

HHK VOLUNTEER AND STAFF MEETING Feb 13,2022

Superbowl Sunday

In Person: Samantha H, Karin S, Ginger C, Chris , Jim P, Matthew D

Online: Derrick L, Andrea E, Sheila H

*New information in bold or highlighted - -

COVID:

As of 2/12/22 we must follow Mayor's Emergency Rule #28.

https://kauai.gov/Portals/0/Civil_Defense/EmergencyProclamations/Mayor%27s%20Emergency%20Rule%20No_%2028%20Final.pdf

As of the time of writing this agenda, the State of Hawaii has dropped its mask mandate in outdoor settings. However, masks are recommended outdoors if you are in large groups. The indoor mask mandate remains unchanged. This means we still require masks at camps, and request masks for unvaccinated rider/staff grouping (remember we often work with clients with underlying medical conditions). The county states that a gathering of more than 40 indoors/100 outdoors requires collection of Covid vaccination and or daily negative testing. The way camp is set up, it is as 5 individual camps (similar to luau events).

Any professional organizer, host, individual, or owner or operator of an entity organizing or hosting an event violating this rule shall be guilty of an emergency period infraction and fined \$500.00 for each infraction.

1) Participant Counts (1/1/22-1/31/22):

No lessons 1/1 through 1/7. So for 3.4 weeks:

208 lesson (81 therapeutic = 40%) - 11 new riders - 2 visitors (mainland)

Average 61 lessons per week

2) Paid Staff Updates & Refresh:

WEBSITE has been updated....please get familiar with it, especially the volunteer page.

PATH FACILITY ACCREDITATION on track for October 2022 became a member center- last major hurdle for premier status and ability to host workshops - documented lesson plans, and annual client goal reviews. Each client will have a folder in the office, and each lesson must have a written plan (online submission ok).

Pedagogy Refresher

***Lesson Plans- **THIS MONTH FOCUS ON CREATING LESSON OBJECTIVE BEFORE THE LESSON (see below)** please use the google form template #1 and share with the other instructor

Purpose: read last week's lesson before you begin this weeks - know your riders goal and stage of progress, to think about your lesson, notes and concerns to prep for future lesson, to get ready for more advanced plan/PATH cert

What we are looking for: demo - see website - VOLUNTEER - scroll to bottom - LESSON PLAN writing the object

Measurable Objective of Lesson: (riding skill, action, measurement, conditions)

Riders will perform 5 W-H-W transitions in each direction with 5 seconds at the halt at each cone with leaders.

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 - - 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 2021 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

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

For the next 4 weeks please practice and rehearse/let volunteer rehearse/have client verbalize how to coach a client: Croup Dismount, 1 emergency dismount, 1 crest dismount

***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

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

Words

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

First Aid Refresher:

Pressure Points & Tourniquets

General Reminders

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

REMINDER: 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

4) Events:

Upcoming Events: Birthday Parties: 2/26 @2:15
FIX THE PLUMBING DAY: 2/19
SPRING CAMP 3/14-18 : shirt theme:left over shirts

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 10 different activities for 3 different stations (3 groups of 15). Please email
hkwebsite@gmail.com with confirmed volunteer days

Training Day March 26 or 27

8 Week Session runs week of 4/3 through 5/29 (Hoping to bring back the Heroes Program)

2 Summer Camps: 6/6-10 & 7/18-22 most likely (Last day of public schools 5/26 /1st day for public school 8/1 //St Catherines starts 1 week earlier and ends 1 week later)

Next Meeting:

Sunday March 6 - LOOK FOR THE SAVE THE DATE EMAILS in case there are changes

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

5) Feeder Update / Volunteer Update

SEE NEW FEEDER AND VOLUNTEER CHECKLIST EACH TIME YOU COME

	MORNING	EVENING
SUNDAY	Derrick	Chris
MONDAY	Candice	Chris
TUESDAY	Christine (sub Matthew)	Rae
WEDNESDAY	Jim	Mike
THURSDAY	Matthew	Pua

FRIDAY	Jim	Alysson
SATURDAY	Mike	Dusty

6) Horse Update

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

Mini: Jelly bean baby 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

*Halter him to get him in stall

Tack:

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: canceled

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

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

Twitter:

TIKTOK:

All posts from official site must have @Hawaiihta, @hawaii, @KauaiVisitorsBureau, @Kauaidiscovery,#VisitKauai, #ParelliFoundation

Make sure all COVID guideline in pictures are being followed and those in picture has a signed photo release on record

Need to create brochures for hotel concierge...anyone want to collaborate

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 **AND DRIVING WORKSHOPS (I would like to host both a DEMO clinic & Certification clinic so as to certify our own interested staff members - but must first become an accredited. PATH center.>>>so lesson plans please. I even worked stipends into the grant so 4 of our current staff could get fully qualified and we could bring the mainland instructor over for the 4 month process.--- that would be a nifty grant to win...plus we'd host path candidates from other islands and the mainland.)**

Veteran Program: scholarships/stipend equipment, tack,

Foster Youth Programs: scholarships

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 (sadly we ran out of money)

8) Projects

Three Steps Forward Capital Campaign - testimonials spread word

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

Make mini carriage (see last May's agenda) - writing grants for wheelchair accessible carriages for Chip & Rowdy to pull but will need custom build for Lollipop & Jellybean

Pond trail t-post signage - once all the new t-post are in (from pallets and wire: e.g. A-Z (w/braille); 0-9 (w/braille); phonetic alphabet (w/Morris); colors w/shapes; Letter & semaphore, etc) --- Does anyone have a GLOWFORGE or similar laser engraver/cutter?- have a lead ...Kelly V...think Zoophonics to start
'Stall'port Project: Maybe two more for parent stall and mini's at end of arena

Container Project: still need a coat of GacoFlex

Gravel Stall and Drive:

Pasture Management: need to get highway acreage fenced/hot taped ASAP -

Bridge across Canal - discussion underway (asking for culvert install so bridge can go over)

Compost: construction - 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

PATH CTRL: 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...

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 to get Jellybean undercover before babies

Tree & Rubbish Removal--- in progress but now to maintain and set up hot tape

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

Clear Span Building to Cover Arena and Stalls --- working on grants as we speak

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- 3/6 - LOOK FOR THE SAVE THE DATE EMAIL

*Feb 23-27th Dressage instructor

** Parelli Training with horses Tuesday 2/15th at 1pm