



# Board of Directors Meeting Minutes

October 1, 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; Judy Howe was elected to the BOD

## 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 Elections for Vacancy on the BOD.

- 2.1.1 Patricia Kinsey resigned from the Board due to personal reasons and we wish her well. Her resignation leaves a position on the Board and the Treasurer position vacant.
- 2.1.2 Mary proposed we elect Judy Howe to the BOD. Michelle made a motion; Jenny seconded the motion.
- 2.1.3 Mary made a motion to elect Judy Howe to be the VAOBA Treasurer. Chanel seconded.
- 2.1.4 All Treasurer data from Patricia to Judy. VAOBA has purchased a laptop to work with Patricia to download all data to the computer. No decents.

### 2.2 Treasurer Report.

- 2.2.1 The bank reconciliation and statement are not ready since the statement is not available yet. \$19,484.54 + Paypal = \$40,402.36
- 2.2.2 Patricia will download the information onto a zip drive and transfer on Friday.

### 2.3 Meeting Minutes.

- 2.3.1 There are no objections to approving the BOD Meeting Minutes from September 3, 2020. They are approved.

**Donna Higgason joined at 7:45 PM. Judy joined at 7:48 PM**

### 2.4 Show Report.

- 2.4.1 6 Platinum, 2 Gold and several other sponsorships are sold.
- 2.4.2 2 Vendors fully paid, several additional verbally committed (11 total).
- 2.4.3 AOA may be attending the show this year. Split booth with VAOBA & AOA.
- 2.4.4 Auto policy should be in place for show; Expo requires this policy for vendors to be able to unload vehicles into the arena.

- 2.4.5 Only 4 herdsires for herdsire auction so far. VAOBA will address a question about incentives for Owners who offer their herdsires for herdsire auction for the 2021 show; some other shows offer incentives and it may help bring more herdsires into the show. If the BOD decides to do so it may be offered as an incentive and promoted that way.
- 2.4.6 There are quite a few silent auction items.
- 2.4.7 Please share the VAOBA posts that are on Facebook!
- 2.4.8 Who will be in charge of the VAOBA Store? 150 dryer balls were purchased to sell at VAOBA store. There will be yarn, poop, power scour, and more.
- 2.4.9 There will be strict COVID restrictions in place at the show.
- 2.4.10 Championships in 4 male & 4 female classes. 60 in show; 50 incomplete; a lot that haven't registered yet.
- 2.4.11 There are a lot of people interested in the pen sale. There are already 7 registered and Donna has received phone calls.
- 2.4.12 NEAOBA Show COVID requirements are very strict.
- 2.4.13 We should target PA farms and south for our show; post on their Facebook pages.
- 2.4.14 New AOA – best head, best profile, less animals in Champion and Judge's Choice classes. Not sure how this will be implemented.

**Donna left at 8:17 PM**

**2.5 Treasurer.**

- 2.5.1 Mary expressed appreciation to Judy Howe for agreeing to step in as Treasurer.
- 2.5.2 VAOBA Budget and Show Budget to Judy Howe. Judy would like to know in advance of next meeting what she should provide for the meeting. A reconciliation is typically sent out a day or two prior to BOD meeting.
- 2.5.3 Judy requested assistance at show for silent auction with taking payments.
- 2.5.4 Invoice for laptop may be sent to Patricia for payment prior to September 10.

**2.6 Membership.**

- 2.6.1 Member list has been updated on the website.
- 2.6.2 There are 34 member farms as of end of September.
- 2.6.3 Trifold flyer was approved by BOD in 2016 for Able Publishing. Michelle wants to know if the BOD wants to place the order for a hand-out for show participants. Judy proposed that Michelle send to the BOD for review and give input in a week.

**2.7 Education.**

- 2.7.1 Difficult with COVID to plan.

**2.8 Website/Electronic Media.**

- 2.8.1 Still need to do something to get this moving.
- 2.8.2 Donna is taking on Facebook.
- 2.8.3 TikTok videos during show?

**3.0 Adjournment.**

- 3.1 Meeting was adjourned at 8:36 PM.
- 3.2 Next meeting will be held on Thursday, November 5, 2020, at 7:30 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary  
September 2020 Treasurer's Report

**Virginia Alpaca Owners & Breeders Assoc.**  
**Reconciliation Summary**  
 Union Bank & Trust, Period Ending 09/30/2020

	Sep 30, 20
Beginning Balance	20,154.42
<b>Cleared Transactions</b>	
Checks and Payments - 4 ite...	-989.88
Deposits and Credits - 2 items	810.20
<b>Total Cleared Transactions</b>	-179.68
<b>Cleared Balance</b>	<b>19,974.74</b>
Register Balance as of 09/30/2020	19,974.74
<b>New Transactions</b>	
Checks and Payments - 2 ite...	-1,296.14
<b>Total New Transactions</b>	-1,296.14
<b>Ending Balance</b>	<b>18,678.60</b>

**Virginia Alpaca Owners & Breeders Assoc.**  
**Reconciliation Detail**  
 Union Bank & Trust, Period Ending 09/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						20,154.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 Items</b>						
Bill Pmt -Check	09/22/2020	2188	Ryan Turner Spe...	X	-762.00	-762.00
Bill Pmt -Check	09/22/2020	2186	Able Printing	X	-120.00	-882.00
Bill Pmt -Check	09/22/2020	2187	Don Tompkins	X	-100.00	-982.00
Bill Pmt -Check	09/24/2020	2189	Treasurer King & ...	X	-7.88	-989.88
<b>Total Checks and Payments</b>					-989.88	-989.88
<b>Deposits and Credits - 2 Items</b>						
Deposit	09/09/2020			X	485.20	485.20
Deposit	09/24/2020			X	325.00	810.20
<b>Total Deposits and Credits</b>					810.20	810.20
<b>Total Cleared Transactions</b>					-179.68	-179.68
<b>Cleared Balance</b>					-179.68	19,974.74
Register Balance as of 09/30/2020					-179.68	19,974.74
<b>New Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Bill Pmt -Check	10/05/2020	2191	John Roppel.		-1,078.14	-1,078.14
Bill Pmt -Check	10/05/2020	2190	Farm Family Cas...		-218.00	-1,296.14
<b>Total Checks and Payments</b>					-1,296.14	-1,296.14
<b>Total New Transactions</b>					-1,296.14	-1,296.14
<b>Ending Balance</b>					-1,475.82	18,678.60

Sept 14, 2020 Show Committee Meeting Notes:

Registration: had a hiccup with paypal, but the issue was resolved as everyone was notified of the refund & need for repayment. Due to this, Early Bird Registration was extended thru Sept 30

Vendors: as of Sept 14, there were 8 (think there might be more now, Donna would know)

Insurance: we will (still?) not be able to drive into the building to offload (this was still pending as of the meeting). The certificate of liability for auto insurance, a commercial policy, has been obtained for the show due to this

Vet: Dr BJ Campbell will be contacted as the Vet-On-Call for the show for an approximate total of \$500. If there is an emergency, the fee for the farm requesting Dr Campbell will be between the vet & the farm in question

-Michelle