

**ALSA Monthly BOD Meeting
Dec 10, 2013**

(All times posted are EST, if not noted)

This meeting will be recorded

Call to order at 8:06 PM E.S.T.

Next Board Meeting:

Tuesday, December 17, 2013 8:00 pm EST Special meeting if required.

Tuesday, January 14, 2014 8:00pm EST Monthly BOD meeting.

Roll call:

Members Present:

President: Ken Forster

V. President: Jim Doyle

Treasurer (Non Board) Patti Wattigney

Secretary: Kitty Tuck-Hampel

Board Members: Susan Leslie, Larry Lewellyn, and Charles Poillion.

Old Business:

a) BOD member conduct (tabled from Oct meeting & Dec 3 meeting).

Jim will be acting President while the discussion is ongoing.

Charles: I make a motion to remove Larry Lewellyn from the ALSA Board for violating executive session information.

Kitty: Seconds the motion.

Discussion ensued.

Larry: Motion to cease discussion.

Kitty: second motion.

Discussion ceased.

Kitty: Yes, Charles- Yes, Jim- No, Larry-No, Susan- Yes, Ken- abstain

3-yes and 2-nos and 1 abstention.

Larry Lewellyn left the Board call at 9:08 PM E.S.T.

Ken has returned as President.

Have Robin and Patti join meeting at 9:09 PM E.S.T. Patti removed herself from the call at 9:46 PM E.S.T.

Office Business:

Robin Turell, Office Manager:

a) Review report received 12-02-13.

Office Report – BOD Meeting – Dec. 12, 2013

1. Membership.

The office has been relatively quiet during the holidays. Membership renewals for 2014 are coming in; this includes three new memberships. We have also received some judge's dues for 2014. Barb Harris and I are working on this together.

2. Renewal question.

I have been asked if ALSA was going to run any specials for membership renewals for 2014?

I believe that last year's special was to renew or buy a membership and have the option to purchase one ALSA number at the same time and receive two ALSA numbers free.

Discussion

No specials will be run at this time.

3. Shows

There are 6 shows sanctioned and on the ALSA calendar for 2014.

We are finished with the ALSA sanctioned shows for 2013.

The posting for the shows is done except for the National Champion Alpaca Show.

4. ALSA Website

I have been working with some members as to what is need on the ALSA website. I will meet with Jimmy Flannigan during December. I do have a list of items needed to discuss. If any of you have something that needs addressing on the website, please let me know so I may include this. You may send me an email and I will add it to the list.

5. Certificates

The new certificates were picked up on December 3, 2013.

If you know of anyone that is in need of a certificate, please let me know.

I would also like to send out an email blast asking if anyone thinks they are due a certificate.

I would like to make sure all the certificates are out so when the method is in place to alert me, I will know we are current in sending out certificates as of the a certain date.

Kitty: I make a motion to approve Robin's report.

Charles: Seconds the motion.

Motion carried.

Treasurer's Report:

(Non BOD) Patti Wattigney

a) Review Treasures report.

Treasurer Report for the Month of November 30, 2013

1) All bank accounts have been reconciled

2)

3)

Current Assets

Checking Accounts	\$	18,533
Investment Account		45,040
Cash Memorials		<u>3,357</u>

Total Current Assets	\$	<u><u>66,930</u></u>
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Liabilities

Accounts Payable		<u>0</u>
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Total Liabilities	<u>0</u>		
Equity	\$ <u>66,930</u>		
Total Liabilities & Equity	\$ <u><u>66,930</u></u>		
Cash Balance on Hand October 31, 2013		\$	65,457
Receipts			
Membership Revenue	\$	700	
Show Fee Revenue		4,073	
Grand National Sponsorship/Vendor Fees		580	
Regional Entry Fees		9,390	
Judge / Judge Clinic Fees		1,100	
Other Revenue		<u>57</u>	
Total Receipts		\$	15,900
Disbursements			
Grand National Expenses		8,731	
Regional Show Expenses		1,434	
Membership Expense		0	
Bank / Credit Card Fees		445	
Office Contract/Expenses		2,917	
Judge Clinic Expenses		900	
Handbook Committee		0	
BOD Expenses		0	
Website Expenses		<u>0</u>	
Total Disbursements		\$	<u>14,427</u>
Balance on Hand November 30, 2013		\$	<u><u>66,930</u></u>

Charles: Motion to approve the treasurer's report.

Susan: seconds the motion.

Motion carried.

Continuation of Old Business

a) ILR Invitation continued from Oct meeting.

Will write a letter requesting financial statements regarding the ILR Show division, The Gathering, and the LFA's Nationals. Is there a proposed dollar amount ALSA is expected to pay? Does this need to be exclusively our ALSA's Grand Nationals? Will the offer stand for a large ALSA show? What is their proposed ring procedure regarding 3-show associations?

b) Motion to approve the December 3, 2013 Special Meeting Minutes.

Susan: Motion to approve the minutes.

Charles: Seconds the motion.

Motion carried.

New Business:

a) Letter from Barbara Flinn.

We truly apologize for any mistake of our miscommunication regarding their award. There was never any intention to remove their award. Please accept our sincerest apology for this mistake.

b) Letter from Mary Jo Miller.

The Board will be writing a letter to Mary Jo thanking her for her letter and specifying our requests for information.

c) Showring: See Publication report.

d) Eileen Ditzler letter regarding Grand National dates.

Thanks for your dedication to ALSA and we are still searching the venues and have not decided on our Grand National dates.

e) Kristy Brown- Apologize for not getting a letter to her sooner and will be sending one out.

f) Tami Lash:

Write a letter thanking her for her correspondence and we are looking into her suggestions.

g) The Board of Directors approves of Robin sending Jim the Database program information for research purposes.

Committee Reports:

1) Alpaca Committee: (liaison: Susan Leslie)

Chair: Kevin Sullivan

a) Review report received 12-03-13.

The ALSA Board has not received a report regarding their trial basis to find out how the trial went. The Board must have written information in order to form an educated opinion regarding this matter.

2) Election Committee: (liaison: Ken)

Chair: Lougene Baird

3) Ethics: (liaison: Jim)

Chair: Paul Schwartz

a) *No report*

- 4) Fiber Committee: (liaison: Larry)
Chair: Cindy Ruckman.
a) *No report*

- 5) Finance & Budget Committee: (liaison: Larry)
Chair: none
a) *No report*

- 6) Grand National Committee: (liaison: Ken)
Chair: Susan Leslie
a) appoint committee chair.

We would sincerely like to thank Jim Doyle for his hard work and dedication to ALSA for the 2013 ALSA Grand National in Shawnee, Oklahoma.

Kitty: I motion to appoint Susan Leslie as the Chairperson to our Grand National Committee.

Charles: seconds the motion.

Motion carried.

- 7) Handbook Committee: (liaison: Larry)
Chair: Marcie Saska Agnew
a) *No report*

Jim: I motion to nominate Ken as liaison to the Handbook Committee.

Susan seconds the motion.

Motion carried.

- 8) Judge's Committee: (liaison: Ken)
Chair: Barb Harris
a) Review report received 12-03-13.

**ALSA Judges' Committee
December 2013 Report**

I would like to thank the ALSA board for asking me to chair this committee once again. At this time I would like to submit the following ALSA judges for approval to this committee:

Deb Yeagle – Llama halter, performance and fleece - Alpaca halter, performance and fleece – Instructor in all of the above.

Maryan Baker – Llama halter, performance and fleece.

Margaret Henry – Llama halter and performance.

Patti Morgan – Llama halter, performance and fleece. Assistant Instructor in llama fleece.

Over the last few months there have been several clinics that have been held across the country. The committee would like to submit the following results for approval:

Grass Valley clinic Llama Halter and Performance Instructor Lora Crawford

Terese Everson – final score 90% - approve as a llama halter/performance judge.

Tor Sorenson – final score 95% - approve as a llama halter/performance judge.

Grass Valley Llama Fleece clinic Instructor Karen Kinyon

Gogi Villanueva – final score 85% - approve as llama fleece apprentice upon payment of judge's dues.

Maureen Macedo – final score 83% - approve as llama fleece apprentice upon payment of judge's dues.

Trish Brandt-Roebuck – final score 75% - approve as llama fleece apprentice.

Maryan Baker – approve as an ALSA Llama Fleece Instructor based on her work as assistance instructor at the Grass Valley Fleece clinic and prior teaching experience. Karen Kinyon – instructor – made this recommendation and the committee concurs.

Unzicker's Llama and Alpaca Fleece clinic

Cynthia Ernst – final score 95% - approve as a llama fleece judge.

Robin Sturgeon – final score 75% - approve as a llama and alpaca fleece apprentice with completion of 1 farm visit/evaluation with Deb Yeagle.

Tracy Weaver – final score 90% - approve as a llama and alpaca fleece apprentice.

Patti Morgan - approve as an ALSA llama fleece instructor as she has completed her requirements to become an ALSA llama fleece instructor.

Based on her final score of 95% - approve as an alpaca fleece apprentice.

The committee would like to thank Rick and Mary Adams and Glen and Margo Unzicker for open their farms to hold these clinics. They went to great lengths to make sure that instructors, helpers and attendees were well feed and comfortable throughout the clinics.

Jim: Motion to approve the above Judges Committee recommendations.

Susan: Seconds the motion.

Motion Carried.

In September a letter from Cathie Kindler was forwarded to the committee requesting reinstatement as a judge following her suspension. After researching the original suspension it became clear that on two occasions the board stated that Cathie must attend an Advanced Judging clinic before reinstatement as a judge. These decisions can be found in the ALSA Board minutes dated June 2011 and April 2012. In April of 2013 the Judges' committee submitted to the board our proposal that ALSA judges would not have to attend further clinics if the following items are met:

- 1) All dues are current.
- 2) All required paper work is current.
- 3) No upheld complaints or protests.
- 4) Judge must attend at least one Judges' Meeting at the Grand National in

a 5 year period.

The above was approved by the board. I called and left a message on Cathie's answering machine detailing these findings.

Since the board included in the original suspension dated June 2011 that Cathie must attend an Advanced Judging clinic it is the committee's belief that the board would need to amend this before the committee could look at asking for an exemption to our requirements for judges as submitted in April 2013.

We would like to wish the board a Merry Christmas and Happy Holiday season.

Respectfully submitted,

Barb Harris – chair

Deb Yeagle

Maryan Baker
Margaret Henry
Patti Morgan

The board upholds the requirement of attending an advanced Llama Clinic to receive her judge's license back.

9) Membership Committee: (liaison: Susan)
Chair: Kathy Devaul
a) *No report*

10) Nomination Committee: (liaison: Charles)
Chair: None
a) *No report*

11) Performance Committee: (liaison: Kitty)
Chair: Anna Reece
a) *Review report*

Tabled to December 17, 2013- Discussion started and will be continued at the next meeting.

12) Policy & Planning Committee: (liaison: Charles)
Chair: Barb Harris
No report

13) Promotion Committee: (liaison: Charles)
Chair: None
a) No report

14) Protest Committee: (liaison: Jim)
Chair: Margaret Henry
a) No report

15) Publications Committee: (liaison: Larry)
Chair: Ruby Herron
a) Report received 12-08-13.

Here is the report for the Issu account for Showring since we started the publications.

As of 12/7/13 we have had 29,083 views.

So far we have made \$600 for ALSA.

Ruby

Kitty motion to approve the Winter edition of Showring Magazine.

Jim: Seconds the motion.

Motion Carried.

Thank you so much to the Showring publications committee for an outstanding issue.

16) Regional Committee: (liaison: Kitty)
Chair: Cheryl Juntilla

Kitty: I motion to keep Cheryl as the Chair for the Regional Committee.

Jim: Seconds the motion.

Motion carried.

- 17) Show Management Committee: (liaison: Kitty)
Chair:
a) *No Report*
- 18) Web Site Committee: (liaison: Jim)
Chair: Ruby Herron
a) *No Report*
- 19) Youth Committee: (liaison: Susan)
Chair: Michelle Kutzler
a) *No report*

EMAIL MOTIONS AND/OR ACTIONS:

- A)
 - 11-12-13: Kitty submitted 11-12-13 BOD minutes.
 - 11-13-13: Jim approved minutes.
 - 11-13-13: Charles requested corrections.
 - 11-13-13: Ken submitted additions and corrections.
 - 11-17-13: Kitty submitted revised 11-12-13 BOD minutes for approval.
 - 11-18-13: Charles: I motion to approve the Nov. revised minutes
 - 11-18-13: Charles-yes; Kitty-yes
 - 11-24-13: Ken-yes. With no further corrections received the 11-12-13 BOD meeting minutes are approved.
- B)
 - 11-18-19: Election committee request approval of standing rule changes required for electronic voting.

ARTICLE IV - Election

Section 1: Election

(a) The Day of Record shall be set by the Election Committee. The Day of Record is the last day a person may pay dues and become a member in good standing as part of the qualifications to participate in the election process.

(b) Determination of Members in good standing shall be as described in the:

1. ALSA Bylaws, ARTICLE II, Section 5, Voting in its entirety,
2. Article II, Section 6, Member in Good Standing in its entirety, and
3. Article III, Board of Directors, Section 2. Eligibility in its entirety.

The Treasurer and Office Manager shall reconcile the list of members using the Day of Record to create an up-to-date list to present to the Board of Directors for approval. The members on the Board approved list will be deemed in good standing and may participate in the election process. Using the list of members in good standing, the Election Committee shall determine the existence of a quorum, hear and determine all challenges and questions in any way arising in connection with the right to vote.

(c) Statements of Candidacy. All nominees must be members in good standing of the Association. Nominations shall be closed no later than April 10. The Election Committee shall verify that all who have received petitions, and all who have submitted petitions are members

in good standing as of the Day of Record. The Election Committee shall request the nominees individually to submit a statement on behalf of their candidacy, the final version of which must be received by email by the Election Committee no later than April 30, 12:00 Noon CDT. Should a nominee not submit a Statement by the deadline, his/her name will be placed on the ballot and name only will be placed on the Statement of Candidacy. Should a nominee choose to not run for election, that member must notify in writing the Election Committee of his/her decision to not run for the Board by April 30, 12:00 Noon CDT. The format of the Statement of Candidacy and its distribution to the membership shall be established by the Election Committee.

- (d) The ALSA Bylaws allow for the voting process to be completed by either electronic voting or written mail-in ballots *but not a combination of both* within the same election. The procedure shall be as follows.
- (e) Electronic Ballot Election. Notification of electronic balloting along with instructions for the balloting process will be sent via e-mail to all members in good standing. It is the responsibility of each member to inform the ALSA office of his/her correct and current e-mail address. Statements of Candidacy will be emailed to each member during the first week of May. The time period to begin and end voting will be between, but not limited to, May 25 and June 5 of the election year. The agency will have the vote tally available within 24-hours for the Election Committee after the election process is complete.
- (f) Written Ballots Election. Notification that written ballots will be sent via USPS will be communicated via email to all members in good standing. Written ballots will be mailed to all members in good standing between May 1 and the end of the second week of May. All written ballots must be received by mail or fax by the tallying group by June 5. Ballot envelopes must include a member's ALSA number and all information must be complete and legible for verification of membership. The tallying agency will verify all information on the return envelope and tally the ballots. Ballot envelopes without complete information will be deemed spoiled. The results will be reported to the Election Committee within 24 hours after completion of the tally.
- (g) Regardless of the type of election process (electronic or written), upon notification of the election results, the Election Committee will then inform its Board Liaison of the results. The Board Liaison will then notify the highest member of the Board of Directors whose position is not on the ballot. This individual will verbally advise all candidates of the election results (and only the candidates). This individual will then advise the Election Committee that the candidates have been notified. The Election Committee will forward the results to the webmaster for general publication on the ALSA Website and/or e-mail notification to the membership.
- (h) Challenges – All challenges regarding the voting must be received by the Election Chair by 12 PM EDT June 30. All challenges must contain the name, address, ALSA number, and signature of the challenger. All written ballots will be retained by the Election Committee until midnight July 1, after which they will be destroyed. If any challenges are issued, the ballots will be preserved until said challenge is acknowledged as resolved by the Board of Directors, at which point they will be destroyed.

- (i) A Director may be subject to a recall vote by a signed petition of at least twenty five percent (25%) of the membership who were members in good standing as of the Day of Record, followed by an affirmative vote of two-thirds of a quorum of the membership (as described in ALSA Bylaws Article II – Membership, Section 4. Quorum).

11-19-13:

Charles: I motion to approve the Revised Election Standing Rules.

Kitty seconded.

Charles-yes; Kitty-yes

11-24-13: Susan-yes; Ken-yes.

11-25-13: Jim-yes; Larry-abstention. Motion carried.

C)

11-19-13

Here is the list of youth committee members pending BOD approval. thanks

Chair, Michelle Kutzler, Previously approved by BOD, NW region.

Leann Benninger, Buckeye Region

Belinda Snow, SE Region

Carol Rutledge, Central Region

Michelle Batt, Eastern Region

Michele Gohr, Buckeye Region

11-21-13: Kitty:

I make a motion to approve all members of the youth committee. Susan seconded.

Kitty-yes; Susan-yes.

11-22-13: Jim-yes; Charles-yes

11-24-13: Ken-yes. Larry-abstention. Above committee members approved.

D)

11-19-13

Dear BOD –

I have received the bid for the printing of the certificates from JK Graphics.

It is less expensive to do the printing with them.

I can get the total of 500 sheets of parchment paper and make the “template” (outside border) and it will be \$190.00 total.

Staples was \$31.00 for sheets of parchment paper and then \$170.34 for the copying – so it would be \$202.33 total.

I have 16 certificates that need to go out right now. I only have 15 of the older certificates left. May I please do this ASAP?

Thank you.

11-19-13: Jim-yes

11-20: Charles-yes; Susan-yes; Kitty-yes.

11-21-13: Larry-yes; Ken-yes. Approved.

E)

11-21-13

I'd like to request adding Bill Feick to the Handbook Committee.

He is very knowledgeable & knows the handbook thru & thru. I know the committee would benefit from his experience.

Thank You,

Marcie Saska Agnew

11-21-13: Kitty: Motion to approve. Charles: I second.

Kitty-yes; Charles-yes; Susan-yes

11-22-13: Jim-yes

11-14-13: Ken-yes; Larry-abstention. Motion approved.

F)

11-21-13:

Here is who I have so far, as who I would like on the performance committee.

please see if you can get an approval for me.

Thanks, Anna

Eileen, Ditsler, SW region

Kathy Nichols, SW region

Barb Harris, Rocky Mountain

Bill Feick, Central region

Lauren Wright, South Eastern region

Amanda Marie Smith, Buckeye Region

11-22-13: Jim-yes; Charles-yes Susan-yes; Kitty-yes.

11-24-13: Ken-yes; Larry-abstention. Performance committee members have been approved.

G)

11-24-13

Robin: Requested approval of Happy Thanksgiving from ALSA e-blast.

Susan-yes; Kitty-yes; Jim-yes.

11-25-13: Charles-yes; Larry-abstention.

11-25-13: Ken approved e-blast with the additional name added.

Kitty: Motion to adjourn the meeting.

Susan: seconds the motion.

Motion carried.

The Board of directors adjourned the meeting at 11:36 PM E.S.T

Minutes: Kitty