



Annual General Meeting

Thursday March 7th 2019, 7-8 pm

John Rhodes Community Center, Meeting Room 2

AGENDA:

1. Welcome-Call to Order (sign in)
2. Agenda
3. Annual Review
4. Financial Report
5. Election of Directors
6. Other Business
7. Adjournment

Annual Review

TRA Fiscal Year: April 1 2018 – March 31 2019

The first meeting of the new Board of Directors was held on April 10th, 2018. The main focus going forward is to get the TRA program back up and running. Priorities include the need for new Instructors and new facility to host the TRA program, as well as suitable therapy horses. Concerns were identified such as minimal fundraising initiatives in recent years, and the need to keep volunteers engaged during this rebuilding process.

Monthly board meetings were held at the Great Lakes Honda board room and the group would like to extend a sincere Thank You for providing this meeting space at no cost.

With the resignation of TRA President, Patti McGonigal, Kelly McKay was elected as interim President on September 15th 2018.

Board members have been reviewing existing TRA documents. It was identified that TRA would benefit from updating the current TRA bylaws, which haven't been updated since TRA was formed. Cory is working on this project and a draft updated version will be submitted to the board. Any proposed changes will be presented at our next AGM.

Participant Update:

A total of 18 riders from our previous TRA season have been added to our waitlist. We will continue to accept application forms for potential riders, however since our program is currently on hold, these names will to be added to our waiting list. Wait-listed applicants will be informed on potential timelines for start-up of the program.

All interested riders who would benefit from therapeutic riding are encouraged to continue submitting their applications, as this will show the continued and growing need for our program within the community. Demonstrating the high demand for therapeutic riding services will help us secure potential funding opportunities, such as grants, sponsors and donations; funding urgently required to support instructor certification and preparation of our new location.

Volunteer Update:

We have a total of 28 volunteers who participated last season. We will be seeking volunteers help to prepare our new facility, relocation of TRA equipment, and setting up at our new location. Beginning this spring an audit will be done to see what needs to be completed at the new facility to bring it up to CanTRA standards. Please let us know if you are interested in volunteering for this exciting opportunity!

Instructor Training Update:

As suggested at the previous AGM, we attempted to contact some past TRA Instructors, without success. A few potential new Instructors were contacted to gauge interest. At this time, TRA does not have a certified Instructor.

Cory has registered for basic Instructor training, level CTRB1 using a previous CanTRA credit. The certification process usually takes up to 2 years. Upon completion of the CTRB1 level, Cory will be certified to teach one-on-one horseback riding lessons. After one year teaching at this level, she will be eligible for CTRB2 level testing. Upon CTRB2 certification she will be able to teach up to 2 riders per lesson. In order to complete her training and technical evaluation Cory will be working with a mentor (from a distance) and is required to complete 20 hours practice lessons, at home study, followed by mounted and un-mounted technical evaluation. The length of time to completion will depend on the availability of a horse and arena to complete the required training and practice teach lessons.

Due to the high need for Instructors, anyone wishing to pursue Instructor Training please contact a board member; we are willing to work with you, based on your current riding level, towards achieving the required prerequisites, including:

- Equine Canada Rider 2 (Rider 1 if tested before March 31, 2007) or Pony Club C, or Equine Canada Western 1
- Standard First Aid/CPR training
- 100 hours volunteering in lessons with a CanTRA therapeutic riding program

All registration fees and training costs will be paid by TRA. Once certified, an honorarium is provided to Instructors for teaching hours. Minimum 18 years of age required.

Facility and Horse Update:

SSMHPC (Sault Ste. Marie Horse & Pony Club) was contacted for potential Partnership Agreement for use of Strathclair Farms facility and horses to run the TRA program. They are open to forming a mutually beneficial partnership and the new board will be working towards this goal in the 2019-2020 fiscal year!

Given that the Strathclair property was donated to the City of Sault Ste. Marie for community use, and that it is not privately owned, the current board hopes that this will become a permanent “home” for TRA, to avoid further costs associated with moving the program in the future.

The Board has negotiated a new agreement for storage of TRA equipment at the Trainor property, extended to August 31 2019, hopefully by which we will have a new location.

Fundraising Update:

A small group of volunteers and board members raised funds at the first Soo Mill Charity BBQ of the season, on June 29th 2018. Thank you to all who participated!

Megan has been working on a “Projected Costs” document for use during potential fundraising initiatives, search for possible program sponsors, donations, and grants, etc.

Cory is working on an application for Canada Post Community Foundation Grant 2019, with potential for up to \$5000 donation. Application is due in April, decisions communicated to applicants by July, and funds released by October 2019. We are seeking enthusiastic volunteers to search out and apply for other potential grants and/or program sponsors. Please let a board member know if you would like to help!

Going forward, focus will be on forming a **Fundraising Committee** and organizing a possible annual Fundraising campaign for TRA. Please let us know if you are interested in volunteering on the fundraising committee or planning our next fundraising event!

Marketing Update:

TRA was invited to attend the THRIVE Recreation Expo on Sat May 26th 2018. Board members hosted a table for the event, which included a display of therapeutic riding equipment and information about our program. Overall it was a successful day, and demonstrated the need for TRA service in our community. The public expressed interest in participating in the program, including potential riders and volunteers.

TRA was approached with an opportunity to work with a group of students on a free new website! TRA was selected by YouLaunch at the Sault Ste. Marie Innovation Centre, to work with a group of 12 students from Algoma University who are being led by an instructor on web design. Beginning in February, students have been working with us to identify the needs for our new website and deliver a finished product my March 22 2019!

We are seeking a **Social Media Director** who will help keep our new website up-to-date, as well as maintain up-to-date posts and photos on other social media, such as TRA Facebook. Please let us know if you have the skills to help with this!

This is an exciting project for TRA, and with the launch of the new website at the end of March, it is the perfect opportunity to generate more interest in the program and find new opportunities for funding. A great way to kick off another TRA fiscal year!



Thank you to all our program participants and volunteers for your continued support as we work to get the program back up and running.

Please stay tuned for upcoming members meetings and call out to volunteers, we will need your help at our new location!