

VAOBA BOARD Meeting
Face to Face Meeting – Lexington VA
Minutes – February 7, 2015

John Hanna
Pat Hamilton
Eric Evans
Ed Fincher
Debbie Bailey

Meeting Called to Order at 9:36 a.m.

Minutes – Ed makes the motion to approve the January minutes as amended. John seconds - all in favor – motion carried.

Treasurer – Glen provided the attached reports for the meeting. Debbie asks about the budget – Eric states that the Budget will be presented at the Annual Membership meeting in June. Pat makes the motion to accept the Treasurers Report – Ed seconds – all in favor – motion carried.

Education Committee – Pat submits a request that \$10,000 be set aside for Educational seminars. The Education Committee will present a budget for each seminar to the Board for approval. There are plans for some fleece seminars and a Marketing Seminar. Pat explains that the Marketing Seminar will be expensive because the speakers charge between \$2500 - \$3000 per day for a presentation.

Debbie asks for a 'proposal' format for a seminar. Eric suggests that we put the form on the VAOBA website. Debbie will send Pat a 'proposal form'. As we discussed and approved before there can be seminars at individual member farms but the host cannot use the seminar to sell animals at their farm. Ed makes the motion to set aside the \$10,000 to be used this calendar year (thru 12-31-2015) – John seconds – all in favor – motion carried.

Fiber Committee – no report.

Marketing & Membership Committee –

Show Committee –

OLD BUSINESS -

1- BuckBrook Alpacas – Eric contacted them and told them our decision to use the money they paid for 2014 for the show in 2015. They were very happy and look forward to attending the 2015 VAOBA EXPO.

2- Review of the Books – Johns contacted another CPA – the new CPA echoed what John had already been told. The #2 option of the attached Financial Review provide by John is the recommended level at a cost of between \$1000-\$2000 – the Board voted and approved using this option last month. John asks for

permission to contact Glen and get the information to get more detailed pricing from the 2 CPAs.

Debbie thinks it is a necessity and thinks we need accountability. Debbie thinks the Board should vote for a CPA/Tax person for the annual review. The Treasurer should have to use the CPA that the Board chooses. The Board discussed starting with 2013 for this 'review' would be optimum.

John explains to Debbie that his first year on the Board we had an informal meeting the night of the Annual Meeting and discussed 'hot potatoes'. Ed thinks that the new Boards orientation should be forward looking. John agrees and wants us to remember that we need to work on Marketing – it has been short changed the last 2 years.

NEW BUSINESS -

1- Donations – Eric asks if we are going to make a donation to ARF again this year. Pat makes a motion that we send \$1500 to Alpaca Research – Debbie seconds – all in favor – motion carried.

We need to check with Glen or Judy and make certain that a donation was made to the Spotsylvania High School FFA. John suggests that we make a list of groups that we want to donate to – vet them – then formalize the list. Suggestions included the AOA library and VA Tech Vet Students.

2- Policy of VAOBA Monetary Funds Access – Ed provided the attached policy. Pat makes the motion that we put this new policy in place – Ed seconds – all in favor – motion carried. Debbie asks if the President will have online access and the ability to sign checks. Ed explains that this is a “policy”. Ed makes changes based on our discussion. Ed also thinks there should be a book of Policies. Pat volunteers as Secretary to get our policies together and keep a book. Ed does not want the Bylaws Committee to be responsible to generate any policy. But the Bylaws Committee will write any policies if requested.

3- Annual Meeting – Pat makes the motion that we have it on June 20, 2015 – Debbie seconds – all in favor – motion carried. Debbie makes the motion that we hold the Annual Meeting at the same hotel in Charlottesville as last year – Pat seconds – all in favor – motion carried. Pat reminds everyone that we need a nominating committee. There is some discussion about speakers – Pat suggests Wini Labrecque – she does a seminar about Histograms. We also discuss having Melinda attend for the 'Ask the Vet' session as well as the retired IRS employee. Pat will take care of snacks for the day.

4- VAOBA EXPO 2014 – Ed and Eric ask about the post show report?

COMMENTS AND SUGGESTIONS FOR 2015:

- Signage for traffic to get to check in
- Ed suggests we purchase traffic cones
- We need a volunteer to direct traffic
- Eric thinks we need patio heaters for the check in area – it was very cold.
- We should rotate the folks who are outside.
- Can we provide a map ahead of time – perhaps put it on the website in the Health Requirements section.
- We should number the entrances.
- The treasurer should not give payment to the Show Coordinator until we receive the final report.
- Drop the animal auction.
- Change the host hotel – there were many complaints about the hotel.
- The fleece show was too far away and too dark.
- Move the fleece show into the main building.
- Volunteers should be provided refreshments/hospitality
- Buy fatigue mats for the fleece judges.
- We need to make sure we have 6500K lights for the fleece show.
- Debbie asks if we have approached the Meadow Event Park about a long term contract.
- Are we going to advertise in other shows showbooks.
- Can we discuss reducing stall fees.
- Can we rent small carts/wagons to be used by farms to unload and load.

- We need a volunteer form (release of liability)
- Judy Shroeder asks for volunteers to help with setup and break down. Debbie Bailey volunteers to help.
- Volunteers – food tickets for volunteers.
- Check on food for setup and take down days.
- Use fleece building for hospitality.
- Walkie talkies for volunteers.
- T-shirts for volunteers so everyone knows who they are.
- John suggests we hold off the last payments to all show supers until we receive the final paperwork.
- Barn Manager is usually a volunteer position.
- Pat Hamilton volunteers to be the Sponsor Coordinator. The Sponsor Coordinator will work on all levels of Sponsorship.
- The Barn Manager needs a job description.
- Who installs and takes down the panels.
- John suggestions we tell Judy that we will provide a Barn Manager.
- Ed thinks we should use the website to ask for volunteers.
- Debbie McLeish is the volunteer coordinator.
- Who is the FFA volunteer coordinator?
- John will provide a revised RFP for 2016.
- There will be a face to face meeting in April 2015.

SHOW SUPERS:

- Pat makes the motion that we hire Sue Ives as the Show Super - John seconds – all in favor – motion carried. We need a sole source RFP.
- Pat makes the motion we hire Judy Shroeder as the Fleece Super – John seconds – all in favor – motion carried. We need a sole source RFP.
- Pat makes the motion to hire Patty Fuller as the Spin Off Coordinator – Ed seconds – all in favor – motion carried. We need a sole source RFP.
- Debbie makes the motion that we hire Judy Howe as the Show Coordinator – Pat seconds – all in favor – motion carried. We need a sole source RFP.

JUDGES: Eric will check to see if they are available.

Male – Jude Anderson
Amanda Vandebosch

Females – Glen Finbow
Kathy Klay

Fleece – Wini Labrecque
Cheryl Gehly

GRAPHICS ARTS:

Pat makes the motion to hire Patty Fuller to provide graphic artwork to VAOBA for 2015 at a cost of \$1200. John seconds – all in favor – motion carried.

Ed makes a motion to adjourn – Debbie seconds – all in favor–motion carried. Meeting adjourned at 4:00 p.m. Our next meeting will be March 2, 2015 via conference call. April's meeting will be face to face on April 11, 2015 in Lexington again.