



Board of Directors Meeting Minutes

March 13, 2019

Present: Mary Forte – President
Mike Engle – VP
Donna Atkins – Director
Glen Kirby – Treasurer
Brenda Landes – Secretary
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 7:04 PM. Mary Forte called the meeting to order.

2.0 Business:

2.1 Meeting Minutes.

2.1.1 Mary had one correction to be implemented.

2.1.2 Glen made a motion to approve the meeting minutes of the March 6, 2019 meeting. Donna 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 Once we have a signed contract with Sue Ives, we pay deposit. Glen needs payment schedule.

2.2.3 Jay will schedule out all show related payments and provide to Glen. Jay will ask Sue about contracts with Judges.

2.2.4 Constant Contact requires a call to cancel. Glen will call to cancel.

2.2.5 A sponsorship to MAPACA in return for a show sponsorship for VAOBA is pending. Jay spoke to Chris Reachard. Glen wants

2.3 Secretary Report.

2.3.1 Mary has had an email list created for our use and we'll transition to MailChimp.

2.4 Education Report.

2.4.1 Brenda reported. Education Committee did not meet last month; however, Dave has sent a detailed email to BJ Campbell expressing interest in having her speak at our annual meeting in June. Mary confirmed that the annual meeting will be June 22 at the Fredericksburg Expo.

2.4.2 10 participants are registered for the No Fear Fleece Workshop thus far. Capacity is up to 20 people. Brenda will send out another email blast.

2.4.3 DeWitt Cria Care & Birthing seminar costs were previously provided to the BOD, but need to determine how many people will likely attend before we can commit. With Maryland offering a neonatal seminar free to its farm members, and at a much

reduced fee for non-members, it may be difficult to pull in enough participants to defray costs. Dave indicated that he has 2 people that will sign up if it is offered.

2.5 Membership Report.

- 2.5.1** Brenda sent hard copy membership requests out.
- 2.5.2** Several more members joined. Currently at 31 members.
- 2.5.3** Brenda was contacted about membership. The person apparently paid \$100 in June 2018 and was told her fee would carry over for 2019. Glen and Mike to follow up.
- 2.5.4** All attending the HOV Show will help to man the VAOBA booth.
- 2.5.5** Brenda will make and print membership flyers that can be used at shows.
- 2.5.6** Glen will bring cookbooks so they can be at VAOBA table.

2.6 Show Committee.

- 2.6.1** Jay gave report. He'll provide written reports in future. Show report will not be published due to pending matters and desire to give full report.
- 2.6.2** Date of show has officially been changed to November 15 - 17.
- 2.6.3** Judges and Superintendent are still available and contracts in process.
- 2.6.4** Jay, Mike, Elaine, Mary, Donna, superintendent, coordinator will be on show committee. Members have supervisory roles to make sure everything is done. Committee meets one time per month.
- 2.6.5** Jay preparing checklist for committee and BOD of all tasks to be completed.
- 2.6.6** Budget – personnel and salaries were discussed. The committee will watch very carefully.
- 2.6.7** Show Coordinator position is open. There are some ideas about who might make an excellent show coordinator. Fee and expense costs were generally discussed.
- 2.6.8** Outreach to other affiliates is very important.

2.7 Website.

- 2.7.1** Website updates have been done. Mary got PayPal button on for membership.
- 2.7.2** Mike will talk to Glo to see if she can assist Mary and Brenda with updating.
- 2.7.3** Mary asked if anyone has photos to share on the website, she's happy to have them.
- 2.7.4** We've got to start pushing on our advertising.
- 2.7.5** The AOA website indicates our show is still in Doswell. Mary will call Margie Ault to give new venue and date.

2.8 New Business.

- 2.8.1** Sponsorships.
 - 2.8.1..1.** Virginia Fiber Fest called to ask to see if we will sponsor. A sponsorship is \$200. Could this be used to promote VAOBA. Mike spoke to Mary Hughes. She said they really want alpacas to be part of the festival.
 - 2.8.1..2.** Melissa Mills has 15 4H kids that have an event and would like a sponsorship. A gold sponsorship is \$250.
- 2.8.2** Mike discussed Bioworma. It's just been approved in the US for parasites. He wanted folks to be aware of it and look it up. Available in Ohio at Premier One and soon at Jeffers.

3.0 Adjournment.

3.1 Meeting was adjourned at 8:21 PM.

3.2 Next meeting will be held on Wednesday, April 3 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

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