



Board of Directors Meeting Minutes

September 12, 2019

Present: Mary Forte – President Patricia Kinsey – Treasurer
Mike Engle – VP Brenda Landes – Secretary
Gail Macik – Director NO Chanel Hammer – Director NO
Jennifer Gilmore – Director NO

Guests: Donna Higgason invited for show committee discussion

1.0 Meeting Opening:

1.1 A meeting was held via telephone conference call and commenced at 7:30 PM. Mary Forte called the meeting to order.

2.0 Business:

2.1 Meeting Minutes.

2.1.1 Mike made a motion to approve Board Minutes from August 8. Seconded by Gail.

2.1.2 Mike made a motion to approve the three Special Meeting Minutes from July 28, 29 & 31. Seconded by Patricia.

2.2 Treasurer Report.

2.2.1 August treasurer's report was provided prior to the meeting. It is appreciated to have statement and reconciliation reports. There are several new members.

2.3 Membership Report.

2.3.1 Patty will check membership number.

2.4 Education Report.

2.4.1 The seminar on September 7 was attended by approximately 22 people. The education was phenomenal.

2.4.2 We need to do this seminar again. Anyone that missed this, really missed an informative and helpful.

2.4.3 We have Virginia Tech booked for Dr. DeWitt in March 2020.

2.4.4 We need to consider having Char again. VAOBA needs to have as many lesser expensive seminars as possible.

Donna Higgason arrived at 7:45 PM.

2.5 Show Committee Report.

2.5.1 New ad made. Email blast is being sent out.

2.5.2 4 herdsires in herdsire auction so far. Cannot do an openherd auction unless VAOBA has a business page. Donna signed up for \$29.95 and can list up to 10 animals. If we

go over 10 animals, will be \$49.95. Auction live on 15th. 2 week limit on auctions, so will have to go two weeks and then off 24 hours, then go 2 more weeks.

- 2.5.3** Openherd, Char's Cake, several other items so far.
- 2.5.4** MAPACA will reciprocate for sponsorship in live auction. CABO, PAOBA will get back to us.
- 2.5.5** Started Derby race for small, medium, large breeder with win, place, show. This is based on how many animals you own/show.
- 2.5.6** Points on animals' winnings will be similar to Futurity.
- 2.5.7** Sue will keep track of points and trophy will be awarded at end of show.
- 2.5.8** Registrations are slow.
- 2.5.9** Early bird ends on 15th.
- 2.5.10** Spinoff was extended to September 19.
- 2.5.11** Budget is based on 225 animals in each show. Need close to 200 for Judge's Choice.

Donna Higgason left meeting.

2.6 Youth – Chanel

- 2.6.1** Flyer for Facebook page. Chanel will send to 4H'ers.
- 2.6.2** Showmanship and Performance on Sunday. Saturday is fun day with crafts, photo coloring, weaving, alpaca 101, and other fun things.
- 2.6.3** Award may be thermal cup with logo, hat, shirt, etc. Trophies were very expensive.

3.0 Adjournment.

- 3.1** Meeting was adjourned at 8:04 PM.
- 3.2** Next meeting will be held on Thursday, October 3 at 7:30 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

8:20 PM

08/07/19

Virginia Alpaca Owners & Breeders Assoc.
Reconciliation Detail
Union Bank & Trust, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,028.58
Cleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	06/26/2019	2077	Don Tompkins	X	-500.00	-500.00
Bill Pmt -Check	06/26/2019	2076	Brenda Landes	X	-242.06	-742.06
Bill Pmt -Check	07/07/2019	2078	Able Printing	X	-60.00	-802.06
Bill Pmt -Check	07/09/2019	2079	Jay Fetner	X	-220.50	-1,022.56
Check	07/15/2019			X	-35.00	-1,057.56
Bill Pmt -Check	07/18/2019	Debit...	Vista Print	X	-81.05	-1,138.61
Total Checks and Payments					-1,138.61	-1,138.61
Deposits and Credits - 5 items						
Deposit	07/09/2019			X	100.00	100.00
Deposit	07/09/2019			X	100.00	200.00
Deposit	07/11/2019			X	85.15	285.15
Deposit	07/25/2019			X	99.71	384.86
Deposit	07/25/2019			X	200.00	584.86
Total Deposits and Credits					584.86	584.86
Total Cleared Transactions					-553.75	-553.75
Cleared Balance					-553.75	29,474.83
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	07/17/2019	2080	Treasurer of Virgi...		-100.00	-100.00
Total Checks and Payments					-100.00	-100.00
Total Uncleared Transactions					-100.00	-100.00
Register Balance as of 07/31/2019					-653.75	29,374.83
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	08/05/2019	2082	Alpaca Elite, LLC		-199.00	-199.00
Bill Pmt -Check	08/06/2019	Debit...	Vista Print		-25.26	-224.26
Total Checks and Payments					-224.26	-224.26
Deposits and Credits - 2 items						
Deposit	08/05/2019				1,306.67	1,306.67
Deposit	08/07/2019				1,146.15	2,452.82
Total Deposits and Credits					2,452.82	2,452.82
Total New Transactions					2,228.56	2,228.56
Ending Balance					1,574.81	31,603.39

Show Committee August

Voting Members

Mike Engle
Mary Forte
Judy Howe
Glen Kirby
Donna Higgason
Elaine Simpson
Chanel Hammer

Non Voting Members

Kevin Oleary
Sue Ives
Patty Fuller
Cheri Seiler

An email vote was sent to the voting members on August 1, 2019 and approved retaining Kevin Oleary as the event manager. Yes vote: Mary, Glen, Donna, Judy, Elaine, Chanel and Mike.

An email vote was sent to the voting members on August 3, 2019 and approved with a few changes. The sponsor fees are now posted on the website. Yes vote: Mary, Glen, Donna, Judy, Elaine and Chanel. Mike did not vote.

A show committee meeting was held on Monday, August 5, 2019 teleconference. On the call: Donna Higgason, Elaine Simpson, Sue Ives, Cheri Seiler, Chanel Hammer, Glen Kirby, Judy Howe, Patty Fuller and Kevin Oleary. Absent from the Call: Mary Forte and Mike Engle.

The meeting was called to order at 7:37 pm. Donna relayed to the show committee that all contracts are signed and in place for all of the judges, Kevin Oleary and show superintendents. The budget was reviewed by all on the committee call with questions regarding labor, plastic, carpet, ribbons, etc. A motion was made by Elaine Simpson to approve the budget, the motion was seconded by Judy Howe and all voted in favor. Kevin Oleary explained the two show system and the capped number of animals for each show would be approximately 320, doubting we would get that many. Glen Kirby is measuring the building this week and will provide Kevin with the dimensions especially between the poles. Kevin stated that the advertisement is confusing, two for one price as some people think that that includes the halter fees. Kevin contacted Jared at Selle to see if the ad can be re-written detailing that is stalls only and hotels, etc. Kevin suggest we change the color from black to something brighter to get attention.

Sponsorships were discussed. Glen stated we need a list of who the letters went to from the previous committee about sponsorship. Donna stated she would try to get that from Mike. Vendor fees were discussed. The herdsire auction was discussed with a letter sent to Silver Penn Sales, Debbie and Brett to do the auction. Auction requirements that each herdsire either needs to have won a championship or have championship offspring. Kevin will try to get some herdsires. There will be no upfront fees or splitting of the fees with the farm donating the breeding. The herdsires will be online a week prior to the show with Openherd. There are talks of a pen sale at the show with commission to VAOBA and a percentage of the sale. This has been tabled until the next meeting. The Youth subcommittee: Elaine, Chanel, Melissa, Bonnie and Heidi will meet to discuss youth stalls, events, times, fun classes, etc. Donna asked if anyone wanted to be a volunteer coordinator. No one wants to so all will try to find people to help.

The meeting was adjourned at 8:45 pm.

Donna Higgason, Chairperson

2019 Show Budget

Costs

Personnel (includes approximates for expenses)	
Event Coordinator	\$ 8000
Halter Super	\$ 2500
Walking Fleece Super	\$ 1500
Fleece Super	\$ 1000
Halter Judges	\$ 6500
Fleece Judges	\$ 5000
Spin Off Judges	\$ 950
Administration	\$ 1000
Announcer	\$ 750
Photographer	\$ 750
Vet	\$ 1000
Barn Manager	<u>\$ 500</u>
	\$29450
Advertising (print and blasts)	\$ 2500
Printing (show book, catalog)	\$ 3000
AOA Fees	\$ 5100
Office Supplies and Postage	\$ 200
Stalls	\$ 9000
Signage	\$ 200
Silver Penn Sales	\$ 3000
Cardboard Chips	\$ 2500
Plastic for flooring	\$ 575
Tape, Zip Ties	\$ 250
Electrical	\$ 1100 w/building
Halter Ribbons	\$ 6800
Fleece Show Supplies	\$ 250
Friday Night Food	\$ 500
Saturday Night Food	\$ 2000
Cleaning Attendent	\$ 350 w/building
Move Out Cleaning Fee	\$ 300 w/building
Dumpster Fee	\$ 2625 w/building
Overnight Security	\$ 1150 w/building
Pipe N Drape	\$ 2200 w/building
Tables	\$ 600 w/building
Chairs	\$ 350 w/building
Audio	\$ 675 w/building
Microphones	\$ 250 w/building
After Cleanup	\$ 1500 w/building
Venue	\$16000
Insurance	<u>\$ 1000</u>
	<u>\$64975</u>
Total Expenses	\$93425

2019 Show Budget

Revenue

Entry Fees Halter	\$21600	225 animals x 2 shows x \$48.00
Walking Fleece	\$ 4800	100 animals x 1 show x \$48.00
Fleece	\$ 3450	75 fleeces x 1 show x \$46.00
Production Classes	\$ 1000	
Youth	<u>\$ 500</u>	
	\$31350	

Sponsorship

Platinum	\$15000
Gold	\$ 4800
Silver	\$ 4000
Bronze	\$ 2500
Corporate	-----
Food and Beverage	\$ 1500
Walking Fleece	-----
Fleece Show	-----
Youth	\$ 800
Championship	\$ 400
Show Book	<u>\$ 150</u>
	\$29150

Show Book Ads \$ 2000

Vendor Fees \$ 2775

Stalls (150) \$18000
\$22775

Herdshire Auction \$12000
Silent Auction \$ 2500
\$14500

Total \$97775

Projected Income: \$ 4350