

January 12, 2021 Inspection Meeting Minutes

Attendees: Jo Clough, Chair, Marq Laude, BOD, Jason Tice, Jancy Morgan and Annie Muilwijk

Approval of November Minutes: Annie motioned to approve the minutes and Jancy seconded. The motion was approved unanimously.

Financials – No report required.

New Business

- **Inspection schedule & recent updates:** Jason reported that there are no issues with the Inspection schedule and that there are no current challenges with or amongst Site Hosts.
- **Any recent updates from the KFPS on the 2021 Inspection:** Jason reported that there are no updates relating to the KFPS and the North American Inspection circuits. He did report that there is a seven-year-old Ster stallion who aged out of eligibility due to the cancellation of the 2020 Inspections. FHANA and the KFPS is reviewing this case and deciding how to proceed.
- **Fee Schedule** – Jason asked for input from the committee members on the Fee Schedule and reminded all that there is no fee for yearlings that are registered with FHANA. All members agreed that the Fee Schedule is ready for publication, no changes were offered.
- **COVID plan** – Jo raised the issue of the impact of the pandemic on the 2021 Inspection. Specifically, asking if we should anticipate the need for an infection prevention plan given the slow roll out of vaccinations and the need to wear masks even after receiving the vaccine. Members agreed this issue should be monitored and the plan moving forward is to re-review the 2020 Covid Plan and make any needed adjustments as the CDC and public health entities change or implement public policies.

Old Business

- **Inspection education recommendations** – Jo reported she did not have any updates but would reach out to Lisa Baker to see what their educational plan looks like and when they anticipate the availability of the series of webinars. Jason reported that the Editorial Committee requested an article on foal preparation for an Inspection. Jo will reach out to subject matter experts to obtain their recommendations and strategies for compiling information for the magazine article.
- **Inspection application and review process, changes for the future**– Jo reported that this is an action item that will be reviewed in an upcoming meeting. We have time to make process changes prior to the request for 2022 applications.
- **2021 Inspection Program update** – Jason indicated he has what is needed for the 2021 program and that there was a \$180 charge to update the program.



- **Proposed judging process for unverified Inspection entries – feedback from BOD and entry into Inspection Manual:** The below language in italics was supported by the Inspection Committee as a process change. To communicate this recommendation broadly, the committee supports adding it to the Site Host and Inspection Manuals. Jason and Marq will inform FHANA leadership about the process recommendation and if they concur, the language will be added to the Site Host and the Inspection Manuals.
 - *If a horse's identity cannot be verified by the officials at the Inspection, the horse will be allowed to participate and receive comments in judging; however, the horse's results (premium and book) will be withheld. In addition, the horse will be disqualified from participating in any championship rounds. Once the DNA identity is confirmed the withheld results will be released in accordance with current FHANA policy.*
- **North American Stallion Selection Update** – Jason reported that there are three stallions in 70 day testing in California. Videos will be sent to the KFPS for their review and when they can travel safely, the KFPS judges will come to the U.S. to see the stallions as part of their judging process. A video has already filmed the first day of the testing.
- **Proposed Committee Document** – Marq asked for feedback from all and would like to get his document approved and published before our next meeting. Please review the content and format (page 3-4) and get back to Marq as soon as possible.

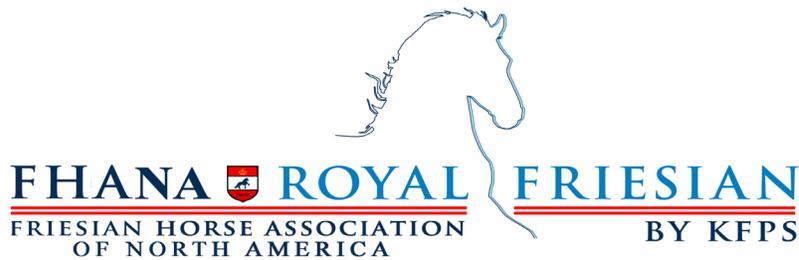
Roundtable

- It was reported that Jancy is working on the FHANA coloring book for the Youth Program. If members are interested, please contact the FHANA Office. It costs \$250 per page to participate. Members would need to submit a photo that Jancy will convert it to an image that can be colored.

Next Meeting – February 9, 2021

Motion to Adjourn: Jancy motioned to adjourn and Annie seconded the motion.

Recorder – Jo Clough



Marq's Proposal

Inspection Committee

Purpose of the Committee:

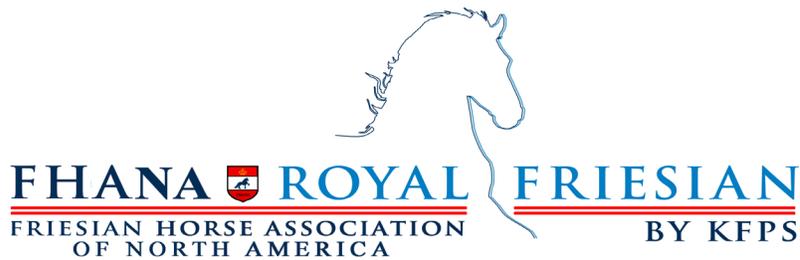
As a committee subordinate to the Board of Directors, the committee shall support the organization in the activities associated with the development and planning for the inspections of the Friesian horse as supported by the KFPS. The Inspection Committee plans, organizes, and collaborates the inspections for The FHANA as applicable to North America. While the inspection guidelines originate from the KFPS, the Inspection Committee shall base the rules for the inspections on the KFPS guidelines and provision the North American Inspections with logistical elements to support the inspections in preparation for the KFPS to travel to North America to conduct the inspections.

Reports to: Board of Directors and coordinates all work with the Executive Director of FHANA.

- **Staff to the Committee:** The committee shall consist of 5-7 members as appointed by the Board of Directors. One of the members shall be appointed as Committee Chair by the Board of Directors. The Committee shall also have one Board member as the Liaison for the Committee. The Executive Director shall also support the Committee as needed and directed by the President of the Board of Directors.
- **Committee membership and operations:** Members of the committee shall have experience in managing and coordinating inspections. All committee work is done in partnership with and through the leadership and enabling of assigned staff. The committee does not usurp the authority of the Board, and neither directs nor oversees staff.
- **Frequency of meetings:** Ten times annually via teleconference (or other media as applicable), or as additionally needed to support the mission.

Scope of Work for the Inspection Committee

- **Inspection Manual-** Collaborates, reviews, updates, and modifies the Inspection Manual in preparation for dissemination to the members as an information guide as it pertains to inspections. The Inspection Committee shall review the document annually and present changes to the Board of Directors for final approval. Dissemination of the final manual following the Board of Directors approval shall be done by the Executive Director.
- **Site Host Manual-** Collaborates, reviews, updates, and modifies the Site Host Manual in preparation for dissemination to the Site Hosts as an information guide as it pertains to the responsibilities of the Site Hosts. The Inspection Committee shall review the document annually and present changes to the Board of Directors for final approval. Dissemination of the final manual following the Board of Directors approval shall be done by the Executive Director.
- **Site Host Meetings-**The Inspection Committee shall organize and assemble the Site Host Meetings with the designated Site Hosts. The Inspection Committee shall prepare the agenda and discuss any changes in the Inspection Manual and Site Host manual(s) as applicable.



- Post Inspection Site Host meeting-The Inspection Committee shall coordinate and arrange a Post Inspection Site Host Meeting. The purpose of the “Post Site Host” meeting is to gather feedback and information as it might pertain to future inspections and to generate an “After Action Report” to the KFPS following the Inspection Season.
- Review inspection applications. The Inspection Committee shall manage and collaborate the inspection application process as it pertains to North American sites. Coordinate the preparation for the inspection schedule with the Executive Director and present the proposed inspection schedule to the Board of Directors.
- Establish task forces to carry out specific inspection activities. Monitor task force performance and recommend changes as applicable to the Board of Directors.
- Annually works with the FHANA Executive Director to prepare and forecast the budget and ensures the programs and other logistical elements coincide as well as stay within the budget.
- Prepares the end of year summary and review for the accomplishments to be reported during the Annual General Membership meeting.
- Collaborates with other committees to assist as needed. Examples include education, finances, marketing, sponsorship programs, etc.
- Support the Board of Directors in other duties as applicable or assigned as they pertain to inspections. Provide follow-up to the Board of Directors as applicable.