



Board of Directors Meeting Minutes

November 1, 2017

Present: Jim Beck – President
Aimee Matheny – Treasurer
Donna Higgason – Not Attending
John Conlon – Director

Mary Forte – President Elect
Brenda Landes – Secretary
Burt Benson – Not Attending

1.0 Meeting Opening:

1.1 A meeting was held via telephone conference call to discuss show matters and commenced at 7:09 PM.

2.0 Business:

2.1 **Treasurer Report.** The treasurer's report was discussed. Based on IRS information, an annual report / return is required. The BOD agreed that a quarterly report should be posted with the meeting minutes. For our tax purposes, the primary is for educational purposes. Aimee will ask our accountant if there's anything we should be doing. There are additional funds from show and sponsorships.

2.2 Show.

- 2.2.1 Square account is linked to bank account – Aimee already set up.
- 2.2.2 All vendors and seminars are set up.
- 2.2.3 Brenda would like to have contact info for show registrants for email blasts. Brenda will request from Sue Ives.
- 2.2.4 Judy needs volunteers based on updated list of all items needed for show that was sent to BOD. Flyer for ring stewards (alpaca wranglers), gate stewards, fiber booth, etc.
- 2.2.5 Update from Judy and any questions related to show should be reported every 2 – 3 days between now and show. Jim will reach out to make request.
- 2.2.6 Effort now should be getting other people to the show...public in for vendors and to see animals, etc. Need to push for last 2 weeks.
- 2.2.7 "Sign Up Genius" could be set up and linked to Constant Contact. Come take advantage of the educational aspects and volunteer for a couple of hours. Let's find 5 key needs. What will set volunteer out so that public knows who to ask? Volunteer button? Hat?
- 2.2.8 Start prep for next show now. Volunteer t-shirt, etc.
- 2.2.9 eBlast should go out regularly between now and show.
- 2.2.10 Media support from Nationals has been good.

3.0 Meeting Wrap

- 3.1 **Next Meeting:** Wednesday, December 6, 2017 at 7 PM
- 3.2 **Adjournment:** 8:23 PM

Respectfully Submitted, Brenda Landes

Virginia Alpaca Owners & Breeders Assoc.

Reconciliation Detail

UVA Community Credit Union, Period Ending 11/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,085.49
Cleared Transactions						
Checks and Payments - 24 items						
Check	10/19/2017	draft	UVA Community Cr...	X	-190.00	-190.00
Check	11/03/2017	111	Sue Ives	X	-1,000.00	-1,190.00
Check	11/03/2017	draft	UVA Community Cr...	X	-8.00	-1,198.00
Check	11/06/2017	110	Light Livestock	X	-2,100.00	-3,298.00
Check	11/06/2017	draft	square Hardware	X	-51.60	-3,349.60
Check	11/08/2017	draft	Vista Print	X	-320.19	-3,669.79
Check	11/10/2017	draft	Constant Contact	X	-20.00	-3,689.79
Check	11/13/2017	draft	Intuit Quickbooks	X	-10.00	-3,699.79
Check	11/14/2017	112	Wildwood Alpacas	X	-1,000.00	-4,699.79
Check	11/15/2017	116	Airlite	X	-1,407.00	-6,106.79
Check	11/15/2017	113	Brenda Breedlove	X	-375.00	-6,481.79
Check	11/17/2017	114	Caroline County Tre...	X	-240.00	-6,721.79
Check	11/21/2017	128	Evans Photography	X	-450.00	-7,171.79
Check	11/21/2017	118	David Ebie	X	-432.00	-7,603.79
Check	11/21/2017	120	Chrystal Fleck	X	-408.00	-8,011.79
Check	11/21/2017	117	Homemades By Suz...	X	-99.66	-8,111.45
Check	11/22/2017	125	Jude Anderson	X	-2,250.00	-10,361.45
Check	11/22/2017	123	Massaponox High S...	X	-1,000.00	-11,361.45
Check	11/24/2017	121	Kathy Klay	X	-2,161.56	-13,523.01
Check	11/24/2017	126	Jonathan Capen	X	-500.00	-14,023.01
Check	11/27/2017	115	Ringside Ribbons	X	-2,941.95	-16,964.96
Check	11/28/2017	127	Light Livestock	X	-4,150.00	-21,114.96
Check	11/28/2017	129	Evans Photography	X	-320.00	-21,434.96
Check	11/29/2017	122	Treasurer of Va Tech	X	-1,000.00	-22,434.96
Total Checks and Payments					-22,434.96	-22,434.96
Deposits and Credits - 11 items						
Deposit	11/06/2017			X	6,000.00	6,000.00
Deposit	11/13/2017			X	225.00	6,225.00
Deposit	11/13/2017			X	1,351.00	7,576.00
Deposit	11/14/2017			X	697.00	8,273.00
Deposit	11/14/2017			X	1,031.00	9,304.00
Deposit	11/16/2017			X	4,000.00	13,304.00
Deposit	11/20/2017			X	3,679.21	16,983.21
Deposit	11/24/2017			X	1,478.30	18,461.51
Deposit	11/24/2017			X	1,620.00	20,081.51
Deposit	11/24/2017			X	2,436.00	22,517.51
Deposit	11/30/2017			X	2.30	22,519.81
Total Deposits and Credits					22,519.81	22,519.81
Total Cleared Transactions					84.85	84.85
Cleared Balance					84.85	52,170.34
Register Balance as of 11/30/2017					84.85	52,170.34
Ending Balance					84.85	52,170.34