



Board of Directors Meeting Minutes

July 5, 2017

Present: Deborah Bailey – President
Aimee Matheny – Treasurer
Burt Benson – Director
John Conlon – Director At Large
Jim Beck – President Elect
Brenda Landes – Secretary
Mary Forte – Director At Large

1.0 Meeting Opening:

1.1 The meeting was held via telephone conference, and commenced at 7:05 PM.

2.0 Old Business:

- 2.1 Reading of the June 17, 2017 meeting minutes was waived and a motion was made to accept the minutes (Conlon/Forte) Aye: 7 Nay: 0
- 2.2 Treasurer Report unchanged since presented at the VAOBA Annual meeting and a motion was made to accept the report (Landes/Beck) Aye: 7 Nay: 0

3.0 New Business:

3.1 Committees and Other Reports:

- 3.1.1 **Bylaws Committee** - Mary Forte. Mark Minorik and Jay Fetner have volunteered for this committee.
- 3.1.2 **Education Committee** - Aimee Matheny. Dave Grembi, Elaine Preston, Janis Conlon, and Vondell Carter are confirmed for committee.
- 3.1.3 **Fiber Committee** - Brenda Landes. There are no known committee members. Brenda asked for assistance to identify potential members. There is a fiber seminar with Roo Kline left from the 2016 VAOBA show. Brenda to contact Roo.
- 3.1.4 **Membership & Marketing Committee** - John Conlon. Membership list updated and sent out: 29 farm members current. John identified 222 VA farms listed on Openherd; 74 VA farms listed as AOA members. John working to compile active VA farm list. Associate members usually join near show season.

Burt Benson joined at 7:20 PM.

- 3.1.5 **Show Committee** - Jim Beck. Deborah will connect Jim with Judy Howe. Current committee is made up of paid consultants: Judy Howe, Sue Ives, Patty Fuller.
- 3.1.6 Committees should have 3 – 5 people, including liaison.
- 3.1.7 Committee Chair to provide monthly committee meeting minutes to Liaison, who will send to Secretary so that these reports may be submitted with the Agenda for the next meeting.

3.2 Website.

- 3.2.1 Board Members and current member farm info was updated today.
- 3.2.2 Matheny, Landes, Bailey will have password access to website (www.VAOBA.info), which is an affiliate Openherd hosted website.
- 3.2.3 Website formatting discussions need to take place. Will need assistance from Jan at Openherd.
- 3.2.4 Judy Howe eager to update VAOBA Expo info on website.

3.3 Treasurer Report.

- 3.3.1 VAOBA funds need to be transferred to control of new Board. Aimee will work with Glenn to transfer funds once Board gives direction.
- 3.3.2 Board discussed closing the Wells Fargo accounts (main VAOBA operating account and Show account) and transferring funds to a single account at UVA Community Credit Union.
 - 3.3.2.1 Rates and fees better, and can earn interest and dividends.
 - 3.3.2.2 Quickbooks separation instead of two actual accounts was proposed.
 - 3.3.2.3 Recommendation not to have credit card due to personal liability concerns.
 - 3.3.2.4 Motion to close the Wells Fargo accounts (Landes/Conlon) Aye: 7, Nay: 0.
 - 3.3.2.5 Motion to open account at UVA Community Credit Union and to consolidate VAOBA monies into one account (Conlon/Forte) Aye: 7, Nay: 0.
- 3.3.3 Credit/Debit Card.
 - 3.3.3.1 There are several accounts tied to current credit card: authorized.net, ATT conference calling, square, constant contact.
 - 3.3.3.2 Motion to cancel all items in 3.3.3.1 except for constant contact.
 - 3.3.3.3 Matheny to coordinate cancelation and transfers for accounts tied to debit/credit card.
 - 3.3.3.4 Quickbooks separation instead of two actual accounts was proposed.
 - 3.3.3.5 Recommendation not to have credit card due to personal liability concerns.
- 3.3.4 PayPal.
 - 3.3.4.1 Originally set up by individual no longer with organization.
 - 3.3.4.2 Aimee has made efforts to get user and PW info.
 - 3.3.4.3 Aimee to send VOABA documentation to PayPal in order to update and clarify account ownership to obtain new account/PW.
- 3.3.5 Show Expenses.
 - 3.3.5.1 Review of Event Coordinator needs and responsibilities. Board discussed how this has been handled in past.
 - 3.3.5.2 Board discussed bank account access by Contractors.
 - 3.3.5.3 Pre-paid credit/debit card can be funded and replenished by Treasurer. Large ticket items to be invoiced and paid by Treasurer.
 - 3.3.5.4 Motion to set up pre-paid credit/debit card through UVA Community Credit Union for Show Event Coordinator use, funded with \$500. (Forte/Conlon) Aye: 7, Nay: 0.

3.3.6 Fiscal Year.

3.3.6.1 Board discussed alignment of Fiscal Year with Membership Year (July 1) to simplify budgeting.

3.3.6.2 Treasurer to contact Thomas & Thomas, the VAOBA Accountant.

4.0 Meeting Wrap

4.1 Next Meeting: Special Meeting to discuss Show. Thursday, July 20, 2017 at 7 PM

4.2 Adjournment: 9:02 PM

Respectfully Submitted, Brenda Landes

Virginia Alpaca Owners & Breeders Assoc.

Reconciliation Detail

UVA Community Credit Union, Period Ending 07/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Checks and Payments - 6 items						
Check	07/06/2017	draft	UVA Community Cr...	X	-15.00	-15.00
Check	07/12/2017	draft	Constant Contact	X	-45.00	-60.00
Check	07/15/2017	draft	Intuit Quickbooks	X	-10.00	-70.00
Check	07/18/2017	draft	UVA Community Cr...	X	-35.00	-105.00
Check	07/20/2017	draft	Foodlion	X	-22.95	-127.95
Check	07/21/2017	1	Pat Hamilton	X	-272.98	-400.93
Total Checks and Payments					-400.93	-400.93
Deposits and Credits - 5 items						
Deposit	07/10/2017			X	96.80	96.80
Deposit	07/12/2017			X	42,837.70	42,934.50
Deposit	07/31/2017			X	96.80	43,031.30
Deposit	01/31/2018			X	1.21	43,032.51
Deposit	02/21/2018			X	1,400.00	44,432.51
Total Deposits and Credits					44,432.51	44,432.51
Total Cleared Transactions					44,031.58	44,031.58
Cleared Balance					44,031.58	44,031.58
Register Balance as of 07/31/2017					44,031.58	44,031.58
Ending Balance					44,031.58	44,031.58