



# Board of Directors Meeting Minutes

January 3, 2019

Present: Mary Forte – President  
Mike Engle – Vice President  
Donna Higgason – Director  
Elaine Simpson – Director

Glen Kirby – Treasurer  
Brenda Landes – Secretary  
Donna Atkins – Director

## 1.0 Meeting Opening:

1.1 A meeting was held via telephone conference call and commenced at 7:03 PM. Mary Forte called the meeting to order.

## 2.0 Business:

### 2.1 Meeting Minutes.

2.1.1 Donna made a motion to approve the meeting minutes of the November 7, 2018 meeting. Mike seconded the motion. All approved.

### 2.2 Treasurer Report.

2.2.1 Glen provided the treasurer's reports to the Board prior to the meeting.

2.2.2 Glen indicated that there is approximately \$4 – 5,000 in outstanding bills, and most of the herdsire auction in receivables. Copies of the herdsire auction contracts were sent out yesterday by Donna H. We expect to have made a few thousand dollars.

2.2.3 Donna H made a motion to approve the November & December Treasurer's Reports. Mary seconded the motion. All approved.

### 2.3 Secretary Report.

2.3.1 Glo Engle is going to assist with a quarterly newsletter. See below for discussion.

### 2.4 Membership Report.

2.4.1 Need to notify people that 2019 dues are payable now.

2.4.2 Mary indicated that we should indicate educational seminars we are planning. Members get a generous discount.

2.4.3 Brenda will develop letter to present and past members. Send to all known farms in Virginia via email.

2.4.4 Everyone needs to reach out to non-members to let them know.

2.4.5 Membership dues through website require fee for Paypal.

2.4.6 Paypal takes a chunk of our money. Glen indicated that they took approximately \$1300 this year for show registrations. Also, every time an animal gets registered and changed causes a paypal charge.

2.4.7 Square also takes a large fee.

2.4.8 How much trouble would it be to set memberships as automatic renewal?

2.4.9 Need to decide an incentive to have people pay membership fees with checks.

**2.4.10** Online renewals are through Paypal, but we should also update the webpage to indicate how to make out a check and where to send.

**2.5 Website.**

**2.5.1** We need to have a professional to update.

**2.5.2** Brenda and Donna H feel that we should keep our website with Openherd. We should get Joe Preston from Openherd on a conference call with the BOD.

**2.5.3** See applicable notes from the Membership section of these notes.

**2.5.4** Board members need to look at the Openherd Affiliates websites to get ideas of what looks good and functions well.

**2.5.5** Mary will call Joe. Donna H asked Mary to thank them for the VAOBA donation.

**2.6 Bylaws.**

**2.6.1** Terms of one-year Board members will go to time of next Annual Meeting (June 2019).

**2.6.2** Our new bylaws don't allow an associate membership. We need to allow associate memberships at \$85.

**2.6.2..1.** We've had several out of state farms request associate memberships.

**2.6.2..2.** They shouldn't be able to vote.

**2.6.2..3.** They would get a discount on the show stalls.

**2.6.3** Discussed whether or not the Annual Meeting should be held at the show. Donna H heartily discouraged having this meeting at the show. She cited the NEAOBA show where they had their meeting at the show and everyone could hear. She also feels it requires everyone to go to the show, which may not be centrally located. Mary feels this is a great opportunity for all members.

**2.6.4** BOD needs to review the bylaws. Brenda will resend to BOD.

**2.6.5** Mary requested that the Board give consideration to having the Annual Meeting at the show --- perhaps a breakfast meeting.

**2.7 Education Report.**

**2.7.1** Mary spoke with Dave Grembi about the education plan. They suggest that the Board give the nod to several of the seminars that were in the plan.

**2.7.2 Farm as a Business: agritourism, fleece, show**

**2.7.3 Heather Jenkins possibly for Annual Meeting**

**2.7.4 Neonatal Seminar**

**2.7.5 Char Johnson Fleece**

**2.7.6 Anthony Stachowski**

**2.7.7** We have 3 alpaca 4H Clubs. We need to do something fun for these future alpaca farmers. How about workshops around the state? Mary suggested that Elaine chair the Youth Committee that falls under the Education Committee.

**2.7.8** We need to make a conscious decision to hit more areas of the state.

**2.7.9** Donna H makes a motion to authorize the Education Committee to move forward with the Char seminar. Donna A seconded. All approved.

**2.7.10** Brenda will call Dave to let him know. Dave should ask Char how much is typically charged. Keep in mind that VAOBA members will get a discount.

**2.7.11** Donna Atkins is willing to have the seminar at her farm in Greenville, Virginia. Donna is able to put give Char lodging.

- 2.7.12** Neonatal seminar was discussed. Possibly price at \$175 for members and \$225 for non-members, and \$300 for two from one member farm, or \$375 for two from non-member farms. Donna H will send Cheryl Dewitt's contact info to Dave Grembi tomorrow.
- 2.7.13** Ask Dave to find out how much it will cost to do the Farm as a Business for September. We need to know how much it will cost before we give final approval.
- 2.7.14** Heather Jenkins, Ray Kaplan, or Lisa Williamson on combination dewormers for alpacas will be tabled for now.
- 2.7.15** We need to plan some youth sessions around the state. Would Chanel and Elaine make suggestions for VAOBA outreach? Showmanship? Agricultural day? Fair? Elaine agreed to kick it around.
- 2.7.16** Should go ahead and reach out to Dr. Stachowski to determine availability and fees.

## **2.8 Newsletter.**

- 2.8.1** Glo Engle is going to create the newsletter through Constant Contact. Will be sent electronically.
- 2.8.2** Board needs to contribute stories and photos.
- 2.8.3** Cookbook can be mentioned in newsletter.
- 2.8.4** Glo already has a story from Elaine, Donna, and Mary. We will get a blurb for education.
- 2.8.5** Don't forget about shearing! How about a story on how important it is to shear – heat stress, etc.?
- 2.8.6** Thank everyone for a successful show. Donna H will ask Judy to write something short.
- 2.8.7** Something from the Board announcing the newsletter (Mary), and what we're looking forward to.
- 2.8.8** Announce new venue coming for 2019 show.
- 2.8.9** Include winner of Judges Choice and photos of alpacas.

## **2.9 Discussion of New Venue.**

- 2.9.1** Fredericksburg has agreed to all of our terms and cost. We are still trying to see if we can move the date up.

## **2.10 Membership.**

- 2.10.1** We have two new farms: Lilly's Alpacas, and Tuckahoe Treasures

## **3.0 Adjournment.**

- 3.1** Donna made a motion to adjourn the meeting. Glen seconded the motion. Meeting was adjourned at 8:53 PM.
- 3.2** Next meeting will be held on Wednesday, February 6 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

6:31 PM

01/02/19

## Virginia Alpaca Owners &amp; Breeders Assoc.

## Reconciliation Detail

Union Bank &amp; Trust, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						59,339.99
Cleared Transactions						
Checks and Payments - 36 items						
Check	11/06/2018	2032	Commonwealth Fair...	X	-8,000.00	-8,000.00
Check	12/03/2018	2035	Able Printing	X	-1,273.13	-9,273.13
Check	12/03/2018	draft	AOA	X	-50.00	-9,323.13
Check	12/03/2018	draft	Target	X	-45.50	-9,368.63
Check	12/05/2018	draft	BJ's	X	-117.45	-9,486.08
Check	12/05/2018	draft	BJ's	X	-16.39	-9,502.47
Check	12/07/2018	2036	Sue Ives	X	-270.00	-9,772.47
Check	12/07/2018	2018	Nicole Phillips	X	-80.00	-9,852.47
Check	12/08/2018	2049	Light Livestock	X	-4,175.00	-14,027.47
Check	12/08/2018	2038	Q BBQ	X	-1,415.90	-15,443.37
Check	12/08/2018	2043	Massaponox High S...	X	-1,000.00	-16,443.37
Check	12/08/2018	2037	Sign Quik	X	-696.60	-17,139.97
Check	12/08/2018	2048	Evans Photography	X	-680.00	-17,819.97
Check	12/08/2018	2052	Chrystal Fleck	X	-546.00	-18,365.97
Check	12/08/2018	2046	Dennis Mignogno	X	-462.48	-18,828.45
Check	12/08/2018	2042	David Ebie	X	-300.00	-19,128.45
Check	12/08/2018	2041	Tina Oberg	X	-300.00	-19,428.45
Check	12/08/2018	2051	Thomas DeLong	X	-192.00	-19,620.45
Check	12/08/2018	2050	Christian Mutter	X	-130.00	-19,750.45
Check	12/08/2018	2040	Katie Mills	X	-102.00	-19,852.45
Check	12/08/2018	2047	Two Kings Concessi...	X	-101.00	-19,953.45
Check	12/08/2018	2045	Theresa Jewell	X	-62.48	-20,015.93
Check	12/08/2018	2039	Steve Purdy	X	-30.27	-20,046.20
Check	12/09/2018	draft	La Quinta Inn	X	-249.92	-20,296.12
Check	12/09/2018	draft	La Quinta Inn	X	-187.44	-20,483.56
Check	12/09/2018	draft	La Quinta Inn	X	-187.44	-20,671.00
Check	12/11/2018	draft	Constant Contact	X	-20.00	-20,691.00
Check	12/16/2018	2019	AOA	X	-1,600.00	-22,291.00
Check	12/17/2018	draft	La Quinta Inn	X	-124.96	-22,415.96
Check	12/24/2018	2055	Sharon Loner	X	-2,803.17	-25,219.13
Check	12/24/2018	2054	Commonwealth Fair...	X	-2,025.00	-27,244.13
Check	12/26/2018	2020	Wildwood Alpacas	X	-5,424.68	-32,668.81
Check	12/26/2018	draft	Hampton Inn	X	-190.34	-32,859.15
Check	12/26/2018	draft	Hampton Inn	X	-190.34	-33,049.49
Check	12/26/2018	draft	Hampton Inn	X	-190.34	-33,239.83
Check	12/26/2018	draft	Hampton Inn	X	-190.34	-33,430.17
Total Checks and Payments					-33,430.17	-33,430.17
Deposits and Credits - 8 items						
Deposit	12/03/2018			X	3,338.00	3,338.00
Deposit	12/04/2018			X	271.95	3,609.95
Deposit	12/07/2018			X	4,504.32	8,114.27
Deposit	12/09/2018			X	584.46	8,698.73
Deposit	12/12/2018			X	2,554.00	11,252.73
Deposit	12/19/2018			X	723.60	11,976.33
Deposit	12/24/2018			X	15,386.25	27,362.58
Deposit	12/26/2018			X	44.37	27,406.95
Total Deposits and Credits					27,406.95	27,406.95
Total Cleared Transactions					-6,023.22	-6,023.22
Cleared Balance					-6,023.22	53,316.77
Uncleared Transactions						
Checks and Payments - 5 items						
Check	12/08/2018	2044	Virginia Vet Techs		-1,000.00	-1,000.00
Check	12/21/2018	2053	Sue Ives		-621.12	-1,621.12
Check	12/26/2018	2056	Exhibits Inc.		-2,008.28	-3,629.40
Check	12/30/2018	2057	Ringside Ribbons		-4,263.15	-7,892.55
Check	12/30/2018	2058	Stephanie Glyptis		-1,958.75	-9,851.30
Total Checks and Payments					-9,851.30	-9,851.30
Total Uncleared Transactions					-9,851.30	-9,851.30
Register Balance as of 12/31/2018					-15,874.52	43,465.47
Ending Balance					-15,874.52	43,465.47