

MINUTES
VAOBA Board of Directors Meeting

Date: March 7, 2011

Members in Attendance: Sue Ives, President
 Russ Pond, Treasurer
 Pat Hamilton, Secretary
 Hank Boyd, Director at Large
 Donna Higgason, Director at Large
 Margaret Hamilton, Director

Report Submitted by: Pat Hamilton

Topic	Discussion	Action
Meeting Called to Order 7:35 p.m.		
Approve Minutes:	Approve February Minutes Ratify email votes <ul style="list-style-type: none"> • Acceptance of Fiber Committee Sorting & Grading Workshops. • Acceptance of Show Super and Fleece Super 	Donna makes the motion to accept the Feb minutes – Margaret seconds – all in favor. Sue makes the motion to ratify the email votes – Donna seconds – all in favor.
Treasurers Report: Russ Pond	See attached - We received the \$1000 from AOBA for the fiber grant.	Hank makes the motion – Donna seconds – all in favor
Committee Reports		
Education: Pat Fuller Pat Hamilton	See attached - Send the Board members the schedule of classes from Syracuse Sue asks if there would be any interest in joining forces with CABO. Board asks Pat to continue to look for a place for Jan/Feb 2012 and to continue to plan the large weekend seminar.	Sue makes the motion – Donna seconds – all in favor.
Fiber: Linda Polak Lisa Darley	See attached - The Fiber Committee is hoping to sell the yarn at the State Fair and the VAOBA show in Dec. Can we put the yarn on the website to sell it? Can we call it Virginia Premier w/o fooling around with VDACS	Margaret makes the motion to accept yarn project. - Hank seconds – all in favor. Donna makes the motion to accept the fiber committee report – Hank seconds – all in favor.
Government & Industry Relations:		

Marketing: Margaret Hamilton	No Meeting Suri Network Cooperative advertising – Margaret will check on it and report back to the board.	
Membership: Hank Boyd	Membership at 106 now – Russ to verify	Donna makes the motion – Margaret seconds – all in favor.
Newsletter:	No response from the membership regarding continuing the newsletter in e form or otherwise. Action? Margaret will talk to Ed – wants to send out an email blast asking if anyone else is interested in helping. The newsletter job is volunteer. Ed will help with the May edition. Donna suggests we table this discussion until the next meeting.	Hank makes a motion that we make the newsletter digital – Russ seconds – not all in favor - Margaret makes a motion that we send out an email thanking Ed for all of his hard work – Donna seconds – all in favor.
Show: Judy Howe	Hank wants to help with Corporate Sponsorships – he will contact Judy. Sponsorship Guidelines – Sue makes the motion to approve – Donna seconds – all in favor. Margaret will work up guidelines for herdsire auction to be submitted to board for approval. Show budget – Hank makes a motion to accept the budget – Donna seconds – all in favor.	Sue makes the motion to accept the show committee report – Russ seconds – all in favor.
Old Business:		
Item #1	Nominations Committee – have heard from no one. Action? Judy Howe has volunteered – email blast should go out with a description of her job.	Sue to do eblast
Item #2	Annual Meeting – where? Status of marketing seminar? Sue will check on venue in Charlottesville Pat and Margaret are working on marketing seminar. Start meeting at 10 a.m. - allow 2-3 hours for seminar after meeting.	Sue will check on COB in Albemarle County
New Business:		
Item #1	Patty Fuller asks if if VAOPA would consider using its account for eblasts for an individual farm. Each farm that uses it would be charged.	Tabled to next meeting
Item #2	Donna asks if some boards hire an executive director – someone that serves to provide continuity. Sue says that MAPACA does. Discussion starts on this subject – Sue states that she is not comfortable being involved in the discussion because this would be something she would be interested in doing. Pat asks that all board members stay on the call after Sue hangs up.	
Next Meeting Date:		

Adjournment:		Hank makes the motion – Donna seconds – all in favor.

MINUTES
FIBER COMMITTEE FACE TO FACE MEETING

Date: Saturday, February 25, 2011 – Meeting called to order at 10:15am
Members: Lisa Darley, co-chair; Pam Whiting; Debbie Goddard; Linda Polak, co-chair; B.J. Ellis; Gordon Goddard

Topic	Discussion	Action
Meeting To Be Called to Order –		
Approval of Minutes	Approval Deferred to Next Teleconference	
Items Affecting Treasurers Report:	Wini's seminars approved at budget.	Lisa will draft e mail and advertising flyer to be sent via Constant Contact to members
Agenda Items:		
Item #1 Yarn Project	Review Samples from Mills Review ideas for labels and cost Finalize recommendations for board proposal On Mill, Product, etc.	Seven mills responded to the RFP with samples to review. After careful inspection, Morningstar was selected as superior, both in product and turnaround time. Label cost was researched and the proposal to the board will be drafted for the next board meeting.
Item #2 Expo Responsibilities	Review Material for Fiber Arts Competition Finalize proposal to Show Committee For competition and Auction Donations	AOBA fiber arts and skein rules, categories, groups, etc. were carefully reviewed by the committee, which decided for the new venue to really push for a significant fiber arts competition and exhibition. We will recommend all the usual categories, but would like to add combinations, and include skeins. This

		proposal is being drafted to be sent to Judy Howe.
Next Meeting Date:	Conference call, Wednesday, March 9 th 8:00pm	

GRADING AND SORTING CLINICS 2 and 3 - BUDGET

<u>NEWPORT NEWS 4/2/11</u>	<u>ITEM</u>	<u>STAUNTON 4/3/11</u>
\$ 400.00	Speaker Fee	\$ 400.00
300.00	Speaker Travel	300.00
300.00	Food	100.00
0	Venue	125.00
72.00	Sorting Bags	72.00
<u>100.00</u>	<u>Miscellaneous</u>	<u>100.00</u>
\$ 1,172.00		\$ 1,097.00
Total Two Clinics:		\$ 2,269.00

To be offset by attendee fees comparable to G & S Workshop 1.
(\$35/farm member – limit 2 per farm; \$50/non member).
Workshop 1 was limited to 32 attendees and netted \$710;
Workshops 2 and 3 will increase the limit to 40.

DRAFT BUDGET YARN PROJECT

Actual Processing Cost
Assume 100 Finished # @ \$27/# \$ 2,700.00

Labeling Cost @ \$1.00 per skein

1. VAOPA Logo included on rear with Product information and care;
2. Product logo on front with superior name
If not Virginia's Finest, then Committee
Will recommend a superlative product name:
Virginia's *Premier* for instance.

Incidental Costs –
Food/beverages for graders and sorters – pot luck

Good experience – maximum	\$50.00
Travel costs for delivery to, and pick up from mill	
416 miles x 2 = 832 mi. @ \$.65/mile	\$541.00
Publicity for “launch” of yarn – estimate \$250.00	\$250.00
Display for yarn – 3 baskets on VAOPA tables	<u>\$ 60.00</u>
Total Estimated Cost	\$ 3,601.00

Revenue Produced:

Assume 100# = 1600 oz. = 450 3.5 oz. skeins

Assume \$16 skein sale price – \$ 7,200.00

Minutes

Date: February 9, 2011

Committee: Show

Members in Attendance: Judy Howe, Linda Polak, Patty Fuller, Donna Higgason, Pat Hamilton, Pat Rice, Joe Kyger, Margaret Hamilton

Report Submitted by: Judy Howe

540-604-4914

Topic	Discussion	Action
Meeting Start time: 7 pm		
Approve Minutes:	n/a	
Topic #1	Photography Contest <ul style="list-style-type: none"> Pat Rice has volunteered to run a photo contest at the show. She proposes 5 categories: Youth, Humor, Crias, Farm Scene, and Alpacas Interacting. We would get a judge, perhaps our photographer or Ed Kinser (suggested by Joe). Charge \$10/entry for adults, youth free. Ribbons 1st thru 4th, plus best in show. Committee voted, all in favor. 	Recommend to Board that photography contest be part of show with Pat Rice as coordinator.
Topic #2	<ul style="list-style-type: none"> Photographer: We have used Doug Herrmann for several years but he is expensive. After discussion of different photographers, it was decided by the committee that this year we will send out an RFP to several photographers and see if we can get a quality photographer for less. Several members offered suggestions. 	Judy will send RFP to all who were suggested.
Topic #3	Show Logo <ul style="list-style-type: none"> The show logo is changed this year due to change in date. More of a ‘holiday’ motif. Committee members saw the ad as it was emailed to them. All approved motif. Patty will finish details so it can be used for ribbons, website and other ads. 	Patty will finish up any additional details to show logo and provide something for the website.

Topic #4	Fiber Arts <ul style="list-style-type: none"> Linda Pollack is our rep to the fiber committee. They are handling the fiber arts competition. They would like it to be a judged event. They will also work on getting fiber related items for the auction. 	Fiber committee will continue working on details of fiber arts competition.
Topic #5	Judges discussion <ul style="list-style-type: none"> Discussion on judges took place. A slate of judges was proposed and sent to the Board following this meeting. Judges proposed were Wade Gease for Fleece Show, Halter: Babs Manion and Sharon Loner, Performance: Suzanne Cox. Slate of judges approved by Board. Sue Ives contacted each judge and now has each of them under contract for the show. Sandi Ridge is under contract for spin off. Should fleece show be of a size that there is additional time on Sunday, would like Wade Gease to do assessments of animals, \$10 for 10 minutes. This could occur in the fleece room. Available on a first come, first served basis. Since exhibitors would be paying us, not him, this should not cause a problem with him judging the animal within 9 months. 	Judges actions complete.
Old Business:	none	
New Business:	<ul style="list-style-type: none"> We will not be having display stalls for rent. Only sponsors whose sponsorship comes with a display stall will be able to have them. We need to have that space available for animals. Spin Off entries will start in April and close in June. Will need to start advertising soon. Sponsorship sub-committee needs to get together to talk about sponsor packages and stall layout. 	
Next Meeting Date:	Set for Mar 6 th 7pm	
Adjournment:	Approximately 9:00pm	

Minutes

Date: March 6, 2011

Committee: Show

Members in Attendance: Judy Howe, Donna Higgason, Pat Hamilton, Pat Rice, Joe Kyger, Margaret Hamilton

Report Submitted by: Judy Howe

540-604-4914

Topic	Discussion	Action
Meeting Start time: 7 pm		
Approve Minutes:		

<p>Topic #1</p>	<p>Fiber Arts</p> <ul style="list-style-type: none"> • The fiber committee continues to progress on their vision for the fiber arts portion of the show. Linda Pollack is preparing a summary and will send to Judy soon, and Judy will send to show committee for review. • They think they have a judge in Pam Whiting who will do it for the price of a hotel room, which is very cheap at this new venue. • Summary will have details as to classes offered. • They would like to charge \$16 per entry to cover ribbons, judge hotel room and space in building. 	<p>Upon receipt of fiber arts summary, Judy will send to show committee members.</p>
<p>Topic #2</p>	<p>Sponsorships</p> <ul style="list-style-type: none"> • Donna and Judy met separately to work on sponsorship packages and stall layouts. They came up with platinum, gold, silver and bronze as well as 'Meet and Greet' (herdsire auction). • No free stall to sponsors, only display areas. • Donna has received many calls and has filled practically all the platinum sponsors. Due to space considerations, there will be limited number of sponsorships available. It's a whole new world with limited space and a more expensive venue, giving away a lot is not an option. • Discussion on corporate sponsors. Decided to add a less expensive option for smaller business for a \$250 sponsorship. Will pursue Ashland feed and seed, and Woodside Camelid hospital in Ashland as high level sponsors since they are so near the show site. Judy will contact American Livestock Magazine and Margaret will contact Colonial Farm Credit. 	<p>Judy sending sponsor package details to show committee members.</p>
<p>Topic #3</p>	<p>Vendors</p> <ul style="list-style-type: none"> • Discussed prices for vendor booths. This is a good way to bring in money. • Will have 2 price points. Early bird will be \$250 for a 10 x 10 booth, with additional spaces for larger vendors at \$100 through Sept 1st. • Regular pricing, between Sept 1st and Oct 1st will be \$300 for initial space and \$150 for additional spaces. Electricity, table and chair charges will also be charged. • Any unused vendor spaces could be used as animal stalls. • We should be able to accommodate approximately 30 vendors, some with multiple spaces. • Pat Hamilton will start to contact people soon to sign up. 	
<p>Topic #4</p>	<p>Herdsire Auction</p> <ul style="list-style-type: none"> • Margaret Hamilton is taking the lead on the herdsire auction. She has a subcommittee and they will have a meeting in the next few weeks. Members are Margaret, Patty, Cheri and Joe. 	<p>Meeting of sub-committee to be completed in next few weeks with set of guidelines to be sent to Judy, and then to show committee for</p>

	<ul style="list-style-type: none"> • They will come up with ‘standards’ for the herd-sires we will include in the auction. • It was recommended that we do not have too many in the auction, and have a good spread of colors and farms. Several people recommended no more than 15 animals. • Several farms have been asking about donating breedings. Margaret will be handling these contacts. 	comment.
Topic #5	<p>Stalls</p> <ul style="list-style-type: none"> • Need to send out RFPs for stalls. If anyone knows of any stall providers out there other than Kritter Keepers and the guy from Kentucky, please contact Judy. 	
Old Business:	None	
New Business:	<ul style="list-style-type: none"> • Rooms have been reserved at the Best Western. A block of 100 rooms at a rate of \$42.99 plus tax. What a GREAT DEAL, compared to our hotel woes from Lexington. • Judy negotiated with SFVA people and has the electricity fee reduced from \$65 per farm to \$35. Would like to charge farms \$25 and pick up the other \$10 from our other fees. Vendors would be charged \$35 each. • Sue Ives has been approved as Halter Superintendent. • Still waiting to see if Judy Schroeder is approved by Board as Fleece superintendent. 	
Next Meeting Date:	Set for April 3rd 7pm	
Adjournment:	Approximately 7:45pm	

March 7, 2011 VAOPA Treasurer's Report

Current Accounts

Wachovia Non-profit Checking Show Account *4532

Description	Amount
Beginning Balance (2/01/11)	\$9,215.59
Deposit/Transfer:	
Credit Card Charges: AOBA (\$150)	(150.00)
Checks Cleared: BBT (\$24) for Checks	\$ (24.00)
Bank Commercial Charges: Checks for Main Account	-
Closing Balance (2/28/2011)	\$9,041.59

Ending Adjusted Show Account Balance (2/28/11) 9,041.59

Wachovia Non-profit Checking Primary Account *8660

Description	Amount
Beginning Balance (2/1/2011) from *8660	\$24,180.61
Deposits:	\$ 3,162.50

Total Deposits \$3,162.50

Deposit items Adjustment

Debits

AUTOMATED DEBIT MERCHANT BNKCD DISCOUNT	\$ (16.44)
AUTOMATED DEBIT MERCHANT BNKCD FEE	\$ (41.64)
PURCHASE AT CONFERENCE INC 12/21	\$ (242.41)
Checks: Postnet (\$5.02)	\$ (5.02)
AUTOMATED DEBIT MERCHANT	\$ (73.22)
	\$ (25.00)
Total Debits	\$ (403.73)

Ending Balance for Main Account (2/28/11) \$26,939.38

Combined Balance for Main and Show Accounts (2/28/11) \$35,980.97

Outstanding Expenditures	Newsletter	\$	(312.62)
	Wini	\$	(100.00)
	ARI GIRCOM	\$	(250.00)
March Deposits	Neonatal Fee	\$	100.00

***COMBINED ACCOUNT BALANCES (Adjusted) 3/7/2011 \$35,418.35**

Receivables:
 Andean Tradition (Vendor Expense) \$250.00 Changed name and pursuing

Total Receivables \$250.00

Russ Pond, Treasurer