



# Board of Directors Meeting Minutes

May 7, 2018

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

## 1.0 Meeting Opening:

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

## 2.0 Business:

### 2.1 April Meeting Minutes.

- 2.1.1 Donna made a motion to approve the minutes of the April 4, 2018 meeting as corrected. Elaine seconded the motion. All approved.

### 2.2 Treasurer Report.

- 2.2.1 Treasurers report was reviewed. Donna made a motion to approve the April treasurers report. John seconded the motion. All approved.

### 2.3 Secretary Report.

- 2.3.1 No report.

### 2.4 Membership Committee.

- 2.4.1 1 new member. Nicole Phillips. She is on the website. She sent an email to John Conlon regarding Donna's great mentorship, and thanked the Board for their welcome.
- 2.4.2 Need to invite everyone in alpaca community to our events. Need to send out to all farms with a member and non-member price.
- 2.4.3 We need to think of things that will help members.
- 2.4.4 Can we offer one email blast for each member farm per year?
- 2.4.5 Discounts for things such as fiber mills just for VAOBA members?
- 2.4.6 Can affiliate buy plasma in bulk? What about feeds? What about hay supplier? What else?
- 2.4.7 BOD send ideas to John Conlon. Then decide which to pursue. Call for members.

### 2.5 Education Committee.

- 2.5.1 Dave Grembi joined the Board Meeting at 7:20 PM to give a report and discuss needs of the Education Committee.
- 2.5.2 Other than show, education is main reason for people to be a member.
- 2.5.3 *Grant funds – what are rules?* Board needs to consider requirements to apply for a grant so that it's clear.

- 2.5.4 Purpose of grant. Eliminate the issue of pen sales or not...instead help promote.
  - 2.5.5 Pen Sale or not. Could have two levels of Grant funds available.
  - 2.5.6 Recognized that the VAOBA budget will dictate how much is available.
  - 2.5.7 Members need to understand process or associated guidelines. This Board needs to establish guidelines and put thought to this.
  - 2.5.8 What triggers an event being a VAOBA sponsored event? That also would possibly require a discount to members? When farms are spending thousands of dollars, they'd like support, but not for it to trigger VAOBA sponsoring. VAOBA sponsored v. supported event.
  - 2.5.9 VAOBA may help promote events...with VAOBA logo...send eblasts. VAOBA needs to help provide and promote education.
  - 2.5.10 Dave offered to have the Education Committee take a stab at developing the guidelines for the Grant program. Board accepted this offer.
  - 2.5.11 PAOBA does grants for \$150/event. There is an application process. \$ per \$ match for promoting. \$3000/annual budget.
  - 2.5.12 Dave asked if any Board members have suggestions to email ideas to him before next Education Committee meeting on Thursday, May 17.
- 2.6 Website Committee.**
- 2.6.1 See attached April minutes.
- 2.7 Nominating committee**
- 2.7.1 Jay Fetner joined at 7:44 PM to discuss slate of nominations. There is need for 7 nominees; currently have 6. Jay will forward Notice of Meeting and Ballot.
  - 2.7.2 It's important that Ballot be sent 30 days prior to meeting. Bios must be sent with the Ballot.
  - 2.7.3 Glen had question about why we're sending a Ballot with only 7 nominees. Jay indicated that the Bylaws require it. Any member that votes can fill in their own candidate in lieu of someone on the ballot. It is possible for someone to be voted on the floor.
  - 2.7.4 For this particular election, there's staggered voting. Most votes get 3 year term, next most votes get 2 year term, and so on.
  - 2.7.5 Ballots will be counted just prior to the meeting...or at beginning of meeting.
  - 2.7.6 Six nominees are: Mary Forte, Donna Higgason, Elaine Simpson, Brenda Landes, Glen Kirby
  - 2.7.7 A 7<sup>th</sup> nominee is conditionally committed...if another person isn't found.
  - 2.7.8 Why can't there be more than 7 nominees? Nomination Committee needed to find at least 7 nominees. It's been a real effort to get 7 members to run, so nomination committee decided to seek 7, based on the limited number of members. Jay indicated that he believes the nomination committee has done the best they can.
  - 2.7.9 Jay stated that many of the nominees are reluctant, but he feels confident that each one will give it their best.
- 2.8 Show Committee.**
- 2.8.1 Donna reported that superintendents and Judges are all in place.
  - 2.8.2 VAOBA donated a sponsorship with MAPACA for one in return at the VAOBA show.
  - 2.8.3 Donna reached out to Sarah Donohoe to teach seminar about how to start a fiber farm and compete with large farms.
  - 2.8.4 Department of transportation re: new vehicle restrictions.
  - 2.8.5 Donna spoke to a tannery.

**2.8.6** Someone reached out to Donna about sponsoring the VAOBA dinner. The person requested that alpaca be served as an appetizer. Is the BOD okay with that? Glen makes a motion that alpaca can be served, if it is well marked, and there is plenty of other non-alpaca food. Donna 2<sup>nd</sup> the motion. Aye: Mary, Donna, John, Glen, Brenda. Abstain: Elaine.

**2.9 Fundraising Cookbook.** Really hope to sell more ads to pay for the cost of the book. Need more recipes. We need 100 more. We have about 50. What about calling recipes in the “this & that” section “...from our friends”. Donna will send the info out again. She’d like to have the recipes by June 1.

**2.10 Annual Meeting.**

**2.10.1** John is looking at caterers. We need a head count to order food. Brenda will ask Pat Hamilton how a head count has been established in the past.

**2.10.2** There’s BBQ, Panera, or McAllisters. There will be coffee, pastry, cookies, etc.

**2.10.3** Steve Purdy and Dave Grembi need tables and chairs.

**2.10.4** Folder with Treasurer report, welcome letter, other little things.

**2.10.5** Mary wanted to remind the Board that if graphic assistance is needed, should reach out for help.

**3.0 Adjournment.**

**3.1** Donna made a motion to adjourn the meeting. John seconded the motion. Meeting was adjourned at 8:21 PM. Next meeting will be Wednesday, May 2, 2018 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

# VAOBA Education Committee

Minutes from April 26, 2018 Meeting

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

1. **Approval of March Minutes.** The Committee approved the March minutes.
2. **VAOBA Support for Individual Farms Providing Educational Events.** The Committee discussed possible VAOBA support for individual members who desire to provide educational programs on their farm. There was uncertainty regarding any firm guideline/rule in relation to this.
  - a. **ACTIONS:**
    - i. The Committee recognized VAOBA support of educational programs is seen as creating value for members
    - ii. The Committee recognized VAOBA has financial constraints that may vary from year to year depending on the budget priorities
    - iii. The Committee recognized that some farms have pen sales during the same venue as the education program. These farms have a goal of creating revenue from the sale of alpacas, but the VAOBA Education Committee has a goal of providing educational programs to members.
    - iv. The Committee recommended a win/win scenario in which members having educational events on their farm can apply for financial grants from VAOBA to support the education event.
    - v. The Committee recommended VAOBA implement a tiered approach to granting financial support. If there is a pen sale associated with the venue, the grant would be less than if there is not a pen sale.
    - vi. Brenda and Elaine will present this recommendation to the BOD.
3. **2018 Educational Programs for Members.** The committee discussed the VAOBA education events that are confirmed for the remainder of 2018. Those dates and topics include:
  - a. June 2, Roo Kline Fiber event
  - b. June 9 (annual VAOBA meeting)
    - i. Hillary Morris, Augusta Co-op, Pasture Management
    - ii. Heather Jenkins, DVM, Alpaca Health
    - iii. Dave Grembi, Essential Oils and Alpacas
  - c. **ACTIONS:**
    - i. The Committee would like to have another event in the fall if possible. Janis Conlon will follow up with Donna Atkins to confirm whether or not she is moving forward with a Parasitology seminar at her farm this fall.
    - ii. The Committee will begin discussions on whether education events for members and/or general public will be provided at the VAOBA Alpaca & Fiber Festival in December.
    - iii. Brenda and Elaine will ensure the members receive information regarding the Educational events at the June 9 annual meeting.
4. **Survey of VAOBA Members Educational Needs.** The committee agreed a survey of the membership would provide important information that would be beneficial to our Education Committee's planning process. The Committee brainstormed questions that should be included on such a survey. **ACTIONS:** Dave Grembi will develop a draft survey based on the discussions and forward it to the Committee members for their review/revision.
5. **Next Education Committee Meeting.** The next meeting is scheduled for Thursday, May 17 at 7:30 pm.

VAOBA Website Committee  
April Minutes

One new member was added to the website.  
Nicole Phillips, Meadowgate Alpacas in Ashland, Virginia.

The VAOBA Youth page has been updated with a new May coloring page and a new May kids recipe.

Added the Alpaca Fest 2018 Flyer invite to the website under Events. Added a member event submission form. Added the Roo Kline Seminar flyer to the events page.

Donna

Cookbook Committee  
April Minutes

We have approximately 50 recipes. Another flyer was sent out asking for more recipes. We have a full page ad from Steve Purdy, Patty Fuller and Light Livestock said they would do a full page ad. We have an ad from one member. We are giving the members until June 1<sup>st</sup> to get recipes in before we start the typing of the recipes and hope to have the book by the VAOBA Expo Show. We need to decide on the cost to members and the for sale prices. One member has reserved 10 books. I suggest \$15.00 to the public and \$7.50 to VAOBA members. Our cost is approximately \$3.00 per book but I think the ads will pay for the books that we order.

Donna

9:41 PM  
05/01/18

Virginia Alpaca Owners & Breeders Assoc.  
**Reconciliation Detail**  
Union Bank & Trust, Period Ending 04/30/2018

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						34,108.80
Cleared Transactions						
Checks and Payments - 2 items						
Check	04/07/2018	2006	Brenda Landes	X	-146.90	-146.90
Check	04/11/2018	draft	Constant Contact	X	-20.00	-166.90
Total Checks and Payments					-166.90	-166.90
Deposits and Credits - 3 items						
Deposit	04/05/2018			X	95.00	95.00
Deposit	04/18/2018			X	75.00	170.00
Deposit	04/21/2018			X	96.80	266.80
Total Deposits and Credits					266.80	266.80
Total Cleared Transactions					99.90	99.90
Cleared Balance					99.90	34,208.70
Register Balance as of 04/30/2018					99.90	34,208.70
Ending Balance					<u>99.90</u>	<u>34,208.70</u>