

## November 6, 2004 Meeting Minutes

Present: Amanda Evans  
Bob and Kristen Wargowsky  
Cindy Cook  
Gail and Wayne Huckel  
Heather Smith  
Jacqueline Rosen  
Julia Berry  
Mary Curik and Craig Hill  
Kristy Larken  
Susan Sasser  
Mickey Wright

### Agenda

1. Introduction and acknowledgement of new members and guests – Amanda Evans
2. Board Reports
  - § Vice President
  - § Treasurer
  - § Membership
  - § Secretary
3. Website – Mary Curik/Amanda Evans
4. New Mexico State Fair/NMAB Alpaca Show – Bob Wargowsky/Jacqueline Rosen
5. Bylaws – Amanda Evans
6. Affiliation – Heather Smith
7. Education – Amanda Evans/Heather Smith
8. Marketing – Amanda Evans/Ellen Simons
9. Membership Package – Mary Curik
10. NMAB Newsletter – Amanda Evans
11. NMAB Emergency Ranch Evacuation Plan – Heather Smith
12. Christmas Party – Susan Sasser
13. Next Meeting Date and Location
14. Members Round Robin

Amanda Evans, President, called the November 6, 2004 meeting to order at 12:15 PM.

#### Introduction and Acknowledgement of New Members and Guests – Amanda Evans

- § Welcome to Cynthia Daryl who is becoming a new member.
- § Welcome to Kristy Larken who has become a new member.
- § Even in her absence, a big thanks to Rosemary who dedicated so much of herself to NMAB while serving as President.
- § Thanks to Bob who played a very important roll for NMAB as Vice President and was so instrumental in running a very successful New Mexico State Fair/NMAB Alpaca Show. To show appreciation of his hard work, Bob was awarded a generous amount of adult libations.
- § Amanda introduced a new meeting process to prevent meetings from becoming too lengthy and getting too bogged down with drawn-out discussions. The following new processes will be instituted.
  - The board will meet prior to each NMAB meeting to outline the agenda, discuss meeting pitfalls, and to organize the meetings to best ensure time utilization.
  - Should a topic warrant a lengthy discussion, it is at the President's discretion to move the topic to the NMAB website discussion board. The topic will be discussed in its entirety at this forum. This will alleviate meeting pitfalls as follows:
    - a) Ensuring that valuable time is not wasted at the meetings by impromptu or lengthy discussions.
    - b) Ensuring that meeting time is dedicated to agenda items.
    - c) Providing additional time to thoroughly discuss a topic before coming to a decision.
    - d) Ensuring that all opinions are well thought out and significant to the discussion.
    - e) Providing written documentation of the discussion to better make voting decisions.
  - Cindy volunteered to monitor the NMAB website discussion as follows:
    - a) Notify/remind the membership via email to voice their opinion at the discussion board.
    - b) Facilitate the on-line discussion(s)
    - c) Document the discussions and bring to the following meeting for reference for voting/acceptance/rejection of topic. Any discussion that warrants a voting or acceptance from the membership should be voted on or accepted/rejected at the following meeting.

#### **Board Reports**

##### Vice President – Heather Smith

- No report.

##### Finance – Jacqueline Rosen

- § We currently have \$4,611.05 in our account.
- § We received a check from the State Fair in the amount of \$845.00.
- § There were donations to the State Fair/NMAB Alpaca show reception in the amount of \$225.00.
- § There were no taxes paid for sales in 2004. If anyone has knowledge of any sales or has receipts for sales, please let Jacqueline know A.S.A.P. She will be meeting with the state and thinks they will be lenient and wave any fees or penalties if any apply. She will let them know that she is addressing bookkeeping issues and setting up accurate bookkeeping practices for further business.
- § Jacqueline has asked if there is anyone within the group that has experience with non-profit organization please speak with her. Everyone agrees that NMAB should be classified as a non-profit organization and a LLC.

Gail volunteered to coordinate with Jacqueline on this issue.

*(After the meeting Cindy and Kristy also volunteered their time for this effort. Cindy and Kristy will attend a non-profit seminar on Tuesday November 9<sup>th</sup> and meet with Gail and Jacqueline regarding the outcome of this seminar. The membership will be briefed at the next meeting.)*

- § Currently, NMAB is considered a Cooperative Association with the State and we file semi-annually. We are required to charge our customers gross receipts taxes.
- § Jacqueline requests that any checks given to her must have a description written in the memo space at the bottom of the check or an explanation must be attached to the check. She currently has checks that aren't clear what they are for. If unclear, money may be deposited into a general fund.

#### Secretary – Cindy Cook

- § A motion was moved to accept minutes. Motion passed.

#### Membership – Mary Curik

- § No report.

#### Website – Mary Curik/Amanda Evans

- There are outdated photos on the NMAB website that need to be removed and replaced. Please submit any photos you think would be appropriate to Mary Curik. Some photo ideas are those taken at clinics, shows, your ranch, fiber goods, alpacas, group events, etc.
- Members don't forget to use the website. As a reminder, access to the private membership page is not password protected. However, it is inconspicuous. To find the members page, scroll to the very bottom (below the copyright statement) and select [Members Page].

#### **New Mexico State Fair/NMAB Alpaca Show – Bob Wargowsky, Jacqueline Rosen**

##### **Bob**

- § Two documents were distributed to the membership. If you would like copies of these documents, please send Bob an email request and he will forward them to you.  
Document one is a document that was requested by the NMAB BOD titled "2004 NMSF After Action Report."  
Document two is a document that was required from Bob by the State Fair Board titled "Exit Interview – NM State Fair 2004, 21 September 2004."
- § Bob gave additional information that was presented on these documents. Bob expanded on the Exit Report by stating that he went to the Ag Committee Meeting on November 5<sup>th</sup>. His observation was that the Fair Manager needs revenue to keep things going and we (alpacas) were the only livestock that brought in revenue.
  - § Alpacas belong to the Open Livestock Show. All livestock belonging to this division had negative revenues except for the alpaca show. The alpaca show had 110% more entries, grossed \$7,200.00, and netted \$2,230.00 even after the premiums were paid. There were 177 initial entries, 143 animals actually came (the drop due to tragic personal events). This is up from last year's entries of 78. Next year may very well be a level 3 show (300 or more entries).
  - § There was a big success in having animals in the dairy barn. We did have potential catastrophic problems due to the Jr. Livestock show going on immediately in front of our show. The plan was to have the 200 goats, lambs, sheep out of the dairy barn before the alpaca check-in allowing ample time to sanitize the stalls and check in alpacas. However, the livestock auction went on and those folks refused to leave to make room for the alpacas. This will be alleviated next year.
  - § Bob received several comments by the show attendees about the ribbons. Even though the ribbons were much better than the ribbons awarded in 2003, it was expressed that premiums would gladly be sacrificed if the money would go to better ribbons for next year. Most showers would rather give up \$30.00 for a premium and have a dazzling ribbon to show for their wins. This would also save money for the State Fair folks too. It was agreed that showmanship classes and multi-classes (i.e., get of sire) should still be awarded prize money, however.
  - § We aren't a large organization. At this show, our individual ranches must be promoted, our animals must be shown, booths must be manned, etc. However, there is way too much work for just one or a few people. We have a lack of manpower resources. There needs to be consideration of this in order to make next year's show a bigger success.
  - § There will need to be committees formed for each segment of the show for next year to make each segment better.
  - § We should advertise our show to the entire AOBA membership.
  - § NMAB members need to read the show-division handbook to be familiar with the show rules, so questions won't have to be asked. Everyone can know what they are doing to make a more significant contribution.

##### **Jacqueline**

- § Jacqueline encouraged everyone who worked on the State Fair/NMAB Alpaca Show this year to do the same job next year and train someone else how to do it. If we do this each year, the show will get better and better and old lessons will not need to be learned repeatedly.
- § There will be a meeting in March (date to be announced) for everyone who is interested. This meeting will start an organizational group to put on the next State Fair Alpaca Show. Jacqueline and/or Bob will send an announcement for this meeting soon. In the meantime, any ideas that anyone has will be more than welcomed via email to Bob or Jacqueline.
- § Mickey suggested that this March meeting take place immediately after the Scottsdale show since there will be fresh experiences and ideas that can be drawn from.

#### **Bylaws – Amanda Evans**

§ The bylaws were passed out in August and there are 2/3 vote needed to accept them. However, some discrepancies were noticed before a vote could be taken.

§ On page one, LLC designation should be removed.

§ On page two when discussing NMAB minutes, it was stated that minutes should be distributed within 30 days of the meeting. Again on page two, when discussing BOD minutes, it was stated that minutes should be distributed within 15 days of the meeting. On page three, it was stated that minutes of all NMAB and open BOD meetings should be provided within 15 days.

Amanda felt that even though these are two separate meetings, it should be consistent. Bob contributed that the intent of the bylaws were to have stated 30 days after each meeting, so there was an error rather than a discrepancy. Therefore there was no need to vote and any mention of meeting minutes were recorded as to be made available no longer than 30 days.

§ On page 4, it states, "Any committee member may be removed by the President whenever, in his/her judgment, the best interest of the Membership shall be served by the removal." It was questionable that the President should be given sole authority to remove a committee member, so it was decided and passed that the BOD would need to have 3 votes out of 5 to remove a committee member.

§ The last page stated, "the fiscal year of the corporation shall end"..... The word corporation was changed to organization. The motion to make this change was passed.

· A vote was taken to accept the Bylaws with these changes and 9 votes were counted in favor of accepting the bylaws. Amanda will acquire additional votes from those not able to attend the meeting.

#### **Affiliation – Heather Smith**

§ Heather provided everyone with an affiliation handout that outlines why NMAB is not an affiliate, what the benefits of becoming an AOBA affiliates are, what requirements are for becoming an affiliate, and where we are now with relation to becoming an affiliate.

§ We are a part of TxOLAN, however, in which Ann Evans had to "pull some strings" to do so. If anyone has ideas on how we can sort of capitalize on this relationship with TxOLAN, please email your ideas to Heather. One idea is to have an NMAB display booth at TxOLAN sponsored events.

§ Bob pointed out that there are several upcoming issues within the industry that AOBA affiliates have a voice on. It would be best to have as many voices as possible, which is a good reason for NMAB to become an affiliate. If we can get Tom (president of TxOLAN) to agree that we need to become a second voice, then he may not veto our decision to become an affiliate.

§ Until we become a corporation, we do not qualify to become an affiliation of AOBA, so the affiliation discussion is tabled until we do so.

#### **Education – Amanda Evans – Heather Smith**

· Amanda appointed Heather Smith to be committee chair for the Education committee, so anyone having ideas for education, or if you would like to work with Heather on this element, please contact Heather. At the next meeting, Heather will brief the group on education developments.

· Heather stated that currently she has arranged for two beneficial education opportunities for NMAB members only. This is an effort to try to benefit ranches and individuals for supporting the NMAB Association.

§ Allyson Gilman has generously volunteered to conduct Showoff! Workshop for NMAB. This workshop is extended only to NMAB members for just \$20.00 per person. A handout on this workshop was distributed. Allyson has worked extensively with Marty McGee and did a great job as ring steward for the State Fair/NMAB Alpaca Show. This is wonderful opportunity for NMAB members to take advantage of. This workshop is currently scheduled for December 4<sup>th</sup> at Kent and Susan Sasser's ranch from 12:00pm – 4:00pm.

§ Rudy Dill, Ranch Manger at Victory Ranch, has offered up his suturing expertise in a workshop atmosphere for NMAB members only at a minimal cost. You never know when one of your alpacas will end up with a wound in need of suturing that could easily be done by you in the event that your vet isn't accessible for whatever reason. Because this skill might be most needed around shearing time, this workshop would most likely be give in April, the date is to be determined. The sutures will be practiced on chickens (bought ready to eat from the store). After the workshop we will have a chicken bar-b-que and party afterward. Fun, Fun, Fun.

· If anyone has any other ideas on edu-events, please contact Heather.

#### **Marketing – Amanda Evans**

· Amanda has appointed Ellen Simons as Chair of the Marketing Committee. Anyone that has ideas for Ellen should email her directly.

· Amanda will give Ellen the idea of coming up with a NMAB brochure and passed around an out-dated example from Alpaca Breeders of the Rockies. (Bob stated that we each have different creative minds and the right equipment. He suggested that each member be given a file of the brochure and print themselves which will cut down on printing costs for the group.)

#### **Membership Package – Mary Curik**

· Mary handed out a mock NMAB membership directory. She asked that everyone look at their information and point out any errors to her. Please contact Mary to receive a copy of this directory if you were not at the meeting to receive one.

· She then unveiled a wonderful sample membership packet that included a membership application, bylaws, BOD contacts, benefits of becoming a member, and calendar. Everyone was wowed by a disk that she also included that had rich visual effects, music, photos and the NMAB website. Cool! Mary has asked for ideas from the membership regarding other items that can be placed in the membership packet. She also commented that this membership packet has a very minimal cost to prepare.

· Jacquelyn pointed out the process for becoming a new member and membership billing.

§ The membership application can be downloaded off the NMAB website or can be mailed to those considering joining. She also commented that breeders themselves should keep a stack at their ranch for open ranch days or events. This form, along with the check should be sent to Mary. Mary will then copy the form for her records and forward the check and form to Jacqueline.

§ Jacqueline will bill for all memberships at the beginning of each year from now on. If you receive a bill at the beginning of the year for the full membership fee and wish to protest it or have a discrepancy, please email Jacqueline, copy Amanda, with an explanation.

§ Fee structures for new members only:

Ø If joining and payment is made during the first-third portion of the year, then the full fee is paid.

Ø If joining and payment is made during the second-third portion of the year, then half of the fee is paid.

- Ø If joining and payment is made during the last-third portion of the year, then full fee is paid and covers the entire following year.

After explanation of new fee structures motion was passed and new fee structures were accepted.

#### Newsletter – Amanda Evans

- Amanda announced that she will be sending out an E-Newsletter to the entire membership in-between each meeting. She will ask for input before preparing each newsletter, so if you have any news, articles, information, etc. that you would like to include in the newsletter, please contact Amanda.

#### Emergency Ranch Evacuation Plan – Heather Smith

- Heather brought up the idea of having an evacuation plan for each ranch in the case of fire or other natural disasters. If we are proactive and have set up a plan as a group or individually, have sections or quads that each ranch belongs too, then having to react in such a scary and unplanned time might prove to be invaluable in the unfortunate event that a fire does happen. (Evacuations have actually happened in the past.) Heather handed out a document outlining an evacuation plan. If you would like a copy, please contact Heather. Susan volunteered to coordinate this effort, so please contact her with any suggestions or if you would like to assist her.

#### Christmas Party – Susan Sasser

- Susan and Kent have volunteered their home for hosting the Christmas party. We decided to have it on December 4<sup>th</sup> immediately following the Showoff workshop given by Allyson to cut down on the number of event dates. Any ideas for the Christmas party should be emailed to Susan. It will be a “Bring your dish – Bring your bottle” set up and it would be wonderful if we had volunteers to help Susan set up and clean up.

#### Next Meeting Date and Location

The next meeting is tentatively set for February 5, 2005 at Four Pines Alpacas. This information will be posted to our website as plans firm up.

#### Member's Round Robin

- **Jacqueline, Red Rose Alpacas** – Is developing international opportunities for her alpaca business. This week she's volunteering at an international scientific and business conference in Albuquerque.
- **Mary and Craig, Four Pines Alpacas** – They just adopted two rescue llamas who were not abused, but not taken care of very well. So far they are a lot of fun.
- **Bob, Windrider Suri Ranch** – Has a lot more animals up for sale. He has visitors coming from across the country that would like first choices, then when they have made their purchases, the remaining of the 55 will go on a sales list. See his website in a couple of weeks for updates.
- **Cynthia** – Had their first birth and not only was it a boy, it was a dystocia! Everything is fine now though.
- **Julia, Whitestone Farm Alpacas** – Two more males (enough said).
- **Susan, Alpacaworks** – Got two of her females back from being bred at different ranches.
- **Mickey, Aspen Ridge Alpacas** – They received their new 2005 Alpacas Calendar that is available at Barnes and Noble. This calendar was created by BrightSkyFarm.com and it is a very professional calendar with a bonus pamphlet with advertising included. The next calendar that they publish (2006) will be photos of Aspen Ridge Alpacas and Whitestone Farm Alpacas. We should all consider putting in ads for our individual ranches or for NMAB. This calendar can be purchased at the Barnes and Noble website, [www.calendars.com](http://www.calendars.com) (click on farm animals). The 2005 calendar must be successful for B&N to pick up the 2006 calendar, so everyone put in their orders!
- They also have 3 clinics coming up in which you can call them for more information or go to their website at [www.aspenridgealpacas.com](http://www.aspenridgealpacas.com) and go to the seminar page.

**April 23-24, 2005. Karen Kinyon** (northern Colorado) will return to give a weekend class on weaving with alpaca. If you have other fiber questions, Karen is the one to ask. She does just about everything.

**May 21-22, 2005: Russell Gent** from New Zealand will have a two-day clinic on shearing. The first day is for new learners. The second day for more advanced...and the “new learners” can return for more instruction. He uses a shearing table. They are looking for alpacas to shear, so if you'd like to bring yours, please contact them.

**October 15-16, 2005: Deb Hill**, Cloud Dancer Alpacas (from Flagstaff, Arizona), will have four classes on building a successful alpaca business. Deb is a nationally recognized speaker.

- **Gail, Huckland Alpacas** – Got their supposedly pregnant female home who is actually not pregnant and the one they kept at home that they didn't think was pregnant is pregnant. Go figure.
- **Heather, Huckland Alpacas** – Any ideas on keeping crias in the fence would be appreciated. They now have two escape-artist babies.
- **Kristy** – Has no farm, no herd, but now has a herdsire! She bought Cassimer from Amanda.
- **Cindy, Alpaca Hills Ranch** – Became the 5<sup>th</sup> person to put to use what she learned at Toni Cotton's seminar. She was able to successfully correct an elbow lock on a little boy that was recently born at her ranch. Cindy, Julia, and Deirdra are sponsoring a clinic to be held on April 9<sup>th</sup> titled the Fiber Care and Show Preparation Clinic. Please call Cindy for a registration packet or visit [www.alpcahills.com](http://www.alpcahills.com) and go to the events page for more information.
- **Amanda, Sagebrush Alpacas** – Amanda and Susan are sponsoring another clinic to be held at Susan's ranch on March 5<sup>th</sup> and 6<sup>th</sup>. It's the Ian Watt seminar. Ian Watt, who is the 3-time president of the Australian Alpaca Association, will give you a whole new perspective on fiber and the alpaca business. Call or email Amanda or visit her website [www.sagebrushalpacas.com](http://www.sagebrushalpacas.com) and go to the Events page for more details.

#### Raffle Winners

Cindy apologizes for not documenting the raffle items and who won them. Here are the winners and prizes she does recall.

Bob	Alpaca socks
Kristen	????
???	Wine and cookies

Cindy	Wine
Cindy	Photo Frame and alpaca magnet
Mary	Biscotti

There weren't many raffle items at this meeting. Don't forget to bring your raffle item next time.

Meeting adjourned at 3:00 pm.