

ALSA Monthly BOD Meeting August 11, 2015

Call to order: 6:10 p.m.

Next Board Meeting: Tuesday September 8, 2015; 6:00 p.m.

(All times posted are Mountain Daylight Time, if not noted)

Roll call:

President: Paul Schwartz
V. President: Jim Doyle
Secretary: Cheryl Juntilla
Board Members: Debbie Andrews
Allen Davis
Susan Leslie

Absent: Terese Evenson

Non Board Members also present:

Treasurer Patti Wattigney (Left the call at 8:12 p.m.)

Office Manager Robin Turell (Left the call at 7:44 p.m.)

BOD Meeting Office Report August 11, 2015

1. Membership

There are new membership applications coming in daily for 2015, both renewals and new memberships.

As of right now for 2015 we have:

- 111 LIFE TIME members
- 254 regular memberships (*which is increased from the last meeting of 13 memberships.* This number is growing each day.) At this time last year we had 295 regular members.
- 163 youth memberships (*which is increased from the last meeting of 12 youth memberships.* This number is growing each day.) At this time last year we had 198.
- Our total membership so far for the 2015 year is 528. (Last year at this time the total membership was 608.)
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2. Shows

There are currently 69 shows sanctioned for 2015. (*which is increased from the last meeting of 6 shows*)

Last year at this time we had 71 sanctioned shows. (this was for both 2014 and upcoming 2015 – the above number for current 2015 is just for 2015)

3. Grand National Vendor application

Robin received an inquiry from a vendor requesting a price adjustment because they will not require tables or chairs. The Board approves Robin sending this inquiry to the Grand National chair.

Robin was asked about the procedure for reserving rooms for Board members and volunteers for the Grand National. Patti said she would prefer not to have everyone's rooms charged on Robin's credit card. Robin will charge the rooms for the judges, but the Board members

and volunteers need to pay with their own cards and then request reimbursement. The Board needs to give Robin a list of names and room preferences as soon as possible so that she can make reservations.

Motion by Jim to accept Office Report, seconded by Debbie. Unanimously approved.

Treasurer Report for the Month of July 2015

- 1) All bank accounts have been reconciled
- 2) GN Sponsorships are beginning to arrive

Current Assets

Checking Accounts	\$ 19,230
Investment Account	55,799
Cash Memorials	<u>3,236</u>

Total Current Assets	<u>\$ 78,265</u>
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Liabilities

Accounts Payable	<u>0</u>
Total Liabilities	<u>0</u>

Equity	<u>\$ 78,265</u>
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Total Liabilities & Equity	<u>\$ 78,265</u>
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Cash Balance on Hand June 2015	\$ 68,403
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Receipts

Membership Revenue	\$ 725
Show Fee Revenue	2,398
GN Sponsorship	10,289
Judge / Judge Clinic Fees	1,250
Other Revenue	<u>15</u>

Total Receipts	\$ 14,677
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Disbursements

Grand National Expenses	832
Judge Clinic Expenses	732

BOD Expenses	0	
Bank / Credit Card Fees	164	
Office Contract/Expenses	2,966	
Judge Committee	106	
Scholarship Paid	0	
Publications Committee	0	
Website Expenses	15	
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Total Disbursements		\$ 4,815
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Balance on Hand July 31, 2015		\$ 78,265
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Motion by Cheryl to accept Treasurer’s Report, seconded by Susan, unanimously approved.

Old Business

Items tabled from July meeting:

1. Discussion of Flow Charts for Committees to Handbook Committee to BOD

Motion by Jim to approve flowchart and have liaisons send copies to all committee chairs and have it posted on the website. Seconded by Allen and unanimously approved.

2. Election Committee Report not voted on last month

Election Committee Report – July 3, 2015

Per the ALSA Standing Rules, ARTICLE III– Election, Section I: Election (h) Challenges.....” ballots will be retained by the Election Committee until midnight July 1, after which they will be destroyed. No challenges were received by the EC. Correspondence received such as Petitions to Nominate Forms, correspondence and inquiries will be destroyed. The Certification of Results will be retained in Election Committee files. The 2015 ALSA General Election is closed.

Please consider and approve Hank Kauffman and Jerry Dunn Election as EC members for the 2015-2016 committee. Both Hank and Jerry have great knowledge of the election history, how the ALSA election works and are always available at a moment’s notice. A great team is in place.

As a reminder, the Simply Voting annual subscription allows for an unlimited amount of elections/membership polls to be held through the end of April, 2016.

Lougene Ann Baird, Chair
ALSA Election Committee

Motion by Cheryl to accept Election Committee Report, second by Jim and unanimously approved. Chair and members of the Election Committee were previously approved by e-mail vote.

3. Grand National Budget – approved via e-mail vote. Specific questions regarding the number of alpaca classes and cost of ribbons and trophies were discussed and answered. Committee liaison given permission to inform committee that budget was approved.

Discussion was had about Standing Rule requiring board members to vote on e-mail motions within 72 hours. Additional discussion about contradiction between this and requirement that President must respond to all communications within 48 hours.

Motion by Cheryl to allow President to send generic response to acknowledge communications received within 48 hours without prior Board approval, seconded by Allen and unanimously approved. Substantive communications will still required Board approval.

Robin requested clarification about whether e-mail blasts about matters that have already been approved by the Board can be approved by the President only to save time. Board members saw no problem with this as long as the subject of the e-mail blast had already been approved by the full Board.

4. Discussion re payment for motel rooms for Grand National volunteers. The Guidelines for Reimbursement do not necessarily apply to the expenses for volunteers included in the Grand National budget, but do apply to other events like judges clinics.

Motion by Cheryl to approve Guidelines for Reimbursements and Expense Report form prepared by Finance Committee, seconded by Jim and unanimously approved. Patti will send Guidelines to Robin for posting on website.

4. One correction to August 1 minutes of Special Board meeting was requested and will be made.

**New Business:
Correspondence from Members.**

Note - Correspondence from members is summarized to protect the member's identity, unless the member specifically grants permission to have his or her name published.

1. Letter from member suggesting a flowchart be prepared for the procedure for Handbook changes that was approved in 2014.

Motion by Jim to send the member a letter thanking him for his suggestion and letting him know that a flowchart has been approved. Seconded by Allen and unanimously approved.

Other New Business

Motion by Jim to go into executive session, second by Allen and unanimously approved. Robin left the meeting and the executive session began at 7:44 p.m.

Motion by Cheryl to exit executive session, seconded by Allen and unanimously approved. Executive session ended at 8:42 p.m.

Motion by Jim to send letter to members of ILR Board of Directors and chair of its Executive Committee to join us for a face to face meeting at the Grand National. Seconded by Allen and unanimously approved.

Discussion about selection of committee chairs. Cheryl requested that Board members think about ways to reach out to more members when selecting committee chairs to broaden the base of volunteers and encourage more members to become involved.

Discussion about possible addition to Standing Rules relating to Board of Directors conduct and importance of announcing oneself when entering conference calls.

Committee Reports:

- 1) Alpaca Committee - Chair: Mary Reed - no report
- 2) Election Committee - Chair: Lougene Baird – no report
- 3) Ethics - Chair: Cheryl Lambert - no report
- 4) Fiber Committee - Chair: Cindy Ruckman - no report
- 5) Finance & Budget Committee - Chair: Patti Wattigney
New Guidelines for Reimbursement discussed and approved above.
- 6) Grand National Committee - Chair: Glenna Overman – no report.
- 7) Handbook Committee – Committee requests approval of Marcie Saska-Agnew and Adryce Mathiesen as Co-Chairs and Bill Feick and Patti Wattigney as members.

Co-chairs and Committee members unanimously approved.

- 8) Judge's Committee - Chair: Position open, pending voting by judges.
- 9) Membership Committee - Chair: Mary Rose Collins - no report
- 10) Nomination Committee - Chair: Anna Reese – no report
- 11) Performance Committee - Chair: Anna Reese - no report
- 12) Policy & Planning Committee - Chair: Barb Harris - no report
- 13) Protest Committee - Chair: Cheryl Lambert - no report
- 14) Publications, Promotions, and Marketing Committee - Chair: Ruby Herron
Here is my committee report for the board meeting.

There is a pdf with the revenue and advertiser history for Showring. This pdf shows who advertised and the total revenue collected. The pdf of stats shows the stats for each publication.

I would like to suggest that the Web Site Committee be part of the Publications, Promotions, and Marketing Committee. All of these committees are doing the same thing. **Promoting ALSA**. This would be a good time to combine these because they all have the same Liaison.

I have also had several requests to discount full page ads 10% if they run them in the same issue. Regular rate for two full page ads is \$200 Discounted rate would be \$180

Ruby Hamilton Herron

Motion by Jim to combine committees, seconded by Cheryl and unanimously approved.

Motion by Susan to approve discounted rate, seconded by Jim and unanimously approved.

15) Regional Committee - Chair: Kitty Tuck-Hampel

The Regional Superintendents have been hard at work making each of their regional shows a success for ALSA and our members. All ribbons have been ordered, judge's hired, and are putting the final touches on each of their shows.

We are working on an information eblast to send out with all of the pertinent information for each show.

Kitty Tuck-Hampel
Regional Committee Chairperson

Motion by Cheryl to accept committee report, seconded by Jim and unanimously approved. Susan is authorized to tell Kitty to proceed with possibility of additional Regional Championship show for this year and submit proposal with specifics as soon as possible.

16) Show Management Committee - Chair: Glenna Overmiller - no report

17) Web Site Committee - Chair: Ruby Herron – see Publications, Promotions and Marketing report above.

18) Youth Committee - Co-Chairs: Michelle Kutzler & Terry White - no report

Unanimous motion to adjourn at 9:14 p.m.

E-mail motions

7-15-15 Paul requests approval of letter to Judges Committee thanking them for their service.
Approved by Jim, Debbie, Susan, Cheryl and Allen

7-16-15 Jim requests approval of Lougene Baird as Chair and Hank Kaufman and Jerry Dunn as members of the Election Committee.
Approved by Debbie, Susan, Terese and Cheryl

7-16-15 Robin requests approval to post new committee liaisons on the website.
Approved by Allen, Susan, Jim, Terese and Cheryl

7-16-15 Cheryl submits minutes of July 14, 2015 meeting for approval.
Approved by Jim, Paul, Debbie and Allen.

7-16-15 Paul requests approval to send letter to Terese regarding apparent conflict of interest.
Approved by Susan, Debbie, Jim, Allen and Cheryl

7-16-15 Paul requests approval to send thank you letters to Kitty and Charles.
Approved by Jim, Terese, Cheryl and Allen.

- 7-16-15 Paul requests approval to send response to e-mail from Ken Forster asking about when minutes would be published.
Approved by Jim, Debbie, Cheryl and Susan.
- 7-16-15 Paul requests approval of draft letters to members addressed in July 14 minutes.
Approved by Susan, Cheryl and Allen.
- 7-17-15 Robin requests approval of e-mail blast about Grand National host hotel.
Approved by Jim, Debbie, Susan, Allen and Cheryl.
- 7-17-15 Paul requests approval of response to e-mail from Ken Forster regarding flow chart for Handbook revisions.
Approved by Susan, Jim, Debbie, Allen and Cheryl.
- 7-17-15 Paul requests approval of letters to Larry Lewellyn.
Approved by Susan, Jim, Debbie and Cheryl.
- 7-19-15 Susan requests approval of Michelle Kutzler and Terry White as co-chairs of the Youth Committee.
Approved by Jim, Debbie, Cheryl, Susan, Allen and Terese.
- 7-20-15 Debbie requests approval of Ana Reese as chair of the Performance Committee.
Approved by Susan and Terese. Cheryl calls for discussion.
- 7-20-15 Cheryl requests approval of Cheryl Lambert as chair of the Ethics Committee and as chair of the Protest Committee. Also requests approval of thank you letter to Protest Committee. Approved by Susan, Debbie, Terese and Jim.
- 7-20-15 Jim requests approval of Ana Reese as chair of the Nominations Committee.
Approved by Susan and Terese. Cheryl calls for discussion.
- 7-22-15 Susan requests approval of Mary Reed as chair of the Alpaca Committee.
Approved by Terese and Debbie. Jim votes no.
- 7-22-15 Susan requests approval of Kitty Tuck-Hampel as chair of the Regional Championship Committee.
Approved by Terese, Debbie, Jim, Cheryl and Allen.
- 7-22-15 Debbie requests approval of Mary Rose Collins as chair of the Membership Committee.
Approved by Susan, Terese, Jim and Cheryl.
- 7-23-15 Paul asks for approval of Facebook posting.
Approved by Susan, Allen, Debbie and Cheryl.
- 7-24-15 Election Committee requests approval of advanced notice to judges about election of committee chair.
Approved by Jim, Debbie, Susan and Cheryl.
- 7-24-15 Jim requests approval of Glenna Overmiller as chair and Jill Knuckles, Belinda Snow and Larry Lewellyn as members of the Show Management Committee.
Approved by Cheryl, Debbie, Allen and Jim.

- 7-27-15 Jim asks for emergency approval for Allen Davis to judge the Central Regional Championship due to first judge asked being unable to do so.
Approved by Cheryl, Susan, Jim and Allen.
- 7-29-15 Robin request approval for posting letter from BOD on website.
Approved by Allen and Jim.
- 7-31-15 Paul requests approval of response to letter from Debi Garvin.
Approved by Susan, Jim, Cheryl and Debbie.
- 7-31-15 Robin requests approval to post Grand National information packet on website.
Cheryl requests a correction.
- 8-1-15 Robin requests approval to post Grand National schedule.
Approved by Jim, Cheryl and Allen.
- 8-2-15 Robin requests approval to post corrected Grand National information packet on website.
Approved by Allen, Susan, Jim, Terese and Cheryl.
- 8-2-15 Cheryl submits minutes of August 2, 2015 Special Meeting for approval.
Approved by Jim and Allen
- 8-3-15 Grand National budget submitted for approval.
Approved by Jim, Allen and Cheryl. Susan expressed concern about cutting ribbons back to six from ten for adult performance classes.
- 8-4-15 Corrected Showring submitted by Publications Committee for approval.
Approved by Jim, Debbie, Cheryl, Susan and Terese.
- 8-4-15 Paul requests approval to respond to telephone message left with office by Ken Forster.
Approved by Susan, Debbie, Terese, Jim and Cheryl.
- 8-5-15 Robin requests approval to e-blast the Grand National sponsorship form.
Approved by Jim.
- 8-5-15 Robin requests approval to send e-blast about 2 uses for AS number.
Approved by Jim, Terese, Debbie, Susan and Cheryl.
- 8-5-15 Paul requests approval of response to e-mail from Ken Forster.
Approved by Jim, Debbie, Cheryl and Allen.

Submitted by

Cheryl Juntilla, Secretary
August 12, 2015