhardt, Betina Longaker, and Lisa Gorretta will provide guidance in the process.

A reminder that the 2024 convention will be in Houston, TX at the JW Marriott, December 4-7.

The GMO safe sport education initiative began at the 2023 convention with a forum. Our objective is to heighten overall awareness through increased communication and to organize relevant reference materials to be more accessible and easier to find. Essentially, to help GMOs help themselves on the path to implementing best practices. We are in the process of utilizing all relevant USDF communication platforms to do so. We have improved the website safe sport resource page, making it more user friendly and relevant for GMOs. We are creating a web banner on the home page and a button on e-News to draw attention to the resources page. USEF is developing an additional resource document for affiliates that GMOs can utilize as a start to a best practices guide. Also, in the early stages of development, with USEFs assistance, is a webinar.

Website navigation improvements, spearheaded by Ross, are in the process of being implemented.

The search feature of the website has undergone reconfiguring on the backend which has greatly increased its functionality and relevancy of results. Those backend improvements are live.

Based on feedback received, the web menus on the homepage are reorganized and renamed to incorporate more logic in the navigation. These are ready for beta testing and the board, along

with other vested entities, will have an opportunity to provide feedback. This is not a web redesign, but an attempt to simplify navigation.

Some additional changes have and/or will be made to clean up the look of the homepage. These include the ability to “hide” the member dashboard, the combining of the news and announcements into one feed, and the addition of a *YourDressage* feed to further integrate USDF’s properties, cementing USDF as the go-to source for ALL things dressage.

An overriding finding has been that more is not necessarily better when it comes to navigation. It is the marketing teams’ opinion that the website navigation is suffering from a “can’t see the forest for the trees” scenario. In general, the home page will have a cleaner look, hopefully be more intuitive to the user, and have fewer redundancies that confuse things.

Membership year to date is tracking behind last year by about 10%, but this could be a timing issue.

Treasurer’s report

A. USDF Financials

Statement of Financial Position

Assets – current assets down by \$287,475, most of this is in the operating cash line. (decrease of roughly 541K) offset by increases in accounts receivable (213k up), prepaid expenses and inventory.

- Investments is up by \$782,017
- Fixed Assets down slightly mostly due to depreciation expense
- Other assets – flat

Liabilities – Current liabilities are down by \$94,858, mostly due to decrease in accrued compensation.

- Regional funds – up slightly – \$17,867

Net Assets – Up by \$500,269 – most of which is this year’s profit, (mostly from investment income)

Statement of Activities

USDF ended FY 23-24 at a net loss of (\$188,757.93) after we take out the gain/loss on investments and the depreciation (a profit of \$492,000.84 before taking those items into consideration). Revenues were under budget for most items, but were offset by the significant overage in investment income, leading to revenues being slightly over budget by \$67,342.51. Expenses were generally under budget with the largest savings in the education department.

Annual Convention

This year’s convention was held in Omaha, NE. Revenues were slightly under budget and expenses were slightly over budget. Original budget was for a loss of \$55,300, but we ended up with a loss of \$80,773.

Championship Programs

Revenues were above budget mostly due to an increase in sponsorship revenue (new ProElite breeders sponsorship). Expenses are under budget mostly under the administrative line due to unfilled staff positions. Postage and shipping, and certificates, ribbons and prize money were over budget. Championships came down to a profit of \$206,330 versus a budgeted profit of \$133,717.

Competition Services

Revenues are slightly above budget. Many line items came in close to the budgeted amount. The exceptions being the rider award processing fees, (new medals with distinction awards as well as increased participation), competition fines, and scores.com fees. Those line items were higher than anticipated. The regional schooling show awards program was canceled so there were no revenues on that line item. Expenses were mostly under budget except for the rider medals and patches. These were over budget due to the increased cost of the awards themselves. Also, the cost of paper for the certificates doubled.

Education Services

Revenues were significantly under budget due to canceled programs, (certified instructor exams, instructor faculty education and licensed official candidate applications), or decreased participation (sport horse handlers clinic and seminar). (Items not held totaled \$53,350.) We also did not transfer the budgeted funds from the General Operating Investment and Education Endowment Funds (\$60,000). These funds were not needed to cover expenses. Expenses were down for the same reason as revenues (programs not held totaled \$38,011.) Some of the events with lower participation still had to pay the hard costs associated with those events. The expenses associated with the apprentice TD clinic were rolled up in other costs as there was significant crossover that made them hard to separate out.

General Administrative

Revenues were under budget, mostly due to the Circle of Friends and not transferring funds from the building maintenance fund. Expenses varied as to whether they were over or under budget. Many of the overages were not a significant amount and many were due to inflation. Dues and subscriptions is up due to joining organizations not previously budgeted. Computer systems administration is high due to increased costs for cyber security. Ground's maintenance and janitorial is affected by the increase in labor and supply costs. We also had some trees taken down so they didn't fall on the building. Board travel and meetings are over budget due to the spring meeting being held in Omaha at the World Cup instead of Kentucky. Employment ads were over budget due to several staff positions being open and taking a while to fill due to the competitiveness of the labor market. The open positions explain the administrative line being under budget in many of the departments. The overall variance in the administrative budget was only \$259.83.

Investments

The Investment Working Group made some minor tweaks to our portfolio this year allowing for increase interest revenue in the general investment fund. Unrealized gain totaled just shy of \$500,000 from March 2023 to March 2024.

Membership

Membership dues were almost spot on for GMO dues and slightly under for PM dues. Business memberships were over budget by close to 20%. Other revenue line items were

slightly under budget for the most part. Postage and shipping is higher due to a cost increase in postage.

Merchandise

Sales were below expected amounts. Cost of goods sold were higher due to inflation. (Inventory is up at year end due to lower than anticipated sales.) Postage and shipping was high on both the revenue and the expense side.

Publications

Revenues came in 5% below budget as a whole. *USDF Connection* and electronic ads were below budget while competitor and *Member Guide* ads were above budget. The majority of the costs came in under budget with the exception of costs related to printing and mailing *USDF Connection*. Production expenses for *USDF Connection* came in under budget as did printing and mailing the *Member Guide*.

US Dressage Finals

US Dressage Finals revenue came in under budget due to low participation numbers. We went from a huge bounce back after COVID to a five-year low in the number of participants. The Investment Fund is used to balance the budget. Contract labor was significantly over budget due to both underestimating costs during the budget process and the effects of inflation on the actual costs of hotel, meals, airfare, etc. Other expenses followed the participation rate (hospitality, printing, facility, stabling) and came in under budget.

Youth Programs

Revenues were significantly under budget due to no funding being transferred from the Youth Endowment Fund. If that funding is taken out of the equation, revenues were over budget by \$19,875. Expenses were fairly close to budgeted amounts with the exception of the North American Youth Championships (NAYC) event support, which was not done.

B. 2025-2026 Preliminary Budget

Overall, this budget is just a preliminary budget and may change significantly by the fall due to emerging trends and costs. This budget has the full effect of the dues and fee increases approved last fall. We are anticipating full staff levels and full programs.

2025 Convention

The 2025 convention will be held in Lexington. Revenues and expenses are based on historical information at this location. The Lexington location allows for significantly lower travel and shipping fees.

Championships

Revenues include fee increases for qualified rides and region changes. The dressage seat equitation fee was already in effect in 24-25 budget. Expenses allow for increased costs due to inflation. Postage and shipping increase is a combination of increased costs and having to ship banners to every qualifier for the new sponsor. Prize money goes up due to the increase in the ride fee.

Competition Services

Revenues are based on actuals for FY 23-24 and include fee increases in all breed declaration. The all breeds program is trending downward. Administrative costs allow for

increased staff allocated to this area. Year-end awards and rider medals and patches allow for price increases and new para-dressage rider award.

Education Department

Revenues – Includes funding from TDF and National Endowment Funds are allocated to subsidize the GMO Education Initiative (GEI) grants. Judge education initiative is based on initial projections. Sport Horse Development Forum to be held in 2025. Other programs are based on projected actuals. The licensed officials (LO) budget has decreased based on the cyclical nature of the programs provided (frequently every other year). Expenses – Significant increase to salary and benefits cost due to additional employee allocated to this area. Costs are based on actuals, trends, or are budgeted to break even, so costs pretty much match revenues.

General Administrative

Revenues are flat. Most expenses remain flat. There is an increase in staff allocated to this area. Board travel is based on both spring and fall meetings being in Lexington. Legal fees include safe sport. Consulting services include staff seminar on safe sport. Insurance costs include all business policies, workers comp, auto, cyber, fidelity bond and safe sport.

Investments

Revenues increase some – based on higher interest than previously budgeted.

Membership

Revenues in membership categories and horse registrations include full effect of dues and fee increases approved at the convention. Non-member ride fees seem to be trending down. Expenses allow for slight increase in staff. Other areas remain fairly flat.

Merchandise

Decrease in sales revenue projected - no World Cup. Increase in staff and related costs allocation, allowing for possible staff travel to the US Dressage Finals if we move away from the Kentucky Horse Park (KHP)

Publications

Decrease in revenues based on trends for *USDF Connection* and electronic ads. Salaries and benefits include two contract employees, sales commissions brought in-house. No outside sales commissions since no outside sales rep. Other expenses based on actual trends and estimated costs.

US Dressage Finals

The US Dressage Finals is always budgeted to break even. This budget is very preliminary and expected to change significantly between now and the fall as we iron out the details. Revenues – qualified ride fees include fee increase and entries are based on estimated 350 horses. VIP line adjusted projected actuals. Funding from the Investment Fund to break even. Expenses are based on very early projections.

Youth Programs

Revenues – reduction in funding expected from USEF and TDF based on current projected levels. There is no Young Rider Graduate Program held this year. The junior/young rider clinic number is based on nine clinics. Expenses –overall, reduced slightly. There is no Young Rider

Graduate Program this year. Line items generally flat except instructor costs for junior/young rider clinics being up slightly, based on increased costs.

C. Annual Budget/Actual Analysis

Budget is always set to break even after removing investments and depreciation. The draft financials for FY 23-24 after removing those items came down to a loss of \$188,758. This is the reason we needed to raise the fees and dues that we did last year; to mitigate this happening in the future. This is only the second time in the last seven years that we came down to a loss.

D. Salary and Benefit Analysis

Staff and contract labor positions will remain the same as last year's budget. There is a 5% increase budgeted for the salary line item. Other expenses will rise to follow the salary line item. The benefits line item is expected to remain flat.

E. Investments Report

This report shows our return for the last twelve months on a quarterly basis. In the fall, the fiscal year return percentages ranged from -.79 to a +2.96. This spring the percentages range from +10.34 to +11.02.

F. Investments Fiscal Year End Analysis

The annual comparison showed a decrease in the value of our investments between 2022 and 2023. Between 2023 and 2024, we have a significant increase. Over the five years shown, the investments value has increased by \$1,473,738, an increase of 22%.

G. National Endowment

Quarterly yield is in the 3% range for the last twelve months.

Council reports – At-Large Directors (ALDs)

Administrative Council – Note that nominations for PM delegates are still hard to fill with no ideas on how to help the situation. As of this EB meeting, there is no treasurer nomination with a deadline of June 1. The staff will investigate moving the Volunteer of the Year deadline later in the year as it is currently May 1, only five months into the year.

Technical Council – No additional information to report.

Activities Council – No additional information to report.

Working Group and Task Force reports

USDF Non-Member Fee Task Force

A survey was done in March and the results are being sent back to the task force now. They will hold a meeting soon and will have a report for the fall meeting.

Para Affiliate Assimilation (PAA) Task Force

The PAA Task Force presented a preliminary draft of proposed policy and bylaws edit recommendations which were subsequently sent back to the task force with EB recommendations. Pending input from USEF, an updated draft will be reviewed by the EB at its next meeting.

DEI Task Force

Lorraine Musselman moved and Bess Bruton seconded **to approve a name change from Diversity, Equity, and Inclusion Task Force to the Outreach, Awareness, and Inclusion Task Force.** Motion carried.

Debby Savage moved and Helen van der Voort seconded **to approve the addition of Lisa Chan to the task force roster.** Motion carried.

The DEI Task Force requests approval from the EB to move forward with the proposed RAN Program by reaching out to relevant committees to develop any specificities related to their areas to be incorporated and implemented. After discussion, the EB felt the RAN Program needs more work and Ross Creech, the liaison, will take the EB's concerns back to the task force.

Anne Sushko moved and Bess Bruton seconded **to approve the implementation of the For Going Above and Beyond (F.A.B.) Award to be handed out at competitions.** Motion carried.

Test Writing Working Group

Sharon Vander Ziel joined the meeting to give the report. The Test Writing Working Group has been formed for the 2027 test cycle. The members are:

Chair – Gary Rockwell
Jeanne McDonald, PA, Region 1
Janet Foy, CO, Region 5
Nadine Schwartzman, ID Region 6,
Kristi Wysocki, WA, Region 6, sport horse representative
Mike Osinski, WA, Region 6
Kari McClain, WA, Region 6
Lilo Fore, CA, Region 7
Lois Yukins, MA, Region 8
Dolly Hannon, CO, Region 5, freestyle representative
Teresa Stewart, WA, Region 6
Amy Swerdlin, FL, Region 3

LO Education Working Group

The report is accurate and up to date. There is one 'r' TD, two 'S' judges, and ten 'R' judges to go before the LOC. While the ten 'R' candidates completed their testing, it was past the deadline for the April meeting. They may have to wait until the August meeting. Another large 'R' program is scheduled to start in June 2025.

Rules Advisory Working Group

The additional rule change proposal that was sent to the board for a vote was DR 120.2 Tracking #186-23, Draft #1. USDF's position was to disapprove.

Comment: While we support the intent of the rule, we believe that the approach of setting a particular temperature to trigger the waiver is too rigid and therefore impractical. We suggest that instead of setting a specific temperature, the rule change proposal should follow the approach utilized in DR 120.2 for when jackets may be waived. Competition management should be given the authority to make this determination, either in advance based on typical weather conditions on the date of the show and published in the prize list, or at the start of or during the show when extreme weather is forecast.

EB Management Committee report (closed session)

Policies and Procedures proposed edits

Heather Petersen moved and Bettina Longaker seconded **to approve all the Policies and Procedures as proposed.** Motion carried.

Heather Petersen moved and Kevin Reinig **to approve the deletion of the ‘investment fund’ wording from section III, G, 10.** Motion carried.

III. FINANCIAL

G. Regional Championships, page 15

Change to read:

3. The ~~\$7.50~~ **\$10** prize money portion from regional championship qualifying fees will be equally distributed among all the regions.
4. Based on the ~~\$7.50~~ **\$10** fees, each championship class offered will receive an equal amount of prize money for three championship divisions (Open, Amateur, Jr/YR).

Effective: The 2025 regional championship qualifying season

III. FINANCIAL

G. Regional Championships, page 15

Add:

10. **Regional championship qualifying ride fees will be allocated 20% to the US Dressage Finals investment fund, 50% to regional championship prize money, and 30% to regional championship administration.**

Effective: Upon Executive Board approval.

IV. MEMBERSHIP

A. Group Member Organizations (GMOs) and Group Members (GMs), page 18

Change to read:

4. A GMO shall pay annual dues to USDF of \$24 (***\$25 - effective for the 2025 membership year***) per member on the basis of per capita assessment of its dues-paying members as listed in the current roster. All members of the GMO shall be included on the roster and dues paid for each member. USDF offers a Family Membership category. A family is defined as individuals in an immediate family who either live at the same address or who have the same legal address. For each Family Membership submitted, one member must be designated as the Primary Family Member and all others will be considered Supporting Family Members and must be designated as such on the roster. A GMO shall pay annual dues to USDF of \$24 (***\$25 - effective for the 2025 membership year***) per Primary Family Member and \$10 (***\$12 - effective for the 2025 membership year***) for each Supporting Family Member. Corrections and addition to membership rosters shall be filed at least quarterly, monthly is recommended. Rosters received after September 1 of the current membership year must be clearly marked as to which year the memberships should apply. If a year is not indicated with the roster, the memberships will automatically be applied to the following membership year (membership will be effective December 1). GMOs will be notified of their credit/balance due and all current membership year balances must be paid no later than December 31 following the end of the membership year.

Effective: The 2025 membership year (membership effective date of 12/1/2024).

IV. MEMBERSHIP

B. Participating Members (PMs), page 20

Change to read:

4. Classification of PMs
 - a. Life PM - \$1800 **(\$2,000 - effective for the 2025 membership year)**
 - b. Five -Year PM - \$360 **(\$400 - effective for the 2025 membership year)**
 - c. One -Year PM - \$90 **(\$100 - effective for the 2025 membership year)**
 - d. One -Year Youth PM - \$72. **(\$80 - effective for the 2025 membership year)**

Members who have not reached their 21st birthday by the first day of the membership year (December 1) for which they are applying.

Effective: The 2025 membership year (membership effective date of 12/1/2024).

IV. MEMBERSHIP

D. Business Members (BMs), page 21

Change to read:

2. One -Year Business Membership - \$240 **(\$280 - effective for the 2025 membership year)**

Effective: The 2025 membership year (membership effective date of 12/1/2024).

IV. MEMBERSHIP

E. International Group Member Organizations (GMOs), page 21

Change to read:

3. An International GMO shall pay annual dues to USDF of \$24 **(\$25 – effective for the 2025 membership year)** US dollars per member on the basis of per capita assessment of its dues-paying members as are listed in the current roster. All members of the International GMO shall be included on the roster and dues paid for each member. USDF offers a Family Membership Category. A family is defined as individuals in an immediate family who either live at the same address or who have the same legal address. For each family membership submitted, one member must be designated as the Primary Family Member and all others will be considered Supporting Family Members and must be designated as such on the roster. An International GMO shall pay annual dues to USDF of \$24 **(\$25 – effective for the 2025 membership year)** per Primary Family Member and \$10 **(\$12 – effective for the 2025 membership year)** for each Supporting Family Member. All USDF International GMO/GMO Family Members are considered GMs of USDF. Corrections and additions to membership rosters shall be filed at least quarterly, monthly is recommended. Rosters received after September 1 of the current membership year must be clearly marked as to which year the memberships should apply. If a year is not submitted with the roster, the memberships will automatically be applied to the following membership year (membership will be effective December 1). International GMOs will be notified of their credit/balance due and all balances must be paid no later than December 31 following the end of the membership year.

Effective: The 2025 membership year (membership effective date of 12/1/2024).

IV. MEMBERSHIP

F. Membership Policies, page 23

Change to read:

3. Group Member officials, (President, Vice President, Secretary, Treasurer, Roster Contact, Official Contact, ~~and~~ Jr/YR Contact, **and Education Contact**) submitted to the USDF office must be current GMs of the GMO they represent and in good standing with USDF.

Effective: Upon Executive Board approval.

V. HORSE REGISTRATIONS, pages 25-26

Change to read:

9. Leased horses may be recorded with USDF in the name of the lessee. If a lease is recorded, the lessee will be recognized as the bona fide “owner” for the period of the lease for all USDF membership requirements and for USDF championship and award purposes.
 - i. For qualifying scores to count for any USDF regional championships or year-end award program, the appropriate lease recording documentation and fees must be received by USDF on or before the first day of any competition where qualifying scores are earned or scores earned toward award programs.
 - ii. A copy of the lease recording and appropriate fees must be submitted to USDF. The effective date of the lease recording form is the date that appropriate form and fees are received by USDF.
 - iii. The lease recording form must be submitted and contain a start and end date, name and address of the lessee and the lessor, and include signatures of the lessee and lessor. If a lease agreement signed by both the lessee and lessor on file with USDF is submitted with the lease recording form, signatures of the lessee and lessor are not required on the form.
 - iv. The lease recording fee of \$35 (***\$45 – effective 12/1/24***) is paid for each lease recorded with USDF. If the horse is being registered at the same time, the \$35 (***\$45 – effective 12/1/24***) lease recording fee is in addition to any registration fees for the horse.
 - v. If there is no end date stated on the lease recording form, the recording will expire with USDF on November 30 of the current year.
 - vi. If a lease is extended or terminated prior to the end date, a new lease recording form should be submitted to USDF, and must contain an end or termination date, as well as the signatures of the lessee and lessor.
 - vii. A lease recording can be renewed free of charge if received by USDF prior to the lease expiration date, by submitting a recording form with updated information, signed by both the lessee and lessor. Otherwise, the recording fee of \$35 (***\$45 – effective 12/1/24***) applies. The new effective date will be the date the updated recording form and fees are received.
 - viii. USDF does not accept agent signatures on the lease recording form.

Effective: December 1, 2024

V. HORSE REGISTRATIONS, page 26

Change to read:

11. Registration fees:
 - a. Lifetime Registration of the horse - \$115 (***\$140 - effective 12/1/24***)
 - b. Transfer or change of ownership of lifetime registered horse - \$35 (***\$45 - effective 12/1/24***)
 - c. Printing of any duplicate certificate or card - \$10
 - d. Change of life registered horse’s name - \$35 (***\$45 - effective 12/1/24***) (In regard to foals, horses are allowed ONE name change, at no charge, within one year of their foaling date. Breed papers must be submitted to verify foaling date and name. The name change will only be completed, at no charge, if the name is being changed to match the breed registry name.)
 - e. HID of the horse - \$35 (***\$45 - effective 12/1/24***)
 - f. Transfer or change of ownership of horse with HID - \$15 (***\$20 - effective 12/1/24***)
 - g. Change of name of HID horse - \$15 (***\$20 - effective 12/1/24***) (In regard to foals, horses are allowed ONE name change, at no charge, within one year of their foaling

date. Breed papers must be submitted to verify foaling date and name. The name change will only be completed, at no charge, if the name is being changed to match the breed registry name.)

- h. Upgrade from HID to Lifetime Registration - \$80 (**\$95 - effective 12/1/24**)
- i. Lease agreement or renewal- \$35 (**\$45 - effective 12/1/24**)
- j. A certificate/card can be downloaded from the USDF website at no charge.
- k. Errors on the part of USDF, and reported within 45 days of the registration date, are corrected in the database. The old certificate/card is immediately invalid once changes are made. ONLY the updated certificate is valid for use at recognized competitions. A new certificate is sent free of charge.
- l. Errors on the owner's part and reported within 45 days of the registration date are corrected in the USDF database. The old certificate/card is immediately invalid once changes are made. ONLY the updated certificate is valid for use at recognized competitions. If a new certificate/card is requested the duplicate fee is charged.
- m. If any changes are requested outside the 45 day period, the appropriate charges above will be applied. The old certificate/card is immediately invalid once changes are made. ONLY the updated certificate is valid for use at recognized competitions.
- n. Owners have 60 days from the date the registration application is received in the USDF office to inform USDF that the certificate has not been received. If USDF has been notified within 60 days, a new certificate will be printed and mailed at no cost. After 60 days, a new certificate may be purchased for \$10.
- o. All transactions are charged individually. For example, if requesting a name change and transfer both transactions are charged for. If doing a name change for a horse and an upgrade at the same time, the HID fee is charged for the name change and the upgrade fee is also charged.

Effective: December 1, 2024

VI. COMPETITIONS

B. USEF-Licensed/USDF Recognized Competition Reporting, page 30

Change to read:

10. USDF regional championship qualifying scores must be indicated as such. A ~~\$45~~ **\$20** fee for each qualifying ride must be submitted to USDF with the Report of Fees document.

Effective: The 2025 regional championship qualifying season (date will differ upon region).

VI. COMPETITIONS

I. Awards, page 38

Change to read:

8. ***Except for the USDF Handler of the Year Award***, ~~The~~ ***the*** following must be true at the time scores are earned for scores to count towards USDF year-end awards:

- a. The rider of the horse must be a USDF PM.
- b. The primary owner of record of the horse **MUST** be a current USDF PM or Business Member. If there is a current lease recorded with USDF, the lessee is recognized as "owner" for all USDF membership requirements.
- c. The horse must be USDF Lifetime Registered.
- d. For the Breeder of the Year Award, the breeder must be a USDF PM or BM by September 30.

Effective: October 1, 2024

VI. COMPETITIONS

I. Awards, page 38

Change to read:

9. A horse is declared for All-Breeds awards based on the breed registry papers submitted to the USDF office. An All-Breeds Declaration Form and \$35 (**\$45 – effective 10/1/24**) declaration fee must accompany the papers and must be received in the office by August 1 of the award year, indicating the All-Breeds Participating Organization that the owner is declaring the horse for, in order to be eligible for awards during the same year. The All-Breeds Declaration Form, \$35 (**\$45 – effective 10/1/24**) declaration fee and breed registry papers will be accepted after August 1 and the horse will be eligible for awards during the same year if accompanied with an applicable late fee. The late fee will be \$100 if received between August 1 and August 31. The late fee will be \$300 if received between September 1 and September 30. No declarations may be made for the current year after September 30. For foals: All-Breeds Declaration Form must be on file with USDF by September 30 of the award year in order to be eligible for awards during the same year. There is no late fee. If breed papers have not yet been issued by the registry, a copy of a letter of verification from the registry to the owner will temporarily fulfill the breed registry papers requirement above until official breed registry papers are submitted. This letter must state that the foal is eligible for awards from that registry. All foals without official breed papers on file by December 31 will be removed from the declaration list. This rule does not preclude, eliminate, or interfere with members pursuing awards recognition, or multiple registrations, outside the USDF program. By declaring a horse for the All-Breeds Awards, USDF may share owners contact information with the applicable All-Breeds Awards Participating Organization to verify a horse's award eligibility.

Effective: October 1, 2024

VI. COMPETITIONS

I. Awards, page 39

Change to read:

14. Current USDF Participating, Group and Business members may access reports for no charge on USDFScores.com. Non-members and USDF Education members may access USDFScores.com with payment of a ~~\$20~~ **\$30** fee per report.

Effective: April 1, 2024

VIII. COUNCILS AND COMMITTEES

C. Meetings, page 49

Change to read:

4. Except with EB permission, ***councils and committees can hold only no more than one closed meeting*** ~~may be held~~ at the USDF Annual Convention. At least one open ~~committee~~ ***council forum meeting*** ~~meeting must~~ ***will*** be held at the convention.

Effective: Upon Executive Board approval.

VIII. COUNCILS AND COMMITTEES

D. USDF Council and Committee Structure, pages 49-50

Remove:

1. ADMINISTRATIVE COUNCIL: Members consist of the chairs, including any co-chairs, of the four committees and one At-Large Director (ALD).
 - a. Group Member Organizations Committee (geographic and GMO size diversity recommended)
 - b. Historical Recognition Committee

- c. Bylaws Committee (two EB appointments)
- d. Nominating Committee regional representation through consultation with RDs is required. Does not exclude additional appointments by chair with approval of the EB.)
- e. ~~Membership Committee (geographic, PM and competitor representation recommended) (activities suspended as of 6/15/2023)~~

Effective: Upon Executive Board approval.

Revisions to GMO education initiative (GEI) guidelines

Heather Petersen moved and Sue Mandas seconded **to approve the revisions to the GEI guidelines.**

Many edits were brought up in the discussion, including clarifying that eventing tests be allowed.

Anne Sushko moved and Anne Moss seconded **to table the motion.** Motion carried.

Selection of chefs d' equipe for NAYC

Sarah Delahanty joined the meeting. George Williams left the meeting due to conflict.

The discussion was who should really be in charge of the chefs d' equipe, their background needed, and their duties. The FEI Youth Committee recommends the appointment of an overall chef d' equipe who will oversee the regional/team chefs d' equipe for the NAYC. The recommendation for the overall chef d' equipe would come from the FEI Youth Committee and would then be approved by the Executive Board. The appointment of the overall chef d' equipe would be made by January 1. The FEI Youth Committee suggests Roberta Williams be appointed the overall chef d' equipe for 2024. Sue Mandas moved and Noah Rattner seconded **to approve the recommendation from the FEI Youth Committee to appoint an overall chef d' equipe who will oversee the regional/team chefs d' equipe for the NAYC.** Motion failed. Heather Petersen moved and Anne Moss seconded **to approve a USDF staff person as NAYC overall chef d' equipe (chef d' mission).** Motion carried.

George Williams returned to the meeting.

Modification to the registration fee for the Young Rider Graduate Program

Kevin Reinig moved and Carol Tice seconded **to approve the recommendation to require an application fee and program fees for the Young Rider Graduate Program.** Motion carried.

Approval of the dates and locations for the 2025 regional championships

Kevin Reinig moved and Debby Savage seconded **to approve Region 1, 3, 4, 5, 6, 7, 8 and 9 championships dates and locations, with an updated date for Region 1 to October 2-5, 2025.** Motion carried. Heather Petersen, Anne Sushko, Noah Rattner, Bettina Longaker, and Debra Reinhardt abstained.

Heather Petersen moved Kevin Reinig seconded **to approve the recommendation of the RCSSWG to approve the Waterloo Hunt Club as Region 2 championship site.** Motion carried. Bettina Longaker abstained.

a) Approval requirements for changes to regional championship dates, location, organizer, manager, or secretary

Tabled for tomorrow's meeting.

The meeting was adjourned at 5 pm EDT.

Respectfully submitted,

Debra Reinhardt
USDF Secretary

USDF SPRING EXECUTIVE BOARD (EB) MEETING

April 24, 2024 – Lexington, KY

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
Anne Snipes Moss, Administrative Council Director	

Members Absent: Sue McKeown, Technical Council Director

Staff Attending: Stephan Hienzsch, Connie Huy, Krystina Wright, Kathie Robertson, Ross Creech, Melissa Schoedlbauer, Sarah Garn, Taylor Chism (briefly), Evvie Lancione (briefly)

Guest in attendance: None

The meeting commenced at 8:30 a.m. EDT, President George Williams presiding.

Continue agenda item region championships, section a) Approval requirements for changes to regional championship dates, location, organizer, manager, or secretary

F. ADDITIONAL RULES AND REQUIREMENTS

3. Once an application to hold a USEF/USDF regional dressage championship has been submitted, no changes to date, facility, organizer, manager, or secretary may be made without prior notification and written consent of USDF with consultation with the respective Regional Director, when appropriate.

Exception: The addition or subtraction of a co-manager or co-secretary to the existing manager/secretary submitted on the application does not require USDF approval, however USDF must be notified of the addition.

Any changes, including additions or subtractions of a co-manager or co-secretary submitted to USDF after May 1st of the year the competition will be held will incur a fee of \$250.

In addition, USDF reserves the right to select an alternate host site and management if the facility, organizer, manager, or secretary named in the original host site application is changed without written permission from USDF.

Heather Petersen moved and Bess Bruton seconded **to approve the proposed regional championship rule change regarding the addition of the co-manager and co-secretary.** Motion carried. Noah Rattner opposed.

Continue agenda item FEI Youth Committee – Selection of chefs d’ equipe

Recommendation #2:

Recommend the following procedure be put in place for the appointment of each regional/team chef d’equipe for the NAYC (for juniors, young riders, and in the future, childrens):

- Each regional coordinator, in consultation with the chef d’ mission, the regional director, and the FEI Youth Committee Chair, will recommend the appointment of each regional/team chef d’equipe to the FEI Youth Committee.
 - The recommendations will be received no later than February 1.
- The chef d’ mission will discuss the recommendations with USEF who will provide feedback.
- The FEI Youth Committee will make the final recommendation of the regional/team chefs d’equipe to the Executive Board no later than the spring Executive Board meeting for final approval.

Helen van der Voort moved and Anne Sushko seconded **to approve Recommendation #2 as written.** Motion carried. Heather Petersen, Noah Rattner, and Helen van der Voort abstained.

Recommendation #3

It is recommended the following chefs d’ Equipe be appointed for the 2024 NAYC. As of April 22, 2024, the chefs d’ equipe submitted by each region are:

- Region 1: Debbie DelGiorno and Nicole DelGiorno
- Region 2: Shari Wolke and Laurie Moore
- Region 3: Liz Molloy
- Region 4: Nancy Gorton
- Region 5: Joan Clay and Heather Petersen
- Region 6: Noah Rattner and/or Nicki Grandia
- Region 7: Benjamin Pfabe
- Region 8: Bobbi Carleton and Helen van der Voort
- Region 9: Marsha Lewis and/or Benjamin Winger

Bess Bruton moved and Anne Sushko seconded **to approve Recommendation #3.** Motion carried. Heather Petersen, Noah Rattner, and Helen van der Voort abstained.

2024 convention education recommendations

Education Sessions

Topics #3 Flying Changes and #4 Rider Biomechanics are using USDF committee/program members making them stronger options. Topic #5 Regenerative and alternative therapies and their indications and efficacy has been done often.

Kevin Reinig moved and Lorraine Musselman seconded **to approve education programs #3 Flying Changes, #4 Rider Biomechanics, #6 Dressage for senior riders/senior horses, and #7b Equine Pain ethogram with alternative Topic #5 Regenerative and alternative therapies and their indications and efficacy.** Motion carried.

National Youth Programs Committee Recommendation

The National Youth Programs Committee is recommending a “youth assembly” be added to the convention schedule. The EB likes the idea and gave some other input about including the group in other convention activities such as a brief visit during the member session of judge education. USDF needs to do outreach to local youth using social media, NAYC announcement, and youth coming to awards.

Debby Savage moved and Charlotte Trentelman seconded **to approve the National Youth Programs Committee recommendation in concept.** Motion carried.

Judge Education Initiative

A judge education session will be held on Wednesday and member education session on Saturday, with youth possibly stopping in. Anne Sushko moved and Noah Rattner seconded **to approve the judge education initiative.** Motion carried.

Group Member Organizations Committee.

Anne Sushko moved and Noah Rattner seconded **to approve the GMO Committee recommendation for the education session topic, Virtual Lessons: Tips, Tricks and pitfalls for GMO Members, with clarification in the wording** (see below). Motion carried.

- Topic: Virtual Lessons: Tips, Tricks, and Pitfalls for GMO Members
 - The presentation will cover topics related to both education and ~~competition~~ **virtual coaching at competitions** for GMOs’ adult amateurs.
 - Presenters: a panel from the Group Member Organizations Committee. The committee would identify one or two other committee members to sit on the panel.

Competition Management Committee

Heather Petersen moved and Bess Bruton seconded **to approve the Competition Management Committee’s recommendation for an education session with a tentative title of “Management Coping Strategies”.** Motion carried.

Other Sessions

Recommended to have youth or young adult to present a GMO roundtable topic on how to get youth involved.

Professional development recognition

This is to recognize those that have graduated from the L Education Program and are USDF Certified Instructors. The title of this new recognition would be “Pursuit of Excellence in Professional Development”. Helen van der Voort moved and Noah Rattner **to approve the Professional Development Recognition**. Motion carried.

USDF Book Club

Evvie Lancione joined the meeting.

Sue Mandas moved and Kevin Reinig seconded **to approve the recommendation, as written, to create a USDF Book Club**. Motion carried. Noah abstained.

Evvie Lancione and Taylor Chism left meeting

GMOs with less than 25 members

GMOs with less than 25 members are not defined as GMOs according to the USDF Bylaws. Provisionally, GMOs could be reviewed on an annual basis, allowing these non-voting GMOs to remain ‘active’ so as not to penalize their members who have paid their \$25 for Group membership. Regional Directors will go to those GMOs with less than 25 members and see if they can encourage membership.

Kevin Reinig moved and Anne Moss seconded **to approve tasking of the Bylaws Committee to create a non-voting GMO category, with 8-24 members**. Motion carried.

New Business

Open Committee meetings at the convention

Heather Petersen moved and Bess Bruton seconded **to approve that all committees that are part of the councils be required to have an open portion at their virtual pre-convention meeting**. Motion carried.

What is there to do Houston? E-mail and main page for convention will have things to do. An evening party out will be planned and any major activity such as Cirque du Soleil, which was available during the Omaha convention.

A brief delegate orientation will be added to BOG agenda right after roll call. The EB discussed methods of keeping the noise down in the BOG. On the second day when delegates check in, they could vote at that time for the EB candidates. The host region will sit in the front at the BOG.

The staff will investigate an “opt in” option for members to give USDF permission to share their contact information with their Regional Director.

The meeting was adjourned at 11:35 a.m. EDT.

Respectfully submitted,

Debra Reinhardt
USDF Secretary