



Board of Directors Meeting Minutes

February 6, 2019

Present: Mary Forte – President
Mike Engle – Vice President
Donna Atkins – Absent
Glen Kirby – Treasurer
Brenda Landes – Absent
Elaine Simpson – Director

Guests: P Jay Fetner invited for show committee discussion

1.0 Meeting Opening:

1.1 A meeting was held via telephone conference call and commenced at 7:08 PM. Mary Forte called the meeting to order.

2.0 Business:

2.1 Meeting Minutes.

2.1.1 Mike made a motion to approve the meeting minutes of the January 3, 2019 meeting. Glen seconded the motion. All approved.

2.2 Treasurer Report.

2.2.1 Glen provided the treasurer's reports to the Board prior to the meeting.

2.2.2 Balance in bank today \$34,451.94 (included is last check of \$1,600 to Fredericksburg Expo to hold 2019 venue).

2.2.3 All bills have been paid and there are no additional show expenses.

2.3 Secretary Report.

2.3.1 Brenda was not able to attend but timely sent minutes for approval.

2.4 Membership Report.

2.4.1 11 paid members as of today. Total members in 2018 was 34.

2.4.2 Need to notify people that 2019 dues are payable now.

2.4.3 Mike, Mary and Brenda will develop plan for membership.

2.4.4 Reports from several members that the Constant Contact emails that went out were received and jumbled. Mary suggested temporarily using her MailChimp account to see if we like it.

2.4.5 Mary will mail Mike the VA list and member list that Brenda provided.

2.5 Education Report.

2.5.1 Brenda not available to discuss but we do have Char Johnson signed up for fleece seminar end of March. Event will be hosted by Donna Atkins.

2.5.2 DeWitt Cria Care & Birthing seminar is under consideration, but need to determine how many people will likely attend before we can commit.

2.6 Show.

- 2.6.1** Fredericksburg contract was signed and mailed. The date is currently November 24, 2019, but possibility we can switch to October 17, 2019. Waiting on venue to determine.
- 2.6.2** Discussion about judges for VAOBA Expo.
- 2.6.3** Need to get Sue Ives under contract and work on AOA Certification requirements.
- 2.6.4** No new recommendations but Sue Ives has reached out to Amanda & Sharon Loner who are available. No contracts have been signed to date and we should consider others as well.
- 2.6.5** Patty Fuller declined the Show Coordinator position that was offered.
- 2.6.6** Mary said Patty Fuller likes Amanda (a big draw) and Sharon Loner as well. She recommends Arturo Pena as walking fleece.
- 2.6.7** P. Jay Fetner (Coachman Farms) offered as a member of the Show Committee to organize notes and schedule a show committee meeting later in February. Mike made the motion and Glen seconded it to approve this step forward.
- 2.6.8** Jay, as a guest at this meeting, spoke of the membership being critical to success of VAOBA. The Show Committee is responsible to advise the BOD and it needs an experienced coordinator.

2.7 Website.

- 2.7.1** Mary contacted Joe Preston from Openherd...seems the least expensive way to update site. Joe will give estimate.
- 2.7.2** Mary received approval to pay \$15/hour for a person to digitize the emails/ addresses and organize all of the known VA alpaca owners. This list will temporarily reside on MailChimp. Research where to get all names...limit of \$500. Mary will start process. May want to include the East coast owner's as well plus Ohio. Glen made motion to approve a \$500 budget and Mike Engle seconded.

2.8 New Business.

- 2.8.1** Annual Meeting.
 - 2.8.1..1.** Brenda is contacting potential venues.
 - 2.8.1..2.** Mary suggested having the meeting at a member farm with a caterer (to save \$\$).
 - 2.8.1..3.** The Annual Meeting is usually held in June. A date hasn't yet been set.
 - 2.8.1..4.** Dave Grembi will help to find a speaker.
- 2.8.2** Donna H can no longer serve on the BOD for personal reasons.

3.0 Adjournment.

- 3.1** Meeting was adjourned at 8:12 PM.
- 3.2** Next meeting will be held on Wednesday, March 6 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary on behalf of Mary Forte

Virginia Alpaca Owners & Breeders Assoc.
Reconciliation Detail
Union Bank & Trust, Period Ending 01/31/2019

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|-------|---------------------|-----|-------------------|------------------|
| Beginning Balance | | | | | | 53,316.77 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 9 items | | | | | | |
| Check | 12/08/2018 | 2044 | Virginia Vet Techs | X | -1,000.00 | -1,000.00 |
| Check | 12/21/2018 | 2053 | Sue Ives | X | -621.12 | -1,621.12 |
| Check | 12/26/2018 | 2056 | Exhibits Inc. | X | -2,008.28 | -3,629.40 |
| Check | 12/30/2018 | 2058 | Stephanie Glyptis | X | -1,958.75 | -5,588.15 |
| Check | 01/03/2019 | 2059 | Amanda VandenBos... | X | -3,533.31 | -9,121.46 |
| Check | 01/03/2019 | draft | Post Master | X | -8.92 | -9,130.38 |
| Check | 01/09/2019 | 2060 | Kathy Klay | X | -2,212.12 | -11,342.50 |
| Check | 01/09/2019 | 2061 | Cheri Seiler | X | -1,305.39 | -12,647.89 |
| Check | 01/11/2019 | draft | Constant Contact | X | -20.00 | -12,667.89 |
| Total Checks and Payments | | | | | -12,667.89 | -12,667.89 |
| Deposits and Credits - 4 items | | | | | | |
| Deposit | 01/03/2019 | | | X | 753.00 | 753.00 |
| Deposit | 01/19/2019 | | | X | 290.40 | 1,043.40 |
| Deposit | 01/22/2019 | | | X | 1,672.00 | 2,715.40 |
| Deposit | 01/28/2019 | | | X | 96.80 | 2,812.20 |
| Total Deposits and Credits | | | | | 2,812.20 | 2,812.20 |
| Total Cleared Transactions | | | | | -9,855.69 | -9,855.69 |
| Cleared Balance | | | | | -9,855.69 | 43,461.08 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 4 items | | | | | | |
| Check | 12/30/2018 | 2057 | Ringside Ribbons | | -4,263.15 | -4,263.15 |
| Check | 01/22/2019 | draft | AOA | | -1,224.00 | -5,487.15 |
| Check | 01/22/2019 | draft | Patty Fuller | | -503.99 | -5,991.14 |
| Check | 01/22/2019 | draft | Mary Forte | | -170.00 | -6,161.14 |
| Total Checks and Payments | | | | | -6,161.14 | -6,161.14 |
| Total Uncleared Transactions | | | | | -6,161.14 | -6,161.14 |
| Register Balance as of 01/31/2019 | | | | | -16,016.83 | 37,299.94 |
| Ending Balance | | | | | -16,016.83 | 37,299.94 |

VAOBA 2018 Expo Profit and Loss

Show Profits

| | |
|--------------------------------|-----------|
| Herdshire Auction | 17,750.00 |
| Electric | 85.00 |
| Ad in Magazine | 300.00 |
| AOA Show System Non Member Fee | 162.32 |
| Fiber Arts | 40.00 |
| Fleece | 4,027.00 |
| Fleece Return Fees | 163.44 |
| Halter Class | 10,148.97 |
| Paint Party | 595.00 |
| Photo Contest | 50.00 |
| Production Classes | 718.00 |
| Silent Auction | 1,270.00 |
| Skein Entry | 60.00 |
| Sponsorships | 12,581.17 |
| Stalls | 15,925.00 |
| Vendor License | 75.00 |
| Vendor Space | 3,260.00 |
| Walking Fleece | 5,050.16 |
| Total | 72,261.06 |

Show Expenses

| | |
|-----------------------------|-----------|
| Advertising | 1,514.62 |
| AOA Fee's | 4,222.00 |
| Contract Labor | 4,771.23 |
| Food & Beverage | 1,516.90 |
| Hotels | 1,573.60 |
| Insurance | 906.00 |
| Member Discounts | 750.00 |
| Operating Expenses | 920.30 |
| Paypal | 1,295.86 |
| Postage and Printing | 1,573.40 |
| Professional Fees | 10,899.75 |
| Rent and Facility Costs | 20,498.28 |
| Superintendent/ Coordinator | 8,855.18 |
| Supplies | 7,009.51 |
| Square Fee's | 42.92 |
| Total | 66,349.57 |

2018 Show Profit 5,911.49