Earlham College Equestrian Co-op Minutes 2014

These are the Equestrian Co-op minutes in their raw, unedited form. All typos, quirks, and errors have been left intact because we are a quirky, imperfect entity. These minutes contain everything from our most mundane updates to our most difficult discussions. They give a glimpse of who we are as well what we have been talking about, consenting on, and wrestling with on a weekly basis over the years. Enjoy reading!

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Spring 2014

1/20/14

Agenda
Moment of silence
Introductions
Schoolie Updates:
   - Jett is going out again tomorrow (Jess is turning out NO running)
   - Jett and Bags are switching stalls
   - Watch blanketing, cross all ties
   - Horses have been run in and run out over break so be aware and firm
Assistants
   - Took a test on whether they can ride with other assistants or not
Assistants/Instructors List- no reservations on having a list of who in co-op is an instructor and who assistants are
Community Boarders
   - Monique drags the arenas for us and sometime moves the poop pile so she will be around often
   - Sheila has a new horse Sezz
   - Boom will be back
Poop Pile
   - Monique’s husband moved the poop pile; it is very difficult to move when it is close to the barn, please move it to the back of the pile
On Call List
   - In case of emergencies we are sending around a list, fill in your hours that you are not in class and able to come to the barn if an emergency occurs
   - Update your contact list
Lesson Forms/New Doodle
   - Forms for assistants
   - Forms for instructors who want to teach
   - Link for new doodle work shift is going out tonight please fill it out
   - People will be contacted this week a
Farrier
   - Nate will be here tomorrow at 2:45 to shoe horses
   - Bagheera and Quinn are getting done
   - Boarders hold there own horses or there will be a fee
Deworming
   - Panacur for a group of boarders arriving this week
Tours
-Preview weekends are important for the program and the school; emails are always sent out before hand so please do a thorough job on the AM and PM’s before with sweeping and boarders please make sure stalls are cleaned and you things are put away.

New Charges/Lessons Scheduling Approval
- The fee for hauling in is 15$
- We will be implementing an arena charge for those making money at the arena. The charge will 10-15$ This charge is ONLY if you are making money off of the use of the facility (charging others)
  Zoe- look at how much money is being made and how much you pay to use the facility
  Rachel- concerns about not making enough
  Yolanda- Insurance policies?
  Package rate? take it to Avis and the friends
  Hannah- talk to Avis and the friends and clarify insurance

-Lesson Schedule in a month in advance; users of arena both boarders and people in co-op in order to know the schedule and be able to ride (plot around schedule)- for convenience purposes

New Horses
- We will have a full barn Ellie is coming back
- Kona, Hannah’s horse is here (a new arrival)- do not cross ties on blanket and Hannah will be turning him out; follow his board all information is correct and up to date

Reminders
- Shift Duties: everyday dump out the wash stall bucket at PM; sweep hay room(hay can go in a schoolie stall), all corridors, matts; do not open widows when the weather is below 32 degrees real feel; wash stall water is HOT so use the hose in the schoolie tack room it is always cold; we are still watering the hallways; we have checkoff lists so things should be checked off by the person who did the job and the instructor on the shift
  - Horses who are staying in should have two full buckets of water and a flake of hay
  - We are now dumping boarder buckets Although boarders are still in charge of scrubbing there own buckets

Night Checking
- Horses are not supposed to be getting night shift hay unless you have made special arrangements with barn staff

Boarder Tack Room
- TOMORROW several people will be going through and putting everything that is not labeled/put away in the schoolie tack room (this stuff will be left in the schoolie tack room and you have a week to claim your things).

Blanketing
- Double check on AM and PM that horses are blanketed correctly. Be aware that Jett and Quinn have sleazes.

Hydrants
- if they are frozen do not try to make them go up
- the one at the front of the barn and schoolie tack room ones do not freeze
Chehana- pipes freezing (let Barn Staff know immediately if it does happen)
There is an ice pick in the feed room

Others:
Jess- Riley does not know how to neck lead so put a halter on him. Do not run him out let him walk out
Kieley- Slice always needs his muzzle when he is inside
Kate- Make sure personal horse info is on boards
Hannah- Kona’s halter broke wants to know if anyone in metals will help fix it (Abigail)
Zoe- missing a blue nylon lead rope and halter since break, let her know if you see it
Leah- someone to cover for Wednesday or Thursday AM; Margaret can do Thursday

Cheers:
Christy- Jess and Kieley for cleaning maintenance room and fixing things
Kieley- To Christy for stall and to Jess for dealing with her over break
Leah- coming out sunday
Margaret- Kaitlyn for bing cool
Yolanda- Margaret for helping do PM and for doing water
Kaitlyn B- Kaitlyn L for becoming an instructor
Sierra- for everyone who helped over break; Erin and Leah new barn staff
Kieley- Leah and Erin for doing a great job as new barn staff
Kieley- Margaret for doing snacks

Snacks
Tina and Liyuan
New Ideas: Maintenance List
Dealing with erosion around the barn
Re-graveling the chute
Cleaning gutters- supposed to be cleaned every summer
Poop pile
Window fixes- possibly switching material from wood so it does not rot however it is a little more expensive
Mowers have been hitting the side of the barn
De-cobwebbing- there is a leaf blower in the maintenance room
If you notice any problems in your stall or anywhere else let Kieley know
Roof needs to be looked at for leaks
Grass hay is covered with blue tarp
More Pasture? We have to have a full barn and a waiting list we have more mares now which is an issue however we are working towards it.

1/27/14
Minutes

Moment of Silence

Vet
   - Lance is coming to check out Bagheera’s ears tomorrow let Jess know if you would like him to check your horse

Schoolie Update
   - the schoolies are doing pretty well- ride them
   - Jett will be off a little longer; through the cold spell
   - Write down schoolie use in the lesson book- write any quirks or/and issues (assistants are doing their winter horse projects and any information is helpful )
      - imperative that you put a cooler on if the schoolie is still hot when you finish riding (every schoolie has one hanging on their stall)

Lessons
   - Avis is checking with the school on the policy associated with paid outside lessons
   - We need to see the insurance policy of everyone taking lessons from Earlham students (if they are getting paid)
      - Until Avis gets more information we are temporarily suspending outside lessons
      - Earlham policies will likely override Barn policies
      - Come to our meeting with Avis if you would like to ask him more questions

New doodle/paid shifts
   - Because paid shifts are not getting filled we are sending a new doodle for instructors only
      - Email Leah if you can do a paid shift

Going over shift
   - Assistants had some concerns about what to do on shifts
      - when you are inside the stall you dump the bucket on the left
      - A flake of hay is by weight (ex. three flakes of mix is going to look different than three of grass)
      - Instructors: let your assistants do stalls because in order to pass the course they need to be able to do this
      - Go over the work shift checklists on the shavings door with your assistants

New Horses
   - Ellie May is arriving February 1st
   - Boom is arriving very shortly after Ellie May

   - As soon as someone enters the barn they are required to sign a waiver
   - Sierra: take the responsibility if you bring people to the barn to be safe and have them sign a waiver.
Reminders

-Zoe: When horses are in the barn the fire gates are supposed to be checked
-Kieley: anyone who is interested in a paid shift needs to stay after to give Kieley
information
-Sierra: AM shifts need to dump buckets, including boarder buckets
-Kieley: initial everything on the workshift checklists
-The washstall is frozen over so how do you dump?
-Kieley: pick the drain
-Jess: dump buckets out by the manuer pile or out the gate and towards the field
-Meg: it is a lot of water to dump. Should we just dump schoolies?
-Christy: we had a problem with bacteria growing
-Meg: it is not a good idea to throw more water into the wash stall because of the ice
-Jess: it will melt and it has been done
-Zoe: with the pick it took no more than 5 minutes to pick the drain
-Hannah: could someone clear the drain
-Rachel W: don’t fill buckets to overflowing
-Jess: when you break ice do not leave the ice from buckets in the stalls, dump it outside
the stall and rake it up

Others

-Jess: we are getting no chew so if you see schoolies chewing blankets/getting them
chewed let me know.
-Kieley: I have my own pitchfork; please do not move it or use it. It has my name on it
and has electrical tape on it
-Meg: What should we do when horses stay in for several days and AMs have to pick lots
of trough ice
-Kieley: break the top of the ice and then tip it over and bang the sides with the blunt end
-Meg: What if it is taking a long time? Should we utilize on call list?
-Christy: Yes use on call list but also do what you can.
-Hannah: Do we have to dump buckets when horses are not being turned out
-Jess: dump the buckets if they are really dirty; hit the sides with the blunt side of the
hammer the ice will fall in
-Hannah: I would be interested in bringing Setarah back if the barn opens up a spot
-Zoe: Townie’s stall was very icy put ice outside of stall
-Kieley: Be careful to fill the bucket not the stall with the
-Christy: if you are interested in working with; leasing a horse let me know
-Zoe: If anyone is interested in riding Townie let me know
-Christy: several people are missing things; if you find stuff that is not your put it in the
silver bin in the schoolie tack room
-Kieley: call security to get a ride to the barn; they want you to call them
-Jess: I will put contact list/ who has cars list in barn
-Yolanda: Does the phone at the barn work? Both phones work

Cheers

-Jess: to co-op for really moving manuer all the way back
-Leah: Kaitlyn and Margaret for doing paid shifts
-Meg: moving microwave into the tack room for warm drinks
-Zoe: to everyone who did my stall
-Kieley: to barn staff for waking up and going out Sunday morning to do water troughs
-Marwa: to Kate for doing Sundays AM
-Zoe: to everyone for not freezing
-Christy: for Meg and who ever else was on that AM for doing all the stalls, it made PM much easier

Snacks
Jazmine and Marwa

2/3/14

2/3/14
Minutes
Jess: Nate is coming on the 16th she is sending a sign up sheet around; however you are not guaranteed a spot because so many are on this rotation.
Schoolies
-Danny will be on instructor only and please make him halt before he goes into the stall and do not let him get away with things
-Clean the tack after you ride and write in the book
-If a blanketing chart says one thing do what it says. It is that way for a reason.
-Jett’s blanket is chewed up in the front but he needs to wear it anyway
-Cross straps in between their hind legs.
Jess: We would like to have instructors stay after. We have more beginner assistants than ever before, we encourage them to ask questions and learn more, please help them out. If they do not pass the assistants course they cannot stay in co-op unless they retake the assistants course. We need instructors in order to run the program. Assistants- practice

Moment of Silence
Christy: Avis is here, he does a lot of behind the scene stuff for co-op. Introductions.
Avis: For years we have had an Earlham advisor in order to give advice to Barn Staff and help with co-op. The program has really grown in the last few years and barn staff has grown, it has become difficult for one person to deal with everything. We are looking at bringing on a group of 4-5 to be an advisory. All the potential advisors have horse experience and one has very good management skills. If you have only one and they go on sabbatical or lead an off campus program you have no advisor. This group will be a contribution to co-op and a really positive step. If this works how we hope it will, they are willing to stay on.
Hannah: When will this be implemented?
Avis: Most likely by mid February.
Abigail: What will be the relationship with barn staff?
Avis: They will work closely with barn staff. They will also be available to co-op and will attend a co-op meeting about once a month. The key is distinguishing between personal issues and doing what is right for the horses and this advisory will be able to help with this.

Private Lessons:
Avis: We are looking into the issue of liabilities and whether or not you can be paid to teach lessons.

We need to find out whose insurance pays? People can sue no matter what. I do not know the answer but I am obligated to find this information for you. If a clinician comes in, that clinician has insurance and it is therefore covered. Earlham is willing to take some risk however we need to find out how far this goes with outside guests riding in the Earlham barn. We do not want you to give lesson we just need to distinguish who is accountable and who is liable.

It will be up to you if we find out that it is the individual who is responsible in a private lesson.

Meg: So can I have someone come in as a guest rider?

Avis: Right now we are suspending all outside guests and lessons in order to protect you. All Earlham community members may still ride. I have to find out what risk Earlham will take on.

Abigail: What about community members leasing your horse?

Avis: If you are not taking anything from it it should be fine but we are checking into the legal information is. The problem will be when money changes hands; is there a different responsibility that we take on - that is a business. I will push to get there opinion because I know it is an urgent matter. We all want an answer so I will push as much as I can.

As for events such as the team’s Combined Test, Kate can do all the internal process now including talking to Barn Staff and after we figure the insurance issue out we can promote it in the community.

Avis: The budget looks pretty good and we are looking like where we should be. We need to think about whether or not we are keeping the barn open over the summer. You guys are doing a really great job in terms of the budget.

Shift Etiquette

- In order to make shifts more efficient and a more positive dynamic, no phone calls, no headphones (for safety purposes), please be on time and let the other people on your shift know if you will be late.

Feed:

We are switching feed because we are going through so much Rowe that it is not economical. Progressive premium that is a beat pulp based is healthier and what we are switching to. Information on each feed is set on the table for anyone to reference after the meeting.

Schoolies are now being transitioned, take your time transitioning your horse.

Meg: Can we keep our horses on Rowe if we want to?

Kieley: They only will deliver if you are ordered over 30 bags. Boarders can always buy their own food if you want to keep on Rowe.

Consensus/governance Document:

Christy: We recognize that co-op has drifted from consensus and that is really fundamental to Earlham. It is imperative to refresh ourselves on this matter because it is a big part of how we run co-op. We will send by email the schools governance documents and key points in student run activities. If everyone would brush up on it we could improve our discussions. We really want to respect this processes. If people have a lot of questions would everyone like to do a consensus new idea? Mostly thumbs up

Paid Shift

Kieley: I need to talk to anyone doing a paid shift. We really need people who do not have work study to take paid shifts (work study is part of your financial aid package if you have it). It is mandatory for you to go to financial offices if you have not already and are ding workdhit

Reminders
Pasture’s are changing- Bones is moves to pasture three. However, no horses are going out for the next couple of days because pipe broke and flooded the chute. If you are on AM you still have to dump buckets and then fill them to the line. AM please clean all schoolie stalls if you have time.
Giselle: We started to go get the horses and they were all mixed up. It was really strange and we had to go with random halters and catch horses
Kieley: we moved three but other than that no horses should have been mixed up.
Hannah: PMs and AMs unhook the hose in the school tack room
Other
Jess: if anyone is interested in a free horse to lease, play with, ride, complete free lease, let me know if you are interested
Giselle: there are issues with the weather and Kellie’s schedule so sorry if I let you know late but there will be a possible jumping practice Wednesday at 7
Zoe: please be careful not to tangle back straps on Townie’s blankets. I am order another but be careful when there is one on top of another.
Chehana: Are we making a profit? How is the budget looking?
Kieley: Our goal is to pay for all our expenses and we are so far on track.
Jess: we do not see the budget until December
Meg: our budget is in within Earlham and it would be great to hear more about how it works. I believe any money left over at the end of the year goes to the school not the barn.
Jess: Yes we do not get left over money. We are a 501 C3 (nonprofit) if anyone is interested
Kieley: once we get this new advisory we are working with a business person
Christy: Bones has apparently been getting frisky. He has the play with me attitude and I don’t want anyone to be getting hurt; he is not being very respectful. Be firm with him he needs reminders. It has not escalated into something dangerous so everyone can be firm with him and do NOT feed him treats or hand feed him
Jess: Schoolies can never be fed treats by hand either
Jess: Lance came out last week because Bagheera had severe ear ticks and because they were there for so long, they essentially became a part of his ears, every time you touched his ear they would crack because these tick create a cartilage-like part in the ear that is very easy to crack; so Lance scrapped out as much as he could. Be understanding but don’t let him be a jerk about it.
Yolanda: undo the strap on his halter so it does not touch his hears on Ams and PMs.
Jess: put schoolies in cross ties when you tack up especially Bagheera, it is a great way to stay in control. Let me know if there are any big incidents and if he is being really good about it.
Sierra: Write things in the school use book for the winter horse project. This information is also just very helpful in general.
Cheers
Jess: to Kieley for having Slice pull water in pasture three; to assistants for really stepping up
Hannah: to barn staff for bringing in Avis; Abigail and Kieley for working with the budget
Liyuan: to Jess for riding with me Sunday
Margaret: Marwa for getting us capri suns even though she was unable to come
Yolanda: the people who worked with me on PMs Kate especially
Tina: Jazmine for going to AM even though it was not her shift
Zoe: to the people covering Saturday AM; everyone on Sunday for getting through the ice
Christy: to everyone who has been really great throughout water crisis; I had people texting me
telling me they periodically topped off water buckets just in case the water went off. Instead of
complaining people have really stepped up with the water situation in the pastures. Really big
cheers to the rest of barn staff for doing a really great job not letting anything slip through the
cracks. Especially the freshman for stepping up.
Kieley: Jess and Christy because with the water and weather I had to go out to the barn and
they got me food
Margaret: Teiyi for coming and checking out co-op
Snacks
Jess and Christy

2/10/14
2/10/14 Minutes
Moment of Silence
Schoolies
Jett can now be used for walk and trot please ride him as much as you can
I have been out working with Bageera, putting cream on his ears. Sierra is working with him to.
Pet him gently especially by the ears and let me know if something happens
Danny’s bridle has been fixed
Farrier
Assistants will be observing Nate at 2 Sunday let Jess know if you are on this rotation and your
horse has not gone yet
Grain
We ran out of grain but we got more today so we should be good to keep going. We are also
getting more sometime this week
Reminders
Christy: Some of the snaps on the gate are not there anymore so when you latch them back
make sure they are secure. If you see any horse trying to get them open let us know and we will
try to remedy it
Kieley: Water is only working in the school tack room and bathrooms. Buckets are full tonight
and night check will redo them. Put horses in pastures 1 and 2 again because there is still no
water. Pick ice at the beginning of shift
Others
Jess: Riley has has bell boots on in am off at PM
Meg: A group of us have written a letter sent to co-op and we ask for your time and attention.
Meg: Reads 1st Paragraph
Rachel: Reads 2nd Paragraph
Rachel W: Reads 3rd Paragraph
Giselle: reads 4th Paragraph
Abigail: 5th Paragraph
Kate: 6th Paragraph
Yolanda: #2 through #5
Hannah: 7th Paragraph
Meg: We ask for people to take several days for this to sink in before discussing it. And now
please take a moment of silence...
Meg, Kate, Rachel R, Rachel W, Hannah, Yolanda, Giselle and Abigail walk out
Sierra: May I ask who this is.
Tracy: I am Tracy, I deal with student organizations and although Jess has said she does not
want you to talk to me, I am a person you can come talk to.
Zoe: I was not any part of that and I would like to clear this up because it sounded like they were
speaking for all of co-op and that is not true.
Cheers
Kaitlyn B: Is there a reason the assistants we not part this?
Kieley: We had no idea it was happening until today.
Jess: Anyone is free to come to our Thursday meeting to talk with us and/or our advisors.
Zoe: What time is your meeting?
Jess: It starts at 6:00pm
Kaitlyn B: Will we still have lessons?
Jess: Classes will still be held
Chehana: What happens?
Jess: Barn staff will cover if they do resign.
Kaitlyn: to Kaitlyn B. for helping on a really hard PM, the water situation was horrible
Kaitlyn B: Kaitlyn L. for staying and to Kieley for finishing up
Margaret: Meg teaching me how to longe and to Jess
Sierra: to everyone especially barn staff that letter was not from everyone, I have learned a lot from you guys
Kieley: to Kaitlyn and Kaitlyn for making sure everything gets done and for doing tonights PM,
for filling those buckets up with feed scoops; Jess and Christy for finishing and Tina for filling
water up on Saturday morning.
Tracy: you will see me around my office is in EH and there is a leadership conference on March
1st if anyone is interested let me know. Thank you for your hospitality (leaves).
Zoe: Barn Staff because they are awesome and don’t get recognized enough. And to everyone
this has been a hard winter. Barn Staff: it takes a special dedication to do it.
Chehana: Kieley for doing winter horse project things with her (with Slice)
Jess: to Christy and Roya for ice picking and cleaning up wash stall on Friday night
Christy: team is a student organization this is not so you are free to speak with Tracy but this is
not her jurisdiction
Jess: Cynthia and Danielle and Avis all have a say in the program and are great people to talk
to (someone?): did you invite Tracy?
Jess: The people who wrote the letter invited her, we did not know she was coming
Kieley: Avis is 100% involved in what we do and a really great person to speak with
Kieley: If anyone does ever have an issue with the barn staff, please bring any concerns to us
and come and speak with us
Jess: confront us face to face, we will not hold it against you
Christy: We stand up for our co-op members even if you do not like them outside of co-op you
are a team. Stand up for your team
Jess: You assistants are doing a really great job. You know the policies and it is really great
Jess: Still ask your instructors questions on shift and you can always call barn staff- Jess and
Leah are both always free at any shift time.
Zoe: I need to reschedule my shift because we always have track meets on Saturdays
Kaitlyn: How am I suppose to handle a shift with an instructors, with it being awkward now?
Kieley: Be professional and do not worry about it too much. Do your jobs and again if you have
any questions you are not comfortable asking call barn staff
Liyuan: they want to solve something they are still part of our community
Margaret: every one of us has a common interest- taking care of horses, we all still want the
same thing. If it is going to be awkward (?)
Christy: great way to put it
Snacks
2/17/14

2/17/14
Minutes
Moment of Silence
We have a lot of visitors so let us go around and introduce ourselves
Guests-
Avis: We want to thank you all for all the work you do it does not go unnoticed and we really do appreciate it. We hope you are having a good experience, obviously it is a little rocky because we received a left like you all did. We also have the new Earlham Advisory group here with us tonight.
My name is Maggie Jackson, I work in the admissions office and I have been in co-op since 2003 and my horse is Puck. I work with student in 7 states. I was on barn staff for multiple terms and in co-op all four years of college.
Hi, I am Becky Justice I teach in business I am a I am not a rider and I do not have my own horse, I have been around horses before though, and my role will be more about budgets and organizational things. I met with Kieley about the budget for next year
I am Cynthia and I work in the Geology department and I convene environmental science. I have been asked to be a part of this by Avis and I think it is exciting to be involved in such a great program.
I am Tracy Dubs I come for Hanover I have a counseling, res life background. My role is to be there for students and help with leadership trainings. Making sure you are really getting something out of your experience at Earlham is what i am here to do.
I am Nelson I teach in Psych, HDSR and Japanese and this is my 40th year. I am an equestrian by marriage and until 1987 I was faculty advisor and I am now a Friend of the Barn.
Avis: what we are here tonight for is to offer a way to move forward
I am Danielle Steele I and I am the assistant choir director, I am very happy to be here and a very big equestrian person. I started as a Western rider and then did more showing at Butler. I met the barn and took a tour as an intro to Earlham and I am widely impressed with the facilities and the people. Regardless of the current situation we are honored to be here and we are here to offer help and support. We know there are hurt feelings that need to be address and while the is evening is not the forum to discuss this there will be a time. When looking at issues it was asked for something to happen and this is going to take a really long time.
Consensus: everyone has a stake and say in this. All of the issues have been looked at and discussed and there is a timeline for all of the issues. Even though it is second in importance to most- there must be an environment in which everyone can do there jobs at the barn taking care of the horses. We would like to ask for you to agree and keep the barn functioning; the safety of barn is essential and we need to have enough people to staff shifts. We will continue to facilitate changes that are to be made. I am going to ask you to do a quaker thing and hold someone in the light. Take the problem and peoples that makes you feel uncomfortable and hold it/them in the light and move past. Lets take a moment… If you can move forwards say I… I (all)
Avis: She said it in a great way, we have to hold each other in the light and we will emerge much stronger. There is no other program like this in the US and it is very special. I have one thing to share with you: One of the things is guest riders at the barn. I will send this to barn staff. We can have guest riders at the barn, that will not be an issue. If you are making money off of lessons the money must go to the college. If you have insurance you can do it. We are still working on it
however. We have signs posted and are updating the waiver so that is will be adequate. This will take patience and time but we are woking on it and this group is very invested in you and we are doing. I will ask Nelson if you want to say something… I don’t have much to add except we are all in support of this program and I cant say how good it is to see how many of you are here keeping this traditions and if there is anything we can do we are here for you.

Avis: feel free to chat with any of us, we are all very busy people, but they will give you time to stop and chat

Abigail: so there are no private lessons?

Avis: there are no lessons in which you get compensation, however we are still working on it. We are able to at least give you this which should help you. Anyone who enters the barn signs a new waiver.

Chehana: Do we all have to resign the waiver?

Christy: Yes we will have to

Avis: I am not quaker but it does help when you hold people in the light and have a moment of silence. Maybe end with a moment of silence as well. You are a special group and make us proud as a college.

Meg: We want to act as individual members, you mentioned timelines. We want movement and we thank you for this but we haven seen anything else we want to create a discussion.

Dan: We handle policies every faculty as a whole has a say but a committee is decided and addresses a single issue in a meeting once a week. If the committee can agree they bring it to the group also if they cant they bring it for discussions. Really it is a semester long process and the role we serve is to field questions, sit in on meetings and shepherding things through. If there are personal issues we can bring in a professional mediator.

Meg: Thank you. I know that these are big issues and its a massive undertaking. It is the spirit of seeing movement.

Maggie: It takes organization from us and we support the co-op as a whole. We need to catch ourselves up in order to be supportive.

Dan: The advisory council does not sit on one side or the other so we are open to speaking with everyone. This is not an open forum because the issues are so large and the nature of the letter created hurt feelings so we need to take a break and take care of the barn. If you can let go of this issue remove yourself but come talk to one of us first.

Maggie: the needs of the horses need to come first and no personal issues between people may come before the health of the horses as well as co-op member and community member horses. The program is about taking care of them.

Avis: We need to excuse ourselves and let you all get on with meeting

Schoolies

Jess: Insurance, if anyone else is certified by national instructor that is the insurance Avis is talking about so that is a way to do it yourself. It is cheaper that way and less time consuming.

Bags- if you notice there is no white in his ears let me know, there always should be. Please let me know if you have any issues

Shiloh- for a few concerns he will now be on barn staff permissed use only

Colic

We have had many bouts of colic lately. It is abdominal pain, (they cant throw up). Common causes- cooling down, making sure they have enough water. Because we ran out of grass hay today some have to get mix (more is coming tomorrow morning), left without blankets, being left wet in a stall If you notice the horse is laying down call the owner, better safe than sorry.
What do you do?
Text call owner and emergency contact and horse care manager- make sure you do talk to someone.
Yolanda: shivering, no interest in food or no poop
Sierra: Priority is horses and because there has been such a change of temp can we put in place a quick walk through every time you leave the barn and are the last one there?
Jess: we cannot really require that now however that is a really great thing to do
Kaitlyn B: What’s wrong with Shiloh?
Jess: we want to keep him on Barn staff only for now
Christy: is he your winter horse project? Come speak with me after meeting
Hannah: Is Jett still only walk trot?
Jess: Jett is walk trot because he just got shod yesterday and I want to make me sure he is not lame.
Give me a call and ride him
Reminders:
Leah: Take jumps, poles etc out of aena when finished
Take baling twin out all the way before you feed
When you leave the scolie take room shut the door
Because of hoses freezing it has become hard to water the arena in the AM
PM water arena and AM do four stalls and sweep and rake
When school blankets get wet put it in tack room
Sierra: What if there is a lesson at PM?
Keiley: It is easy to attach both black hoses not green with leak they reach into arena and you can walk and water. None of school horses spook at it
Christy: Sprinkler is freezing while running if it freezes at PM too let us know and we will try to fix it. Please try to drain the hoses when you are watering to avoid freezing hoses
Jess: Water the arena at 4 while the lessons are tacking up.
Hannah: Sweeping and raking at PM because more hay is thrown?
Leah: It makes it easier for PM if it is done at AM too then it might be easier for PM but let us know it doesn't work
Hannah: we mentioned in the letter a committee for shifts?
Jess: We are working on shifts and will see how this goes for now
Hannah: so watering the indoor arena happens at PM?
Jess: The hose in front works. There is a hose in the back of the arena there is another green hose to that will attach. There is an extra black hose.
Christy: We will try this
Yolanda: PM will in addition be watering?
Let us know if it doesn't work
Yolanda: My last shifts have been way over
Leah: it will hopefully even out because AM will now be cleaning four schoolie stalls
Abigail: Last time I did a PM hoses were in boarder tack room
Jess: Because schoolie tack room was cold that was only a one time thing though
Tina: Staying during weekends over the two hours is unreasonable
Christy: Right now it is really hard because of the water issues and we will do our best to get it figured out easily. Also speak with Leah if you need to rearrange your schedule.
Rachel: Did they fix the water?
Kieley: No but they are working on coming out
Rachel: we figured out how to get them out
Jess: they freeze though
Kieley: Hay was supposed to come today but he is incoming with 20 tomorrow and 100 later this week
Christy: dragging the arena is hard with poop in there. Please pick poop up if your horse goes in the arena
Jess: Rake not to the middle in the aisles
Meg: Poop pile?
Kieley: there is a problem because maintenance will not let us use someone else besides who the school has a contract with but he will not do it for us
Others
Zoe: Blanketing Jett is getting ridiculous. He has been kicking and was fine otherwise but the blanketing was out of control
Christy: Maybe its because of his stall
Meg: It took 15-20 mins to put the bridle on.
Jess: when you have school issues please call or text me. Tacking up in a lesson should never be in his stall. Put him on cross ties. If you see these things please let me know The farrier came out and fixed his feet. That could be where the blanketing issue is coming from. That is unaccepteable behavior.
Meg: he has been trying to spin a lot. It started on Friday
Jess: I will address it
Zoe: People who want to ride Townie let me know and help out with his stall. I can watch give you a lesson etc. I have shin splints
Tina: I have a little bit too much
Kaitlyn L: Would it be possible for anyone to cover my shift tomorrow AM?
Christy: Maybe, lets talk after
Rachel W: Can we set up a regular mare turn out schedule?
Christy: Thumbs? great
Abigail: A suggestion, alphabetizing waivers?
Jess: we did
Kieley: Slice is not doing very good so please tell me if there is any fresh manure
Jess: If you could put Riley’s bell boots on at AM. Sheila told me in Eaton there is a huge tack sale at 9am on Saturday and it goes until 3pm Sunday they are sold out by 11am
Cheers:
Hannah: to Yolanda and Liyuan because we were on shift this and last semester and doing great.
Also to Margaret
Also to co-op for responding to our letter
Margaret: to everyone for coming especially with all the hurt feelings
Tieyi: Margaret for bringing me here
Jess: Kaitlyn Brunner for creating an amazing painting
Christy: Chehaha and Sierra for coming to our Thursday meeting the fresh input was great Thursday meetings are still open
How do people feel about the moment of silence at the end proposed by Avis?
All knocks
Snacks:
Christy and Jess
2/24/14

2/24/14
Minutes

Moment of Silence

Advisory News:
Avis: We will try to be efficient as we can. One thing, you have done a great job of lowering the temperature. That is really a great first step. An important thing about consensus is that people have to be willing to listen, there has to be broad consultation which means things will take a little longer and the most important part is that we ALL have to approach it with the right kind of spirit that allows us to listen carefully and be open. Just focus on those things as we move forward.
Dan: Thanks for having us. I want to talk about the process and moving forward. There were many issues brought forward. What we didn't know is that policies and procedures haven't been revisited in 10 years so regardless of the letter these things do need to be revisited and there is confusion about it and who owns the process. We all need to agree to being governed by these things. The next thing is that there is a broad understand of the curriculum that needs to be revisited for the health of the program so that it doesn't resulted in dangerous situations. What I would like to do is go point by point through the letter. I do not want to start a debate about each point. We need to prioritize. Guidelines for community events one with us and with other coming into the barn for Earlham or the Richmond area. Holding a horse show is governed also by Indiana laws so not all of it can be decided by us. We might need a committee of for example eight people to help organize it. We do not want to reinvent the wheel and overwhelm you guys. What needs your time commitment? Remind you of the concerns: creating of a committee including co-op reps to gather, a review of principles and policy, revisiting the mission statement and protocols for selection process and consultation, testing for assistant and instructor, how decisions are made, who should decide; consensus training will help, training system or new barn staff and faculty. Possibly every fall trainings for barn staff and co-op. We can discuss what these will look like. A co-op manual and passing it along, for the teaching program. Here is what I am going to do, I am going to facilitate, we need to prioritize- we are going to brainstorm what our priorities should be (a timeline) and if we need committees.
Meg: Avis you mentioned commending us on lowering the temperature unfortunately the only meeting I have seen is co-op meeting one of the things we asked for is to be informed on what is happening
Avis: in order for us to function- there are other parts of our lives- to tell you every time we meet is asking too much of us, if you don't trust in what we are doing we cant do
anything
Dan: This is the physical reality of a timeline
Yolanda: Is there a way to take minutes at barn staff and advisor meetings?
Avis: You have to trust in what we are doing, we can’t make progress if there is not trust, if you want to know more than you can come talk with us. It is asking too much for an advisory just being formed. Trust in us and in the process, it is the same thing in faculty meetings, to ask them to send you all minutes is asking too much.
Meg: movement is being made, for us to come to you would take more of your time
Dan: how do we get them to own it? talking about support structure; tonights goal is to prioritize goals that need addressing now, in order to
Avis: what don’t you trust?
Meg: its not that we don’t trust, my personal concern is replacing a system where decisions are made by barn staff
Dan: that is why I am setting up this timeline so you have resources
Avis: If you don’t like the framework we can change we are trying to be responsive though
Dan: the problem needs people stepping in we are helping you we do not want to step in we are trying to keep in student run
Avis: someone will be at every monday meeting. We are trying to give you our best advice
Meg: I appreciate you coming in it wasn't clear to me that we are creating a timeline
Rachel: my greatest concern is that we do not have a mission statement and our policies are out of date.
Dan: if Rachel says this people can nod and we can see it, so we do not repeat ideas, to give you an idea on how to agree
Avis: we appreciate you asking
Meg: even that little bit of what you are doing in meetings, I am way more willing to work with people when I am more informed, it feels more like a community decision.
Dan: knowing that it is coming
Avis: one of the things is that this is really yours to own. How do we help you guys get through this. We are not interesting in changing the structure- we are interested in making co-op stronger
Rachel W: Mission statement and system how to decide how decisions are made and accountability. A clear outline of how that should happen.
Dan: deciding a rubric will take a long time. Maybe you need to put your brains around a rubric for multiple situations. That is the most valuable work you can do- if you feel like you have a great idea make it heard.
Gisele: important that the instructor curriculum is consistent because for the last three years have all been taught by different people and personal issues come into play.
Hannah: How do you choose an instructor?
Leah: everyone gives me there schedules and I work out how to make everything fit together
Dan: as appropriate?
Leah: yes
Rachel R: Community engagement as a last priority because we need for focus internally first.
Avis: community boarders are on and off. Community boarders should not occupy more than 20% because it is less of a teaching program
Meg: this was an issue before because a policy is one determining who gets stall priority therefore we only take them on when all Earlham stall needs are met
Jess: There is a policy on it
Dan: one of the reasons I accepted this job is the barn do faculty get priority above community boarders?
Jess: Yes, for example, Ray and Maggie are considered co-op members however students are considered first.
Avis: you have to have 10 horses to keep it open during the summer- it is not economically feasible. You will have to decide about keeping the Barn open in the summer very soon
Meg: can we redirect this
Liyuan: I feel like (policy) this is a long process, I think it is more important to review it for certain issues specifically safety
Avis: I really do like to speak with students so come talk to me. I might not have an answer but I can redirect you to those who do have answers. If it is administrative I will tell you but I want you to own this with the advisory council. I want you to do well so if I can help...
Dan: So the overarching things I am hearing- review of policy as a whole with concentration in safety. Also the assistants course needs to be solidified into something that can be long lasting. I highly suggest that you form committees and they need to be people who understand the necessary parts of these things. There needs to be barn staff and co-op representation. I would like you to consider committees. Also having Avis sit in and advise especially with difficult pressing issues. Maggie has great resources for curriculum.
Dan: We would like to have a meeting with instructors and assistants separately so what can fill in gaps. This way we can fully understand what we are advising. How many instructors: 10 How many assistants: about the same as instructors
Kieley: there are shift instructors and lesson instructors
Dan: could you send us a list of people who are which? could you highlight overlaps?
Meg: it has not been clearly defined about what instructors can do what it was left to the discretion of the person teaching and barn staff as to this discussion
Kieley: that was last year we did not have enough instructors to run shifts so we passed people to be just work shift instructors
Jess: There were materials lost from Maggie where you can be past to be beginner, intermediate and advanced instructors. The year after us it was confusing. Some people chose to not be lesson instructors.
Meg: it was never shared who was who?
Kieley: it was because of privacy
Avis: We need to look at the timeline. Do you need consensus training?
Sierra: I think that in terms of a hierarchy after safety a rubric of who can do what and how to test into things is the next priority but there is some disconnect between what people can do and what they think they can do
Dan: in my courses someone has to be able to do certain things at mid sen how does that work here?
Jess: we have a final exam and we had a practical in order to be a second semester assistant and at the end of the year there will be a final exam and practical to become both lesson and work shift instructors
Dan: could Maggie or someone be apart of the process?
Jess: Maggie is part of the peer review process
Dan: awesome they need to pass in an objective manner with no bias
Meg: Rubrics for health and safety are great but how do we make them? Which decisions are make by which body. We need to make larger decisions about how we function. We need to be on the same page in order to function. Mission statement and our understanding
Jess: We have a mission statement on the website
Kieley: it was revisited last year
Meg: we are not on the same page, clearly
Dan: can we send out the mission statement?
Avis: Lets try to not raise hands while someone else is speaking so we can focus on what that person is saying.
Kieley: another consensus thing is taking a moment of silence between each persons contribution to the conversation in order to take in what they have said and not immediately react.
Rachel: the mission statement is important because that is what we are committing to and everyone needs to agree to it which is more important than the assistants
Christy: As a boarder my horses are not being taking care of, they have coliced and gotten sick, I have found them in horrendous situations to the point where I had to call my vet at home because I was afraid of loosing my horse. If it were a normal barn I will have left already
Dan: if someone did something to your horse we need to be aware of it
Chrisry: maintenance requests need to be addressed because that is big problem
Avis: those are things that the barn staff can take care of without consultation- speak with me and if it still doesn't get done we will help
Christy: The functioning of the barn, I would like to see that take priority which doesn't mean the other things will be left out
Avis: the health and care of the horses and you guys is the very top priority. We knew there was something lacking thats why we started compiling this advisory many months ago. We already new that, so the timing email was not great because we were working towards that end with the advisory already. We need to know how to approach things. We will continue to work on things but it is your agenda we won’t try to take it away
Jess: assistants course- important to address is that because of inconsistency there needs
to be a rubric which Maggie, Christy and I have been working on. Every person in this room needs to be retested in order to be consistent.
Dan: If there is an unintentional hole this is a great way to get it filled in
Avis: We need to make a time limit. We and you all are putting a lot of effort in but in the next ten minutes we need to finish this. If for some reason it isn't happening come in and talk with us, I will not turn you down.
Christy: Come to our thursday meetings
Dan: I see certain issues: the first thing is co-op function, I hear and observe safety issues and day to day function of the barn. Consensus training helping as fast as possible
Kieley: Maggie is coming in next week for consensus training and to review the governance document
Dan: safety issues brought up, maintenance issues Avis can step in, anything involving procedure and liability with instructor might take the whole semester and all of next year to fully go through and put into place; idea of a mission statement, when the link gets sent out in the minutes highlight and read the document in order to revisit it and get on the same page. This will influence much of the direction you go in. When it is an issue of safety say something so you will know and it gets addressed right away. If for example you are not sure but its possible a horse is colicing call barn staff (the owner/horse care manager).
Hannah: In the interest of moving things along can we create committees next week?
Dan: You need to decide if a committee is revisiting policies and procedures tell them what they need to focus on (prioritize), therefore we can all hold them accountable and have a pulse on where they are headed. You have to decide how many committees you want in order to not burn out
Chehana: I have noticed that after all this that when I had a question there have been more than one instructor for assistants I just don't know who to ask just because there is barn staff, your instructor etc.. but who do I follow on a shift.
Dan: maybe that needs to be brought up
Liyuan: Christy had about her horse (safety) horse health should be first in function of co-op
Sierra: With things like that (Chehana’s comment) I do it how we have gone over it in the assistants course and consistency is really great. We are only here for four years that is what i do because that is what we have been taught as a group. I disagree with Rachel because I think that everyone should be tested immediately because whether it is intentional or not it can really be a big deal if a horse gets sick.
Sierra: That is the priority of the barn.
Dan: Colic symptoms reviewed last week?
(many): yes
Dan: are there more colic resources
Christy: we went over these are the signs and to call if anyone is unsure “knocks for colic resources”?
Jess: Youtube information
(many knocks)
Kaitlyn L: it wouldn't hurt to review
Hannah: personally, colic, reading them online may help but I won’t fully see until observing out at the barn talking about colic
Christy: schedule to be determined
Dan: many resources are great
Meg: There may be some problems besides everyday issues. There have been breakdowns in functions. We have seen changes on the grain board that are drastic there might be larger issue. Grain on zeus’s grain board were changed.
Rachel: low carb is now EZ?
Jess: Low carb and EZ keeper are almost the same and just changed today and who changed Zeus’s grain?
Christ: Lets try to keep in the spirit of consensus we all mess up back to what Avis said Dan: The discussions do need to be had if it falls under safety. Some things need to be brought up as a group. argument is how the process happens and how to fix it. I have a great deal of respect but are there bigger issues of safety?
Christy: Is there anyone who believes there horse is intentionally being harmed or mistreated? (no hands), If someones horse is being mistreated that is a serious serious issue and that can, on a certain level be agreed on. That needs to be identified immediately. We will keep you anonymous and everyone should feel comfortable because that needs to be rectified immediately
Dan: certain personalities don’t get along but horse safety is paramount. Approach barn staff and barn staff feel free to approach the advisory. You have my permission to make my phone number public.
Christy: we apologize for this going to long.
Dan: we are hoping to have Maggie and another person come in for consensus training. If you think issues of safety need to be reviewed come with nominations for the committees in minds. As you need us we will be here. Maggie will be here next week and someone will be at each meeting. We are always open to you.

Moment of Silence

Consultation:
Kieley: Avis touched on this, we would all appreciate face to face discussion as mass emails often get lost through people. Thursday meetings are always open and if you would like and item to be put on the agenda come to us (meeting), if there is an emergency send an email but it would be very appreciated if things were more face to face.

Break Update:
We dragged and watered the arena several times.
If have been having a few issues with break ins so security has been making extra rounds. If there is a strange person in the barn call security.
Chehana: Has anything been taken?
Kieley: we have not had anything taken.
Christy: If you see anything tampered with call security
Jess: Mix and grass hay and shavings were delivered; mix hay take from top not front; fence broke we sent in a maintenance request.
Water is back  We bought new water trophies that are new functional and have no leaks. We sent an email about the 50/50 progressive mix. The progressive is all we are buying now so work on switching your horse over.
Kieley: If you would like to stay on Rowe I can give you directions on how to get there
Jess: Tieyi came on Sat PM and helped with shift so thanks

When things go wrong:
Leah: when you have to move horses or leave them in unexpectedly call the HCM or the owner about it

Power outage:
Christy: Power will be cut tomorrow 9am to 2pm, just so everyone is aware

Schoolie Update:
All the blankets are ripping, Danny’s in particular is ripped to shreds I will be rotating blankets so just keep an eye on their blanketing infer
Jett- I worked with him one on one and with others and we found was that when he his tied in his stall he doesn't have the same issues as when he is loose in his stall. Much better in cross ties. Please let me know gif you have any other issues with him
Danny

Farrier: Nate is coming March 5th I am sending a list around and I will send a time schedule later

Trails:
Erin: remember assistants still must ride with an instructor on trails. Also before you trail ride be aware of the conditions and footing  We don’t want anyone getting hurt

Waivers:
Erin: We have new waivers in, everyone has to sign a new one
Reminders:
above 32 windows open
If you have the time on or off shift take a rake into arena and pull in from the sides because we can't get it with the tractor

Others:
Yolanda: Sezz was awful on shift. Today one of the people on shift was uncomfortable with
Christy: do not leave horses by themselves and I will email Sheila, for now make Sezz go first
Meg: it sounds like in the future meetings might go longer a good idea is that these things can go out in an email
Kieley: The thing not made extremely clear committees will do their work outside of this meeting this meeting is meant to stay the same.
Christy: can we talk about this later
Margaret: I know we need to check for grammar and wording in policies I can help
Christy: before things go through- spell check
Meg: committee
Jess: Reiley has neck cover, the green blanket goes over the neck cover
Rachel W: Franklin is living under the connector just so you know
Hannah: next meeting a census, saving time send and email?
Christy: We will confer
Sierra: Maintenance for rat living in the barn i want it gone
Yolanda: Note for shifts going over, who should we notify
Leah: You can send this to me. Let me know if people are late and what took time

Cheers
Kaitlyn: Christy shiloh
Tina: helping me work out shifts
Chehana: Sheila for helping with Danny and Jett
Sierra: Christy for taking a fall for me
Tieyi: Christy and Jess for helping with shift on break
Margaret: to Margaret for whoever covered my Wednesday shift it made my week
Rachel R: to team great show this weekend
Hannah: Rachel for baby-sitting my horse
Rachel W: Giselle and Rachel R team accomplishment
Kieley: Christy and Jess for taking care of Slice
Earlham College Equestrian Co-op Minutes 2014

Snacks
Hannah and Rachel

3/3/14
3/3/14 Minutes
Danny was sold this semester but will remain a schoolie. The new contract- he will not be jumped and she requested he be closed to jumping
Jett is open walk trot canter Lance will be here to check
Shiloh is off Barn Staff but still off for team- no supervision
We are working on new blanketing so keep an eye on the charts they
Running out-
For those of you who are seniors we had a running out conversation. If it is snowy or icy walk the horse out if it is written on their stalls. Jett and Riley have shoes and I have seen them fall. Halter and lead rope all the way out to their pasture.
Shift
When finished with wheelbarrows put them near shaving/hay rooms to keep middle aisle clear
Please water the arena on PMs. The sprinkle is defrosted in the school tack room. Prioritize dry areas
Preview Day:
This Sunday a tour will be going out at 2:00pm for the scholar students. Sunday AM please sweep and clean as many stalls as you can Boarders please clean your stalls before 2 on Sunday. Also everyone please go out on Saturday or Sunday morning and clean up your things. Make sure you do not have anything laying around the aisle or near stalls (except blankets).
Summer
We haven't gotten any interest so the barn will be closed this summer. Please be moved by May 9th so we can close the barn on time. May 9th is a Friday.
Please put your name for where you are hauling to. We could find cheaper routes
Farrier here March 5th I will send around a sheet
Chiropractor sheet is going around
Brody was limping yesterday I called the vet he probably just got hit or bruised if he is not better by next week take him in
Summer- if all horses are out of the barn if people have ideas we might be able to get some maintenance projects done so send in your ideas
Reminders
Jess: the school tack room has gotten dirty the extra hoses are in the maintenance room the holding pen one is outside. We need to fix the hose hang out please coil it in the sink beneath if it won’t hold.
Please drain the holding pen hose before putting it away so it doesn't freeze
Others:
Kaitlyn L: Danny is being annoying he pushed the gate open and ran through
Jess: he is a bit pushy. I will let his winter
Jess: Riley is staying in tomorrow could you throw two other flakes
Chehana: Sezz is acting up again and Bones was a bit difficult
Christy: Bones is a baby he doesn't understand that you aren't playing with him I recommend not double lead him. If you are comfortable with it go ahead. I was double leading him and didn't get
much trouble so if you are used to dealing with that kind of horse go ahead. He is not trying to be mean
Kieley: Slice is doing his pasture thing. If you take an apple and show it to him he should do anything
Leah: If anyone is interested in a paid shift let me know
Hannah: Kona gets two blankets below zero and only the top one above zero
Rachel: Moderated email list?
Christy: We will talk later, this meeting has a lot going on and we want to have enough time for the consensus training
Rachel R: Text me if you have to leave Jetta in
Zoe: let me know if townie is acting weird his feed situation is weird he doesn't like performance
Cheers:
Zoe: (?) for helping me in many ways
Jess: Teiyi and Margaret for great AMs an to Margaret for being Puck’s second mom
Hannah: Margaret, twice she has helped turn in
Liyuan: Margaret for accompanying me to ride and helping me ride better
Christy: Hannah for cookies
Rachel R: Tina for being my assistant parter
Tina: for driving me to the barn
Maggie: We are going to introduce ourselves. Given the tone of where we have been these will be great basics for whatever role you play. I work in admissions and am Pucks mom I have been in the program for 11 years. I was on barn staff. I am here as a part of the advisory group. I had the chance to do consensus training with the barn staff and that was the first of many and we planned to have one for all
Trish: I am with the Quaker by public safety. Providing support with Quaker ethos. I facilitate Quaker fellows.
Maggie: I want to provide an organizational history. We are struggling with voice and everyone feeling like they have a voice. I have … ownership and stake holders which goes from Barn Staff to assistants. Thats where I have been a little concerned. In all honesty if I were to bring co-op members now meetings would be almost unrecognizable. There is literally no one who has been here during a time when better steps have been practice that has been
Back towards roots and create new
Any decisions that had to be made except in an emergency came before co-op for consensus. For example getting horses, blanketing policy, turnout time, we had no policies at my time. The discussion came before co-op. Thats not that there are not decisions that should be made by barn staff or the school. The barn staff has been eager in speaking with me about this
Trish: Maggie and I have been using this book that was written at Earlham. This is what I turn to. This just an overview. I know you hear about consensus but it is a little misconstrued. People use the language but don’t practice it. Because there is ebb and flow among groups you are all feeling charged to make some major changes so now you are ready and I am offering you something you can build on. It could make a great
Consensus is a process of group discussion making- synthesized into better thinking, by sharing you come up with better ideas It is rooted in Quaker values that of God and everyone, all people are equal and no on has the complete truth. Consensus doesn't mean that everyone thinks that the decision made is the best one possible or even that it will work. It is about having the opportunity to speak your opinion. Complete satisfaction is rare its about a process and aim. Check your
agenda, if you think you know exactly what will happen than consensus won’t work. You need to feel like you have been heard. It takes time, facilitation and leadership, willingness to express views and what you think, a safe space to say things, a space to confront conflict etc.
You will be making mistakes as you learn it. More and more businesses are using it because by taking the time to hash things out, better ideas come to light and everyone can a agree enough to try. There is a difference between consensus building and consensus decision making. 
Buildingsharing ideas and learning, you are thinking about informing each other before you make a decision. Collectively creating new ideas. Rather than saying its not an idea let ideas have some light and oxygen. Your attitude effects how well you are able. It is about bonding and connecting. Cheers maybe at the beginning. If you are dealing with something difficult you might need to set it aside and do group bonding. Authentic listening and learning are necessary.
Facilitator or leader continuing to ask for the best think and brainstorming and then they can… “it sounds like” thats the time the group needs to help facilitator hear what they are saying.
(Meg?): Whose decision is it?
Maggie: Whose decision is it to make, we have a lot of people who play different roles (barn staff, friends, co-op, Avis, advisors etc) “There are a lot of cooks in the kitchen” We have to be able to trust our leadership to bring things before us on a regular basis because that allows us to know that you can trust in them to make the right decision. There are times when they will have to make decisions- if its summer or over break these are big deals and you need to trust in your barn staff. We will help provide third party views on it. We need to figure out whose decision it is to make. There are decisions the school needs to make (Earlham owns the barn). Summer was creating a gaping hole in the budget. We have to know that the institution asks us to (they will make the decision). Liability issues- that is administration we might not like what comes out but it was not a decision for us to make. Technically speaking it is the barn staffs responsibility to make decision with consultation from the co-op, friends etc… That doesn't mean that everyone is agreeing. I said consultation. Barn staff will help articulate context and clarification (ex. it is the institutions terms we must have 10 horses paying board to keep the barn open over the summer).
I ask that you give each other a break over that time. Barn staff may not be able to bring things before you- you need to trust in them.
Trish: Facilitation- you need to be able understand group dynamics, and who is participating, you might find mentoring or support, appreciate difference, putting aside personal view points, know when to . the person has to have a faith in the process and skills to describe what people are saying in a different way (clarifying), educate, set tone, facilitate, team player, nurture, evaluate how to make more effective, what feedback do you have for us, clarifying consultation or decision, it is the co-op who should ask questions
Meg: is that how it traditionally happened?
Maggie: at pre-meeting barn staff comes together and says when the decision should be made. Talk about it, feelings on matter, knowing they have feelings and want to say something. They would need to figure out who is most neutral. The other barn staff member take off their barn staff hats physically take off “barn staff hat” and sit down so they share opinions as a the co-op member. Jess may share before she sits id is for example about school horses.
Hannah: I am confused barn staff is part of co-op one of the things is that they often have leadership skills and they can really get things done. You don't want people who are very new to it. You want the atmosphere to be not one of intimidation. Lets make sure you are focused on the facilitation. Faculty meeting- comities take the facing bench and share the information they have gather. There are speaking as member of committee. They will always be co-op and barn staff.
Ideas as a property of the group not the individual.
Meg: You referred to barn staff elections. How has barn staff been chosen?
Maggie: it used to be very unorganized because there were so few of us. It was like people got vetted (talked into it). Thats just how it happened. This process the current barn staff chooses the next barn staff. This program is and hopefully shall remain student run. Process of each position of who is running, confidence, no confidence which has not been turned in. When there are not people turning them in you there could be issues on many parts. It used to be whoever is not running again complies comments and its not a perfect system sometimes it has to be shuffled around. I think the biggest thing we are seeking is for you to make the investment. But that is a much better legacy you don’t want to have too much administrative oversight. It mights seem like the end of the universe. It has happened many times before it is a way to make sure everyone is being heard. We are able to now figure out what needs to happen and what is going on. That is the legacy we want to leave. This book used to be in the assistants course and Jess and I are looking at that so that all new generations are learning that. I know people need to go to if you need to go thats fine. Not winning, the goal is to be heard. If you feel like you have been genuinely heard she can agree even if its not her fist choice. The idea to remember is that wether it is better to make a decision or for you to be unhappy I was the only person who completely was against everyone else's opinion and in the end that’s what the group needed to do and I stood aside
Trish: sometimes names are not put in minutes because ideas become the groups. If one person is convinced its not the best choice. The person may choose to stand aside and I wanted noted that someone stood aside. You can withdraw concern and they can move forward. The dissenter and say she cannot support this decision and it falls to the facilitator if will proceed or reschedule for another meeting.
Maggie: Example consensus building:
Consensus is it okay to beat school horses:
She has to figure out how to facilitate, she can go around and make a list of who is raising their hand. She can have people raise hands when people are done. List- they get caught up in what they are saying that they are not listening.
(Facilitator calls on Hannah) Hannah: I believe it is not a good idea to beat school horses- knocks
Maggie: Making sure you take a break between each person in order to focus on what others are saying instead of only what you are saying. One of the things that can happen..
(many people say what hannah has said)
Leah can time out and summarize what has been said so she can do a thumbs and decide if we need to regroup. When she starts we need to set perimeters. We need to meet permiters first.
Leah as the facilitator so she can say anyone who hasn't spoken what are your thoughts- it is just as important to have good facilitation as it is to be courteous as a participant
As we move forward these are skills we need to have going on in all..
Kieley: for facilitator is it okay to ask if someone has thoughts?
Maggie: I think it would be okay in this group (invitational) Avis has said- we need to come to this in a good spirit. Those things (personal) are secondary to what we are doing here. Co-op is its own being it will continue an has lived at Earlham longer than any of us. With assistants we will do some additional consensus work in the coming weeks. I am in Tyler 209 and Trish is in the Newlan Center if anyone would like to come speak with us. I am passing around a consensus packet, I would like everyone to promise to read these four pages by next monday and think about how it applies to you.
Rachel R: How do we gauge a final decision?
Maggie: you will get to summary point and facilitator says thumbs and if everyones thumbs are up. Then they will ask again and they will restate and make a motion to approve something “can I get approval?” and the co-op would say “I”
Chehanna: The process is approved by everyone someone on barn staff some qualification how do we go about why they are barn staff and not just co-op.
Maggie: Barn Staff has the right on the governance document to make the final discussion. It is not often that they will make a decision against the consultation of the co-op. There are times when a barn staff has more information on an issue. The group could have strong feelings but someone one barn staff may have much more information about it. It is likely that someone in co-op might have those feelings too.
Cheahan: Because of consensus, advisory group not as necessary?
Maggie: right now we are a lot more hands on than we should be. We should just sit and answer specific questions. Our hands on involvement should decrease. When something comes up that you all need help on we will be there
Kieley: standing down, is it okay to ask someone to stand down?
Maggie: if I were facilitator I don't know if I would ask someone but I would keep summarizing. Also make sure there person dissenting feels heard and that what they are saying is what everyone is hearing. You could rephrase what the dissenter is saying. Sometimes the facilitator could be helpful in understanding what the person is saying. You might be able to make a consolation. You might lay down the decision and come back to it after we have thought about it let is percolate. Try to see what everyone is saying.
Maggie: directly responding is at the discretion of the facilitator. Everyone has to be flexible, nothing will happen in a linear way.
Trish: best practice is that the facilitator runs it so things do not feel like an attack. If you practice over time you will get better at it. If you slow thing down you can hear what they are saying better.
I will be around and we will do some practice. Maybe I can be here and help you all practice
Christy: 7pm barn staff meeting on Thursday anyone is welcome to come. If you have anything you would like put on the agenda please come
Snacks:

3/10/14
Moment of Silence
Cheers
Maggie: for Erin for leading the scholars tour
Christy: Margaret and Meg for doing an awesome Sunday AM and Erin went out to double check Sunday morning
Zoe: housekeeping for cleaning our bathrooms
Ritter: Margaret for taking my Sunday AM
Margaret: for saving me from missing my chem exam wednesday
Christy: preemptive to the people working spring break because it is a harder break to work
Christy: We need to open up the barn
Jess: this is a great platform to use our consensus making skills to make a process for barn staff selection. We would like their to be a consensus decision but it will be a consultation to barn staff if we do not come to a decision by the end of this meeting, because of the time constraint. everyone apply
Maggie: the governance document technically speaking the barn staff makes the final selection with consultation with co-op. Concerns have been that there is not enough consultation on the flip side there have been major issues with comments sheets not being turned in so it is turning into a vicious cycle. Jess will talk about the process
So barn staff can make an informed decision.
Past process- way back barn staff picked people etc… it wasn't like there were many people running as it grew we developed almost exactly what we have now. People who ran had the ability to request their comments and that info was used
Jess: I have no motivation one way or another. I would prefer if people raise hands after taking a moment to think. We are going to try and focus on not repeating ourselves so use knocks. The guidelines as we came up with:
Comments sheets: because people have had issues with feeling badly about them. We decided that the comments sheets would be given to the advisory to put together
Should there be an application?
Should there be interviews?
People apply and make themselves known at the next meeting (what running for and why) barn staff holds interviews and comments go around
The concept of confidence/no confidence it is very different than Roberts Rules, with confidence (she has the ability) you could vote for multiple people that they area capable of fulfilling duties of the position. It allows you to consider people as they are and not verses other people (their qualities and abilities).
Moment of Silence
Jess: The first guideline- does everyone think we should have an application? Thumbs? (all yes)
What do we want in it?
Christy: We had to do a cover letter which was tedious and if I am reading it over I think bullets of things they have done that would be beneficial-
Resume?
Chehana: It depends on the position.
Kieley: I think a letter is appropriate if we are not having an interview
Abigail: A resume does not show why you are applying
Sierra: I agree with Abigail and I think that we should have to write a paragraph or why we want to do the job. For different positions you should have to do different things- there should be more information
Jess: Not a cover letter but a question sheet? Why or what makes you qualified?
Maggie: It is interesting because there were never different apps for different positions- set that are the same and set that are different for each position.
Christy: Something jumped out, co-op isn't there for interviews and it is unreasonable to ask everyone to be there. Maybe notes could be taken or some co-op members could come
Abigail: is there any co-op input after?
Christy: Everyone who applies gets an interview
Maggie: Jess it would be prudent to get back to applications?
Jess: so in terms of applications there were moves towards questions for the applications that we think are important
Kieley: Why they want to run for the position and details of why you fit each job?
Leah: a set of questions with a resume?
Chehana: I took the idea of the cover letter as an idea of that person having a voice, I think it you be a good idea to have a resume and a questionnaire. It doesn't make sense for all positions to have the same questions
All are in favor of a resume
Having questions? All thumbs up
Jess: I think because we are opening up we should come up with barn director
What can you contribute to the program as an individual
What do you find valuable about the program
Danielle: to ask what other on campus activities that person is doing? Are they overcommitted?
Have you ever work on a team before and if so expand?
Maggie: What sort of experience do you have with working with a budget?
Because it is a yearlong term it is an expectation that the person be in good academic standing.
If they had to leaving the school for academics it would create a large whole.
We have talked with Avis about the advisor facilitating that process (checking up with registration)
I think a good question is experience working with the administration?
Because we have faculty advisory and advice from current barn staff? How much is experience looked at?
Abigail: It gives you time and experience shouldn't be the only thing in the
Yolanda: People skill and what you enjoy about working with people and horses (good ties to people you work with)
Rachel R: comfort level instead of experience
Christy: Must know how to do maintenance work or delegate at some point you need to learn how to drive the tractor (comfort level to learn those things)
Do people feel comfortable with us sending out these questions tonight to send an actual application by wednesday
How they have been structured in the past. I know that Earlham really intensifies putting your name on things for integrity. (Comments sheets)
Kieley: On a moral level I like the not anonymous. But practically I have fears of people writing bad things causing hardships in barn staff
Zoe: I fully think they should be anonymous because I would feel comfortable saying some things
Chehana: Signing for professors is different because they can handle where as we are peers and can all be emotional. Anonymity
Maybe we can sign names
Christy: I think if we submit is therefore if I write something whiteout throwing things on people
Zoe: what is the point go giving faculty out names?
Kieley: because we have not got comments sheets in the past an want to promote more. I think that we should not be able to write stuff and by putting your name on something says you own it diplomacy
Do we want to? For those that
Christy: I think that if I cant stand by something I shouldn't be able to say it
Chehana: This is a response to Sierra, given the nature of Earlham we cant come into it thinking we will be nasty to each other. I think that we should come into it professionally and I think that the point is to get someone that is qualified and having them learn something
We should hold to a higher standard
Kieley: Comments sheets are horrible people write everything mean that comes to them- we hate them -they are so incredibly nasty. It should be looked at professionally
Maggie: I agree with Chehana that we should hold ourselves to a higher standard. Barn staff could spend some time at a barn staff meeting talking professionally (about working with them and them giving to the program). If there was more intentionality about when we send the forms out.
Danielle: With comment forms the professor is a professor, student is a student the way you phrase things needs to be sensitive professional and diplomatic because comments are from peers.
Jess: we have had a great discussion. All thumbs for sending comments to the advisors? (not all thumbs)
In terms of the application process we will open up the position of barn director tonight. We will send the questions out to be reviewed tonight and send feedback in an Wednesday we will send out the application. There will be time to think about the interview process. Lets table it. We have not made a decision on comment sheets yet.

Comments options:
Anonymous
Names on comments
Advisory group first then to barn staff
We are agreeing that we will spend some time thinking about this by the next meeting.
Moment of Silence
Rachel R: What about committees ideas?
Christy: we will come back to that however this is something that needs to be addressed now, hopefully we will have some time for that in the near future.
Schoolie update:
Lance came out Jett is ready for jumping, I will practice with him over spring break
I found a place that blankets can be washed at and have started washing blankets
Bags ears have improved so much, he only needs ointment once a week
Schoolie board- people have been writing who they use and what they do but they have not been writing their names (please write your names )
Mares:
The mares are in heat again- the four boarder mares, be aware around them
Spring break- Leah and I will be working ; I am sending a stall list around
Nate will be here April 1st
Chiropractor March 19th however send me a text if you want your horse done
Shavings coming tomorrow or Wednesday
Trails: be very careful it is muddy
Christy: team clears trails do you guys know when that is happening?
Rachel W: soon?
Friends weekend
11th and 12th of April
Everyone is invited to the dinner Saturday night at 6:30pm
Everyone works a shift the week before
(more information will be sent out in the coming weeks)
Leah:
When you get horses on PM fill water troughs
Dump water buckets at AM
AM does four stalls PM water arena
Make sure blanketing is correct
Horses don’t come in until 5pm
Zoe: the water trough in pasture two is difficult to fill when it is windy…
Use the dustpan to get water to go in it… also we will try to fix it over spring break
Kieley:
Do what is on Slice’s board because he has gotten heat stroke especially if I am not there
Jess: Make sure Riley goes with bell boots everyday. He will be getting a new supplement
Christy: People need to make sure they are pushing stall open all the way and latches are pulled back.
Snacks
Rachel W. and Abigail
Moment of Silence
3/24/15

Cheers:

Hannah: Sierra gave an extra flake to Kona, and Monique, Leah, and Kieley took care of Kona over break
Zoe: Everyone who worked break, barn looked good
Jess: Kieley’s parents helped out too and they’re super sweet

Avis Update: Security is having a hard time taking all of us to the barn, because they’re busy. We’re able to have a vehicle from 4:00 on. We should carpool in the mornings. We can get the key from public safety. You can only take the car to the barn and back. Coordinate rides so that we aren’t using too much mileage. We’re looking into insurance.

Jess: When you’re shipping your horse, look at baseball schedule. The road is very blocked because of all the cars and big trailers (more than 4-horse) can’t fit.

Avis: The last game is in April, so shipping in May should be fine. If there’s a game at 4, you should be okay if you finish up around noon, but past that, it gets bad. They get there 4 hours ahead of time.

Schoolie Update: Jess: Write who you ride, when, who, etc. If you bring a guest, write “+ Guest.” Jett saw the chiropractor and he will be opened for jumping soon.

Farrier: Jess: Nate is coming April 1st. Sign up

Vet: Jess: Lance is coming for Coggins, health cert, sheath cleaning, and teeth floating. If you’re leaving the state, you need the health cert within the month. He’ll be here around April 8th.

Listservs: Kieley: Lots of emails are going around, and it’s unnecessary. Listservs: barnfriends= all of the alumni, ever. This is a huge group. They do not need any emails, other than minutes. FOES are our smaller advisory group (not our faculty advisors). They don’t need to get emails either, other than minutes. Things you want to be addressed in meetings cannot be sent in emails. We meet Thursdays at 6 in the airport lounge.

Gisele: When will we talk about unmoderated emails?

Jess: We will have a conversation when Erin comes back.

Friends Weekend Shifts: Leah: Friends Weekend is coming up. It’s the second weekend of April. We have shifts on Wednesday, Thursday, and Friday, all from 6-8 pm, and a Saturday morning shift, from 8-10 am. There’s a sheet going around, please write what you can do.

Break Update: Kieley: break went well, we had my parents and they helped out. P2 water is fixed. We have more grain, cat food, hay, and shavings. If we did your stall, come after meeting so I can tell you how much you owe.

Barn Director: Kieley: Chehana was the only applicant but we will still have a regular election. We will send out comments sheets after this meeting, please send them to the advisors. They will give them to us after looking at them.

Chehana: Hi, I applied because I’m a business major and I really like this stuff. Becky Jestice is my advisor and I take a class from her. I’ve taken classes on balancing budgets,
and I’ve created my own budget for college. I’ve sat in on BS meetings, and had an internship with a nonprofit, National Geographic, working in the business part. I think this is a good opportunity for me. I’m also a Quaker and I know consensus.

Kieley: Please send in comments sheets to all of our advisors. We’ll get them by next Monday.

WHP Presentations: Jess: we wanted to keep this meeting short, but the Winter Horse Project is something assistants do. They ride their horse, play with them, clean their stall, etc. They wrote an essay and made a presentation, and we’ll do 3 of those presentations today.

Margaret: I worked with Zeus (Meg and Ray take care of him). I learned about Parelli and natural horsemanship, and I learned how to lunge him. Puck, who is Maggie Jackson’s horse. I’m his momma 4 days a week. Puck is also a natural horsemanship-trained horse, and he learned some cool tricks. He can walk with me and stop and backup just by watching my movements. He wants a lot of treats. He also will shake hands with you, and will haul you to your feet. I made a diagram of his stall. He stands in the same positions all the time; watching the window, or laying down and facing the corner. I also drew a diagram of the dirtiness and depth of shavings. I diagrammed where he pees and poops. It’s useful for cleaning his stall.

Kaitlyn: Well, I made a PowerPoint for 10 minutes but I’ll try to make it short. I had Shiloh, he’s my bae. This was my first time taking care of a horse, and I noticed he really likes food. He always has his head down. Shiloh is 10, and he likes eating, being lazy, and being a sweetheart. He’s quiet and friendly. He’s not loud on shifts. He doesn’t really have a buddy, probably because he’s focused on food so much. Sometimes, he’ll hang out with Bones and Red. He was grumpy when it was winter, but now he’s pretty friendly again. He’s a pain with steering, but better with footwork and western reining. Trotting is impossible, he’s pretty lazy. I was so sore trying to get him to move. Motivation: he’s a follower, he likes to follow other horses in the arena. When the horse ahead of him starts trotting, he’ll really book it. Shiloh is the fattie of the barn, but he’s lost some weight. He will eat anything, including peanut butter sandwiches. He looks for hay 24/7 in his stall. He acts like he’s starved, but no. I worked with him on ground manners, especially on getting his head up for bridling, etc. I walked him through the barn, and didn’t let him eat any hay on the floor. He is bad with bridling, not because he’s mean, but he just doesn’t want to. So I tried a bunch of different ways and Christy showed me a good way, to pull on his poll and just slip the bit in. He also doesn’t like picking his hooves up, and students would give up. I picked his hooves up and wouldn’t let them down until he was calm and had stopped swinging them. Confidence is so important when you’re tacking him up. He paid too much attention to hay in his stall when he was being tacked up, and wasn’t good about it. Leave hay outside of his stall on PMs if there’s a lesson. Confidence is so important, I think he can smell fear. Consistent, stern, but fair treatment of Shiloh is also very important.

Reminders: Leah: Cover people’s shifts when they email.
Hannah: send out notice as soon as possible
Others: Jess: Riley has only 1 bell boot, he’s getting more soon. Please put that one on whatever foot you want. Mix the platinum around, he’s good at picking out all of his grain but leaving the platinum. His blanketing chart has changed. 
Abigail: Why was the stuff on Meg’s email not on the agenda? 
Christy: We already had agenda items planned and it’s not fair to push stuff that other people suggested back, just to accommodate the email. 
Jess: We’re holding off on the mission statement, because Avis wants us to set up a committee for it. 
Christy: Meg just set up meetings with us, we’ll have those things on the agenda soon. We have to prioritize immediate concerns versus concerns that are not so urgent. Meetings are very helpful for us to gauge the urgency of a topic. We also want to make sure we hear everyone’s concerns clearly. We know we want to discuss these things, so we’ll open up time on Thursday to talk about grain. 
Kaitlyn L: Can someone cover my shift tomorrow morning? I have a meeting 
Kieley: I can do it. 
Gisele: I need Friday PM covered. 
Margaret: Yes, if you can do next Wednesday am. 
Zoe: I’m very busy. I can’t do Saturday PM. There’s a broken fence post in 1, just wanted to make sure that you guys knew. 
Abigail: I can do it, if you can do one of mine. 
Jess: The specific company that makes the fencing has to do that, so we have to tell them. We can’t just call out maintenance to do the fences. 
Christy: As you’re packing up your tack trunks and stuff, and make sure you’re not accidentally taking something that’s someone else’s. 
Tina: We shouldn’t have assistant’s course on Sundays after break. And people shouldn’t be 30 minutes late. 
Leah: let me know if people come 30 minutes late please. 
Snacks: Kaitlyn B and Kaitlyn L 
Kieley: We’ll have 7 horses leave by the end of this month (March). Community boarder mares, Puck and Brennan, maybe Cookie. 

3/31/14

Moment of Silence 
Cheers 
Kieley: Jess and Erin (getting grain) 
Margaret: Jess and Christy for an awesome lesson. Monday shift. 
Liyuan: Everyone who covered an extra shift 
Christy: Kaitlyn L. for helping with stalls 
Leah: Cheers to everyone 
Schoolie Update 
Kate swung a lead rope at Jett and Danny. Do this is is not overly aggressive, it works. 
Farrier 
Coming tomorrow if anyone else needs there horse done let me know ASAP
Vet:
I am sending a sheet around for interest April 9th and 10th

Christy:
We got a great idea for the barn staff to provide a barn staff update. We will keep it brief but feel free
Jess: we were really happy that people came to talk with us. We wanted to touch base on grain. It was a not great way to handle it . We talked to people about how it came off. I am sorry. All of a sudden there were so many horses on so much grain that board was going to have to go up so we research different grains. WE looked at nutrition etc. It is a beet pulp base which is way healthier and less sugar. If you have any more questions about it feel free to come talk to us. My freshman year we had a different system and switched sophomore year and rowe was sort of a transitional grain and we have come full circle to a grain that is more economically feasible and is a healthy option. It bridges the gap.

Christy: What has come up over and over was moderation of list serve. The ecstables got mean email inside and out of co-op and we did not want co-op moderators to get mean emails. So we moderated it and it was really a difficult situation because we did not want to make the people who were writing feel bullied and it was supposed to be temporary but it got pushed aside because they kept coming. Everything is unmoderated now.

Erin: sending to friends
Jess:Keeping up to date with everyone. Maybe having a new ideas for the future. We are not talking about this tonight but our pastures are overgrazed and because we are losing so many horses and reseeding pastures we want to talk about in the future. That is an idea of what we have been talking about.

Christy: Committees, we are going to have a a super efficient gave people a heads up. We need to brainstorm and prioritize. Kieley is facilitating and Jess is taking notes. We want to get to four or five committees so there are co-op members, advisor and barn staff.

Kieley: We are going to work for a consensus decision. We will try for a decision but if timing is off barn staff will back. We sending a sign up sheet around and next week we will solidify who is in each committee.

Sierra: Will it be for next semester?
Kieley: we haven’t decided this…

Everyone who is interested in talking raise your hands

Friend: I think something that is interesting to keep in mind is who you are going to be work with on each committee, like working with Marilyn, Becky Jestice, Avis, Marketing & Communications, etc.

Friend: I think the broader vision and learning are very important (knocks) to the future  I think that solidifying those committees will really help.

Friend: I would suggest that one type of strategy making would be important, urgent, like do we need these things for the immediate, urgent? Or can we wait, but they’re still important.

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Leah: If anyone is looking to make some money we have three shifts we have Monday AM
Monday PM and Friday PM.
Reminders:
Close the feedbags, the cats have been peeing in them. If there are only 5 bags or less call
Kieley
Hannah: Can we look at a new top for the broken one
Kieley: Yes
Leah: The fire gates should be closed if you do not need them open
Kieley: two- we had to switch to a different grain just for todays PM and tomorrow AM, that
will be fixed by one tomorrow.
Hannah: Kona should get 50/50
Jess: I will try to move it tomorrow, take it around the back and not any closer to the barn.
Kieley: comments sheets are due today we do not get them so we don’t know but try to send
them in
Puck and Brennen are leaving tonight.
Puck has lots of loading fears so try making him feel better.
Sheila is leaving tomorrow too. Kona will move first to the boarder side (co-op members have
priority)
Boarders, go through your stuff and clean everything really well  We want the barn to be as clean
as possible. I will send the schedule for friends closer to the time
Others:
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gates because those are the final gates to the outside community
Jess: Please put Riley’s bell boots on you can put his supplements in the yellow bucket
Zoe: Loki’s window came off the other day. Something have been eating the fence in the indoor
Kieley: the cribbers; Cheers, Hannah got to ride Kona and I was so happy for you
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Christy: I want to cheers the support system within co-op, the divide could have been a lot worse. There were some really clear behind the scenes people who really made this whole this better.
Moment of Silence
Snacks:

4/7/15

Moment of Silence
Cheers
Kieley: Jess and Erin (getting grain)
Margaret: Jess and Christy for and awesome lesson. Monday shift.
Liyuan: Everyone who covered an extra shift
Christy: Kaitlyn L. for helping with stalls
Leah: Cheers to everyone
Schoolie Update
Kate swung a lead rope at Jett and Danny. Do this is is not overly aggressive, it works.
Farrier
Coming tomorrow if anyone else needs there horse done let me know ASAP
Vet:
I am sending a sheet around for interest April 9th and 10th
Christy:
We got a great idea for the barn staff to provide a barn staff update. We will keep it brief but feel free
Jess: we were really happy that people came to talk with us. We wanted to touch base on grain. It was a not great way to handle it . We talked to people about how it came off. I am sorry. All of a sudden there were so many horses on so much grain that board was going to have to go up so we research different grains. WE looked at nutrition etc. It is a beet pulp base which is way healthier and less sugar. If you have any more questions about it feel free to come talk to us. My freshman year we had a different system and switched sophomore year and Rowe was sort of a transitional grain and we have come full circle to a grain that is more economically feasible and is a healthy option. It bridges the gap.
Christy: What has come up over and over was moderation of list serve. The ecastables got mean email inside and out of co-op and we did not want co-op moderators to get mean emails. So we moderated it and it was really a difficult situation because we did not want to make the people who were writing feel bullied and it was supposed to be temporary but it got pushed aside because they kept coming. Everything is unmoderated now.
Erin: sending to friends
Jess: Keeping up to date with everyone. Maybe having a new ideas for the future. We are not talking about this tonight but our pastures are overgrazed and because we are losing so many horses and reseeding pastures we want to talk about in the future. That is an idea of what we have been talking about.

Christy: Committees, we are going to have a super efficient gave people a heads up. We need to brainstorm and prioritize. Kieley is facilitating and Jess is taking notes. We want to get to four or five committees so there are co-op members, advisor and barn staff.

Kieley: We are going to work for a consensus decision. We will try for a decision but if timing is off barn staff will back We sending a sign up sheet around and next week we will solidify who is in each committee.

Sierra: Will it be for next semester?

Kieley: we haven’t decided this…

Everyone who is interested in talking raise your hands

Friend: I think something that is interesting to keep in mind is who you are going to be work with on each committee, like working with Marilyn, Becky Jestice, Avis, Marketing & Communications, etc.

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Moment of Silence

Snacks:

4/14/14

4/14/14 Minutes
Moment of Silence
Cheers
Rachel: to Leah for doing my shift last week
Hannah: Margaret and Kaitlyn B. for helping turn in and Leah for arranging
Kaitlyn: jess for coming and letting me in
Tina: to everyone who helped with friends weekend
Jess: to co-op for helping with friends weekend and to everyone who came to the dinner Saturday night
Kieley: to Riley for being slice’s friend
Chehana: to barn staff for friends weekend because I sat in on one of the meetings and it was very informative
Christy: to Helen for helping out with some shifts voluntarily
Barn staff update
Kieley: hay room- the contractors came out and thee are replacing all the screws if that doesn't work they will re-caulk and then if that doesn't work they will replace the roof
Hannah: what are the cost of redoing the roof straight instead of trying other things?
Kieley: we don't have the money to do the roof and if the screws work it should last for several more years
Kieley: Christy is staying for the summer and she will look after the cats while she is here then another family will
we are hoping to get a new hose hopefully next week
if PM has time just water a part of arena
we will try to reseed this weekend if not at closing
Schoolie Update
Jess: the vet came out and Cheaters teeth were very overgrown. They were giant so he might be better now
Schoolies are going home in the next three weeks many are going back into show season so they need extra riding let me know if you can after the meeting
Hose off horses if they are getting sweaty and hot after riding
Do not add things to stalls because some can’t do certain things (Danny broke the stall guard someone put up
Clean tack after riding
Farrier
tomorrow April 15th and on May 1st so I am sending around a sign up sheet for tomorrow
I am sending around a retesting sheet please sign up for every time you have available
I am also sending around a chiropractor sheet
Trails
Trails were torn up and cross country team is mad so ride when it is not muddy for now; I know that were the trail comes out by the red barn is off limits for us. As soon as it is dry it will be fine.
We are looking at trails and will chat with the cross country team to better define them
Missed Shifts
this is not for everyone- the number of missed shifts in the past two weeks has been far too much when you came into this program you new you were signing up for this it is disrespectful to me and to co-op. You need to go to shift or you need to find a cover and please cover for people I need people Monday AM Friday PM or Wednesday AM. Let me know if you can do any of
Finals Week
I want as much time as possible to make shifts up so I will send it out this week

Blanketing
Technically it is the owner's responsibility to take heavy blankets away. Call the owner and let them know what the situation is and how they want their horse blanketed if you are unsure. If it is a boarder do not call me call the boarder.

Newsletter
We are doing a newsletter for the friends. It will have a wish list, senior bios etc…
We used to do it twice a year
Christy: half the barn rescue horses

Committee Updates
If committees have done anything…
Hannah: for the rest of the semester we are thinking of coming up with a timeline for the rest of the semester. What is in the assistants course, levels of horses and people, criteria for beginner, intermediate, advanced and teachers for both assistants course and lessons - how are we doing instructors.
Jess: I know we have to start in the fall are you…I will upload stuff

May 2nd
Schoolie evals: Jess introduced schoolie evals, Erin facilitated. Cheater and Jett are being evaluated first because they are the only ones who could return. Cheater was good because he was beginner safe and jumped. He did have some steering issue. Jett had a suspensory ligament issue that has been completely resolved. Cheers to Nate Jett is awesome for beginners and advanced riders, but can be more difficult for intermediate riders. Jett is an awesome jumper

We began with Cheater.
Pros: Cheater is in the Richmond area, which makes it cheaper for hauling, and he has already adapted to the program. Cheater is safe for beginners. If crosstied, Cheater is great. His issues are resolvable. He does know some western pleasure, so if we ever wanted to offer western lessons, he would be useful. Some ex-co-op members really enjoyed riding him and jumping him. It would save time looking for new schoolie if we used him.
Cons: Cheater has some blanketing problems, making it unsafe for beginners to blanket. He is possessive over his stall. He is very destructive towards blankets, fencing, and other horses (he chews on everything). He does have some steering problems, and ‘dives’ with his head, which can be intimidating for beginners. When he spooks, it is not pretty. People often fall. From a dressage perspective, Cheater is very one-sided, making him less easy to ride.
Overall (thumbs): mostly positive with some sideways thumbs
Next we did Jett. He had some teeth problems where the bit hit his teeth and his teeth were hitting his gums, so that’s could be why he was bad to bridle.
Pros: He might be a jerk sometimes, but he builds character, and is engaging to work with. Great for advanced. If he’s tied, his ground manners are great. He is GREAT for advanced riders, good at dressage and jumping. His ground manners have improved, and he is very safe for beginners. His coloring is very attractive. Safe and good on trails. His owner has some great connections that bringing Jett back would be super beneficial for. Great for teaching lessons, safe for jumping.
Cons: He can have awful ground manners. Jett can’t have advanced males ride him. His stall is
HORRIBLE. Even though he is good when tied, he is pushy at the gate and for leading. He also puts his feet out of the wash stall and side steps into other horses. He has a backing up problem.

Overall (thumbs): Very mixed feelings, positive, negative, and intermediate

Reminders
Kieley: we cannot use all of the indoor arena lights. If you just turn 2 or 3 of the rows it is sufficient. Also, we got shavings tonight take from the right back
Rachel: when we get delivers it is coming out the fire doors?
The have a lot of force, also he tries hard not to
Mixed hay is coming next week
Jess: try to drive your wheelbarrow up the manure pile

Others
Hannah: I moves konas water bucket so just be aware of that
Kieley: I redid he muzzle he may pretend he is scared so you just grab his head. I move his blanket
Jess: Riley is well behaved but he does not really know how to run himself in so if you could just throw a lead rope on him that you be great. He still has jumped fences so at least guide him in out.
Christy: if horses are staying make sure they have LOTS of water it has started to get hot so be sure they have two full buckets.
Gisele: The heat is still on in the bathrooms its not great for the environment etc…
Kieley: I turned the heat off but keep them off anyway
Jess: If anyone can hold Maggie between 10 and 12 abigail will pay you 5$ Kieley: I know Slice is lame thank you for letting me Lance is coming to look at him. I has a mysterious bump also
Snacks:
Gisele and Margaret

4/21/15

Moment of Silence
Cheers
Zoe: I had an emergency and couldn't do my shift and Kaitlyn B. saved me and I have an Easter basket for her
Christy: cheers to Zoe for finding a sub
Sierra: cheers to you christy for helping us with shift
Tina: cheers to jess for helping friday PM
Jess: to Helen because she has helped out a lot and is not even in the assistants course
Helen: to you guys for being cool
Christy: to our faculty advisors for having a few scattered meetings with us. I know there have been a couple of people helping out here and there so thank you all. To the other four barn staff members for going out and reseeding pasture one
Barn Staff Update
We reseeded pasture one so don’t put horses there for now I don’t think we will get to reseed another until closing so we wont have to worry about that
Schoolie Update
The fly masks and spray is out for the schools so don't forget.
Remember to record when you use them
Also they are all leaving in the first week of May, for those of you interested in helping get them back into shape stay after meeting.

Farrier
Coming May first I am sending around a sheet

Re-testing
I am sending a retesting sheet around, please sign up for multiple spots

Doodle
I sent out the temp schedule doodle last week so please do it

Newsletter
Please let me know if you would like to write something for the newsletter. It would be really great to have contributions from co-op

Tack
Monique Cookie’s owner brought a box of old tack by so take what you want and the school will take the rest or throw them away

Reminders
AMs are doing four stalls so PM can water the arena so please do even a segment. A lot of shifts are done early so there is time
Some horses have fly masks and spray so check the boards so check carefully
Others
Zoe: Is there anyone who can take my Saturday PM?
Brunner: I can do it
Kieley: Slice is on stall rest the rest of the year, he has fly spray and is pretty good with it. His leg will be wrapped so just make sure it is not falling down
Jess: Riley is four and he can get rowdy and he got a little ballistic so please do not run him in and be careful. Also let me know if anything happens
Leah: I really need someone on Monday AM and Friday
Zoe: Someone said Townie got aggressive with the food so if you are trying to blanket while eating you can text me and I can come out

Christy: Please make sure Red has his fly mask on. If you can’t locate it call or text me
Kieley: Slice gets fly spray AM and PM

Consensus
Christy: I am going to preemptively apologize. I know this has been a trying semester circumstantially and within the co-op. We have been through some of the rough water and I think we have come out on top of things and really well. We want to make sure the co-op has the opportunity to select the barn staff that they think really builds the program. Last fall we only had enough applications for the positions we had which is not really fair. This was revealed to us when no comments sheets were turned in. We really want the co-op to trust us and be able to rely on. We are not sure what the barn staff is going to look like and it is only fair to turn the decision over to co-op. We are going to try to run a re-election and we are crunched for time so it is not really the greatest situation. This barn staff will finish this semester but we are all going up for
re-election which does put us in a vulnerable position but it is ultimately up to co-op as to who will they will trust. We spoke to the advisors. We can try to do a thursday meeting we can also try to make the decision next monday at the last meeting. Basically if you are interested just say a little bit about yourself and your qualifications for the position.

Avis: how many co-op members are not here?

Two seniors; Hannah (sophomore)
Facilitator: Right now we need to decide what we are doing. Do we want to do the quick blurbs from those interested tonight and also comments sheets tonight?
Friend: Do we want to take hands for Thursday meeting?
Friends: what could possibly work, I think announcing what positions you might be interested in and by Wednesday sending out a resume and dropping comments sheets at Thursday meeting or emailing them to an advisors to really turn it over.
Friend: so they send everything by email? Isn't that kind of how we did it last time? What happened was people did not do anything about what they wanted to see done. I think that is where things ended up wrong.
Friend: it is easier for lots of people to do on paper
Friend: I think I heard that because application are not commitment, if you feel there is a possibility/chance of you applying giving a blurb and once you have checked your schedule we will check in with you.

Avis: Hours?
Friend: most people can only work 10 hours a week. I we could maybe submit comments sheets tonight after blurbs
Friend: I would prefer to wait a day to think on it so whoever wants to turn them in today they can and the others can turn them in tomorrow.
Friend: Who would we give them to?
Facilitator: the advisor present or Jess or myself. So do we want to have people to blurbs, comments before Thursday? Thumbs- everyone.
Friends: Have you talked to Harper and Miriam?
Facilitator: We have briefly spoken to them and will email them
Friend: My feeling from speaking to them is that they would only come on in a dier situation.
Facilitator: a general rule is that two current barn staff members would have to be on it. It is also only for next semester
Barn directer does all maintenance and orders (hay, shavings, grain) you, drive the tractor if you know how and you do the budget you work with Merilyn and Becky you get cash advances. You should be aware of money and be checking the barn for low hay, grain and shavings and time slips.
Becky: Avis and I are going to step out to allow you to complete this process you can turn them in to one of our offices
Christy: Barn manager deals with the inner workings of the people in the program, more of the inter personal things with help and support of barn staff, it is sort of barn manager’s job to catch what falls through the cracks the idea is that you have to have served on barn staff so you can do that overseeing and making sure things go well, also community boarders and boarders, horses coming onto the property first)
Leah: Lesson Coordinator is a pretty good intro position I make the lesson and work schedule you do have to work before the semester starts for temp schedule. You also cover shifts that are missed)
Jess: Horse Care Manager finds schools and keep in touch with their owners you make sure they are all being worked, coordinate there feed and tack and make sure they go back to their owners with all they came with. You do work with barn staff ti find schools. If a horse is not doing well you have to go out you coordinate vet and farrier.
Erin: Barn Correspondent gives tours speaks with prospective students, takes minutes, organizes friends weekend and speaks with almost everyone on the outside.
Christy: I have been riding horses for a long time have my own horse I would be interested in horse care manger and barn manager. I have served on barn staff before and I will do so again if the co-op has faith in me. I have enjoyed working with everyone in the program. I really like horses an love sharing that. I shadowed/taught the assistants course and I would be happy to continue with that/ co-teach again.
Kaitlyn L: I am Kaitlyn a sophomore my experience is just at Earlham for horses I am super organized though and would be very interested in Lesson Coordinator or Barn Correspondent. I like the program and am really wanting to share it. I am really good at taking notes.
Margaret: I have a lot of riding experience but not as much ‘horse love’ experience until I came here. I think I would be moderately competent at horse care manager I think I could also do Barn Correspondent I am surprisingly organized. I feel moderately qualified.
Leah: I started really working at a barn at the beginning of high school so I have a lot of experience for Lesson Coordinator but I would like to put myself up for all positions. I would like co-op to put me where they think I should go.
Sierra: I have been around horses since I was six and I just threw myself into horses. I have a lot of show experience. I am not afraid to ask questions and ask for help because we can all learn from each other. I worked at a camp doing tours and kind of all different types of things and I am a firm believer in this program and I think it does great things for people. Being about to ride and not show is really transformative. Lesson Coordinator, Horse Care Manger and Barn Correspondent.
Erin: My experience involves riding from a young age, didn’t do much riding until she worked at a farm in CO, 6 days a week, mostly maintenance with some riding. Has given tours through working with Admissions, has really enjoyed it. I love the program, I love sharing it, the program is a great opportunity for everyone.
Kaitlyn B: I have done a lot of labor with horses and I really like the program I am going to go up for Barn Correspondent.
Chehana: I am interested in the position of Barn Director and am very interested in the Barn Director position. I am a business major and really into budgets and I interned with another nonprofit.

Solidify the list tomorrow with input from those not here
Christy: anyone else?
Christy: cheers to all who applied it puts you in a scary position
Jess: you can have confident in everyone or no one it is not really a vote. Evaluate a basis on everything, there qualifications Jessica Childs
Kieley: On the bottom write the ideal barn staff. Give feedback on person as a barn staff member and in the position the are applying for. This is an avenue for people to voice their concerns. Please put your names, people applying will not be seeing them either the faculty advisors or the people not returning will see. The faculty advisors will compile them.
Snacks:
Christy and Helen
4/28/14

Moment of Silence
Cheers:
Zoe: to Gisele for stripping my stall and to Brunner for covering my shift
Leah: Thanks to all the people from assistants course for helping with shift on Sunday
Liyuan: Cheers to Jess who helped me longe on Sunday
Meg: to Kaitlyn for changing her plans and coming out to do a lesson
Chehaha: to Christy for going through AM with me
Hannah: to Kate for switching with me
Tina: To Kaitlyn for helping me
Meg: to Hannah for her first time conducting
Gisele: to everyone who shows up to Friday shift
Christy: everyone has been pretty good about stepping up and switching shifts, it is really great to see people taking these responsibilities

Farrier:
I am sending the farrier list around again, this is his last visit this semester

Schoolie update:
Jett came in the other day with some cuts on his side and withers, one is a kick mark, he will be off to heal before he goes home.
Danny is leaving May 1st, Shiloh is leaving May 2nd
Just a note: please do not take anything that is not yours and do not leave any of your things.
Danny’s girth is missing
Hannah: it is on his stall
Christy: it is easy to pick things up and put them in other peoples things so go everything of yours before you leave.
Jess: you cannot store any of your things here over the summer because the barn is closing over the summer

Boarders:
There has been some miscommunication between owners and those on shift, don't assume that night check will put on cribbing collars, etc… if it is really hot or something, call the owner, touch base with the owners before making calls for horses. I don't think it is malicious but its a good thing to double check, just touching base with owners.

Health Certs:
If you are going out of state I need your address for health certs, the sooner the better so he can turn those around

Retesting:
I have the retesting schedule stay after if you have to change

Temp schedule:
The schedule will come out before Friday and it will run from Monday AM to Friday AM and then shifts will be over.

Others:
Jess: if Riley’s fly mask is missing shoot me a text but still turn him out. During shift though please send me a text
Hannah: if anyone wants to come out and clean with me it could be fun to do together. Also, when Kona is leaving…. Stay after
Zoe: Townie has been not eating hay so if you see it piling up in his stall send me a text so I can reduce his hay.
Christy: I am sending an interest list around, if you are from the midwest, will be on campus etc… if you know of a horse that will be good for the program and/or want to help with the schoolie process put your name and phone number down.
Barn Staff Update:
Newsletter- please send things in
Closing- reseeding, moving mattes, we will be staying for several days so if you are here and want to help let us know
Giselle: aisle level?
Kieley: they will be rerolled
Barn Staff Selection:
Maggie: I want to commend everyone for doing comments sheets it is very helpful, I also want to commend barn staff for a very grueling selection process which has been difficult but in the end it will serve everyone better. We looked at both ideal barn staffs and confidence/no confidence per position. There is some precedent, to be barn manager you have to have served another position. The focus of this was to make sure the co-op is heard.
Christy Congratulate:
Barn Director: Erin Lewis
Lesson Coordinator: Sierra Mohammad
Barn Corespondent: Kaitlyn Leamy
Barn Manager: Christy Crozier and Leah Strawn
Horse Care Manager: Christy Crozier and Leah Strawn
Note that Christy and Leah are going to split the two positions because the history of barn manager in needing to have served a full year as I have done we are going to do
Maggie: we worried about the precedent of putting Leah in a position that she has not served a full year
Christy: To just check in, is this a barn staff that everyone feels that they can live with….
All thumbs up
Meg: great job, not to sound rude or presumptive if this in your mind sets Leah up to be the next barn manager?
Maggie: not at all, anyone can run for manager next time
Kieley: they both feel more comfortable sharing the position
Maggie: this could also be a good way to do some training and meshing of skills regardless of what Leah chooses to do in the future
Christy: I feel like in splitting the position the accountability is still there which is a really important part of that position
Leah: I can always learn more and I am excited to learn from Christy in this role
Gisele: Who do we ask?
Maggie: we will figure it out and make it as clear as possible in the coming weeks
Meg: it is always been the policy to call another member of barn staff
Maggie: I gave notice that I am leaving in June so this is my last co-op meeting since 2002, so this is an end of an era for me. It has been great for me and I know you will all be a much better co-op from it. I can tell you that some of the best skills I have learned came from this program. I
will still support you all the rest of this year and after I will be available for email and Facebook
Meg: can you give us an account of what the barn manager has done in the last?
Maggie: the HCM came about when there was a lot of work for the barn manager. They were not
only dealing with administration and others but scheduling vet and farrier. It may need to be
reassessed in what should be done. It was the BM job to make tough calls when things were
rough… With the shared position it may help reestablish what each position is doing and it may
help define what you are good at. Once it gets back to ownership and who is being hear it will
be clearer. We want you to be happy with the decisions made by barn staff through those
comments sheets etc..
Christy: I want to thank everyone who applying and everyone who filled out comments sheets.
Most who applied were great comments with things along the line of they would be great and
just need another year etc. I am just really happy that there might come a day when we will not
have to put freshman on barn staff. It is great to see that people feel confident enough to apply.
Meg: I would like to second that because we have had years where five or less people applied and
this was the first in a while that there were more. Please please apply later.
Moment of silence

Fall 2014

9/1/14
Co-Op Minutes 9/1

MOMENT OF SILENCE

INTRODUCTIONS

- Co-Op introductions
- Program introductions
- Barn Staff introductions

CHEERS

- The freshman/new students
- Leah and Christy for helping with life and night check
- Whoever painted the outdoor arena fence
- Sierra for being woken up to open the barn
- Erin and Christy who helped move horses in early
- Leah for being accessible on Saturday with shifts
- Returning members who’ve stuck with and the freshmen
- Kaitlyn for giving extra barn key
- Erin for working hard at the barn and reason for interest
- Sierra for even working all through the summer
- Sierra for setting up the schedule
- People who have been working shifts with the crazy flip flopping
- Christy for being here the beginning of the semester before classes to clean
SCHOOLIE UPDATE
- School horses are leased by the college for the co-op to use
- Schoolies until now were only barn staff, but will be opened for co-op use after this meeting
- Missy: 7 year old thoroughbred, gorgeous, quick but can slow down, great for trails, beginner friendly
- Guinness: not sound for the next few days due to lost shoe, good for beginners, jumps, solid horse, very big
- Chachi: super powerful, used to be an eventer, jumps up to 2 feet, can get powerful if other horses in the arena, fine for beginner lessons, but if beginner wants to ride him keep other people around, keep halter on when working with him
- Riding should be accessible to any and everyone, the program tries to let in as many as possible to experience owning and working with horses
- You must pass out of both semesters of AC to ride alone and have guests ride with you
- For now, assistants must ride with instructors present. This will be covered more in depth on Sunday
- Horses have different backgrounds and different quirks, so it is usually good to ride with other people present
- Chachi and Guinness ride dressage if you are already proficient in dressage
- Horses will be leveled and assessed in dressage for co-op’s knowledge
- Chachi wears a flash, let us know if you don’t know how to use one and always clean it afterward
- Close toed shoes in the barn, there are community boots if you need that but you are welcome to have your own

LESSON INSTRUCTORS
- A sheet is going around for instructors to mark their interest
- Only people who retested last semester are on the sheet, if you want to retest put your name down

TEAM
- Competes in ISHA
- Travels to other schools in IN
- We don’t bring our own horses, you get to the competition
- Tryouts 10am Sunday morning
- Meeting Wednesday at noon in upstairs coffee shop
- Rachel Ritter is fundraising coordinator
- Email with questions

FARRIER 9/24, 1PM
- Nate is coming Wed Sept. 24 at 1 pm
- Nate does hot shoeing, padding, gluing
- Let us know if you want your horse shod

REMINDERS
If we’re low in hay/grain/shavings, let Erin know (down to 6 bags of feed)
- If you unplug the fence to bring horses in, turn it back on when you’re done if there are still horses out
- While you’re in the barn and you see garbage, make sure you pick it up
- During shifts make sure the doors are fully open so that no horses get injured
- Miriam’s horse Aster has locking stifles and can’t be stalled, so she must be on 24/7 turnout. That’s not a huge issue right now, but it will be brought to co-op for consensus later
- Jetta is in the same boat as Aster, her owner wants her to be out 24/7 as well to help her grow her winter coat
- Staying on night schedule until next week when it cools down
- Any issues with night turnout can be brought to barn staff and we are happy to help
- Next Monday we will consen on night turnout

OTHERS
- Grain bin lid for Proadvantage is gone so if you see it, put it back on the bin
- Keep chain on Kona’s nose when you bring him in, if you don’t know how ask an instructor and they will teach you
- If you are interesting in working with a horse, Hannah wants to lease Kona who walks and does dressage moves
- Task changes between AM and PM, an email was sent out but we will print a list of the duties that have been changed and post it in the barn
- If you need a key send a key request form to public safety, put Erin Lewis down as the supervisor, public safety needs 24 hours to process and then you can pick up your key
- There are cubbies in the school horse tack room that are available for non boarders
- If you don’t know how to get to the barn, let us know and we will show you
- Christy has a horse that she might lease, he used to be a schoolie, he’s lazy and loves food but he’s competed for a long time and can jump up to 3’6”

NEW IDEAS
- A great thing for co-op to submit any ideas they have that want to be brought to consensus
- For next week: we came up with committees last semester to allow us to work as a barn staff/co-op as a whole, we have a rough list of who was on which committees last semester but if you weren’t here last semester you are welcome to join whichever committee you feel led to
- Committees are a way to structure ideas and allow for co-op growth
- It’s not something that everyone has to do, but everyone is more than welcome to participate

SNACKS
- Hannah Irvine and Rachel Ritter
9/8/14
Minutes September 8, 2014

MOMENT OF SILENCE

CHEERS
- Leah for doing Sunday AM by herself
- Assistants to your first week as a part of co-op
- Everyone being patient with emails and schedules while we figure things out
- Christy for letting Shiloh be used for team tryouts
- Leah for handling schoolies well
- Jaqueline for coming out to AM this morning
- Freshmen who came out for team tryouts
- Hannah for helping with riding
- Sierra for getting all the schedules done

SCHOOLIE UPDATE
- Missy is pretty weak and getting kind of back sore
- We will keep her being used, but she is taken off of jumping
- If you ride her do lots of circles and transitions to build muscle
- Don’t bounce on Missy’s back
- New schoolie came Sunday (Bella, black mare pony)
- She will be open to co-op as soon as possible, but right now she is barn staff only
- Horses get nippy when you play with their mouths so if you are going to feed a horse, put it in their bowl – no hand feeding
- Tack schoolies up on cross ties or tied in their stalls, no loose horses
- Please don’t touch the horse’s mouths

FARRIER
- Nate is coming on the 24th
- Sign up in the barn

WORK SHIFT SCHEDULE
- Tomorrow morning we will go back to regular turn out (horses out in the day and in at night)
- Sierra will come out to help AM adjust
- Aster and Jetta will still be turned out at night for medical reasons
- They will be brought in at PM and turned out by their boarders

NEW IDEAS
- 24/7 turn out:
  - During PM the horses would come in to be fed, the boarders would take the horses back out after PM shift.
  - Would mares go into the pasture that Aster and Jetta are already in? Might be hard to catch them when they’ve been outside all day.
- AM would have to take Aster and Jetta in and out from pasture 4 in order to keep them with the other mares without having to catch them
- The gate of pasture 4 would be closed for AM which makes turn out much more difficult if Aster and Jetta were left there at night
- Feeding in the AM so they would be more willing to come in at the gate
- We could try it for a few days and see how hard the mares are to catch and adjust from there
- Having the electric fence on all night could be bad for the budget
- Erin will look into the fence expenses
- When the weather is bad, where would the horses go?
- They would come into their stalls if the weather is too bad. In extreme weather it would be up to the boarders to bring them in as they see fit
- 24/7 turnout was consensed upon, we will have to adjust some policies, which brings us to committees
- Committees: comprised of co-op members to tweak things about the barn
- We signed up last year, but the co-op has changed and we have new faces so we are going to re-do some of the committees
- You don’t have to be in a committee if you do not feel comfortable doing so
- If you don’t feel comfortable with the committee you are on (if you signed up last semester), you can switch to something else
- We want as many people involved as possible so please sign up if you want to contribute
- Anyone who wants to join a committee raise your hand specify which you would like to participate in (they were added to the lists below)
- There will be opportunities to join later in the semester if you don’t want to commit right now
- You can sit in on committee meetings and decide if you want to join later
- First years are encouraged to join committees even if you aren’t experienced
- Policy: Kaitlyn L, Leah, Helen, Miriam, Harper
- Education: Christy, Rachel R, Hannah, Liyuan, Miriam
- Budget: Tieyi, Eleanor, Lily, Cassie
- Broader Vision: Erin, Margaret, Kaitlyn B, Camille
- Introduce idea for next week: Co-Op members leading lessons for other co-op members,
  Headphone policy in the barn

REMINDERS
- Shavings were supposed to come today, but will be here by the end of the week
- No sweet feed for tomorrow AM because of bug problems
- Erin will get more sweet feed tomorrow before PM
- Shift Etiquette: be on time, if you’re going to be late please call whoever is on your shift with you
- No headphones during shift hours to ensure safety and easy communication
- No long phone calls or text conversations during shift to increase efficiency
- Please ask questions Every barn works differently, so even you have a ton of horse experience it might be different here
- Meeting Etiquette: don’t mess with your phone, please no side conversations, and please don’t talk over each other
- Consensus etiquette: assistants will get more training during the assistants course
- Please take a pause after someone is finished speaking to collect thoughts and reflect
- Don’t raise hands while some one is talking, wait until they are done if you wish to speak next
- Knock if you are in agreement
- If you were not at assistants course this Sunday, please see barn staff after the meeting
- If you need to miss a meeting, please send an email to let the Co-Op know
- If you can’t make it to meeting, please read the minutes because we go over a lot during meetings you don’t want to miss
- Refill grain when you see that the bins are getting low so one person doesn’t have to refill every bin in one shift
- Helps keep track of how much grain we have and when we need more
- Sunday AM, the schoolie stalls were not that well done, please make sure that every stall is cleaned thoroughly
- Move around dry shavings because sometimes things hide under the dry savings that you can’t see

OTHERS
- If Aster has no grain, don’t worry about it, Miriam already knows
- Hannah will clean the pasture 1 trough once the water goes down
- Miriam will clean pasture 3 trough so don’t refill
- Abigail is leaving for abroad program, Maggie will be leased by Rachel Ritter and Yolanda
- Snap near Tai’s flank and say walk on if she gets distracted while being brought in/out
- New doodle for work shift schedule: there will be a five person cap on each shift to even out numbers, first come first serve, if there are conflicts come to Sierra and she will help figure it out, select top preference days
- Christy will cover Hannah’s AM this Friday
- This week is the temp schedule that was sent out last week
- When the final schedule is sent out, that will last for the rest of the semester
- Only barn staff works over breaks, you don’t have to do that

SNACKS
- Harper and Miriam have snacks next week

9/15/14
Minutes September 15, 2014

MOMENT OF SILENCE

CHEERS
- Team members who worked Sunsplash
- AM who told Hannah they accidentally dumped Kona’s/Rerun’s buckets
- Margaret who told Hannah that Kona had hurt himself
- To team members who are helping Sarah learn English riding
- Sierra for finishing the schedule
- Christy for helping with a stressful shift
- Everyone who changed their schedules to help out Sierra
- Christy for letting team use Shiloh
- Barn Staff for getting through the beginning of the semester
- Erin for fixing everything that’s broken
- To the assistants who are showing up and doing all their work

SCHOOLIE UPDATE
- Guinness has his shoes back so he’s rideable now
- Missy is not integrating very well, so we wanted to bring it to co-op and ask if anyone has any strong objections to sending her back
- She hasn’t been happy here or improving with her behavior
- She doesn’t seem to be beginner safe
- Thumbs: mostly positive, some indifferent
- Missy doesn’t fit into the program the way it is structured, even though it is nice to have a larger range of horse levels
- After the 30 days we have to keep her for the semester even if she causes problems and becomes unsafe
- Would we rather have a horse that is unrideable that we still have to care for, or send her home now even though she’s sweet?
- Thumbs: Co-op is ok with Missy going home
- Will we find another new schoolie?
- Scotch is coming at the end of the month
- We may get another depending on how much each horse is ridden
- Chachi got a new bit: instead of a Kimberwick, he has a twist

FARRIER/VET
- Nate is coming on the 24th
- If you need someone to hold your horse let us know a week in advance
- It is $5 for barn staff to hold a safe horse, the price goes up if the horse gets dangerous

REMINDEERS
- Make sure to do the appropriate fly mask/spray in the AM shifts when horses go out
- If borders are out of fly spray erase it from the stall chart or make sure that you replenish it quickly
- Schoolie fly spray is hanging on a stall on the schoolie side, it was refilled recently
- If you are going to ride outside fly spray the horses legs so the bugs don’t bother them
- DON’T fly spray where the saddle will touch before you ride
- PM make sure you hook the pasture 4 gate chain onto itself when you open the gate so it doesn’t fall off the fate
- If assistants have quizzes please bring them back by Wednesday, if you don’t have one talk to Christy after meeting and she’ll get you one
- If something happens with a schoolie, text Leah don’t only write it in the comments book (although using the comments book is good)
- Let Leah know immediately if there are any outstanding issues with any of the schoolies (aggressiveness, etc.)
- It hasn’t happened yet, but just in case it does

OTHERS
- Can we get a bot knife?
- We might already have some, if not we can find them somewhere
- Silver cat earring lost in the outdoor arena: let Margaret know if you find it
- Jetta and Aster are out 24/7, but if it storms and they’re inside make sure their water buckets are full
- AM doesn’t have to dump Jetta and Aster’s buckets, but keep them full
- Could we get a new hose?
- Erin is looking for new nozzle, the hose itself is fine
- Poop pile cannot be near barn, it should stay on the asphalt
- If you see it getting too close to the barn, go around and dump it on the other side

HEADPHONE POLICY CONSENSUS
- Clerk: Christy
- Minutes: Leah
- Introduction: Erin
- A lot of people like listening to headphones in the barn but it’s dangerous
- No headphones during shift but we need to come up with rules for outside of shift
- One rule could be that you can only have one headphone in at a time
- There is a radio that people can listen to while riding or working instead of having headphones
- Radio is a good idea but where is the cable?
- The cable should be there
- I thought last week we decided that there are no headphones at all during shift. And what do you guys think about lesson hours?
- There are times when there are no shifts or lessons but still a lot of people in the barn, I am in favor of no headphones at all, ever.
- Thumbs for never having both headphones in at the same time? Lots of thumbs.
- It’s nice to have the music in the back pocket, so that you can listen but still hear all barn sounds.
- What if there are no headphones at all in the aisles but if you’re in a stall, you can have your headphones in?
- But what if there is a horse that you could catch but couldn’t hear?
- I just mean one headphone in the stall
- I did some research on headphones and they have a totally different effect than a radio. It’s a lot louder and fills your ear
- I feel uncomfortable being in the barn with someone with headphones, even just one
- I’m in favor of, for the most part, no headphones, but for something like night check, where you aren’t interacting with horses and there aren’t other people there, I’d like to have one headphone
- What if it’s no headphones during the day but headphones at night?
- After 6 is sometimes very busy. But during the day everyone has classes. What if you could have headphones if you’re the only one in the barn but if there’s anyone else, no headphones?
- I only listen to headphones when I’m doing stalls, there’s no horses in the barn. What if you talked to your shift worker and decided it was okay?
- What if you can have one headphone when you are alone, with horses out of the barn, not during shift/lesson hours?
- What if you’re alone but there are horses in the barn?
- You need to hear what’s going on but after you come in and check everything you could put one in.
- What about riding? We need a solid rule
- With other people riding, you need to be able to hear.
- You should be able to hear at any time while you’re riding, alone or not.
- When horses hear something suddenly, it’s better if you can hear that noise as well
- One earbud is okay if there are less than 4? People in the barn. 3 including yourself.
- Knocks.
- It would be better to separate lesson and shift times.
- Yes, we agreed that there are never going to be headphones during shift or lessons
- If it’s early in the morning and horses are out in pastures, you can agree with your partner that one earbud is okay.
- No horses on cross-ties or milling around while you have headphones?
- No, it’s okay as long as it’s not during shift or there are less than 4 people.
- Decision: NEVER both earbuds, only one earbud when there are 4 or less people in the barn, during AM shifts after horses are out and if it’s ok with your shift partner
- Okay, we have consensed on that, let’s talk about riding.
- If there are 2 or less people riding, you can have headphones
- I think you should not have headphones at any time
- But I have no external speaker so I can’t just listen to my phone in my pocket
- What if you’re the only person in the arena?
- People need to be able to hear when others say ‘door,’ etc.
- There have been dangerous situations with riders with headphones, you need to be able to hear the cross country runners/baseball players/outside noises because horses freak out.
- What do we think of no headphones ever? Some downward thumbs
- If you don’t have the external speakers you can use the radio
- If you don’t have external speakers you can still hear through headphones if they’re around your neck and the volume is up
- Also guys it’s just a bit of music. It’s not the end of the world if you can’t listen for an hour or two
- I zone out when I listen to music so it’s good to listen while doing stalls. I don’t want to zone out while riding.
- I think I hear no headphones while riding, ever. Thumbs?
- Is everyone okay with closing this discussion?
- Decision: No headphones in while riding, ever
CO-OP LESSONS CONSENSUS
- Clerk: Sierra
- Minutes: Kaitlyn
- Intro: Christy
- Past the assistants course there’s no way for riders to continue education
- Co-op members have expressed interest in having lessons past assistants course
- Co-op members who have been tested and passed into advanced lesson instructor can host a lesson to all co-op members who are interested
- Barn staff has made this proposal and wants to check with co-op
- Don’t have to be passed through the advanced level if they are teaching non advanced students
- Maybe passed by barn staff to teach certain lessons
- Find a way to compensate instructors?
- It is nice to be compensated, but in a co-op system it is hard to find something like that, and also within a college setting (college students don’t have money)
- Budgetary, the barn cannot pay co-op members to teach lessons
- Through the school, instructors can’t get paid but do want to find a way to compensate instructors non-monetarily?
- Teachers could have their stalls done for them, snacks brought, etc.
- We have 4 advanced instructors
- What days are we thinking? How often should the lessons occur?
- Should these lessons be open to anyone in the co-op even if they are in other lessons?
- There are only a certain number of schoolies, the people who are in lessons already have access the people who aren’t in lessons should get first pick
- For sake of time only decide on if we want these lessons to happen tonight and move on to times and priority next week
- Decision: Co-op likes the idea of co-op lessons
- Decision: Non-advanced instructors can teach as long as barn staff gives the okay.

NEW IDEAS FOR NEXT WEEK
- Extra shift for fixing things up/maintenance work

SNACKS
- Margaret and Zara

9/22/14
Minutes September 22, 2014

MOMENT OF SILENCE
CHEERS
- Zara for coming to the Saturday shift
- Gisele and Margaret for being good teachers
- Rachel for helping out in the absence of team coach
Everyone for the smooth start of the year
Leah for helping with Sunday PM
All Liyuan’s assistants for doing a great job

SCHOOLIE UPDATE
- Scotch is here  He got here last night
- We don’t have tack for him yet so he’s not open for co-op but we’ll get it as soon as possible
- We are making arrangements for Missy to go home, so say your goodbyes
- Chachi has been acting up in his stall, so put on his halter when you’re in his stall and he will be okay
- If you are uncomfortable with anything, don’t do it. Alert barn staff or your instructor and it will get done
- Make sure Chachi gets all of his supplements at PM
- Bella is a little antsy about fly spray, so start at her feet and work up
- Make sure that all tack is cleaned after you ride
- Chachi’s nose band gets really dirty so make sure you clean it every time

INSTRUCTORS
- Everyone who is teaching lessons, if you have to miss one make sure you still make up those two hours in the barn at some other time
- When you finish your lessons at the end of the semester you have to pick up a shift
- We can maybe create an extra shift for instructors

FARRIER
- Farrier is coming Wednesday at 1pm
- At this point everyone is expected to hold their own horse

REMINDEERS
- The barn has been a bit of a mess lately so make sure wheelbarrows and rakes make it back to where they should be
- We are trying to be more active with the facebook page, so if anyone has a problem with pictures of them being put online let barn staff know
- When you rake the aisles during PM make sure all the piles get picked up so there aren’t mounds of dirt in the aisles
- If borders need wormer, sign up on the list that is being sent around

OTHERS
- Are people allowed to come watch the farrier?
- Yes, anyone is more than welcome to come out
- Maggie is out of fly spray, but it’s coming
- Tai has lost a fly mask, but a new one is coming
- Tai is also out of fly spray, but there is swat on her stall to use
- Everyone make sure the cats don’t get left in tack rooms for extended period of time
- Kona and Rerun no longer get fly masks, but they are still on the stall
- Kona and Rerun don’t go out under 32 degrees
- PM’s responsibility to dump the blue bucket in the wash stall
- Bella has gotten “eager” when you open her stall door so keep an eye on her
- Be purposeful when you walk into a horse’s stall and they should listen to you
- Now that there are five schoolies, AM should be doing 3 stalls, PM will do 2
- Riders and instructors clean up after horses in the indoor

NEW IDEAS
- Extra Shift:
  - Scrubbing water troughs on regular rotation (monthly)
  - Scrubbing schoolie water buckets (every two weeks)
  - Water indoor arena (weekly)
  - Pasture gate wheels? (talk to maintenance)
  - Checking/cleaning schoolie tack (if you have time weekly)
  - Sweeping out tack room (weekly)
  - Dusting the whole barn (weekly)
  - Clean bathrooms and take out trash (weekly)
- Co-op Lessons:
  - Compensation for instructors? (baked goods, stall cleaning)
  - Someone could cover a work shift for instructors
  - Compensation for borders: however many people are in the lesson are the amount of stalls that get done (each person in lesson does stall once)
  - Compensation can be specific to the riders and the instructor (lots of knocks)
  - Sign up: everyone signs up at meeting every week to decide the amount of instructors/planning
  - The schedule doesn’t have to be consistent every week
  - Instructors can let people know through a sign up in Monday meetings when they will be at the barn and whoever can make it at those times can go
  - Thumbs: mostly positive thumbs
  - Multiple lessons in a week or one day a week?
  - Instructors can do it throughout the week whenever they have free time
  - Sign up after meeting is over so it doesn’t have to be passed around
  - Multiple lessons a week cuts out people’s individual riding time
  - 2 lessons a week so there are still times for individual riding
  - AWPE lessons would leave only two school horses for co-op lessons
  - We would have to find a balance between co-op lessons and AWPE lessons
  - If we have 2 lessons a week try to make them on different days every week
  - If you take a lesson one week, let people sign up before the next week
  - Maybe each co-op member is allotted a certain number of lessons so everyone has an equal chance to participate
  - Maybe only one co-op lesson a week to make sure horses aren’t overworked
  - Figure out how many horses are used for AWPE lessons before deciding on the amount of times we have co-op lessons
  - Instructors can meet to make up a schedule for the next week
  - Decisions: Preference will be given to people who are not on team or in a AWPE lesson until every person who wants to have a lesson has had one, after the first cycle it’s first
come first serve, lessons will be on different days every week, people can take lessons up to 2 times a month
- Things left to decide: number of lessons that are offered weekly (barn staff and instructors will come up with a plan and bring it to co-op)
- Next week: Miller farm
- Invite Miller Farm to have a joint Farm day
- Thumbs: Mostly positive, some so-so

SNACKS
- Gisele and Liyuan

9/29/14
Minutes September 29, 2014

MOMENT OF SILENCE

CHEERS
- To people who have been doing shift lately, the barn has been looking really nice
- To Zara who did Kona’s stall and is gonna help take care of him
- Sierra for letting Hannah know that there was a cut on Kona’s leg
- Kaitlyn L for letting Kaitlyn B use her key
- Harper and Gisele for letting team do their own lesson
- Erin for running around getting supplies
- Kaitlyn L’s extra shift for cobwebbing
- Sierra for covering someones shift
- Leah for covering Miriams AM
- Margaret for covering Miriams lesson

SCHOOLIE UPDATE
- Guinness has been getting sunburned so there is sun screen on Missy’s stall for him
- Guinness’s right stirrup holder is a little loose so make sure that it is secure before you start riding him
- Chachi was lame on Saturday – he can be used but watch him carefully

CHIROPRACTOR/WORMER
- There’s a list going around if you need your horse to see the chiropractor
- Erin sent out a list last week so if you’re on the list Erin is ordering wormer for you
- If you aren’t on this list, you have to order wormer for your own horse
- We need proof of worming being done (details in the border contract)

BARN STAFF SELECTIONS
- At the end of this year there will be new Barn Staff selections
- Anyone can apply (anyone with any kind of experience)
- We want to announce it now so people can decide if it is something that they are interested in
- By November the new Barn Staff should be elected to run next year
- Barn staff runs for the calendar year not the academic year
- You are welcome to shadow people if you think you may be interested in any position

REMININDERS
- We ran out of grain because no one texted Erin to tell her that we were low
- If there is one full bag left of any grain (with the bin full), text Erin to tell her
- If the grain bins get low please fill them up while you’re on shift
- Franklin the skunk likes to hang around so be careful on AMs
- If you make noise at him, he’ll leave
- We’re trying to get the schoolie side back door down to the ground so he can’t get in
- He’s nice but be aware that he’s there
- Let Sierra know if you need to switch shifts with someone
- Aster and Jetta are going out to the holding pen, not in P1
- As the hay builds up in the hay room, put in in the holding pen
- Please don’t be on your phones or have side conversations during meeting

OTHERS
- Security gave us a wheelbarrow full of apples so feel free to grab some while you’re on shift
- Their safe for people and horses so you can give them to horses with borders permission
- There is a United Way fundraiser Halloween weekend, the barn has participated in the past so if people are interested this year, sign up on the sheet being passed around
- Cat’s water needs to be cleaned out on a regular basis
- Pastures 2 and 4 troughs need to be cleaned
- We need more waivers in the barn
- The big bags of blankets in the entry way are going to be cleaned over midsem but they’ll be moved to a stall to get them out of the way
- The poop pile is getting moved soon
- There are big rocks in the pastures and arena, maybe extra shift could go through and collect them if they have time
- We should put out a contact list

NEW IDEAS
- Barn staff does not have to come up with all ideas, co-op is welcome to submit your own
- Being present for New Ideas:
  - If you are not present for the consensus that means you are agreeing with whatever decision is made
  - Are people okay with new ideas not being mandatory to attend?
  - As great as it would be for people to stay, it’s understandable that sometimes you don’t to
  - Making it not mandatory means that sometimes ideas are presented only to barn staff and a few co-op members, not a lot of support for the idea proposal
  - It’s important that people are engaged in the conversation even if they don’t have a personal stake in it
- It’s good to be around the conversation so you know what’s going on
- If you are interested you can stay
- Originally felt that it was not that important to stay, but as co-op we have made a commitment to be here from 9-10 so it would be nice to be here to support your co-op
- It’s best to make decisions with the whole co-op present
- Maybe make it so you can miss a certain number of new ideas, but you have to come to the rest
- That gives people the option of leaving, but makes sure most of co-op is present
- This idea might focus too much on the individual rather than the co-op
- Everyone has lives outside of co-op, but it’s important to demonstrate respect and hear everyone’s ideas and opinions
- Attending meetings doesn’t mean respect so it might be better for people to not be here if they don’t want to be instead of being forced to be here and not being engaged
- New ideas should be considered as just as important as the rest of meeting
- Decision: new ideas is mandatory
- Co-op Lessons (again):
  - Current policy states that no co-op member gets precedent over another co-op member for a schoolie
  - Schoolies are first come first serve with the exception of AWPE lessons and team lessons
  - This means that if the co-op lessons are something that we do, they will not interfere with normal co-op use
  - What to figure out tonight: how many per week, scheduling, compensation
  - Compensation is a matter of what time commitment people are willing to do for what compensations
  - Instructors can alert barn staff if they are not compensated
  - Decision: figure it out between students and instructors
- No more than two lessons a week
- One lesson a week because we don’t have many schoolies to use
- Maybe even one every other week because scheduling is hard
- For schoolie use one a week is good, but it’s concentrated, if there are two lessons a week there are fewer students and more individual time
- If a person is boarding their own horse, they might not need a schoolie for these lessons
- On the weekend day that team doesn’t practice none of the schoolies get ridden and the weekdays when there is no lesson
- Two a week is good because if someone can’t make it one day they can make it the other
- If we do two a week, there should be a rule that you can only go to one to open it up for as many people as possible
- Decision: two a week, you can only commit to one
- It should be on different days every week to make sure everyone can go
- It should be dependent on the instructors schedule, but open to negotiation
- Instructors should decide amongst themselves who should teach when
- Different times on different days
- Decision: instructor decide amongst themselves and let co-op know

SNACKS
- Ben and Sarah
10/6/14
Minutes October 6, 2014

MOMENT OF SILENCE

CHEERS
- Miriam for coming out when it started thundering
- Erin for getting the shavings in and poop pile cleared
- Everyone for making it through the first month of the year
- Assistants for cleaning stalls on Sunday

SCHOOLIE UPDATE
- Blanketing boards will be updated this week so pay attention to those
- Chachi should be blanketed on cross ties or tied in his stall

FARRIER
- He’s coming at 8 am on the 13th and 16th
- Holding horses is $5 and we need to know a week in advance
- Sign up in the barn

WORMER
- Wormer is in if you need it
- It is in the feed room

SHAVINGS
- Shavings are in

LESSON INSTRUCTORS
- Send Sierra an email with how many lessons you’ve done so far and how many students have been to every one of them

REMINDERS
- Notify Erin only when there is one full bag of grain left of any kind of feed
- PM shifts are getting done early so please water the indoor
- Even if you only have time to do a small section, do that small section
- Clean up around the barn during shift, pick up garbage/twine/tags/etc.
- PMs need to water the aisles to keep it from getting dusty
- Water aisles past the wash stall even though no horses live there now
- Make sure to level out where you rake so there aren’t mounds in the middle of the aisle

OTHERS
- Don’t forget to read the comments book when you get in the barn
- PMs have to dump the blue bucket in the wash stall
- Guinness’ salt block holder is loose
- Tidy up after your horses in the aisles
- You never know who’s gonna visit so make sure the barn looks nice

SNACKS
- The Brunners

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10/13/14
Minutes October 13, 2014

MOMENT OF SILENCE

CHEERS
- Leah who was out this morning in shift
- Thursday extra shift for doing things no one else wants to
- Miriam for covering Rachel’s AM
- Erin for bringing new poster
- Hannah for teaching lesson on Friday
- Everyone cuz cheers is nice
- To mid sem

SCHOOLIE UPDATE
- Sierra and Leah checked out new schoolie this weekend
- Kaluha will be here soon (the horse, of course)

FARRIER
- WE planned for Nate to be here Monday and Thursday, but no one signed up for Thursday so he’s not coming
- He’ll come again on November 3rd at 11:00

STALLS OVER BREAK
- We will do boarder stalls for $5 each per day
- You can clean your own stall if you’re here of course

BARN STAFF SELECTIONS
- Over the next few weeks we’ll start taking applications
- We will send an email with application process soon
- Next week or the week after we’ll do introductions for prospective barn staff applicants
- Think about positions you may like
- Talk to current and previous barn staff members with any questions
- Skill and age aren’t a huge deal
- Barn Staff is for the calendar year, not school year (so fall sem and spring sem)
- Current barn staff job overviews

REMINDERS
- PMs if you end early feed the boarder side and the schoolies that aren’t being used if there is a lesson that day
- Please make sure that stall doors are completely latched when you leave the barn
- Double check all doors before you leave even if you think they’re closed
- Lights have been left on and the tack/feed room has been left on
- Please make sure that all doors are locked and lights are off before you leave
- If you aren’t the last person to leave, check with the other people there and close what they aren’t using
- If you are the last person there, check all doors and lights before you leave
- If there is a chance of rain don’t put fly masks on
- Accuweather has added the % of thunderstorms on the website, not the app
- Add the % thunderstorms on the Info Board now
- Don’t dump poop in front of the door, walk all the way around the pile and dump it in the back

OTHERS
- There is one light in the indoor that is backwards, so make sure it’s actually off
- Don’t dump Kona and Rerun’s water buckets in the AM
- Salamanders were found in the barn so don’t squish them, put them back near the pond if possible
- Gisele needs Wednesday PM covered, so email her
- Aster gets fed in the PM, don’t leave bags of grain on the counter
- Make sure that water that the water troughs in the pastures are filled all the way
- Cats need a new water bowl because there’s a hole in the bottom
- Apples in the feed room are about done so we’ll get them out soon
- United Way fundraiser is happening on Nov. 1st so if you want to volunteer please do (leading pony rides, generally watching out)
- Tai gets two smart paks (both sides of one)

NEW IDEAS
- We are looking to order clothing so if you are artistically inclined and want to submit a design, please do by next Monday
- Design as to be appropriate to sell to parents/kids/alums/etc.
- Ideally, incorporate Earlham/Stables/Equestrian/something like that
- Tonight we will decide what type of clothing we want
- Long sleeve t-shirt, rain jacket, scarves?, quarter zip sweatshirt, sweatpants, hoodies, crew neck sweatshirt, hat of some kind, t-shirt, full zip fleece, full zip hoodie
- We’ll get prices and get back to you and narrow the choices from there
- Keep in mind as we decide what to order what is more sellable to outside people
- Think about if you want names on these things

SNACKS
- Louisa and Eleanor
10/19/13
Minutes October 19, 2014

MOMENT OF SILENCE

CHEERS
- Kaitlyn and Leah who worked over midsem
- Whoever swept the concrete on Friday

SCHOOLIE UPDATE
- Chachi has moved stalls because one of the bars on his window is lose and could be dangerous
- He’ll be moved back whenever it’s fixed

FARRIER
- The farrier is coming on the 3rd
- Sign up list is in the barn
- If you do sign up, text Leah and tell her when you can come out to hold your horse

NEW BARN STAFF
- Between now and next week we need applications for next years barn staff
- We’ll send out an example of a resume and cover letter
- We’ll do brief introductions next week so be ready for that
- Even if you aren’t sure you want the position, apply so you have the option

BREAK UPDATE
- We were going to wash all the blankets but it was more expensive than anticipated so they didn’t all get done
- We’ll talk to Wellness about using their washers

FRIENDS WEEKEND
- Friends Weekend is going to be Nov. 7-8
- Friends Weekend is when the alumni come who donate to the barn and are invested in the program
- We have a walk through with the Friends and it’s helpful for it to be cleaned so we can focus on big issues that need to be addressed instead of small things
- Boarders have to do their stalls before 10 am when the Friends come
- Some of the Friends are founding members of the barn and like to check on how everything is going
- Clean up shifts happen the week before
- Sierra will send out a doodle for people to sign up for shifts
- This shift is in addition to your weekly shift
- The shifts will be Thursday and Friday from 6-8 pm and Saturday from 8-10 am
- These shifts are mandatory so if you miss them you’ll get charged
REMINDERS
- PLEASE dump your wheelbarrows at the back of the poop pile, it’s getting in the way and the ground is too wet to use the tractor to move it

OTHERS
- Avis said he walked through the barn and it looked a little dirty, so make sure you keep the barn looking as nice as possible while you’re out there
- Please clean out the wash stall after you use it
- Blue bucket gets dumped at every single PM
- Maggie’s stall doesn’t have a blanket bar, so her blanket is on the stall two doors down
- The cats need a new water bowl

NEW IDEAS
- Clothing:
  - Helen has some designs to share
  - We’ll give people another week to submit ideas

SNACKS
- Cassie and Helen

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10/24/13
Minutes October 24, 2014

MOMENT OF SILENCE

CHEERS
- Leah for waking up on Sunday morning and dealing with alumni on Sat.
- Zara for doing shift even though Margaret was late
- Awesome assistants
- Rachel for covering Miriams shift

SCHOOLIE UPDATE
- Kaluha is here, but she doesn’t have tack and we haven’t leveled her but we will do that as soon as possible
- Missy is leaving on Friday morning

FARRIER
- Nate is coming on Nov. 3 at 11am
  - If you sign up in the barn let Leah know when you can come out and hold your horse

UNITED WAY
- This Saturday 11-4
  - Miriam will send around a list to sign up for helping out
  - This is great publicity for the barn
- United way is a great cause so please sign up if you can
- We need people to tack up, catch horses, lead pony rides, fit helmets, make sure people don’t wander the barn, etc.
- If borders are willing to allow their horse to be used that would be great

FRIENDS WEEKEND
- Sign up for shifts
- If you can’t make any of the times, talk to Sierra
- Co-Op dinner is Saturday the 8th at 6:30 in the Richmond Room so everyone should come and meet the friends

REMIN德ERS
- When you dump water buckets make sure that you take out all the hay and stuff that’s left in the bottom
- When you hook the buckets back up make sure the flat side is against the wall
- Write down your rides in the ride board. Every time you use a schoolie write it on the white board in front of the wash stall
- Write down when you use Shiloh in a lesson as well so it’s easier to keep track of how often he’s used
- You can use a schoolie for three hours maximum, or two intense rides (WTCJ)
- Make sure you spread shavings out completely in the stall and don’t leave them all clumped in one side
- We have been using a lot of shavings and it’s getting expensive
- Board will have to go up to make up for the cost so boarders please be aware of how many shavings you use
- Don’t switch schoolie tack. Don’t adjust bits, stirrups, bridles, saddles, etc.
- If you see something that looks like it doesn’t fit, call Leah and she can help adjust it

OTHERS
- There are a lot of little pieces of plastic in the shavings so be aware and make sure that nothing is left in the stalls
- Poop pile needs to be dumped in the poop pile space
- Don’t dump poop around the door, keep it on the concrete
- Cross Country coach is angry about us riding on their trails, so don’t ride on their trails. He’ll bring us a map so we know which trails are their
- Our trails are marked with orange tape/ribbon
- Ours our typically straight and to the right
- Make sure that when you leave, all lights are off, doors are locked, chute gate is closed, fire gates are locked, etc.
- There were some dry buckets on the schoolie side this morning, so PMs make sure that all of the buckets are filled completely up
- Kona is leaving this Saturday so say your goodbyes and let Hannah know if you want to ride him
- Pick out the big chunks of wood in the shavings
- Tai’s blanket is over the head, don’t unclip the front
- The blue bucket has not been dumped for a few shifts, so EVERY PM sure you dump them
- If another pasture besides 4 is open, it is communicated to the next AM
- Write in the comments book which pasture is open after PM
- Make sure that every pasture gate is locked because as the ground gets wet, the gates can shift and open and that becomes dangerous

BARN STAFF APPLICATIONS
- New barn staff intros
- The more people apply, the better it would be for the co-op
- Sierra, second year, serving currently as lesson coordinator, would be interested in lesson coordinator, barn correspondent, barn manager
- Helen, first year, interested in horse care manager and lesson coordinator
- Margaret, second year, interested in barn correspondent and lesson coordinator
- Leah, second year, has served as lesson coordinator and is currently serving as barn manager/horse care manager, would be interested in any position but kind of has to be barn manager because of policies that we’ll get into later
- Kaitlyn B, second year, interested in barn correspondent and lesson coordinator
- Eleanor, first year, would be interested in barn director
- Bring your resume and cover letter next week or send it to ecstables and we’ll send it to the co-op
- By next week we will have all resumes and send it to the rest of co-op, by the Monday after that we will have comments sheets for the co-op to fill out which will be given to the advisors, the advisors will give barn staff the feel of co-op for each person who applied, barn staff will have interviews with each applicant, and we will have a new barn staff by December

NEW IDEAS
- Deciding on clothing design:
  - Consensed on voting for each design
  - Design #1: 20 hands
  - Design #2: 4 hands
  - Design #3: 12 hands, 2
  - Design #4: 8 hands
  - Design #5: 10 hands, 20
- We will get design #1 and design #5
- Ideas for colors:
  - School colors (maroon and white)
  - Navy blue
  - Black
  - Purple and White/Silver
  - Hunter Green
  - Red
  - Dark grey

SNACKS
11/3/14

Minutes November 3, 2014

MOMENT OF SILENCE

CHEERS
- Kaitlyn for doing Christy’s stalls
- Christy for covering Kaitlyn’s shift
- Everyone who came out for the United Way fundraiser
- Miriam for organizing the United Way fundraiser
- Margaret for taking people on a great trail ride
- Cassie for being a great lesson assistant
- Faith for being a great shift assistant
- Leah for organizing farrier stuff

BLANKETING
- It’s getting cold so keep an eye on the blanketing charts

FARRIER
- Coming Thursday Dec. 4 at 1 pm
- Leah will send around a sign up sheet

FRIENDS WEEKEND SHIFT
- Sierra sent out the schedule, if there is anything wrong please let Sierra know IMMEDIATELY
- People have been designated as leaders for each shift the same way that instructors are in charge of normal shifts
- Please do what is on the to do list as best you can, even the gross chores
- Split work evenly between everyone on shift
- There will be a printed to do list for each day at the barn
- Boarders stalls have to be done Saturday morning before 10:15
- You’re allowed to be in the barn during the walk through

REMINDERS
- Make sure to fold blankets up when you hang them on the rack
- Schoolies only get fly masks and spray when it’s above 40
- Guinness always gets sunscreen
- Please be as polite as possible in the comments book and in emails
- The holding pen has been eaten down, so put the extra hay from the hay room in there for the horses to munch on
- The weather has been weird lately, so make sure the windows are open/closed when they should be (closed under 32, open above 32)
- Barn staff selections, we will send out the resumés that we have to the co-op
- If you haven’t sent them in and you’re interested you HAVE to send them in by tomorrow at 5
- All resumés will be sent out by Wednesday

OTHERS
- Make sure the cats are getting fed because they get frisky when they aren’t
- The hay wagon won’t work if it’s too heavy a load
- Look into making a “broken things to fix” list
- P4 trough has to be cleaned, so make sure to let it drop a little bit
- We’re getting a wheel for pasture 3 before it gets frozen and the gate can’t open
- Make sure that stall doors are open completely and the latches are pushed back so no horses get stuck
- Make sure that all latches are completely closed when you close stall doors
- Maren is applying to barn staff, first year, interested in barn director and lesson coordinator
- Make sure you clean schoolie stalls well and turn over the entire stall
- Watch out for plastic and stuff in the shavings
- AM puts shavings in to the schoolie stalls

SNACKS
- Maren and Espa

11/10/14
Minutes November 10, 2014

MOMENT OF SILENCE

CHEERS
- To everyone who did Friend’s clean up, the barn looked amazing
- To everyone who came to the Saturday dinner
- Camille for being a great assistant
- Those of you who did boarder stalls for Friends Weekend
- Ritter for getting Espa to ride this week
- Miriam for covering shift this morning
- Jacqueline for being efficient
- Kaitlyn B for being flexible
- Miriam for putting up with Harper on Wed AM
- Helen and Camille for always giving rides
- Barn Staff for doing Friends Weekend
- Christy for letting Espa forget things sometimes
- Espa for doing 2 friends shifts

BARN STAFF UPDATE
- Some people did introductions but did not submit cover letters so PLEASE do that
- The more applicants the better
- Applying don’t mean accepting, if you end up not wanting the job you don’t have to do it

FRIENDS WEEKEND UPDATE
- Friend’s Weekend was successful
- Not a ton of Friends came, but it went really well
- Windows/Sills and heated water troughs are the top priority items on this year’s to do list

DELIVERIES
- Today we got mixed hay, shavings, and more grain so we should be good for a while

REMINDERS
- In the morning when you take the horse out of the stall, make sure to push the whole door back and push the latch all the way back
- If the horse acts up just wave your hands at them and they’ll back off
- Leaving the latch out the door open can lead to injuries so please make sure it gets done
- Latches also rip a lot of blankets and those are expensive
- If you don’t feel safe letting a horse out of their stall, you don’t have to do it, you can call someone
- You can halter a rowdy horse if you feel safer doing so
- People have been trying to get shifts covered last minute, and this is really inconvenient
- Life happens and sometimes you have to, but if you have events that have been planned for a long time please don’t wait until the night before if there’s a conflict
- Waiting so long to find someone to cover puts a strain on the whole co-op so please be mindful of everyone when you ask someone to cover for you
- Switching shifts is obviously okay, but make sure it’s done in a timely manner so no one is stressed and we all know what’s going on
- If you do switch shifts, please call/text Sierra to let her know
- This is usually the responsibility of the person asking to switch
- Also make sure to let the other people on shift know
- When getting hay out of the stacks, make a little staircase so no one has to climb seven bails high
- When there are about three bails left in a pile, climb up and pull a higher one down

OTHERS
- DO NOT DUMP YOUR WHEELBARROWS RIGHT IN FRONT OF THE DOOR
- Take your wheelbarrows all the way to the back of the pile and dump ON TOP so it forms a pile not a plateau
- We can get the tractor out to get the sled out of the indoor arena
- Make sure the poop door is closed all the way, sometimes its left a little open
- Kona is probably leaving sometime this week
- Chachi came in with a scrape today and we’re out of care stuff
- There is a drawer of wound care, but if you aren’t familiar with all of the stuff call Leah
- We will get back to you about clothing as soon as we have prices
SNACKS
- Carly and Camille

11/17/14
Minutes November 17, 2014

MOMENT OF SILENCE

CHEERS
- Team for having their first show, it was awesome
- Carly got a first, Harper pointed up, and Ritter pointed up
- Kaitlyn B for being a good shift partner
- Having people ride with you
- Faith for doing a great job with water troughs

SCHOOLIE UPDATE
- Kahlua will be fitted for tack tomorrow, sorry it’s taken so long
- Don’t ride schoolies tomorrow evening, we are worming them
- Chachi’s owner asked for a video of him, so if any lesson assistants can do that, that would be great
- Everyone has permission to use grain to catch Chachi if he’s being difficult
- When you use grain, make sure that you use the grain that that horse uses
- Chachi has a little gash on his chin, so he may be a bit halter shy

COMMUNITY BOARDERS
- In December, we will be getting two community boarders
- Both new horses will be geldings

DOODLE
- Sierra is making the temp schedule for finals week over Thanksgiving break
- Make sure to check your schedules so you know when your exams will be and when you can work shift

CONTACT LIST
- We are going to be sending around a list to fill out and we’ll post it at the barn

BAORDER STALLS
- If boarders want your stalls done over break sign up on a list that’s being passed around
- Let us know how many days you want it done
- If you don’t sign up and don’t clean your stall over break, Barn Staff will clean it and you’ll get fined $10 per stall

AVIS RECEPTION
- Avis has been a part of the barn program for a long time and has been crucial to the program
- He won a prestigious award recently and there is a reception for him tomorrow, so if you are available it would be great to come out
- It’s 4:00-5:30 in the Richmond Room in LBC

LESSONS
- Lesson instructors stay after for a few minutes to talk to Sierra

POLICIES
- We will be revising policies over break, so if you have any strong opinions let us know
- We will bring all of the drafts to co-op after break and we can make sure everything works
- We are looking to make a policy about quitting and rejoining co-op
- We will make a draft over break and bring it to co-op to edit as much as we need to
- Email ecstables if you have any strong opinions and we’ll put them in the first draft

REMINDERS
- Please take down your jumps when you’re done with them, including standards
- Don’t leave full wheelbarrows laying around the barn
- Water the arena during shift. It’s been really dusty lately
- Erin is ordering a new sprinkler so it will hopefully be here after break
- You can take the nozzle off the boarder side hose to do so
- When it’s too cold and the ring might freeze, don’t soak it, just lightly spray it
- Water the aisles during shift also to keep dust down
- The hose is in the schoolie tack room now so it doesn’t freeze
- If ANYTHING on your shift is going to change, please let Sierra know or email ecstables
- That way, if something does go wrong on shift or if something happens, we all need to know who is out there at what times
- AMs please sweep the wash stall
- After you use the wash stall to pick feet, etc., sweep up when you’re done
- As you leave the barn, make sure the cats aren’t locked in any rooms
- If there is snow on the ground, it is considered “wet” in the blanketing charts, so make sure to blanket accordingly
- Please make sure that when you go out to shift, you have warm clothes to keep you safe
- Call public safety if you need a ride out to the barn when it’s cold (give them enough time to get there before you need to leave)
- Coordinate with other people so we don’t call them a bunch of times at once

OTHERS
- Both Rerun and Kona are staying in, so Hannah will take care of them
- Make sure to fill the water troughs all the way up so it’s easier to get ice out
- If you’re cleaning the wash stall, you can dump it all outside
- One of Loki’s leg strap doesn’t close well so make sure it’s completely latched before you them him out
- Let us all know if you’re here during break and we can ride together
- Leg straps get crossed around their back legs because that’s how they are fitted
- Could we get some dust masks out at the barn for people? We can put some in the maintenance room
- We can send out policies to people or post them online so people can access them easier
- Red can be left in his pasture alone when all the schoolies go in
- Please read the comments book when you come into the barn up until the last one you read
- If you need everyone to know something, write in the comments book and send an email to make sure everyone sees it
- Thanksgiving Shifts are Saturday AM to Sunday PM

BARN STAFF UPDATE
- We are going to send out comments sheets for everyone
- Names go on them so people don’t become bullies
- We don’t read these, the advisors do and then summarize them for us
- If you don’t want to do them now or if you aren’t at meeting, they will be attached to the minutes and you can send it to Danielle Steele
- No more comments sheets will be accepted after Wednesday

SNACKS
- Lily and Tieyi

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12/1/14
Minutes December 1, 2014

MOMENT OF SILENCE

CHEERS
- Tieyi for riding with Hannah
- Barn staff who stayed over break
- Team who stayed for the first few days of break and this weekend
- Gisele’s assistants on work shift
- Zara for coming to all of Hannah’s lessons
- Whoever cleaned the maintenance room
- Everyone for having a fantastic semester
- To the cats for being great
- Hannah for bringing people out to ride all the time

BREAK UPDATE
- We fixed the wheel on the pasture 3 gate
- Don’t move the buckets that are randomly set around the barn, they’re marking leaks for maintenance to fix
- We got two sprinklers for the indoor so try to water as much as possible
- They’re the kind that go in the ground so they’re tied to crates
- We got a new mixed hay cart that’s the same as the grass hay cart
- We got new snaps so there are no more broken ones
- Pastures were rearranged so pay attention to that
- Keep us updated about Bella, we’re trying to find a good pasture for her
- Cookie is here, he goes in pasture 4
- AMs will leave Cookie in but he’ll get turned out later in the day
- Jetta is gone, Cookie is in her stall
- If you owe stall money, we will send out an email saying how much

**SCHOOLIE UPDATE**
- Kahlua is open, but she hasn’t been ridden in a while so be careful and pay attention to her

**FARRIER**
- He’s coming this Thursday at 1
- Leah’s sending around a list so sign up for when you can come out to hold your house
- He’ll either come again sometime during finals week or the week after

**BARN STAFF UPDATE**
- We chose a new barn staff for next semester
- Over 20 comments sheets were submitted so thank you so much for helping out with that
- The new barn staff will be: Leah as Barn Manager, Sierra as Horse Care Manager, Eleanor as Barn Director, Kaitlyn B as Barn Correspondent, and Helen Melville as Lesson Coordinator
- Some people took positions that they didn’t apply for so thanks for that
- If people have any questions about how the selection was made, feel free to ask

**REMINDERS**
- Make sure that blankets are correct for the low at night
- Keep the pasture 4 gate open after PM shifts so AM can run out
- Please take all of your jumps out of the arena when you’re done
- Please make sure the cats aren’t locked in tack rooms when you leave
- The cats are getting really fat so stop feeding them so much
- AM fills the food bowl, PM does not

**OTHERS**
- Aster does not need to be blanketed at night
- Do what her board says during the day, but take it off at PM when she comes inside
- Kona isn’t leaving after all
- Sometimes Kona and Rerun will go out to pasture 4, it will be marked on the pasture board
- Kona has been pulling his blankets into his stall so keep them away from the mouth hole
- When it’s raining close the boarder side door a little bit so Kona’s blankets don’t get wet
- We are still working on pricing for heating water troughs
- Co-op Lesson this Saturday at 1, email Hannah
SNACKS
- Faith and Margaret

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12/7/14
Minutes December 7, 2014

MOMENT OF SILENCE

CHEERS
- Monique for watering both arenas
- Spa for covering Rachel’s shift
- Kaitlyn L for holding schoolies
- Carly for driving to the horse show
- Carly and Sarah both got first yesterday
- Faith and Maren who came out to help turn out
- Faith for being a really good assistant
- Helen for helping with Diablo’s stall
- Tieyi for covering Sarah’s shift
- Hannah for being a good class instructor
- Kaitlyn B for being good shift instructor
- Hannah for doing all the co-op lessons
- Barn staff for working hard this semester

FARRIER
- Thursday the 18th at 11:00 am
- If you need someone to hold your horse let us know as soon as you can

STALLS FOR BREAK
- A list is being passed around if you want your stalls done during winter break

SCHOOLIE UPDATE
- Chachi’s mom is looking for someone to lease him this summer, so let her know if you want to do that
- Talk to Leah if you have any questions about leasing
- He has a ton of show experience if people are trying to do that this summer
- Make sure you write everything on the schoolie use board – name, time, gait, horse

DOODLE
- Doodle is being closed tomorrow so if you haven’t done it, do it as soon as you can

REMINDERS
- Call Erin when things get low, the shavings were empty this week
- Even if you think that someone has already told her, tell her anyway
- We’ll spray paint the wall at the line where you should call the barn director
- There are chalk outlines on the cement that are marking leaks, so don’t erase them if you see them
- Turn off arena lights when you aren’t using it, they’ve been left on a few times and they are really expensive
- Turn off the lights even between rides, only let them warm up while you’re tacking up
- Turn fence off after shift
- Write down gaits on the schoolie board
- Use the checklist that’s posted on the shavings room door
- Make sure the weather board is updated correctly
- We use accuweather and the real feel, not the real temperature

OTHERS
- Clean up the poop in the arena when you’re done riding
- Lock all the tack rooms when you’re done using them
- PM should be sweeping the schoolie tack room
- Make sure the fence is plugged in during the day
- Make sure you return schoolie tack to where it goes and only use schoolie tack on the horse that it is assigned to
- PMs should close windows when it is freezing or below
- When checking the temperature look through the hourly
- Kona and Rerun now have no blanket zones on their stalls
- Tai has a new lead rope that is on her stall now
- Put lead ropes back when you use them to turn in
- We’ll get a new bucket to put in the arena
- Let Leah or Christy know if Bella’s right front leg is looking stiff
- Hannah and Rachel are going trail riding this Saturday if you want to go
- Espa’s Ford/Knight is having a gallery opening on Monday, everyone should go out and support

POLICIES
- We’re going over policies over break so send us ideas if you have them