



# Board of Directors Meeting Minutes

March 7, 2018

Present: Mary Forte – President  
Glen Kirby – Treasurer  
Donna Higgason – Director At Large  
John Conlon – Director  
Brenda Landes – Secretary  
Burt Benson – Director At Large  
Elaine Simpson – Director

## 1.0 Meeting Opening:

- 1.1 A meeting was held via telephone conference call and commenced at 7:04 PM.
- 1.2 Mary Forte welcomed our newly elected members, Glen Kirby as Treasurer, and Elaine Simpson as Director.

## 2.0 Business:

### 2.1 December Meeting Minutes.

- 2.1.1 Donna made a motion to approve the minutes of the February 7, 2018 meeting. Glen seconded the motion. All approved.

### 2.2 Treasurer Report.

- 2.2.1 Glen reported that he has generated treasurer's reports for each month within QB. These reports were made available to everyone prior to the meeting.
- 2.2.2 John asked about the difference in UVA ending account, and Union B&T beginning accounts. The opening account was for \$38,795.11. Glen verified that it is correct.
- 2.2.3 One payment was made to Thomas & Thomas accounting.
- 2.2.4 Jay Fetner is assisting to create a more simple spread sheet to show expense & income detail that will be used as a side-by-side comparison from year to year.
- 2.2.5 BOD discussion about public disclosure of financial VAOBA business. Treasurer's reports will be combined with meeting notes and posted to the VAOBA website.
- 2.2.6 Donna made a motion to approve the all treasurer's reports. John seconded the motion. All approved.

### 2.3 Membership Committee.

- 2.3.1 The membership committee consists of John Conlon, Amy Mishey, and \_\_\_\_\_.
- 2.3.2 Per John, there are 39 VAOBA members and 51 Virginia AOA members. We need to reach out to all Virginia alpaca farmers.

### 2.4 Bylaws Committee.

- 2.4.1 Per Brenda, updated Bylaws were mailed to all members on or about February 12, 2018 with request for ballots to be mailed by March 15, 2018.
- 2.4.2 The current bylaws require 2/3 of the members to vote, and a change will require 26 of the 39 members to vote yes.

### 2.5 Education Committee.

- 2.5.1 Dave Grembi has taken on the roll of chairman of the Education Committee. Brenda Landes, Janis Conlon, Teri Grembi, and Elaine Simpson have agreed to be on the committee.
  - 2.5.2 Mary reported that she has spoken with Dave, and that he'd like to send a letter regarding the Roo Kline workshop and other educational opportunities, following the next education committee meeting.
  - 2.5.3 Discussed the Roo Kline workshop to be held on Saturday, June 9. The only response to the eblast was from Elaine Simpson. Glen made a motion to have the event at Elaine and Preston Simpson's farm, Hilltop Hideaway Alpacas. Donna seconded the motion. All approved.
  - 2.5.4 BOD discussed that since this is a VAOBA-sponsored event, members will get a substantial reduction (\$50 - \$75/PP) in the attendance fee, final amount TBD. Non-members will attend at the suggested fee of \$125/person. Discussion about making payment via Paypal and having the purchaser pay for fees if using credit card (or they can send a check).
  - 2.5.5 Brenda requested info from Roo Kline for an eblast. Mary indicated that Roo had made her a nice flyer when she hosted this event at her farm. Donna will ask Roo for additional info for the eblast.
- 2.6 Annual Meeting.**
- 2.6.1 Nothing was reserved at Holiday Inn in Charlottesville. John indicated that he has called and not gotten a response, but he did check out an alternate location.
  - 2.6.2 The Best Western Plus in Waynesboro is available for Saturday, June 9. The reservation fee is \$375 (50% down), includes coffee, pastry, A/V. Lunch can be provided by any vendor we desire.
  - 2.6.3 Donna will post info on website.
  - 2.6.4 Discussion of speaker for event. It would be nice to have a veterinarian session. It would be nice to have speakers for free.
- John Conlon & Burt left the meeting at 7:58 PM**
- 2.6.5 Elaine agreed to pursue a speaker on Pasture Management. Mary will contact the Grembi's about essential oils.
- 2.7 Sponsorship.**
- 2.7.1 Donna was asked by Patty Fuller if VAOBA will provide a sponsorship for the Heart of Virginia show. The show is open to anyone who has alpacas, she's doing it in VA, and it benefits our members. Donna made a motion to approve a \$500 sponsorship for show. Elaine seconded the motion. All (remaining) approved.
  - 2.7.2 Donna will put up a membership table and tablecloth. Donna will prepare and bring flyers. Promote VAOBA, promote show, promote Roo Kline seminar. Brenda will bring VAOBA banner. Glen will bring square for payment (memberships, seminar, etc.)
- 2.8 Website update.**
- 2.8.1 Donna has been making weekly updates.
  - 2.8.2 Donna Higgason, Judy Howe, Brenda Landes and Mary Forte will assist with website.
  - 2.8.3 Discussion about sharing current email and addresses with all VAOBA members. What about on website? We need to give option on visibility of personal info before we publish. We should ask on the 2018/19 membership application.
- 2.9 Fundraisers.**

- 2.9.1** Donna started fundraising discussion. How can we do fund-raising for VAOBA? Should we create a business card-sized ad opportunity? Will a sponsor provide lunch for the annual meeting? Can we do a silent auction at annual meeting with items donated by members? What about a cookbook? VAOBA on front cover with ads on divider pages.
- 2.9.2** Goal to raise \$10,000. Order thermometer graphic board and bring to all events.

## **2.10 Show.**

- 2.10.1** From the exploratory show committee, Mary reported that MD isn't prepared to go full in to the VAOBA show. Mary suggested that MD consider doing just a small part of the show – like fleece. He will let Mary know next week after their board meeting.
- 2.10.2** Show judges need to be contracted. Donna will pull list of available judges along with fees and approximate expenses. We should consider who's judging the shows just before and after VAOBA show, who has judged our last three shows, who the most people will show in front of, and cost. Once a decision is made by the Board, our show administrators will request and send contracts.
- 2.10.3** Brenda asked the Board if we can change our show name back. There's a lot of marketing built around VAOBA Expo. Glen made a motion to change the show name back to the VAOBA Expo. Donna seconded the motion.
- 2.10.4** Do we have walking fleece this year? It doesn't typically make money, but it's a service to people. Let's let Glen and Jay work on our numbers so that we can make a decision. Need show judge & superintendent for walking fleece and fleece shows separately.
- 2.10.5** What about vendors? There was a conflict in the venue about bringing outside food into Doswell. Can Judy discuss with them regarding certain items that don't compete with their venues (like kettle corn & fudge).
- 2.10.6** Cost. Judy needs to provide a budget to the Board, and then we can pick judges. Show committee takes over after Show Administrator is given their Contract and this direction.

## **2.11 Miscellaneous Wrap Up.**

- 2.11.1** Since the last meeting, there has been a Board reorganization: James Beck & Aimee Matheny resigned. Mary moved into the President position per the bylaws, Glen was appointed by the Board to become the Treasurer, and Elaine was appointed to the Board as a Director.
- 2.11.2** The Bylaws Special Meeting was discussed. Plan to contact those members that haven't responded by 3/15 by phone.
- 2.11.3** The Annual Meeting objectives were further discussed: Vision. Financial. Committees. Speakers

## **3.0 Adjournment.**

- 3.1** Donna made a motion to adjourn the meeting. Brenda seconded the motion. Meeting was adjourned at 8:58 PM. Next meeting will be Wednesday, April 4, 2018 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

# VAOBA Education Committee

Minutes from March 8, 2018 Meeting

Members Present: Elaine Simpson, Janis Conlon, Brenda Landes, Dave & Teri Grembi

1. **Role of Committee.** There was discussion regarding the role of our Education Committee, and possible overlapping with other VAOBA Committees. It was the consensus that our Education Committee is tasked with identifying the educational needs of VAOBA members, and trying to meet those needs through various methods. The Education Committee's function also includes supporting other Committees within VAOBA as needed to fulfill educational goals. **ACTIONS:** Brenda will review our summary with the BOD and provide feedback as needed.
2. **Current Educational Needs for Members.** The committee discussed possible education needs for VAOBA members for the rest of 2018. Recently recommended topics from various members included the following.
  - a. Breeding decisions
  - b. Pasture Management – Scheduled for June 9 Annual meeting
  - c. Birthing – proposed Dr. Cheryl De Witt or Dr. Karen Baum
  - d. Fiber basics – proposed Wini, but she is not available until 2019
  - e. Alpaca 101 – proposed Patty Fuller
  - f. Farm Layout
  - g. Business Planning
  - h. Yarn Processing
  - i. Roo Kline Fiber – Scheduled for June 2
  - j. Essential Oils and Alpacas – Scheduled for June 9 Annual meeting
  - k. Parasitology – proposed Dr. Pam Walker (per Donna Atkins)
  - I. **ACTIONS:**
    - i. The Committee will plan to have another educational event for members in early September, as well as educational seminars at the Annual VAOBA Festival/Show in December.
    - ii. Dave will create a letter to the VAOBA members sharing these thoughts and asking for their input. Brenda will send the letter via e-Blast.
3. **Educational Needs for General Public.** The committee discussed the need to develop awareness of the alpaca industry with the ultimate goal of gaining more alpaca farmers in Virginia and more VAOBA members. **ACTIONS:** It was agreed that the best chance of providing education for the general public would be at the annual VAOBA Alpaca Festival/Show. The Education Committee will begin developing this now.
4. **VAOBA Support for Individual Farms Providing Educational Events.** The Committee questioned what level of support could be provided by VAOBA for individual members who desire to provide educational programs on their farm. The Committee was uncertain if there were rules that addressed this. **ACTION:** Brenda will approach the BOD with this question and seek clarification.
5. **Next Education Committee Meeting.** The Committee felt it important to meet monthly, with the next meeting tentatively scheduled for Thursday, April 12 at 7:30 pm.

VAOBA Website Committee  
March Committee Information

Updated the Member List  
Updated the Youth Recipe of the Month  
Added the New Show Date to the Show Site

Had Jan with Open Herd remove one farm that did not renew membership and add the new member.

Thanks  
Donna, Brenda, Mary and Judy

7:26 PM

04/03/18

**Virginia Alpaca Owners & Breeders Assoc.**  
**Reconciliation Detail**  
Union Bank & Trust, Period Ending 03/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						38,795.11
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	02/27/2018	2001	Thomas & Thomas	X	-49.00	-49.00
Check	03/11/2018	2003	Kelly & Daughtrey	X	-200.00	-249.00
Check	03/11/2018	2002	State Corporation C...	X	-25.00	-274.00
Check	03/12/2018	2004	Commonwealth Fair...	X	-4,000.00	-4,274.00
Check	03/12/2018	2005	Best Western	X	-187.50	-4,461.50
Check	03/13/2018	draft	Post Master	X	-10.21	-4,471.71
Check	03/15/2018	draft	Heart of Virginia	X	-500.00	-4,971.71
Check	03/16/2018	draft	Constant Contact	X	-20.00	-4,991.71
Total Checks and Payments					-4,991.71	-4,991.71
<b>Deposits and Credits - 4 items</b>						
Deposit	03/06/2018			X	96.80	96.80
Deposit	03/11/2018			X	15.00	111.80
Deposit	03/15/2018			X	96.80	208.60
Deposit	03/19/2018			X	96.80	305.40
Total Deposits and Credits					305.40	305.40
Total Cleared Transactions					-4,686.31	-4,686.31
Cleared Balance					-4,686.31	34,108.80
Register Balance as of 03/31/2018					-4,686.31	34,108.80
Ending Balance					<u>-4,686.31</u>	<u>34,108.80</u>