



Board of Directors Meeting Minutes

December 5, 2019

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

Guests: Donna Higginson invited for show debrief & 2020 show discussion

1.0 Meeting Opening:

1.1 A meeting was held via telephone conference call and commenced at 7:33 PM. Mary Forte called the meeting to order. A quorum: Mary, Chanel, Brenda, Patricia

2.0 Business:

2.1 Meeting Minutes.

2.1.1 Patricia made a motion to approve Board Minutes from November 7. Seconded by Chanel. All approved.

2.2 Treasurer Report.

2.2.1 Treasurer's report will be forthcoming. Patricia has a lot of invoices going out for show and accounting for expenses.

2.2.2 November bank reconciliation will be sent when ready.

2.2.3 The bank reconciliation from October 31 was sent out with the meeting minutes. Mary made a motion to approve. Seconded by Chanel. All approved.

2.3 Membership.

2.3.1 It was decided that the Secretary should email the membership invoices. Then, send hard copies to those we don't hear from, or perhaps a phone call, after two to three months.

2.3.2 To be eligible for show discount must sign up and pay for membership no later than July 1. Chanel made a motion that memberships must be paid by July 1 to get show discount. Patricia seconded. All approved.

2.4 Education.

2.4.1 Already have 14 people signed up for Neonatal class in March.

2.4.2 Brenda will send Chanel the class info page so that she can post on alpaca facebook pages.

Donna signed on to call.

2.5 Show Debrief & Discussion.

2.5.1 Donna said that people were pleased and good number of alpacas attending.

- 2.5.2** We had a lot of public and vendors were pleased. Many have already expressed interest in having booths for next year.
- 2.5.3** We have folks who have already volunteered entries for the Herdsire Auction for next year.
- 2.5.4** Youth program loses money and the Board needs to evaluate if we should do next year. Kids coming to the show (public) would make this more productive.
- 2.5.5** There were some sponsors unhappy about their placement. The rings got shifted 20' toward the doors, and platinum sponsor was not in front of the ring. Need to make sure this doesn't happen next year.
- 2.5.6** Discussion of Show Coordinator position; Mary asked Donna if she would be interested in considering an official paid position with Judy Howe. Donna indicated that they'd both be interested. They know what to do.
- 2.5.7** Donna asked that VAOBA follow a protocol. Board chooses the venue. Show superintendent should be selected by the Board.
- 2.5.8** We could save money if we chose at least one Judge that is closer and doesn't need to fly.
- 2.5.9** Derby naming rights come with Platinum sponsorship. Donna bid the naming rights up to \$900, but we had a \$1500 reserve to award. Mary indicated that she will purchase for \$1500.
- 2.5.10** Carpet was thrown away by venue. It will be approximately \$8000 to replace. We probably needed new carpet anyway. Judy can start purchasing a little at a time.
- 2.5.11** Discussion about dates for 2020 Show. Nov 7 – 8 is Buckeye, Nov 14 – 15 is Showtacular, and VAOBA needs to find out from venue what's available. Mary had thought it would be the same weekend. Mary will call Marlene to inquire about Oct 31 – Nov 1, Nov 21 – 22, or Dec 5 – 6? Dec 5 – 6 would be least desirable of these.

Donna left the meeting.

- 2.5.12** Brenda made a motion that we have our 2020 show at the Fredericksburg Expo Center. Chanel seconded. All approved.
- 2.5.13** Everyone agreed that Mary should call Sue Ives to see if she will be the Show Superintendent, and ask her for a proposal.
- 2.5.14** Judges: Mary indicated a very strong preference that VAOBA have two senior judges, since there are two separate shows. Brenda agreed. Others deferred, having little or no show experience.
- 2.5.15** Mary proposed that we ask Wade Gease and she suggested we strongly consider Amanda, Jude, and there are so many great judges out there. She will ask Sue which judges are available and come back to the Board with more information.
- 2.5.16** Discussion of youth. Let's welcome kids to show in big show ring. Someone would need to step up to lead Youth Performance and Obstacle if we have it.
- 2.5.17** Show Coordinator position was discussed. Patricia made a motion to ask Donna to take official position of Show Coordinator with Judy Howe to assist. Chanel seconded.

2.6 Miscellaneous.

- 2.6.1** Mary received an insurance inquiry and asked who was in charge of taping the carpet down.
- 2.6.2** Mary would like to make a practice of roll call at beginning and end of meeting.
- 2.6.3** Brenda mentioned that it's already about time to start asking members if they are interested in serving on the Board. Elections come up very fast.

- 2.6.4** Patricia learned quite a lot as Treasurer over the course of the show. We need to make sure invoices come to her in a more organized fashion. People were walking up to her all day long with pieces of paper asking her to write them a check. She needs to know who she's expected to pay and the amount in advance.

3.0 Adjournment.

- 3.1** Meeting was adjourned at 8:28 PM.
- 3.2** Next meeting will be held on Thursday, January 8 at 7:30 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

8:44 PM

11/07/19

Virginia Alpaca Owners & Breeders Assoc.
Reconciliation Detail
 Union Bank & Trust, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						47,087.14
Cleared Transactions						
Checks and Payments - 9 items						
Bill Pmt -Check	09/16/2019	2089	Selle Design Group	X	-200.00	-200.00
Bill Pmt -Check	10/02/2019	2091	Selle Design Group	X	-440.00	-840.00
Bill Pmt -Check	10/09/2019	2092	Farm Family Cas...	X	-901.00	-1,541.00
Bill Pmt -Check	10/16/2019	2093	Hanover Veterina...	X	-250.00	-1,791.00
Bill Pmt -Check	10/25/2019	Debit...	Lowe's	X	-498.53	-2,289.53
Bill Pmt -Check	10/28/2019	Debit...	AOA	X	-142.38	-2,431.91
Bill Pmt -Check	10/29/2019	Debit...	Bang Music Inc.	X	-90.00	-2,521.91
Check	10/30/2019		Bell Vue Farm	X	-170.00	-2,691.91
Bill Pmt -Check	10/31/2019	Debit...	AOA	X	-60.03	-2,751.94
Total Checks and Payments					<u>-2,751.94</u>	<u>-2,751.94</u>
Deposits and Credits - 7 items						
Deposit	10/01/2019			X	730.77	730.77
Deposit	10/08/2019			X	262.54	993.31
Deposit	10/08/2019			X	2,308.08	3,301.39
Deposit	10/14/2019			X	450.00	3,751.39
Deposit	10/25/2019			X	5,239.55	8,990.94
Deposit	10/27/2019			X	200.00	9,190.94
Deposit	10/30/2019			X	2,139.11	11,330.05
Total Deposits and Credits					<u>11,330.05</u>	<u>11,330.05</u>
Total Cleared Transactions					<u>8,578.11</u>	<u>8,578.11</u>
Cleared Balance					8,578.11	55,665.25
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	10/25/2019	2101	Cheryl Dewitt		-150.00	-150.00
Bill Pmt -Check	10/26/2019	2103	Fredericksburg E...		-10,000.00	-10,150.00
Total Checks and Payments					<u>-10,150.00</u>	<u>-10,150.00</u>
Total Uncleared Transactions					<u>-10,150.00</u>	<u>-10,150.00</u>
Register Balance as of 10/31/2019					-1,571.89	45,515.25
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/05/2019	Debit...	Vista Print		-320.15	-320.15
Bill Pmt -Check	11/07/2019	Debit...	Square		-21.06	-341.21
Total Checks and Payments					<u>-341.21</u>	<u>-341.21</u>
Deposits and Credits - 2 items						
Deposit	11/04/2019				7,807.61	7,807.61
Deposit	11/05/2019				3,223.74	11,031.35
Total Deposits and Credits					<u>11,031.35</u>	<u>11,031.35</u>
Total New Transactions					<u>10,690.14</u>	<u>10,690.14</u>
Ending Balance					<u><u>9,118.25</u></u>	<u><u>56,205.39</u></u>

11:59 AM

12/22/19

Virginia Alpaca Owners & Breeders Assoc.
Reconciliation Summary
 Union Bank & Trust, Period Ending 11/30/2019

	Nov 30, 19
Beginning Balance	55,665.25
Cleared Transactions	
Checks and Payments - 33 ite...	-38,810.26
Deposits and Credits - 8 items	30,003.95
Total Cleared Transactions	-8,806.31
Cleared Balance	46,858.94
Uncleared Transactions	
Checks and Payments - 9 items	-18,186.43
Deposits and Credits - 11 items	5,398.87
Total Uncleared Transactions	-12,787.56
Register Balance as of 11/30/2019	34,071.38
New Transactions	
Checks and Payments - 8 Items	-9,891.24
Deposits and Credits - 3 items	5,392.12
Total New Transactions	-4,499.12
Ending Balance	29,572.26

Full reconciliation detail available for review by current members. Please contact VAOBA Treasurer or Secretary.