

HHK VOLUNTEER AND STAFF MEETING

Volunteer & Board Meeting
Sunday, May 14· 2:30 – 3:30pm
Google Meet joining info

Video call link: <https://meet.google.com/dzx-fmgr-ubq>

In Person: Ginger, Karin, Jim, Freya, Jason, Chris G, Holy, Chris M, Danise, Kaitlyn, Ayahna
Online: Sam, Mary Z, Malina, Natalie, Zoe

*New information in bold or highlighted - -

PUT ALL TACK AWAY IN ITS PROPER LOCATION! DO NOT MIX AND MATCH GROOMING KITS - - NO MORE FAVORITE TOOLS (if you must purchase 10 of that tool) - THAT SPREADS GERMS.

1) Participant Counts (April 1 - April 30 , 2023):

179 lessons (41 therapeutic = 23%) in 4 weeks - 68 new riders - 3 interisland, 24 mainland, 8 international
rainouts- ,

Time to submit your 2023 volunteer/employee packet. **Volunteers & Staff: Please sit with SAM or GINGER to update packets & demographic information on the spreadsheets so we can qualify for more funding**

All staff/volunteer rides/lessons are on your own personal time....not considered work.

Seeking Corporate sponsors to donate gift certificates/prizes for our POOP DROP fundraiser July 19 or Aug 20, 2023. WE HAVE 300 TICKETS TO SELL. YOU EACH SELL 10.

ALSO NEED A RIDER AND VOLUNTEER DRIVE.
PLEASE BRING ONE OF EACH.

UNITED WAY - - we have to sell 30 (half sold) golf ball drop tickets & also will have the campaign in August - \$10

SUBSCRIBE TO OUR WEBSITE TO GET ALL MAILINGS and read prior meeting agendas on the volunteer tab (scroll to the bottom)

Ground Programs: practicing lunging on the circle & staying out

Mounted Program: bring more riders

Carriage Program:

The certification workshop will be pushed back so as to allow time to get Ivan and his cart up and running and staff time to get their hours. I do encourage incorporating "showmanship" (utilizing the SAME WORDS and getting solid "STANDS" every time they are handled) and ground driving for all.

The new arena rails have been installed. **Now we need to make sure the new arena is root and rock free with a pack dirt surface. If everyone could spend some time each week cleaning that space that would be great.**

Next CAMPS June 5-9, June 26-30, July 24-28

3 stations . 1hr 15 min per station. Need commitments from station leaders and aids ASAP.

*June A: Groom & Tack - External Landmarks (need to design this side yet)

*June B: Gaits & Skeletal

*July A: (not scheduled this year) Balanced Seat - Leading & Mounts

*July B: Colors of the Horse & Emotions

*October: Mythical horse-like creatures & International Horses (need to photoshop this side)

*December A: Healthy Horse & Evolution of the equine

*December: B : Ratios/Hoof/Skull/ Gait Cues

MAKING LESSON PLAN BINDER IN 2023- DETAILED SO NO MORE RECREATING THE WHEEL

2) Paid Staff Updates & Refresh:

UNTIL FURTHER NOTICE: THERE WILL BE NO TROTting, CANTERING OR GALLOPING OUTSIDE OF THE ARENA. No CANTERING when riders of lower ability are in the arena. HORSES ARE TO BE KEPT AT A WALK ON THE POND TRAILS.

UNTIL FURTHER NOTICE: THERE WILL BE NO STAFF/VOLUNTEER RIDES WITHOUT GINGER PRESENT/UNDER THE GUISE OF A LESSONS, STAFF TRAINING, OR HORSE SCHOOLING.

PATH FACILITY ACCREDITATION N/A

Next PATH submission deadlines:

Accepting applications through June 16, 2023 for September 9-24, 2023 testing.

Accepting applications through September 2, 2023 for November 25-December 10, 2023 testing.

PLEASE READ IT AGAIN

NEW EMPLOYEE MANUAL AVAILABLE ON WEBSITE > VOLUNTEER > ALL THE WAY AT BOTTOM -- ALL VOLUNTEERS & PAID STAFF SHOULD READ IT - - NEED TO SIGN LAST PAGE

THIS IS DIFFERENT THAN THE VOLUNTEER MANUAL located on our website

www.healinghorseskauai.org > VOLUNTEER > VOLUNTEER MANUAL and make sure that you submit a new 2023 Volunteer Application to Ginger -- updated manual with PATH policies coming January...last page must be signed and submitted to Ginger

Instructor Staff: is expected to have the horse groomed and tacked, and horse leader and sidewalker **debriefed** prior to the arrival of their student for mounted lessons. Tardiness is unprofessional and no longer acceptable.

DO NOT HAND FEED TREATS - USE BOWLS-AND DO NOT DO IT EVERY TIME--HORSES ARE STARTING TO ANTICIPATE AND GET NIBBLY

Instructors make sure helmets are being put away properly

Please read and follow the arena rules sign

Reminder to practice emergency dismounts with 1x each client this month, so they are not scared when done for real.

***Train Volunteers in every skill you ask of them- be honest about what is expected, Observe Performance, Provide Leadership, Lead by Example, Engage, Encourage, Educate and Empower, know their motivation, check in with them, show compassion, Let them know that "Yes" is great, but "No" is ok - discourage burnout by making sure they have a positive WORK - HOME/FAMILY - VOLUNTEER balance, Create a Community

3) ALL VOLUNTEER & PAID STAFF -

Safe positioning when picking feet (human hip to horse shoulder/hip, human facing toward horse rear end, bend at waist, continues contact with horse as sliding hand down leg and back up leg down back hip and other leg - - hold hoof at toe)

!!!!!! Do not share grooming tools, always visually check girth areas for dirt/sores

**** Horses should be held during grooming and tacking if not tied

+++ cell phones off, eyes up, focus on task, show on time for briefing and stay for debriefing

Sidewalking Staff: there are different holds: over the thigh, cuff, heel/ankle,

*don't push rider off center or put pressure on the knee; when no hold needed side walker still remains within arm's reach with hands out of pockets and eyes are always on rider;

Allow wait time before repeating instructions to rider; practice emergency dismount at least 1 time with each rider (Make it not scary)

As sidewalkers support the participant's performance and position in the saddle, instruct them to ask the horse leader to bring the equine to the center of the arena and halt if:

- A sidewalker needs to carefully switch sides, one at a time, with another volunteer
- A sidewalker needs to tie their shoe or step away from the equine for any reason
- A sidewalker notices the participant appears to be ill or in pain
- There is a safety concern

*Role during an Emergency: your rider (if your rider is down keep horse away from your rider - and following commands of the instructor (get medical kits, phone, open gates, etc.) once instructor assume control of rider)

Horse Leading Staff: avoid a horse that crowds space (have knuckle at the ready for horse "reprimand" self), stay in the zone- no tugging; how to hold crop, how to turn

Common Mistakes: Leader too far back, lead wrapped around leader's hand, leader holding lead in only one hand, Leader too far forward, leader holding lead too close to the horse's head and putting too much pressure on the lead, leader walking backwards.

*Role during an Emergency: your horse...get them to a stop and away from downed rider then follow commands of instructor

Checklist

- - - instructor make sure your crew knows this before each lesson

Individual has a clear knowledge of

___ Positions & duties of a sidewalker & a horse leader & instructor

___ Proper Helmet fit.

___ Tack check before mounting... girth & helmet check

___ Mounting procedures from mounting ramp (rider waits on ramp) vs. block (rider on ground not block

- _____ until asked to step up on the block & the horse is standing quietly.)
- _____ Proper dismount..(both feet out of stirrups before dismount)
- _____ Mounting procedures from Mounting ramp
- _____ Safety procedures in the arena, spacing, & awareness
- _____ Use of cell phones during riding session
- _____ Safety stirrups, what they are for & how to put them on the saddle
- _____ Location of first aid kit for Humans & Equine
- _____ MAKE SURE TACK IS PUT AWAY PROPERLY IN THE CORRECT LOCATION

Words

Words first - then leg and arm aids : <https://fb.watch/fO-alOzviu/>

Please use the following words when working with the horses:

- “Walk on please” - any time you want them to move forward
- “Whoa” - any time you want them to stop
- “Easy, Easy” - any time you want to slow down
- “Back” - any time they are reversing
- “Come” - when pulling them into you
- “Over” - when moving all 4 feet sideways
- “Spin” - when they are moving hind legs in a circle but not the front (as in Parelli “Driving the Hind” or in mounted “Turn on the Fore”
- “Turn” - when they are moving the front legs in a circle but not the rear (as in Parelli “Driving the Fore” or in mounted “Turn on the Haunches”
- “Trot Trot”- to ask for the trot
- “Can - ter” rising up on the “ter” - when asking to canter
- “Gee” when turning to the right
- “Haw” when turning to the left
- *For driving: Name of horse + Words (above)

THIS MONTH FOCUS:

Month	Awareness Month	Skill	Pedagogy
May	Stroke/CF/Older Am. Skin Cancer/Asthma	Stroke/Inhaler	Horse: anatomy/sound/unsound

*****FIRST AID KIT - was it check? (Ginger, Shakti, Andrea)?**

First Aid Refresher: Stroke/Inhaler

Stroke: Call 911. Monitor ABC's. Note time. Do not give any food or drink.

Signs of a Stroke:

BE FAST

Balance: Loss of balance, headache/sudden or "thunderclap" headache or dizziness

Eyes: Blurred vision

Face: One side of the face is drooping

Arms: Arm or leg weakness

Speech: Speech difficulty

Time: Time to call the ambulance immediately

WHAT DO WE DO at HHK: Know your client. Be informed.

Medical Conditions Review: Stroke/CF/Older Am. Skin Cancer/Asthma

Stroke/Cerebrovascular Accident (CVA)

A stroke or CVA is brain damage caused by bleeding into the brain or blockage of blood to the brain. A transient ischemic attack (TIA) is a very small stroke with little or no residual deficit. Causes include rupture of an artery or embolus or blood clot that occludes an artery. Risk factors for stroke include diabetes, hypertension and heart disease. The participant who has had a stroke is usually affected more on one side of the body than the other. The participant may experience movement difficulties (hemiplegia), sensory impairments, visual deficits, altered muscle tone (either increased or decreased), speech problems, inability to understand others, perceptual and/or cognitive deficits. Stroke itself is rarely a contraindication to equine activities, but there may exist associated medical problems that will need further investigation prior to participation. These may include seizure activity, uncontrolled high blood pressure, sensory loss, known aneurysm or artery blockage.

Precaution

- Controlled hypertension, if this is the cause of the CVA (see Heart Conditions)
- Impaired sensation (see Skin Integrity)
- Seizure disorder (see Seizure Disorders)
- Medications including blood thinners, blood pressure medications or seizure medications (see Medication)
- Difficulty understanding directions or making needs known (see Communication Disorders)
- Neglect syndrome
- Poor balance from hemiplegia

Contraindication:

- Uncontrolled seizure activity, an aneurysm or an angioma

- Inability to position participant in midline
- Focal weakness that impairs the ability of the client or staff to safely manage the equine

ASTHMA

Asthma is an allergic condition that causes shortness of breath, wheezing and/or coughing. The person may have chronic daily symptoms, or be prone to sudden asthma attacks. Onset may be due to external (environmental) or internal (stress, health) triggers. The existence of other allergies may predispose onset of asthma. With a diagnosis of asthma, the center should document the following:

- Frequency of attacks
- Average duration of attacks
- Known triggers to wheezing (bronchospasm) including allergens, cold and/or exercise
- Current medication usage, such as bronchodilators and steroids
- Known behavioral response during attacks (e.g., panic or anxiety)
- Emergency treatment plan including assurance that there is access to medication (i.e., inhalers)

Precaution:

- The equine environment may present asthmatic triggers that had not been previously identified

Contraindication:

- Poor accessibility to emergency medical care
- Worsening of condition
- High probability of airway closure

Pedagogy Refresher: Horse: anatomy/sound/unsound

☰ Horsemanship: Health and Sickness – Recognizing signs of Good Health, Illness, and Be...

Copy and paste link:

<https://docs.google.com/document/d/1PPuIEL-eIGFjHHUz05luAiwY51mo77shYIGBJHcvEk/edit?usp=sharing>

Emergency Dismount

During riding sessions, the instructor performs rider mounts and dismounts. However, in certain situations, the instructor may ask volunteers to perform an emergency dismount as follows:

- When an instructor calls for an emergency dismount, the horse leader halts and heads the horse.
- The sidewalker(s) informs the rider of the emergency dismount and makes sure the rider has removed their feet from the stirrups.
- To perform the dismount, the sidewalker places their arms around the rider's waist and gently guides the rider off by bringing the rider's hips to the sidewalker's hips while bringing the rider safely away from the horse.
- Horse leaders must keep the horse a safe distance from the rider.
- Once the rider is dismounted, the sidewalker awaits further direction from the instructor.

PATH Standards Review:

Must have policy for the purpose of risk management planning, is there written evidence that general health and safety concerns have been identified and that there are established written procedures to respond to possible accident and emergency situations unique to the center and its services, related to each of the following categories:

These are available in our Policy Manual on our website - VOLUNTEER TAB - in fine print here

Other Standards: must complete application with liability and sign handbook; must wear ASTM-SEI helmet while mounted, driving or vaulting & proper clothing and footwear; assessed for ability to work with particular client/equine; oriented to role and needs, offer guidance and don't assume they understands or are familiar with the methods, but validate prior knowledge, what to do at our facility with manmade, and environmental hazards; fall standards and adaptive tack, age related concerns
Training to include

1. Orientation to the facility, specialty programs and equine-assisted services in general?
2. Volunteer and personnel responsibilities?
3. Emergency procedures?
4. Confidentiality issues?
5. Safety rules and regulations?
6. Introduction to population served in program?

We do not mount individuals under the age of 4, individuals with atlantoaxial instability (certain clients with Down's Syndrome, arthritis, etc); and spinal fusions/cervical ossification due to risk of catastrophic injury.

Driving Standards:

Know and implement 4 Golden Rules of Driving:

- 1) never remove the bridle from an equine while still hitched to the vehicle
 - 2) never remove reins from the bridle of an equine still hitched to a vehicle
 - 3) never leave an equine that is still hitched to a vehicle tied up by itself
 - 4) always have the able-bodied whip enter the vehicle first and be the last to leave the vehicle
- *) never leave the gate open
*) never drive without a helmet

All lessons supervised by PATH Intl certified instructor...All participants wear a helmet...All personnel who mount and dismount have documented training...There must be a means of attaching a lead line...horse must be put to prior to anyone entering the vehicle...ABW mounts first - holding reins before participant enters and after exit and has a second set of reins to take control if needed... one client at a time... all personnel must understand emergency procedures...wheelchairs must be off, secured with quick releases and appropriate for horse and hitch...ABW must have 50+ hours experience be age 18 and trained on second reins.... Vehicle must be regularly maintained.

4) Events:

Upcoming Events:

Private Event/ Birthday Parties: 6/21 (9-12) community center; 6/24 (230-430) family reunion

Trainings : 5/27+28

Camp: 6/5-9; 6/26-30 & 7/24-28

Clean Up: Weekly in New Arena - Sundays 9:30 (Community Clean up 11/5)

Fundraiser : Poop Drop 7/19 or Aug 20 (Golf Ball Drop 6/17 & UW campaign Aug)

Photo Event: Halloween

Daily Topics: Need 10 different activities for 3 different stations (3 groups of 15). Please email hkhwebsite@gmail.com with confirmed volunteer days

CAMP BRAINSTORM

Theme: **Grooming Tools, tack, and External Landmarks**

Focus Plants: **Plant: Ti & Breadfruit**

Theme:	ART & CRAFT	MINI & GAMES	ARENA & BARN
June 5 - Mon Vocabulary	Paper and Toilet Roll Puppets	Friendly/Porcupine (back/hind/fore) Drive- WHW Height & weight	W-H-W Tack improv
June 6- Tue Body Language, Herd Dynamics, Communication	Drawing Methods	Porcupine (back/hind/fore) Drive - Walk change of Rein *Simulated Senses/Hula Hoop "Roping"	Steer - Direct rein (vs neck vs open) Rein board communicating with hands
June 7- Wed Gait, Leading, Tie	Ti Leaf Lei - Rope Halters	Yo-yo/Drive Drive: WTW - Serpentine Leaping Tying Roping Racing *Lassos	Backing Bridle a kid
June 8 - Thur Anatomy	Jointed Pony	Ground Driving a friend - cones (timing the turn) Transitions within Gait *Paint the Parts/Ti Leaf Canoes	Transitions within gait Lunge a friend
June 9 - Fri Hoof/Teeth -Ti Leaf Shoes	Tie Dye -Groom tack & External Landmark	Float Video??? Dressage Course Horse Dental Teeth & Ulu Maika	Trot - seated/posting Bathing

Theme: **Gaits & Skeleton**

Focus Plants: **Coconut, Sweet Potato/Yam**

Theme:	ART & CRAFT	MINI & GAMES	ARENA & BARN
June 19 - Mon Vocabulary	Paint Horse head on Coconut Frond Bases - Teach markings & colors	Friendly/Porcupine (back/hind/fore) Drive- WHW Coconut Ring	W-H-W Tack improv

		Casting/Shell Guessing Game or Ball Kicking	
June 20- Tue Body Language, Herd Dynamics, Communication	Weave Coconut Fronds - Buggy Whips	Porcupine (back/hind/fore) Drive - Walk change of Rein *Mad - Libs/ Coconut Bocce	Steer - Direct rein (vs neck vs open) Rein board communicating with hands
June 21- Wed Gait, Leading, Tie	Crayon Etchings //Stop Motion animation/Collage - Herd dynamics	Yo-yo/Drive Drive: WTW - Serpentine Leaping Tying Roping Racing *Polo/Rope Halter	Backing Bridle a kid
June 22 - Thur Anatomy	Paper Clay/Paper Mache	Ground Driving a friend - cones (timing the turn) Transitions within Gait *Pass the coconut and hop with it team relay https://www.youtube.com/watch?v=ofGPOcNyuh0	Transitions within gait Lunge a friend
June 23 - Fri Hoof/Teeth	Tie Dye: Gaits & Skeleton	Float Video??? Dressage Course Paint a Skeleton- Corn Hole "Pit Shooting"	Trot - seated/posting Bathing

??Ideas for collaborations with other non-profit organizations - please share.

If you are involved in other organizations, how can we collaborate? "It takes a Village"

KORE Surf, Easter Seals, Rotary Club (West Kauai, Poipu, Kauai, Kapaa, Hanalei), Lions Club (North Shore, Koloa, Kauai, East, West), Kiwani Club, Key Club, Kauai Veterans Assoc/Ad/Council,, Business Associations (Lihue, Kapaa, West), United Way/HTLA Charity Walk,, Neighborhood Centers, YMCA, YWCA, Assisted Living Facilities, County Council, Hawaii Community Foundation, Kauai Area Agency on Aging - RSVP, Master Gardener, Humane Society, Kauai Path, Canoe Clubs, Hina Mauka, Habitat, Heart Assoc., Red Cross, Salvation, Children's Theatre, Historical Society, Food Bank, Scouts

5) Feeder Update / Volunteer Update

SEE NEW FEEDER AND VOLUNTEER CHECKLIST EACH TIME YOU COME

	MORNING	EVENING
SUNDAY	Derrick	Robin

MONDAY	Cadice	Laura
TUESDAY	Nadine	Sarah H
WEDNESDAY	Karissa	Malina
THURSDAY	Nadine	Sam
FRIDAY	Jim	Christina
SATURDAY	Jodi	Mary B

6) Horse Update

NO HAND FEEDING TREATS WITH CLIENTS - USE BOWLS - DISCOURAGES NIPPY BEHAVIOR

Grazing:What to get them to graze the opened front acreage. Need to run temporary hot tape and truck water to the front.... More land clearance help requested. **Any volunteers to run tape?**

7) Public Relations Update:

Events: First Saturday: back on - Ana; Kress- Chris

Media:how do we increase followers

Website: videos to match the words posted under VOLUNTEER on website

Facebook: need 2 posts a week (auto scheduled is fine) Wed at noon and Friday afternoon - Tara

Instagram: need 3 posts a week (M/W/F) - Tara

Twitter:

Those in picture must have a signed photo release on record

LOOKING FOR CARPENTERS/ENGINEER to reroof the horse stalls & the put a roof on the art and tack container.

Applied for loads more grants - cross your fingers. Grants applied for to fund:

Lesson Programs- instructor pay, tack, feed, insurance, vet, farrier,

Mini Program: instructor education, instructor pay, halters,feed, insurance, vet, farrier care

Driving Program: horse and carriage

Veteran Program: scholarships/stipend equipment, tack,

Foster Youth Programs: scholarships

3-steps Capital Improvement: 1- Removing Concrete in Front Pasture 2- Covering:arena & stalls 3-

Irrigation to front 4- Off-grid Solar powered office with roof

8) Projects

'Stall'port Project: person stall, and carriage stall on the arena ends

Wash Rack: Shendon

Front acreage pastures: Volunteers to clear hot tape & run new tape on front pasture areas

Pond trail t-post signage - in process by Alex once all the new t-post are in (Zoophonics)

Container Project: still need a coat of GacoFlex and/or a new roof placed on top

Gravel Stall and Drive: time for a new load

Bridge across Canal - on hold for now

Compost: needs now to be spread into medicine wheel

Please dump manure only in active pile... the one without the cones

Sensory Riding Trails: looking to clear 15+ wide path around entire perimeter, lay wood chips on trail with bermuda grass seed mixed in to establish soft footing not muddy trail & then plant trees and hedges and separate from pastures with interior pastures (Hawaiian, canoe, horse safe edible, and botanically interesting: variety of colors, shapes, textures, smells) for riders to enjoy --- Jim has planted 2 Lonomea and many Loulu palms already (and had to fence them off) and several more palms

Medicine Wheel: looking for gardeners to come on regular basis, a few plants (red ground cover, white/silver ground cover), aerial photo to HTML to create a meet the plants page on website, plant labels (ideally with QRL codes that link to website plant page)-- need to spread composted manure

PATH & Other Certifications: NEED TO RECRUIT A FEW MORE INSTRUCTOR PROSPECTS

CPR & First Aid - looking to put together a small (2-4 person course), cost \$30, time 7 hrs (combination of online and in person)---videos are uploaded and ready to go...

9) Hopes and Dreams: need list/ wish list/ to do list

Volunteers: Side-walkers, Horse-leaders, Feeders, Facility Maintenance Crew (with regular hours)
Lightweight Tack-- for Chip and Rowdy

STALL PANELS & CARPORT - get them painted and installed

Tree & Rubbish Removal on all fencelines in last piece of forest--- in progress - - need a trailer to dump convoy - - any takers

Native Hawaii Trees and Shrubs to Border Cleared Trails - in progress

Fencing - in progress

Off-Grid Solar System to Power Office --- working on grants to create a stellar system but grants are never a sure thing--- we have a lead on KIUC wired in

Clear Span Building to Cover Arena and Stalls --- price jumped to about a million - - - we will back burner this one for a bit

Tractor Attachments --- working on grants as we speak

Solar Powered Pond Aerators--- any teachers out there want to make this a long term school project

10) Next Volunteer Meeting- June 11 LOOK FOR THE SAVE THE DATE EMAIL

*Projects:

Sew Helmet Liners: XS - Red; SM - Orange; MD - Yellow; LG - Green; XL- Blue

<https://www.thesprucecrafts.com/helmet-liner-free-sewing-pattern-2978116>

“Sew” Aprons out of feed bags

Prep sew - horse dolls for a camp