

**High Hopes Therapeutic Riding, Inc.**  
**Human Resources Advisory Committee**  
**Meeting Minutes**  
**April 19, 2018**

Attending: Laura Giordano, Mac Mummert, Debbie Welles, Kitty Stalsburg and Lesley Olsen  
Absent: Mark Fader and Barbara Willkens.

The meeting was called to order at 5:00 pm at High Hopes.

Kitty Stalsburg began the meeting with reporting that the annual staff reviews are complete and all went well. Two employees are recommended for merit raises of 5%. The recommendation for the rest of staff range from 1% to 1.5%. Kitty also recommended that one-time bonuses be awarded for three staff members in Program that have stepped up in Megan's absence. The committee was in consensus to move forward with those recommendations.

Kitty updated the group on Megan's injury and noted that Megan healing and is progressing with PT. She will know more soon regarding her ability to return to work on a gradual basis. Megan has hired a full-time Lesson Coordinator, Rachel Golden, who started on April 16. The Program staffing historically has gone back and forth on the need for this full-time position and they now feel that it is necessary. Megan has also been working on restructuring the use of part-time instructors.

Holly is still seeking to hire a caretaker. The caretaker will have sole occupancy of the Cottage. The position has been posted and there have been some applicants, but none to date that fit the position.

Kitty reported that there will be no summer program at Harkness this year. One of the partners pulled out and the others were not willing to increase their participation to cover the loss of revenue. The staff feels this is a good place to be for now given the stress of being short staffed this winter and with the loss of Hummer who was the most suitable horse for the Harkness program.

The committee members were in agreement that the proposed job descriptions that had been sent out prior to the meeting were acceptable. They also agreed to the change in title for Liesl Grigerek from Barn Assistant to Barn Coordinator.

Lastly, there was a good discussion on how to increase the use of Staff Development funds as a means of boosting staff perception of their value. One question suggested was to ask staff "What would make you better at your job?" and empower them to seek out those opportunities.

There being no further business, the meeting was adjourned at 5:45 pm.

Respectfully submitted,

Lesley Olsen  
Finance Director