



# Board of Directors Meeting Minutes

## June 27, 2018

Present: Mary Forte – President  
Glen Kirby – Treasurer  
Donna Higgason – Director At Large  
Donna Atkins – Director  
Brenda Landes – Secretary  
Mike Engle – Director  
Elaine Simpson – Director

### 1.0 Meeting Opening:

- 1.1 A meeting was held via telephone conference call and commenced at 7:09 PM.
- 1.2 Mary Forte called the meeting to order. Roll was called.

### 2.0 Business:

#### 2.1 June 6 Meeting Minutes.

- 2.1.1 Glen made a motion to approve the minutes of the June 6, 2018 meeting. Elaine seconded the motion. All approved.

#### 2.2 Treasurer Report.

- 2.2.1 Glen will send May treasurer's report to BOD for approval via email.
- 2.2.2 24 members have renewed their membership for June 2018 – December 2018.
- 2.2.3 Perhaps we should send a reminder of \$50 to rejoin through end of the year and/or call. Brenda will compile list of people that have not rejoined and send out.
- 2.2.4 Mary suggested that there be a Finance Committee. Glen and Mike will work together when needed.

#### 2.3 Secretary Report.

- 2.3.1 Nothing to report.

#### 2.4 Education Report.

- 2.4.1 Report from Education Committee meeting on June 7, 2018 attached.
- 2.4.2 Donna Atkins has contacted Dr. Walker about parasitology seminar for Fall and it doesn't sound like she has availability.
- 2.4.3 Char was contacted by the Education Committee, and she is willing to do a fleece seminar.
- 2.4.4 Mike Engle has been in contact with Dr. Ray Kaplan from University of GA, who has been doing research on combination dewormers for alpacas.

#### 2.5 Website & Communications Committee.

- 2.5.1 Donna Higgason, Mary, Glo & Mike Engle are willing to be on this committee.
- 2.5.2 If members provide news and stories, Glo is willing to compile a newsletter.
- 2.5.3 Mike likes the idea of mailing (approx. \$3/ mailing) a newsletter. Members don't go to the website enough, and we need a better way to get info out to members.

- 2.5.4 Mary may know of someone who can help us on website as a member. Mike asked what kind of things VAOBA would want on the website --- education committee requested education.
- 2.5.5 Check with Melissa Mills or Bonnie Kittrell to see if they would be willing to write an article about 4H activities with alpacas.
- 2.6 **Membership & Marketing Committee.**
  - 2.6.1 A Membership List needs to be compiled so that we can call members that haven't rejoined, and to reach out to others.
  - 2.6.2 Mary asked John Conlon to be on membership committee, but he's still thinking about it.
  - 2.6.3 Brenda made a motion that Donna H. chair the marketing committee (in Donna's absence).
  - 2.6.4 Enhancing membership benefits was discussed. Mary has started to compile a number of businesses that will offer discounts to VAOBA members. She'd also like to find out if there are items that can be purchased in bulk, such as chaffhaye, that would benefit members with good discounts.
- 2.7 **Show Committee.**
  - 2.7.1 There's a need for volunteers for the show. The facility didn't renew contract for labor. Perhaps the 4H groups may be able to assist. Need to recruit members that have 4H or FFA.
  - 2.7.2 Judy gets FFA to participate by donating \$1000 to the school they come from. Discussion about cost --- perhaps we can make this a true volunteer opportunity?
  - 2.7.3 Mary was contacted by Alpaca Culture Magazine. \$425 for ½ page ad to announce show. \$75/mo banner on website and eblast. Mike to mention this to Judy Howe to get her thoughts as to whether this is a beneficial expense.
  - 2.7.4 AOA automatically puts our show on their website, but they charge for eblasts. If we design a flyer, we can purchase a plan to have a monthly eblast. Donna knows the cost...need to have flyer designed and sent.
  - 2.7.5 Silver Penn Sales will be the Live & Herdsire Auction auctioneer. We need to get word out about opportunity to donate a herdsire breeding for the VAOBA Show.
  - 2.7.6 Need to ask Donna Higgason, Judy Howe, and Brenda Breedlove about the Silent Auction. We need new ideas to make it succeed.
- 2.8 **Miscellaneous.**
  - 2.8.1 **Finance Committee.** Mary suggested that there be a Finance Committee. Glen and Mike will work together when needed.
  - 2.8.2 **Fundraising Cookbook.** Really hope to sell more ads to pay for the cost of the book. Ads can pay for the cookbook; the rest will be VAOBA profit. Need more recipes.
  - 2.8.3 **Membership.** Everyone needs to work hard on bringing in new members. Members are key to the entire organization.

## 1.0 Adjournment.

- 1.1 Mike made a motion to adjourn the meeting. Glen seconded the motion. Meeting was adjourned at 8:10 PM. Next BOD meeting will be Wednesday, August 1, 2018 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

## VAOBA Education Committee

Minutes from June 7, 2018 Meeting

Members Present: Elaine & Preston Simpson, Brenda Landes, Dave & Teri Grembi

Guest Present: Char Johnson

1. **Approval of May Minutes.** The Committee approved the May minutes.
2. **VAOBA Support for Individual Farms Providing Educational Events.** Brenda shared that the BOD approved the Grant proposal with a 25% discount for members, and a cap of \$500.
  - a. **ACTIONS:**
    - i. Dave will share this at the June 9 meeting
3. **2018 Educational Programs for Members.** Char Johnson joined the meeting for a few minutes to discuss a fiber seminar that she conducts. She defined details of the seminar and answered questions regarding her program.
  - a. **ACTIONS;**
    - i. The Committee will discuss this at their next meeting. By that time we will have feedback from the surveys as well, and will be able to make a decision on the 2018/2019 education programs.
4. **Survey of VAOBA Members Educational Needs.** The committee briefly discussed results of the member survey.
  - a. **ACTIONS:**
    - i. Dave will share results with members at the June 9 meeting
    - ii. The Committee will review the results in detail at their next meeting, and use the survey as a predominant factor in preparing education programs for the future.
5. **Next Meeting.** Dave will communicate with the committee regarding scheduling the next meeting.

2018 VAOBA Membership list  
(updated 7/11/2018)

Mike/ Glo Engle	Shady Brook Farm Alpaca	100 (pd twice in 2017)
Doug/ Bonnie Kittrell	Double 8 Alpaca Ranch	100
Laurie Crossman	Laurel Springs Farm	100
M Gail Macik	Magic Springs Farm	100
Nicole Phillips	Meadowgate Alpacas	100
Chanel Hammer	Little Quarry Run Alpacas	100
Shannon & Amy Mishey	Bluegrass Alpaca Ranch	150 (50 2018, 100 2019)
Susan & David Rabern	Shenandoah Fiber Mill	50
Brenda Landes & Mark Edmonds	Man in the Moon Farm	50
Jeanne & Michael Wilson	Crimphaven Alpacas	50
Judy Howe/ Sue Hammer	Wildwood Alpacas	50
Wendy Beatty	Coreys Alpacas	50
Donna Atkins	Broad Creek Alpacas	50
Central Hill Alpacas	The Gilmores	50
Helen Hickson	Treetop Farm	100 (new)
Laura Hineman	Fox Fire Farm	100
Kenneth Chatham	Gwynnedale Alpaca	50
Melissa Mills	Walnut Haven Farm	50
Elaine Simpson	Hilltop Hideaway	50
John Conlon	Ridge Valley Alpacas	50
Glen Kirby	Bay Shore Alpacas	50
Va Alpaca Group	Virginia Alpaca Group	50
Donna Higgason	Clearview Alpaca	50
David Grembi	Point of View Alpacas	50
Brenda Breedlove	Ashland Alpaca West	50
John/ Michelle Roppel	Tree Frog Farm	50
Boogie/ Beth Atkins	Elite Alpacas	50
Gary/ Barbara Hoffman	Red Barn Farms	100
Denise Price	Pyramid Alpacas	100
Michael Dennis	Gowen Baroque Alpacas	100

June Treasurers Report Detail

**Virginia Alpaca Owners & Breeders Assoc.  
Reconciliation Detail  
Union Bank & Trust, Period Ending 06/30/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						35,171.20
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	05/23/2018	2010	Best Western	X	-19.88	-19.88
Check	06/07/2018	draft	Office Depot	X	-26.53	-46.41
Check	06/10/2018	2012	Heather Jenkins	X	-300.00	-346.41
Check	06/11/2018	draft	The Fishin Pig	X	-431.73	-778.14
Check	06/11/2018	draft	Foodlion	X	-27.59	-805.73
Check	06/11/2018	draft	Constant Contact	X	-20.00	-825.73
Check	06/12/2018	2013	Thomas & Thomas	X	-800.00	-1,625.73
Total Checks and Payments					-1,625.73	-1,625.73
<b>Deposits and Credits - 2 items</b>						
Deposit	06/07/2018			X	193.60	193.60
Deposit	06/11/2018			X	1,890.00	2,083.60
Total Deposits and Credits					2,083.60	2,083.60
Total Cleared Transactions					457.87	457.87
Cleared Balance					457.87	35,629.07
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	06/10/2018	2011	Brenda Landes		-163.50	-163.50
Check	06/10/2018	2009	John Conlon		-57.34	-220.84
Total Checks and Payments					-220.84	-220.84
Total Uncleared Transactions					-220.84	-220.84
Register Balance as of 06/30/2018					237.03	35,408.23
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	07/07/2018	2014	Fox Wire Farm		-50.00	-50.00
Total Checks and Payments					-50.00	-50.00
<b>Deposits and Credits - 3 items</b>						
Deposit	07/03/2018				240.00	240.00
Deposit	07/07/2018				850.00	1,090.00
Deposit	07/12/2018				96.80	1,186.80
Total Deposits and Credits					1,186.80	1,186.80
Total New Transactions					1,136.80	1,136.80
<b>Ending Balance</b>					<b>1,373.83</b>	<b>36,545.03</b>