HHK VOLUNTEER AND STAFF MEETING July 11, 2021

***New information in bold or highlighted - -**

NEED HELP:
1- Three Steps Forward Capital Campaign - testimonials spread word
2- volunteers to clear hot tape & run new tape on front pasture areas
3- Make mini carriage (see last May's agenda),
4-pond trail t-post signage (from pallets and wire:e.g. A-Z (w/braille); 0-9 (w/braille); phonetic alphabet (w/Morris); colors w/shapes; Letter & semaphore, etc) - - might happen at camp

Please spread the word, we are always looking for more non-financially compensated VOLUNTEERS!

VOLUNTEERS SEND IN THUMBNAIL HEAD SHOTS FOR WEBSITE PLEASE TO: hhkwebsite@gmail.com with proper spelling of first names

EVERYONE IS NOW TO SIGN IN AND OUT EVERYTIME YOU CROSS THE GATE Make sure to hold the lid with one hand while writing with the other

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1) Paid Staff Updates & Refresh:
ALL PAID STAFF MUST SUBMIT ELCO PAYWORK NOW!!!! ALL MINORS MUST HAVE WORKER'S PERMIT AS WELL.

NEW EMPLOYEE MANUAL AVAILABLE ON WEBSITE > VOLUNTEER > ALL THE WAY AT BOTTOM -- ALL VOLUNTEERS & PAID STAFF SHOULD READ IT
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 2021 Volunteer Application 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.

SAFETY SAFETY SAFETY - Make sure you and rider are in the correct head space to teach to attempt new skills, make sure the horse is in the correct head space (left brained), make sure you have selected a lesson that is appropriate and as safe as possible, do not rush into skills, supervise, anticipate,etc.
DO NOT TROT ON THE WAY BACK TO THE BARN/ARENA - WALK ONLY
DO NOT HAND FEED TREATS - USE BOWLS-AND DO NOT DO IT EVERY TIME--HORSES ARE STARTING TO ANTICIPATE AND GET NIBBLY

Please read and follow the arena rules sign

Tuesday - Horse Schooling & Conditioning Program with team of instructors with intro of Natural Horsemanship groundwork and obstacles to resume in the fall

*****Lesson Plans- please use the google form template and share to be shared with the other instructor**

***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

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

Staff & Volunteer training 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 block & 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

*****Looking for a volunteer to check the First Aid Kit each month**

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

*****Organizing official Volunteer Training and Orientations - 8/1???,10/16 ???**

2) Participant Counts (6/1-6/30):
Regular Lesson Weeks

6/1-4	47 lesson (18 therapeutic) - 4 new riders
6/12-20	52 lessons (23 therapeutic) - 12 new riders
6/28-7/4	52 lessons (20 therapeutic) - 3 new riders
Averaging	50 lessons (20 therapeutic) - 6 new riders

Camp Weeks
6/7-11 WEEK ONE: 131 tickets/47 individuals (128 after cancellations)
6/21-25 WEEK TWO: 173 tickets/53 individuals (166 after cancellations)

CAMP SIGN UPS AND TRAINING DAY- did Google Meets with section leaders

Need volunteers and paid staff to confirm days of attendance 1 week prior

Stations need 2+ attendants who are consistent (stay the whole day), have strong horsemanship skills, and strong classroom management

3) Events:
Upcoming Events: Birthday Parties n/a
SUMMER CAMP 7/19-23 : shirt theme: task analysis of walk and halt & mythical creatures

Themes:	**Balanced Seat,Sidewalker & Leading, Mounts and Dismounts**
	Arena Figures and Rules
	Horse Health, When to Call the Vet, Hoof, Teeth and Evolution
	???Riding Skill Task Analysis, ?? Mythical Creature
Daily Topics:	**Identifying your horse: colors, markings, etc**
	Senses, Body Language & Vocalizations, Herd Dynamics
	Gaits, Catching, Tying, and Leading
	Anatomy, Joints and Conformation
	Hoof, Teeth and Health

Need 20 different activities for 4 different stations (4 groups of 10-as most likely dropping to tier 2). Please email hhkwebsite@gmail.com with confirmed volunteer days

Upcoming Camps: 7/19-23; 10/11-15; 12/21-24; 12/27-31

TACK ordered

Next Meeting: Sunday 8/8 - LOOK FOR THE SAVE THE DATE EMAILS in case there are changes

4) Feeder Update / Volunteer Update
SEE NEW FEEDER AND VOLUNTEER CHECKLIST EACH TIME YOU COME….MAKE SURE IT GETS DONE --- HAY TO USE IS ON THE LIHUE END - - NEW BALES ON LIHUE END ARE TO GET ROLLED DOWN TO KAPAA END WHERE THEY GET OPENED FOR USE

5) Horse Update NO HAND FEEDING TREATS WITH CLIENTS - USE BOWLS - DISCOURAGES NIPPY BEHAVIOR

Conditioning program underway by instructing staff. Goal: recondition muscles of topline to aid in horse health longevity and aid in collection - - will be done concurrent to Parelli

Mini: needing to train Lollipop & Jellybean to pull the carriage safely and get then into condition...also brought to Dia's for **breeding** - Jelly bean bred 4/21/21--- Jellybean and Lollipop stayed with Phoenix until May 2. Will blood test in 100 days. Babies anytime between 3/15 and April 11, 2022

Pond walks must be conducted each day we are open - not only for training but to keep healthy during pregnancy. USE WORDS

Shido: volunteers are not to enter Shido's stall without the direct supervision of a select group of instructors/staff: Ginger, Devin, Sue, Kiana, Tiger, Pua, Lola, Josh, the Rosa family

- Backing, backing, backing

***Getting the squirrel out** - free lunging around perimeter of round pen...never on a line.

Grazing: What to get them to grazing the opened front acreage. Need to run temporary hot tape and truck water to front…. More land clearance help requested.
Volunteer to run tape?

Ideal if all tree waste could be chipped; but if chipping not possible, instructions are to clear trees off of all fences and pile brush at least 1 vehicle width in from the fence (to make a wall. Wall will act as temporary fencing, and traffic sound/sight blocker. Ensure that driving paths along fences and between grazing areas (so that trucks can fill water troughs) remain open).

6) Public Relations Update:

Events: First Saturday: cancelled

Media:how do we increase followers

Website: videos to match the words posted under VOLUNTEER on website
Facebook: Sandra
Instagram: Sue & Bilqis???
Twitter: anyone???
TIKTOK: DEVIN :}

Applied for loads more grants - cross your fingers. Grants applied for to fund:
Lesson Programs- instructor pay, tack, feed, insurance, vet, farrier,
Mini Program: van, instructor education, instructor pay, halters,feed, insurance, vet, farrier care
Driving Program: horse and carriage (good news - receiving grant funding to purchase 2 draft horses---now have to find the money for the carriage and the hoist)
Veteran Program: scholarships/stipend equipment, tack,
3-steps Capital Improvement: 1- Covering:arena & stalls 2- Off-grid Solar powered office with roof 3- pasture and fencing from 10 acres SEE WEBSITE SHARE GO FUND ME LINK (good new we received 40K for the fencing component already from a grant)

7) Projects

'Stall'port Project: yippee almost finished --- THANK YOU MIKE AND THE GANG
Container Project: yahoo it's moving along --- still need 1 set of windows
Gravel Stall and Drive: Driveway gravel delivered. Still waiting for stall crushed limestone.
Pasture Management
Seeding/Transplanting- North Pasture: Mike (Mike requests help bringing cuttings to feed horses and transplanting grass into north pasture)
Mowing: Mike tractors south, Don mows the parking lot,
Highway acreage pasture clearance: ???
Highway acreage riding trail creation: ???

Compost: DONE

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 7 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)

10) PATH & Other Certifications: NEED TO RECRUIT A FEW MORE INSTRUCTOR PROSPECTS
PATH CTRI: awaiting update from testing center on Kauai - did email PATH again and now that they aren't accrediting this year there might be a shot for exemption

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...

11) Hopes and Dreams: need list/ wish list/ to do list
Volunteers: Side-walkers, Horse-leaders, Feeders, Facility Maintenance Crew (with regular hours)
Board Members
Sound Geldings
Lightweight Tack---will order with grant
STALL PANELS
THREE STEPS FORWARD CAPITAL CAMPAIGN:
Tree Removal Service to Clear & Chip Trees to create new Riding Trails and Pasture Areas --- we have a lead
Native Hawaii Trees and Shrubs to Border Cleared Trails

Fencing - for front acreage --- working on grants but grants are never a sure thing….please come join us for some good old fashioned dirty exercise to clear the front fence lines (removing trees at least 1 truck's-width from both sides of the fence so the fence can be replaced)
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
Clear Span Building to Cover Arena and Stalls --- working on grants as we speak
Tractor Attachments
Solar Powered Pond Aerators--- any teachers out there want to make this a long term school project

12) Next Volunteer Meeting- 8/8 - LOOK FOR THE SAVE THE DATE EMAIL

Attendance: Zoe, Ginger, Karin, Stanzi Brede, Devin Caspillo