

# ALSA Board of Directors Minutes Board Meeting February 12, 2020

**Call to order:** 7:31p.m. CST

**Roll call:**

Board Members:	Cathie Kindler, President Lauren Wright, Vice-President Ron Baird, Secretary Debbie Andrews Carol Rutledge Deb Yeagle
Others:	Vern Wright, Treasurer Linda Kendall

**I. Office Report:**  
Morning all!

I made it through the 1<sup>st</sup> month! And what a learning experience it has been.

I've been keeping track of my time and tasks on an Excel spreadsheet so I included it in this email. The brief tasks column entries will give you an idea of how time is spent. I also have attached expenses for reimbursement

As I go through the day I am finding a real need for a solid office policy and procedures book. Basically a "cookbook" of how to, when to and what to do to accomplish the desired end result. I have started an outline and will be expanding it as time goes on.

This has been great fun! The members are great, the board is great and I'm a happy camper.

DATE	START	END	HOURS	WK TTL	TASKS
1/3/2020	10:00 AM	12:30 PM	2.5	2.5	obtain P O box from USPS, buy bankers boxes for sorting through files, etc, set up and send email blast
1/6/2020	7:30 AM	12:00 PM	4.5		RETURN PHONE CALLS, SET UP SQUARE ON MY COMPUTER/TEST W MY CARD change passwords /work with Vern pull spread sheets from Carbonite attempt to update website - password/login not working, calls from members for renewals and animal reg number reporting
	1:30 PM	3:00 PM	1.5		initial file/bag clean/clear out
	3:00PM	4:30PM	1.5		renewal call backs 8 calls = 1m msg-4, renewed mbrs-3
1/7/2020	8AM	1130 a	3.5		add phone to Constant Contact template, forward all mail from ALSA Outlook address to my address Call to Robin for guidance re: how to update website, data base, etc. calls from members pmts
	1:00pm	2:15PM	1.25		call to Network Solutions re website access / research addl contact info for "jimmy"

1/8/2020	8:00 AM	2:30 PM	6.5	payment summary for Vern, mbe prnt and questions re showing alpacas, cleaned out remaining bags, inventoried handbooks and binders
	7:00 PM			Board meeting
1/9/2020	8:00 AM	12:20PM	4.5	RTN calls/ memberships sold / worked on Membership ID cards / took bags to recycling / update BOD notes to Cathie
	1PM	2PM	1	text msg to Jimmy Austin recycling 35 bags + 1990'2 laptop
1/10/2020	8AM	1:15pm	5.25	email sort and cleanout / create spreadsheet for animal registry / sent 3 id cards / took payments/ Post office and bank deposit/ mbrship research / cleanup mailbox
	2:15PM	3:30	1.25	
			<b>30.75</b>	
1/13/2020	8:00 AM	12:00PM	4	Membership calls-1 renewal/ sent temp id cards/verify and create master paid membersjip paid sheet
1/14/2020	8AM	1015AM	2	continue paid verification / return phone call-mbr renew/ renew 1 mbr + animal reg
	11:30A	1P	2.5	Trip to AUS city hall to track down Jimmy
1/15/2020	8AM	12PM	4	MBR cards (Olszewski,Plummer)/ New animal number / finish verification of mbrs paid/
1/16/2020	8AM	3PM	7	meeting with Jimmy/update web pages with contact info
1/17/2020	8AM	12PM	4	Admin tasks / prep for DB updates / PO and Bank / mbr call-renew
			<b>23.5</b>	
1/20/2020	8AM	2:45PM	6.75	return vm calls/ SSLA ins cert / DB updates with Karl -sanction SSLA show/mbrship update DB/show results
	4:00PM	6PM	2	DB updates with Karl/ memberships-show results, GN
1/21/2020	6:30AM	7:30AM	1	Research duplicate animal records
1/21/2020	8AM	12:15PM	4.25	CC blast re Grand Nationals in Cedar Rapids/word doc for website index page/ prep IN Fair for entry/ Cindy Ernst
	12:45P	2:45PM	2	IN Prep / research show not sanctioned - sanctioned & liability applied for
	7PM	8:30PM	1.5	Website updates
1/22/2020	8:30AM	12:00pm	3.5	invoice IN SF /conv with Vern re: ALSA email address, insurance holder change./ / IN SF show doc prep
1/23/2020	8AM	12PM	4	prep IN Fair for entry/email blast-intro-bio/3 renewals + 1 new member
	1230PM	3:30pm	3	
1/24/2020	8AM	12PM	4	Finish IN SF show doc prep /enter new animals and transfers to DB /
	1:30PM	16:00	2.5	member cards/member cards
			<b>34.5</b>	
1/27/2020	8AM	9am	1	Back issues / call from Cindy Ernst
1/28/2020	7:45AM	11:30AM	3.75	clean up mess / <b>update paid members</b> and send ID cards / <b>email to BOD</b>
1/29/2020	8AM	12:30pM	4.5	Sanction Moonlight show + INDIO show/ verify INS on next shows & send certs / renewals / new y mbrs
	1:30pm	2pm	0.5	
1/30/2020	7:30AM	12:15PM	4.75	update DB with all paid memberships /calls -renew /set up file for emailing 2020 cards
	1:00PM	5:15PM	4.25	DB update and member calls
1/31/2020	8AM	10am	2	EOM paper work for Vern&BOD/ Judges list from Cindy

			20.75
	hrs		112
	rate		15
			1680

Expenses receipts attached

ITEM	HOW PAID	Amount
Post Office box	Ultra MC	\$102.00
hard drive to sent to Robin	VISA	\$69.95
bankers boxes for sorting	MC	\$23.59
Parking to track down Jimmy	Cash	\$5.00
Parking / meeting with Jimmy	cash	\$10.00
		\$210.54

Linda says she had started doing entries in Quick Books, which will make the job easier in the future for anyone to do. In posting the 2019 Grand National results, Linda discovered two persons in adult showmanship registered under the same number. This problem was solved by creating a dummy account for the second entry. There ensued a discussion as to whether the second adult would have to buy an ALSA number, just as a member would have to do for an animal. It was pointed out a membership only includes two people and a third adult showing under the membership would have to purchase an ALSA number.

It was decided the Handbook would need to be consulted to determine if this procedure would be in violation or conflict with it.

Linda will issue press releases to local media before a show, to raise public awareness and participation in it as well as to promote ALSA to non-members in the vicinity.

Due to problems with the ALSA email, it was decided to obtain a new email address. The new email addresses are [alsa@alsashow.org](mailto:alsa@alsashow.org) and [linda@alsashow.org](mailto:linda@alsashow.org). These emails are connected to the ALSA website and will provide more efficient office operation and member communication.

For many years, a website named alsashow.net has existed. That website is badly out of date, so the decision was made to eliminate it at once to avoid problems.

#### **E-mail Motion**

**Motion: Pay the office expenses for January 2020. Motion by Debbie, Seconded by Carol. Motion unanimously passed February 8, 2020.**

**Motion: Accept the office manager's report. Motion by Ron. Seconded by Carol. Motion passed unanimously.**

#### **Old Business:**

- A. Continuation of the discussion from the January 8, 2020 Board meeting relating to the required use of ALSA numbers instead of ILR numbers as was historically done by ALSA.

The Board revisited this issue from the last meeting. Frank and lengthy discussion concerned what the reason had been for the existence of ALSA numbers and requiring them. In the past, animals were registered for a show by their ILR numbers, which were required before they could be entered. At some point, the requirement of an ALSA number was instituted, with the reasoning lost to history. Pointed discussion revolved around the redundancy of this requirement and its additional expense for members.

Doing away with this requirement would help eliminate confusion, encourage the showing of more animals, and make ALSA shows more enjoyable and less costly for participants. The following Motion was passed:

**Motion: As of January 1, 2020, unregistered animals are required to have an ALSA tracking number to be shown in Youth, performance, or Adult Non-breeder classes. Motion by Carol. Seconded by Deb. Motion unanimously passed.**

**II. Treasurer's Report:**

Vern reported some of the required IRS reports have already been filed, well ahead of time.

Financial results for 2020 are much improved over those of the same period in 2019.

See the financials in Appendix A attached hereto.

**III. Committee Reports:**

**Alpaca** - Chair: Mary Reed, Liaison: Deb

I spoke to Mary Reed about stepping down and Thanked her for all the years and work for ALSA

She will be on the committee for now as she had great longevity and she actually was on the first two ALSA boards and served as a treasurer for a time.

I have asked Vicki Donley from Illinois. She raised Alpacas and runs a Mini mill processing fiber.

She will be working on getting her committee together as soon as she is voted on.

Once again thank you, Mary, for all your years of service.

Deb Yeagle

**Motion: Accept Vicki Donley as Chair of the Alpaca Committee. Motion by Lauren. Seconded by Ron. Motion unanimously passed.**

**By-laws and Standing Rules** – Chair: Lougene Baird, Liaison: Carol

The Committee has not received any Bylaw changes to put before the membership or Board approved Standing Rules changes.

Respectfully,

Lougene Baird, Chair

**Elections** - Chair: Lougene Baird, Liaison: Cathie

There is no activity in the Election Committee. ALSA will not have a General Election for Directors as there are no openings. The next election will be in the fall of 2020. Nominations will begin in July 2020.

Respectfully,  
Lougene Baird, Chair

**Ethics** - Chair: Cheryl Lambert, Liaison: Cathie

There is nothing to report at present.

Respectfully Submitted  
Cheryl Lambert, Chair

**Finance & Budget** - Chair: Vern Wright, Liaison: Ron

Please refer to the Treasurer's report that is presented above and appended hereto.

**Fleece** - Chair: Judy Glaser, Liaison: Deb

No report submitted

**Grand National** - Chair: Sandi Auld, Liaison: Lauren

No report submitted.

**Handbook** – Chair: Adryce Mathisen, Liaison: Carol

No activity to report other than I sent the addendum that adds the extension of the youth age range to 19 to the ALSA office, but as of this morning, (February 3, 2020) it has not been added to the website.

Adryce Mathisen, Chair

**Judges'** – Chair: Cyndi Ernst, Liaison: Ron

This has been a busy month for the Judge's Committee as we follow up on Judge's dues and Reports. 44 Judges and 5 Apprentices have paid their dues and submitted their Annual Reports. Twenty-seven Judges and one Apprentice have submitted their Annual Open Book Test which is due February 24.

Below are the Judge's eligible to Judge at the Grand National Show. The list of those certified to Judge other shows is attached and is posted on the web site.

We have been notified that long time Judges, llama breeders and ALSA supporters David Allen, Mike Swanson and Ken Forster have asked to be taken off the Judge's lists. David finds that he must spend his time running his large Texas Ranch. Mike and Ken are stepping aside due to health reasons. We wish to thank them for their long-time support as the industry grew from initial import of llamas.

We are pleased that Nick Hauptly has reconsidered and had all of his documentation up to date prior to the due dates so will continue to be on our Judge's Lists.

If you have any questions, please do not hesitate in contacting me.

Regards,  
Cyndi Ernst, ALSA Judge's Chair

**Membership** - Chair: open, Liaison: Debbie  
No report submitted

**Performance** - Chair: Anna Reese, Liaison: Carol  
There is nothing to report at this time.  
Anna Reese, Chair

**Protest** - Chair: Cheryl Lambert, Liaison: Ron  
Nothing to report.  
Respectfully Submitted  
Cheryl Lambert  
Protest Chair

**Publications, Promotions, Marketing & Web Site** - Chair: Reggie Durr,  
Liaison: Deb  
No report submitted.

**Regional Committee** - Chair: Susan Leslie: Deb  
No report submitted. We need to have Susan inquire of the Ruckers if they will host a Rocky Mountain Regional Show this year.

**Show Management, Policy & Planning** –Chair: Kathy Devaul, Liaison: Lauren  
No report submitted.

**Youth Committee** - Chair: Robin Sturgeon – Liaison: Carol  
Nothing to report at this time.  
Thank you  
Robin Sturgeon

**IV. New Business:**

**A.** Robin Sturgeon, superintendent of The Buckeye and HLAA fall show in Boone County, IN asks if she can add an ILR show to the weekend with the other two shows. The Board should consider that last year HLAA paid for most of the Regional show expenses, doing so to help keep ALSA in the black as much as possible. If the ILR show is allowed added to the weekend, it is felt the combined attraction of three shows will pull in more entries and continue to help ALSA pay for the Regional.

Discussion was held concerning this topic and the origin of why such a request would have to be made. The conclusion of this discussion was that show management should be enabled to do other activities that could benefit the show from a financial viewpoint. To facilitate shows in 2020, the following Motion was proposed:

**Motion: All ALSA Regional Shows in 2020 have permission to hold their shows in conjunction with another show. Motion by Ron. Seconded by Deb. Motion unanimously passed.**

**B. Approval of Judges for the 2020 Grand National Show.**

The Board discussed selecting Judges for the 2020 Grand National. After due consideration, the following Motion was offered:

**Motion: Approve Tor Sorensen as halter Judge, Trisha Sneeberger as head performance Judge and Joy Bishop-Forshey for fleece and alpacas. Motion by Lauren. Seconded by Deb. Motion Unanimously passed.**

**C. Clarification of the approval of the Cedar Rapids, Iowa location for the 2020 ALSA Grand National Show.** There was a record vote taken on January 15<sup>th</sup> regarding this matter. Cathie, Lauren, Ron, Deb, and Debbie voted yes, Carol voted no.

The next regular Board meeting will be March 11, 2020 at 7:00 p.m. CST.

**Motion to Adjourn at 9:00 p.m. CST. Motion by Carol. Seconded by Ron. Motion unanimously approved.**

***The ALSA Board of Directors may convene in Executive Session to discuss personnel matters, any items on this agenda or to consult with Legal and/or Accounting Counsel.***

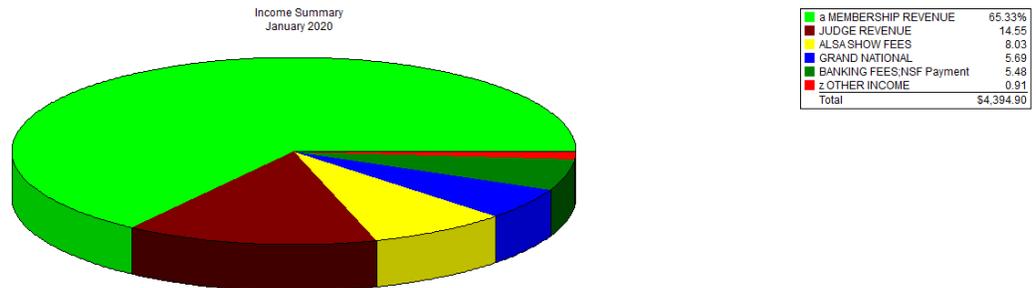
**Alpaca and Llama Show Association  
Financial Statements**

	<u>Jan 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	<u>44,337.14</u>
<b>Total Current Assets</b>	<u>44,337.14</u>
<b>TOTAL ASSETS</b>	<u><u>44,337.14</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	<u>-4,150.00</u>
<b>Total Current Liabilities</b>	<u>-4,150.00</u>
<b>Total Liabilities</b>	-4,150.00
<b>Equity</b>	<u>48,487.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>44,337.14</u></u>

**Profit and Loss Statement**

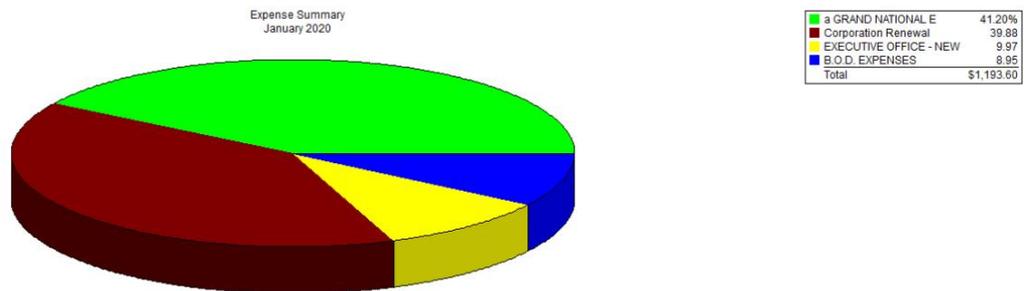
	<u>Jan 20</u>	<u>Jan 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>a MEMBERSHIP REVENUE</b>				
2019 Adult Membership	0.00	1,417.80	-1,417.80	-100.0%
2019 Youth Membership	0.00	489.74	-489.74	-100.0%
2020 Adult Membership	2,339.56	0.00	2,339.56	100.0%
2020 Youth Membership	531.79	0.00	531.79	100.0%
<b>Total a MEMBERSHIP REVENUE</b>	<u>2,871.35</u>	<u>1,907.54</u>	<u>963.81</u>	<u>50.53%</u>
<b>ALSA SHOW FEES</b>				
Adult Showmanship Numbers	0.00	19.15	-19.15	-100.0%
Animal Number Transfer	14.10	0.00	14.10	100.0%
Animal Recording Numbers	38.85	404.70	-365.85	-90.4%
Sanctioning Fee	300.00	196.20	103.80	52.91%
<b>Total ALSA SHOW FEES</b>	<u>352.95</u>	<u>620.05</u>	<u>-267.10</u>	<u>-43.08%</u>
<b>ALSA T Shirt</b>	0.00	96.00	-96.00	-100.0%
<b>BANKING FEES;NSF Payment</b>	241.00	0.00	241.00	100.0%
<b>GRAND NATIONAL</b>				
a Sponsorships	250.00	0.00	250.00	100.0%
Entries	0.00	387.00	-387.00	-100.0%
Overpayments	0.00	141.75	-141.75	-100.0%
<b>Total GRAND NATIONAL</b>	<u>250.00</u>	<u>528.75</u>	<u>-278.75</u>	<u>-52.72%</u>
<b>JUDGE REVENUE</b>				
2019 Judges Dues	0.00	1,887.70	-1,887.70	-100.0%
2020 Judges Dues	639.60	0.00	639.60	100.0%
Judges' Clinics Fees	0.00	1,178.70	-1,178.70	-100.0%
<b>Total JUDGE REVENUE</b>	<u>639.60</u>	<u>3,066.40</u>	<u>-2,426.80</u>	<u>-79.14%</u>
<b>Showring/Internet Ads/Web Link</b>	0.00	20.00	-20.00	-100.0%
<b>z OTHER INCOME</b>				
Website Income	40.00	0.00	40.00	100.0%
<b>Total z OTHER INCOME</b>	<u>40.00</u>	<u>0.00</u>	<u>40.00</u>	<u>100.0%</u>
<b>Total Income</b>	<u>4,394.90</u>	<u>6,238.74</u>	<u>-1,843.84</u>	<u>-29.56%</u>
<b>Gross Profit</b>	4,394.90	6,238.74	-1,843.84	-29.56%
<b>Expense</b>				
<b>a GRAND NATIONAL E</b>				
Ribbons / Awards	491.71	0.00	491.71	100.0%
<b>Total a GRAND NATIONAL E</b>	<u>491.71</u>	<u>0.00</u>	<u>491.71</u>	<u>100.0%</u>
<b>ALSA TShirts</b>	0.00	323.04	-323.04	-100.0%
<b>B.O.D. EXPENSES</b>				
BOD Conference Calls	106.83	34.21	72.62	212.28%
<b>Total B.O.D. EXPENSES</b>	<u>106.83</u>	<u>34.21</u>	<u>72.62</u>	<u>212.28%</u>
<b>BANKING FEES</b>				
Reconciliation Discrepancies	0.00	146.00	-146.00	-100.0%

<b>Total BANKING FEES</b>	0.00	146.00	-146.00	-100.0%
<b>Corporation Renewal</b>	476.00	0.00	476.00	100.0%
<b>EXECUTIVE OFFICE - NEW</b>				
<b>Constant Contact Eblast Expense</b>	0.00	45.00	-45.00	-100.0%
<b>Office Labor Cost</b>	0.00	3,650.00	-3,650.00	-100.0%
<b>Office Supplies</b>	0.00	-75.76	75.76	100.0%
<b>Postage</b>	0.00	79.62	-79.62	-100.0%
<b>Telephone</b>				
<b>ALSA Phone/iPad</b>	119.06	182.33	-63.27	-34.7%
<b>Internet Usage</b>	0.00	159.08	-159.08	-100.0%
<b>Telephone - Other</b>	0.00	143.54	-143.54	-100.0%
<b>Total Telephone</b>	119.06	484.95	-365.89	-75.45%
<b>Total EXECUTIVE OFFICE - NEW</b>	119.06	4,183.81	-4,064.75	-97.15%
<b>JUDGES CLINICS</b>				
<b>Instructors Fees</b>	0.00	1,050.00	-1,050.00	-100.0%
<b>Total JUDGES CLINICS</b>	0.00	1,050.00	-1,050.00	-100.0%
<b>Total Expense</b>	1,193.60	5,737.06	-4,543.46	-79.2%
<b>Net Income</b>	<u>3,201.30</u>	<u>501.68</u>	<u>2,699.62</u>	<u>538.12%</u>



By Account

Show on Pie Chart:  Income  Expense



By Account

Show on Pie Chart:  Income  Expense