



# Board of Directors Meeting Minutes

August 6, 2020

Present: Mary Forte – President  
Michelle Roppel – VP  
Gail Macik – Director  
Jennifer Gilmore – Director  
Patricia Kinsey – Treasurer  
Brenda Landes – Secretary  
Chanel Hammer – Director

Guest: Donna Higgason joined as Show Administrator

## 1.0 Meeting Opening:

1.1 A meeting was held via telephone conference call and commenced at 7:35 PM. Mary Forte called the meeting to order.

## 2.0 Business:

### 2.1 Meeting Minutes.

- 2.1.1 Michelle made a motion to approve BOD Meeting Minutes from July 2, 2020. Jennifer seconded. All approved.
- 2.1.2 Board discussed recording the meetings and posting online rather than written. It was decided not to do so, as it would be easier for folks to read than wade through an hour plus long meeting to get the same information.

### 2.2 Treasurer Report.

- 2.2.1 Patricia sent out June bank reconciliation and statement prior to meeting.
- 2.2.2 Gail made a motion to accept the July Treasurer's Report. Chanel seconded. All approved.
- 2.2.3 CABO paid \$350 for Cheryl DeWitt Seminar; check with Dave Grembi on agreement. No one checked with Dave; need to check with Patricia to see if still an outstanding amount.

### 2.3 Membership.

- 2.3.1 PAOBA changed their membership to a full year from time you register. Discussion about doing this. Could move registration to an annual fee starting closer to show. Check bylaws. It is hard to keep track of that way. Tabled for now.
- 2.3.2 There are 31 member farms as of end of July.

### 2.4 Committees.

- 2.4.1 Mary asked for Michelle to serve as Show Committee liason to Board.
- 2.4.2 Gail will chair membership committee. Jennifer will help.
- 2.4.3 Mary volunteered to be on the membership committee and asked Donna to be on the committee.
- 2.4.4 Mary will put info for Committees on website tomorrow requesting volunteers.

## **2.5 Education.**

- 2.5.1** See #2.6.11 below and have a dryer ball fun day. Zoom? Have 3 workshop locations – Judy Howe? Donna Atkins? Chanel? Donna H and Michelle will organize.

## **2.6 Show.**

- 2.6.1** Donna joined BOD meeting to discuss status of show planning.
- 2.6.2** Still seeing shows canceling – New York may cancel due to NY COVID rules. Michigan canceled. It appears that the Buckeye Show will still move forward.
- 2.6.3** Gut feel is that VAOBA show will either be canceled or be huge.
- 2.6.4** VT vet cannot leave VT area. We do not have to have a vet on the premises; we need a vet on call that can practice in VA. Melinda McColl, Bone Harris, BJ Campbell. VAOBA willing to offer retainer for on call vet if necessary.
- 2.6.5** Kelsey Fuller may be at the show as vet tech, but not sure if she falls under same requirement of VT vets.
- 2.6.6** Leave money in PayPal account until about 30 days before show. If we leave in PayPal, and have to cancel, we can hit refund through PayPal instead of writing checks.
- 2.6.7** No cancellation policy for COVID. We need workers comp and auto for show. Risk of not canceling before next payment due is \$3K to venue, plus down payment to Sue and to Donna.
- 2.6.8** Judy is going to wait until after October 20 to purchase carpet. Donna is willing to store the carpet after the show.
- 2.6.9** Under Show tab, there's a Youth space for fun things to do – make flowers out of yarn, etc. Chanel working on this.
- 2.6.10** Fun Class on registration will be sponsored by Mary. Charge \$10, get trophy with \$100 bill. For everybody...have to have an alpaca.
- 2.6.11** Should we have a VAOBA store? Limit members to an amount of table space. Should VAOBA have a fun day to make dryer balls and sell them to benefit VAOBA? 3 for \$25. Cat balls – boiled with catnip, a piece of yarn and a bell.

## **2.7 Website/Electronic Media.**

- 2.7.1** Social media. Can someone post to facebook, Instagram, or twitter when we do events?

## **3.0 Adjournment.**

- 3.1** Meeting was adjourned at 8:32 PM.
- 3.2** Next meeting will be held on Thursday, September 3, 2020, at 7:30 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

**Virginia Alpaca Owners & Breeders Assoc.**  
**Reconciliation Summary**  
 Union Bank & Trust, Period Ending 07/31/2020

	Jul 31, 20
Beginning Balance	17,104.37
Cleared Transactions	
Checks and Payments - 2 ite...	-1,255.00
Deposits and Credits - 7 items	2,861.15
Total Cleared Transactions	1,606.15
Cleared Balance	18,710.52
Register Balance as of 07/31/2020	18,710.52
Ending Balance	18,710.52

**Virginia Alpaca Owners & Breeders Assoc.**  
**Reconciliation Detail**  
 Union Bank & Trust, Period Ending 07/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,104.37
Cleared Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	06/30/2020	2184	Don Tompkins	X	-1,225.00	-1,225.00
Bill Pmt -Check	07/02/2020	2185	Alpaca Elite, LLC	X	-30.00	-1,255.00
Total Checks and Payments					-1,255.00	-1,255.00
Deposits and Credits - 7 Items						
Deposit	07/02/2020	562	Cheryl Dewitt	X	150.00	150.00
Deposit	07/02/2020	5407	Carolina Alpaca ...	X	342.76	492.76
Deposit	07/17/2020			X	99.71	592.47
Deposit	07/17/2020			X	301.68	894.15
Deposit	07/17/2020			X	425.00	1,319.15
Deposit	07/29/2020			X	750.00	2,069.15
Deposit	07/30/2020			X	792.00	2,861.15
Total Deposits and Credits					2,861.15	2,861.15
Total Cleared Transactions					1,606.15	1,606.15
Cleared Balance					1,606.15	18,710.52
Register Balance as of 07/31/2020					1,606.15	18,710.52
Ending Balance					1,606.15	18,710.52

## Show Committee Meeting Discussion

July 15, 2020

### Discussed:

- as of the above date, venue is still a go, registration opened July 31, other shows might start opening their registrations soon
- sponsorships for 2020 show have been updated, dates corrected for website (this year vs last year on the website) Everything for show should be 2020 now
- old/outdated farms have been scrubbed from the VAOBA website & all farms listed should be current/active farms
- there was a discussion about advertising & allotted budget & how to bring in more people; there was an email several days before last year's show (2019) via Openherd from someone from the Fredericksburg Free Lance Star (local newspaper) wanting to do an interview on our show, photos, etc for the newspaper. It is not known if anyone replied to her to get her on-site or in touch with people to interview/photo. We need to see if we can get ahold of her/someone this year & get more local advertising
- the farm who did the CABO lecture on tax breaks for farms will be speaking
- there will be a 101 alpaca class probably Friday for those interested, probably at 6pm
- silent auction items will come in closer to the show
- lots of interest via vendors contacting asking for space

### Live Auction:

- discussion about an auctioned alpaca donation for money aside from the herdsire auction (part % to VAOBA, rest to owner). Discussion was uncertain how to proceed & how to divide the earnings/etc...tabled till next meeting for more investigation & interest (there have been past problems attempting to sell a live animal)
- possible pen sale w/book printed ahead of time for interest, possibly a fee for having an animal listed in the pen sale book & possibly photos on website so people can pre-look at what's for sale & generate interest, as well as promoting local-grown alpacas