The American Driving Society, Inc. Board of Directors Meeting

January 17, 2019, Teleconference. Draft Minutes

1. Call to Order
President Dan Rosenthal called the meeting to order at 7:00 PM EST

2. Roll Call
The following ADS Directors were present at the meeting via teleconference and phone, constituting a quorum for the purpose of conducting business:
Dan Rosenthal
Dana Bright
Shelly Temple
Teresa Bron
Pat Cheatham
Dianne Koopman
Heidi Ferguson
Maureen Grippa
Jada Neubauer
Hilda Wilkins
Ann Craig
Jessica Axelsson
Gwen Bassetti
Allyn Carman
Suzanne Edwards
Kacy Tipton-Fashik
Margaret Grillet
Marc Johnson
Tracey Morgan
Jeff Morse
Kelly Valdes
Esther R. “Boots” Wright

Honorary
Elaine Kendig
Hardy Zantke

3. Approval of Agenda
Kelly Valdes made the following motion that was seconded and passed:
I move to approve the agenda for this meeting.

4. Approval of Minutes
Kelly Valdes made the following motion that was seconded by Marc Johnson and passed:
I move approve the December 2, 2018 BOD meeting minutes.

5. Conflict of Interest Disclosure
Abbie asked if anyone had any conflicts in regards to this meeting. As there were no conflicts revealed the meeting progressed.
Dan asked that anyone who has not sent in their conflict of interest documents to please send them in. Contact Margaret Grillet if you have any questions or need any help filling out conflict of interest forms.
6. Board Conduct
Dan requested that we use the hand raise feature during the meeting. Dan asked us to remember to be polite and be kind when dealing with each other and the public at all times as we represent the ADS.

7. Attendance at Events by BOD
Dan asked board members to each find at least one ADS event and make an appearance as a board member to see what people are thinking and bring this information to the board. There are 40 of us and if we each go to an event we will contact a lot of people.

Ratification of Officers:
Margaret Grittet made the following motion that was seconded by Gwen Bassetti and passed: 
I move that the officers as listed be ratified and duly elected.
Margaret Grillet made the comment that this is a glitch in the Bylaws that will need to be fixed. This can be fixed by ratifying this vote at the Board meeting following the election of the officers.

7. Appointment of the Executive Committee
Dana Bright made the following motion that was seconded by Tracy Morgan and unanimously passed:
I make a motion to appoint Kelly Valdez, Chair of Development, Margaret Grillet, Chair of Governance and Bylaws, and Jessica Axelsson, Chair of Licensed Officials Committee to the Executive Committee.

9. Appointment of Finance Committee
Dan appointed the Finance Committee Members for 2019 that have been selected by Pat
Cheatham, Chair of Finance. The Committee will consist of the following people: Pat Cheatham as Chair, Kelly Valdes, Maureen Grippa, Jessica Axelsson, Teresa Bron, Marc Johnson, and Dan Rosenthal (as ex-officio).

Kelly asked for a brief understanding of what the Finance Committee is all about. Pat said that the committee members have an impact on finance, membership, and development of the budget.

**10. All other Committee Appointments**

Combined Driving Committee Chair Marc Johnson.


Development Committee Chair Kelly Valdes
Committee Members: Kristin Whittington, Daphne White, Maren Amdal, and Gwen Bassetti.

Driven Dressage Committee Chair Tracy Morgan
Committee Members: Dana Bright, Boots Wright, Dana Diemer, Jennifer Matheson, Allyn Carmen, Carol Funderburgh, and Sara Schmitt.

Education Committee Chair Dana Bright
Committee Members: Jessica Axelsson, Deb McCarthy, Tracey Morgan (Emerging Drivers), Lauren Reece, Linda Willis, and Myrna Rinehart.

Events Standards Committee Chair Esther R. “Boots” Wright
Committee Members: Ellen Ettenger, Jennifer Matheson, and Donna Crookston.
Governance & Bylaws Chair Margaret Grillet
Committee members: Maren Amdal, Suzanne Edwards

Licensed Officials Committee Chair Jessica Axelsson
Committee Members: Audrey Bostwick, Larry Brinker, Mickey Bowen, Shelly Temple, Penny Nicely, Muffy Seaton, Michele Harn, Gina Handy, and MaryAnne Boyden.

Pleasure Driving Committee Chair Jeff Morse
Committee Members: John Greenall, Susan Koso, Ted Campbell, Jody Cutler, Sterling Graburn, Marsha Himler, Mary Ann Boyden, Mary Jo Stockman, Dana Bright, Ruthie Graves, Anne Councill

Recreational Driving Committee Chair Heidi Ferguson

Rulebook Committee Chair Allyn Carmen

Boots Wright made the following motion that was duly seconded by Tracey Morgan and passed:

I move that we approve this selection of committee members.

11. Financial Results 2018

Dan reported we had a loss of about $240,000 in 2018. Part of this was due to a loss in our portfolio of about $98,000.
We made our fundraising goal for 2018 and Dan expressed his appreciation for this to everyone who helped, noted he fully believes that the ADS will survive because it will find ways to raise money.

The attached Financial portfolio was provided by Dan Rosenthal.

12. Insurance Program

Dan announced that the Executive Committee had agreed to accept a proposal from our Insurers that will allow ADS to immediately offer our members $1,000,000 in excess liability insurance for their equine activities. The policy is the same as that offered by USEF except we do not have the disability benefit that they have. We are waiting for a quote that will allow us to add excess medical and accident insurance for all of our members. That would make our policy offering as good as any out there and better than most.

The policy will run from 1/1/19 to 12/31/19 and will cost $25 for an individual and $45 for a family.

Discussion followed about insurance coverage and about the FAQ provided by Equisure. See attachment of FAQ.

Heidi Ferguson made the following motion that was seconded by Maureen Grippa and passed with one abstention:

_I move that we approve this insurance program._

13. Hours to Drive

Abbie said the Hours to Drive (HTD) is topped out at 1,000 hours and proposed extending the HTD program to award pins and awards for every 500 hours past the initial 1,000. She said this is a positive program to celebrate driving and suggested we should continue. The awards are
given out once a year and awards winners are published once a year in *The Whip*. A question was raised about the cost of publishing the HTD in *The Whip* and Abbie explained that the goodwill of this program is immeasurable.

Dana Bright made the following motion that was seconded by Kelly Valdes and unanimously passed:

*I move that we continue the Hours to Drive Program and every 500 hours beyond 1,000 hours will get recognized.*

It was clarified that the Hours to Drive awards, pins and certificates, will be presented at the Annual Awards Banquet.

### 14. Policies and Procedures

Margaret Grillet, Chair of Policies and Procedures, updated the Board about the activity of this Committee. She said they have recently met and are working on recreating the Policies and Procedures. Margaret will be contacting all the Committee Chairs to include them in this process. Margaret said that this is a big job and it will take some time so please be patient.

### 15. Rulebook Process

Abbie said that after experiencing the intricacies and complications of the 2018 ADS Rule Change Process she spent some time investigating past practices for the ADS Rules Process. She suggested that we make some changes to incorporate those past practices into the 2019 process. Dan suggested that we change the Rules Committee name to the Rulebook Committee to more accurately reflect their role. Abbie reviewed the old rule change process and outlined a new Rule Change process proposal that includes:

1. A representative from each ADS Technical Committee, selected by the respective tech
The Rulebook Committee is further populated by the Rulebook Chair.

2. The office would solicit Rule Change Suggestions via publications and website, with suggestions only being accepted via email to rulebook@americandrivingsociety.org. The Rulebook Committee would collect all Rule Change Suggestions (RCSs) via email (rulebook@), deadline May 31.

3. The Rulebook Committee publishes in red-line format to a PDF compilation of the RCSs for tech committees to review by June 15.

4. The tech committees review the RCS compilation, mark each with either Accepted, Accepted with Changes, or Not Accepted, by July 1.

5. The Rulebook Committee amends the RCS document to a Rule Change Proposals (RCPs) document, publishes it by August 1 via website for 30-day member comment period. All member comments come in via email to rulebook@

6. Rulebook Committee compiles member comments, send compiled comments to tech committees by Sept 15.

7. Tech committees have the opportunity to make changes to the RCPs by Oct 1.

8. Rulebook Committee supplies ADS BOD with redline RCPs in a Rulebook DRAFT, along with a complete list of all member comments by article number, by Oct 15.

9. Board receives report on adherence to process from Rulebook Committee at November BOD meeting, reviews redline RCPs in a Rulebook DRAFT with a complete report of all member comments, approves all RCPs.

10. Approved RCPs are included in Rulebook that is sent to office for printing Dec 1, with an effective date of Jan 1.

*Please note that red-line format means a tracked change that is submitted in Rulebook language so the reader sees what the proposed change is in relation to what the rule was and
how the new rule fits into the article.

This suggested process would eliminate the need for the Rules Blog. It would track all comments through a staff-monitored practice of using an office email address. It encourages a cooperative process by including technical committee reps. It also removes the question of actual Rulebook language, since all RCSs and RCPs are drafted in red-line Rulebook language.

Discussion followed about the Rule Change Process.

It was agreed that this will be on the Agenda for the next BOD meeting to be held in Phoenix, Arizona in March 2019.

16. Affiliate Relationship Committee

Dan would like to form two special committees with the intention that they become formal Committees of the ADS when we meet in March 2019.

Dan reported that he has asked Shelly Temple to Chair the newly formed Affiliate Relations Committee and represent the ADS as our point person to communicate with the USEF on a day to day basis. This committee will be populated with ADS members who are also on USEF Committees and serve as Licensed Officials.

Tracey Morgan said she thought the Affiliate Committee is a wonderful idea to help coordinate with the individual ADS members who participate on USEF Committees and see how they are tied together.

17. Membership Committee

The second special committee will be the Membership Committee to be chaired by Teresa Bron. The Membership Committee would communicate with our existing members and people who are not yet our members.

18. 2019 Annual Meeting Dates and Locations

Abbie reported that due to the economic benefits, as well as the excellent attendance of the
Annual Members Meeting (AMM) that was held December 2018 at The Grand Oaks Resort, we have decided to hold the 2019 AMM at the Grand Oaks Resort in Florida. The staff at The Grand Oaks was easy to deal with and they made every effort to be accommodate our ADS members and staff.

Boots Wright made the following motion that was seconded by Tracey Morgan and unanimously passed with one abstention:

*I move that we hold the ADS AMM the weekend of December 6, 2019 at the Grand Oaks Resort in Wiersdale, Florida.*

**Old Business**

Suzanne asked about the location of the March 2019 BOD meeting. The meeting will be held at the AC Hotel Phoenix Biltmore and we have a special room rate that will be good until February 15, 2019.

Dana Bright provided the following Education Committee update. Dana said that there has been a little delay being able to house the Education Library on the ADS website. She reported that they were able to develop some documents for the Emerging Drivers Program that Tracey Morgan presented to the Driving Sport Committee at USEF. Dana said the Education Committee is working on a FAQ that will explain the Emerging Drivers Program and how it differs from USEF program. Some discussion followed about the educational videos that are now on YouTube. Dana encouraged us all to look at the videos and post comments so we can get to the top of the search list. Holly Pulsifer was very complimentary about the content and quality of the videos that the Education Committee produced for the ADS.

As there was no further business President Rosenthal adjourned the meeting at 9:32 PM EST

Respectfully submitted,

Teresa Bron, Secretary