

**ALSA Regular Monthly Meeting
December 13, 2011**

Meeting was called to order at 8:01 pm EST by President, Ken Forster
(All times posted are EST, if not noted)

Roll Call:

Members Present:

President Ken Forster
V. President Maryan Baker
Treasurer (Non Board)Patti Wattigney – Joined 8:15pm; Dismissed herself – 8:44pm
Secretary Keith Wattigney

Board Members:

Allen Davis
Marilyn Nenni
Stacie Forshee
Larry Lewellyn

Office Manager: Cheryl Ryberg – Absent

Next Board Meeting: Tuesday, January 10, 2012 at 8:00pm EST

Office Business:

Cheryl Ryberg, Office Manager

Administrative Manager Report
December 13, 2011

Ken told me yesterday that I did not receive the contract for the ALSA Office for 2012. Per contract requirements, the best price and the most experience was the main criteria. I wish you and the new office manager well. Every business would like to find better value and service.

I shared with Ken that I hoped that the board would discover a realistic idea of what the office work entailed. The last 3 months here have been much like Lucy and Ethel trying to box chocolates as the factory kept speeding up the line. Every time I looked at the mass emails the board was promising new and free “gifts” to members without discussing how this would impact the office, end of year and final result posting. It is wonderful to dish out free samples, but there has to be something left for the paying customers. That and the fact that the new Grand National software could not accept payments, and checks had to be printed and mailed to all national winners, 2 regionals set up at the last minute and offers of free ALSA Numbers, have put us weeks behind in getting shows posted and member cards issued.

Additionally, we have been helping Patti Wattigney, ALSA Treasurer learn how to post credit cards and work with getting all necessary information out of the ALSA Carbonite backup as well as discussing other areas of transition.

As discussed with Ken, with fewer than 10 working days left for a “smooth” transition, I will be boxing up paperwork to send to new office and sending all financial related paperwork and files to Patti Wattigney.

Note: as of 12/30/11 the phones, emails and fax and address for current ALSA Office will be closed.

As soon as I have the name of the new office the rest of the paper data, tape recorder and 10 year old laptop will be shipped , marked and labeled, as they are superior in experience, it should not be a problem for them to continue this important work.

To our members, thank you for all the love, fun and support over the past 11 years. I will miss our relationship from this office.

Respectfully submitted,

Cheryl Ryberg
ALSA Office

Thank You Cheryl for your many years of service and dedication to ALSA.

Treasurer’s Report:

Patti Wattigney, Treasurer

Treasurer Report for the Month of November 30, 2011

- 1) All bank accounts have been reconciled.
- 2) Membership income is still down less than 1% from this time last year. Membership renewals are continually being received by the ALSA office.
- 3) Overall, the Regional Shows had a net profit for this year.
- 4) The Grand National entry information has been allocated to the proper accounts according to the Show Works program.
- 5) For the period ended November 30, 2011 the Grand National show had a slight profit. There are still outstanding invoices to be paid in December that will be expensed to the Grand Nationals.

Balance Sheet

As of November 30, 2011

Current Assets

Cash	\$ 26,463
Investment Account	58,042
Cash – Memorials	<u>\$ 3,854</u>

Total Current Assets	88,359
Total Assets	<u>\$ 88,359</u>
Equity	<u>\$ 88,359</u>

Cash Balance on Hand October 31, 2011 \$ 92,851

Receipts

Membership Revenue	\$ 1,925
Show Fee Revenue	5,013
Grand National Revenue	18,227
Judge Revenue	2,225
Regional Revenue	302
Other Revenue	<u>1,489</u>

Total Receipts \$ 29,181

Disbursements

Membership	\$ 0
Grand Nationals	23,724
Committee Expenses	0
Judge Expenses	0
Regional Expenses	70
Other Expenses	572
Office Expenses	5,933
BOD Expenses	<u>3,374</u>

Total Disbursements \$ 33,673

Balance on Hand November 30, 2011 \$ 88,359

Marilyn motioned to pay the balance due on the Lancaster Event Center invoice. Larry seconded. Motion passed.

Larry motioned to accept the Treasurer report. Marilyn seconded. Motion passed.

Patti volunteered to do the accounting during the interim period of transition.

Larry motioned to have Patti Wattigney, the ALSA Treasurer, handle all of the accounting of ALSA until the new Office Manager has established herself in her position and has the general

operations of ALSA in continuity. This interim accounting will be reviewed by the Board on a monthly basis and will be turned over to Robin when she has fully established herself in the office. Allen seconded. Motion passed.

Proceedings:

Old Business:

- 1) Allen motioned to send the contract and Schedule A to Robin Turell for approval and signature. Maryann seconded. Motion passed.
- 2) Maryann motioned to approve the following ALSA Standing Rules. Allen seconded. Motion passed.

ALSA Standing Rules

ARTICLE I – ALSA Board of Directors

Section 1. Compensation

Directors shall be entitled to receive their actual, necessary expenses in attending meetings of the Board of Directors. Directors who are also officers or employees of the corporation and who are compensated as such shall receive no compensation as Directors. Other Directors shall receive such compensation as may be established by resolution of the Board of Directors.

Section 2. Employees

The Board of Directors may by resolution authorize one or more employees or independent contractor to perform under the direction of the Board of Directors any duties that may be necessary for conducting the business of the corporation.

Section 3. Internal Controls

(a) All ALSA accounts must be in the name of the association – ALSA.

(b) The Executive Secretary will always keep the President and Secretary updated as to the account numbers, usernames and passwords of *all* ALSA accounts. Including, but not limited to:

- a. Carbonite – computer back-up system
- b. All bank accounts
- c. alsashow.org website
- d. alsashow.net website
- e. Constant Contact
- f. Secure server for credit cards
- g. ALSA credit cards

(c) The President will always maintain an up-to-date quarterly copy of the database program and database files, and the ALSA membership list as supplied by Executive Secretary. Also yearly copy of the workable current Handbook.

Section 4. Policies and Workings of the BOD

(a) All corrections, additions, and approvals of the minutes must be made within 10 days. After 10 days without response, the minutes will be posted as written.

(b) Information from a BOD meeting is not to be released until the minutes are approved and posted. "If a committee needs to know information from the BOD meeting before the minutes are posted, the liaison needs to ask BOD permission." (minutes 2-8-2010)

- (c) Email motions need a second to be attached to the minutes. (minutes 12-8-2009)
- (d) BOD members must respond to all email motions that have been made within 72 hours unless circumstances dictate immediate action and shorter approval. Ignoring or not voting for an email motion will be considered an abstention. (minutes 3-12-2010)
- (e) 48 hours will be allowed on business days for the BOD to approve email blasts. After 48 hours with no objections from the BOD, the email blast will go out with the Presidents approval. (minutes 3-12-2010)
- (f) Letters, emails, etc. sent to the ALSA Board of Directors from members that include copies sent to other ALSA members and/or other interested parties will not be answered by the Board. The Board's position is that such letters are more of a public statement of a political position rather than an inquiry of the Board. (minutes 2-12-2010)

Section 5. Communications

- (a) The President will acknowledge receipt of all communications addressed to the Board of Directors with a confirmation by email, phone, or mail within 48 hours.
- (b) The President will forward, in a timely manner, all communications and letters addressed to the BOD members for review at the next BOD meeting.
- (c) All letters, replies, and communications sent out by the President and/or any BOD Member must first be reviewed and approved by the BOD.

Section 6. BOD Conduct

- (a) Items of expected behaviors of BOD members are: respect, confidentiality, responsibility of a timely response, opportunity of opinion on all issues, avoidance of conflict of interest. Threatening and/or slanderous emails to other BOD members are not acceptable. (minutes 1-16-08)
- (b) It is not appropriate for BOD members to post on an internet chat list since it could easily represent only a personal opinion or a personal agenda and not the opinion of the ALSA BOD. (minutes 10-23-08)

ARTICLE II – FINANCIALS

Section 1. Segregation of Duties

No financial transaction is to be handled by only one person from beginning to end. It is necessary that the person who signs the checks for ALSA not be the bookkeeper or the person who receives and deposits the monies.

- (a) The Office Secretary is to write checks using Quick Books. All checks shall be sent to the ALSA Treasurer, accompanied by invoices for signature and mailing. (minutes 2-26-08)
- (b) All checks in the amount of \$1500 or over must be approved by the BOD prior to signing. (minutes 2-26-08)
- (c) A line-item financial report will be provided to the BOD each month. (minutes 12-9-08)
- (d) All bank accounts will include the names of the ALSA President, Secretary, and Treasurer.

Section 2. Financial Requests

All requests for financial requests must be accompanied by a statement of the complete budget showing how the funds will be handled. (minutes May, 2008)

ARTICLE III - Judges and Apprentice Judges

Section 1. Qualifications

- (a) One qualifies to be an ALSA Judge by meeting the requirements described in the ALSA Handbook.
- (b) One qualifies to be an Apprentice Judge by meeting the requirements described in the ALSA Handbook.

Section 2. Judge's Dues

Annual dues will be assessed and are due on January 1 of each year. The amount of the annual dues shall be fixed and may from time to time be changed by a resolution of the Board of Directors. The Judges' annual dues are in addition to the annual association membership dues. Judges whose dues are delinquent after January 1st of each year are not eligible to judge an ALSA sanctioned show. If dues are not paid by February 1st, the Judge's license will be suspended for the calendar year. (effective January 1, 2012)

Section 3 - Procedure for Written Complaints

The procedure for handling written complaints and negative exhibitor evaluations is as described in the ALSA Handbook, Judge and Apprentice Program.

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 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 the Election Committee no later than April 30. E-mail and fax submissions are recommended. 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 their decision not to be placed on the ballot. The format of the Statement of Candidacy and its distribution to the membership shall be established by the Election Committee.
- (d) Written ballots will be mailed to all members in good standing between May 1 and the end of the second week of May.
- (e) All ballots must be mailed or faxed to the designated CPA or assigned tallying agency and received by June 5. Ballot envelopes must include ALSA number and all information must be complete and legible for verification of membership.
- (f) The designated CPA or tallying agency will verify all information on the return envelope and tally the ballots. Ballot envelopes without complete information will be deemed spoiled.
- (g) 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 EST/EDT June 30. All challenges must contain the name, address, ALSA number, and signature of challenger. All 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 maintained 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).

ARTICLE V – YOUTH SCHOLARSHIP

Youth ALSA members who are graduating High School Seniors in the current year may apply for one of two scholarships from the ALSA Memorial Youth Scholarship Fund. These scholarships will be recognized prior to the ALSA Grand National Championship Show held each fall.

The ALSA Memorial Youth Scholarship Fund will operate as follows:

Section 1 - Requirements

1. Applications may be sent to the committee by U. S. Mail.
2. All applications, recommendation letters, and responses **MUST** be postmarked date stamped by March 15th. Any applications without that postmark or date stamp will not be considered.
3. Applicants must fill out the scholarship application completely and it must accompany the responses and recommendation letters in order to be considered for the scholarship.
4. The order of the packet shall be:
 - A. Application form
 - B. Checklist and confirmation page
 - C. Response questions
 - D. Recommendation letters
 - E. All applicants must include 2 letters of reference with this application from the following (excluding relatives): 1. an individual in your educational background 2. An individual familiar with your llama-related events
 - F. High School Transcript must be included. Applicants must submit a short article about themselves and send a current picture with article.

This complete packet should be mailed to the Scholarship Committee Chairperson.

5. Applicants will receive an email within 5 days confirming that their complete application has been received.
6. Applicants who did not meet the above requirements will be notified within 5 days that they will not be considered for the scholarship.
7. All applicants must be a high school senior in preparation of graduation in the year they apply for the ALSA scholarship, a current ALSA Youth member, and no older than 19 years of age at the time of the application.
8. The applicant must plan to attend an accredited college or university within a year of application.
9. Scholarship winners will be notified by May 15th.

Section 2 - Selection

The Youth Scholarship Chair shall notify the ALSA President of the Scholarship winners. The ALSA President shall notify the scholarship winners in writing, by mail or email, no later than May 15.

Scholarship funds will be directed directly to the College or University at the time that fees are due. Winners will have two (2) years after high school to have funds distributed to the College or University of their choice. In order to protect all involved, the contents of applications may not be printed in any publication. Applicants who do win and are planning to attend the Grand National Show will be expected to attend the Opening Ceremony so that they

may be recognized. Applicants with questions are to contact the ALSA Youth Scholarship chairperson. Questions asked by parents will NOT be accepted or answered.

Section 3 - Funding

(a) A memorial website page will be kept for donations made in remembrance of an ALSA member. Donations will go into the Youth Memorial Scholarship Fund. (minutes 12-9-08)

(b) A Silent Auction will be held annually by the Youth Committee at the Grand National Show. Proceeds will go to the Youth Memorial Scholarship Fund.

ARTICLE VII - Records

Section 1. Corporate Book, Points, Judges

The following records must be kept by the Alpaca and Llama Show Association, Inc:

(a) A corporate book that contains the bylaws and minutes of all the corporate meetings. Plus it must retain copies of the annual reports which include the annual tax or information returns filed with the federal government.

(b) A list of all show points earned by show llamas and alpacas.

(c) A list of all show points earned by youth members.

(d) A list of all qualified ALSA sanctioned Judges and Apprentice Judges.

(e) A list of all members in good standing

3) *Motion to adjust the committees for 2012 from 11-2-11 meeting carried. Issue was then tabled until the next meeting so complete review can be done.*

4) *Larry motioned to rescind his motion to combine the Ethics and Protest Committee. Motion passed.*

5) *Larry motioned to remove Stacie as the Alpaca Committee liaison. Allen seconded. Motion passed.*

6) *Larry motioned for Alan to act as the new liaison for the Alpaca Committee. Allen seconded. Motion passed.*

New Business:

1) *Maryan motioned to list the Scholarship Committee as a Sub Committee on the ALSA website under Youth Committee. Allen seconded. Motion passed.*

2) *Marilyn motioned to change the number of alpacas needed to complete a division from 10 animals to 6 animals. Maryan seconded. Motion passed.*

3) *A letter will be drafted and sent to Tracy Pearson in response to letter received.*

4) The BOD received the following letter:

December 6, 2012

To the ALSA BOD,

During the 2011 Grand Nationals many of us showing would

like to have a Classics Class. Both female and Male.
Hopefully this would prevent some who illegally shear their llamas to fit most of the light wool criteria.

Therefore I will donate \$1,500 to the 2012 Grand Nationals and will get other sponsors for the Classic class if 2012 has this class. This \$1,500 money can go for ribbons or premiums.

Also the light wool type llamas can not compete equally with the current fiber regulations. A light wool has different quality for guard fiber and the underdown. Some of the finest fiber on llamas is labor intensive and found in the light wool llamas.

Therefore if the Grand Nationals in 2012 will have a light wool fiber competition, I will donate \$500 for a fiber class of light wool. New classification and grading system will need to be established, but they already exist. We have them at our California State Fair. The monies can be for ribbons or premiums.

ALSA needs changes to fiber so light wool llamas can compete for the Overall Champion. Since Light wool llamas are at a disadvantage for this award, ALSA loses money. Money that would go into the fiber classes and the performance classes.

I hope ALSA will consider adding Classic llamas and Light wool fiber to the Grand Nationals. I know this will bring in more members to Nationals, and add more members to show classes and add \$\$\$ to show revenue.

Sincerely,
Trish Brandt-Robuck
Lifetime ALSA member

This request will be sent to the National Committee and the Fiber Committee.

- 5) *A letter will be drafted by Maryan in response to member's letter. Another letter will be drafted by Ken in response to member's second letter.*

Committee Reports:

1. Alpaca Committee: (liaison: Staci)
Chair: Mary Reed

2. Election Committee: (liaison: Marilyn)
Chair: Lougene Baird

Election Committee Report – December 1, 2011

The November Committee report submitted a list of Directors whose term will expire at the Board meeting in July 2012. The Committee also submitted a list of the ALSA Regions with the number of open Director seats. With this in mind, the ALSA members in good standing will have the opportunity to elect three new Directors in May 2012. The regional openings will be placed on the Petition to Nominate Form.

Attached is the Petition to Nominate Form. The Election Committee is requesting that the Form be placed on the ALSA Website the first week in January 2012. The Committee is also requesting following the posting, that an e-mail blast be sent to the membership announcing that the Form has been posted.

As Chair of the Committee I appreciate the Board's approval of the continuance of Jerry Dunn and Sherry Adamcyk as members of the Election Committee. Their knowledge of the election process and history is invaluable to ALSA.

Please inform the EC of any Bylaw changes to be placed on the Ballot.

Again, the committee requests the Board name a Chair to the Nominations Committee and work to populate the committee with a member from each Region as required by the ALSA Bylaws Article III, Section 6. Election (b). This will assure a well balanced election process for the organization.

Regards,

Lougene Baird, Chair
ALSA Election Committee

3. Ethics Committee: (liaison: Larry)
Chair: Jim Doyle
4. Fiber Committee: (liaison: Maryan)
Chair: Cindy Ruckman

Larry motioned to have Cindy Ruckman as the Chair of the Fiber Committee. Allen seconded. Motion passed.

5. Finance & Budget Committee: (liaison: Larry)
Chair:
6. Grand National Committee: (liaison: Ken)
Chair: Malcolm and Carolann Tallman

Marilyn motioned to approve Malcolm and Carolann to remain as the Show Superintendents for the Grand National Show. Maryan seconded. Motion passed.

7. Handbook Committee: (liaison: Maryan)
Chair: Wally Baker

8. Judge's Committee: (liaison: Allen)
Chair: Doug Overman

Larry motioned to table report to next meeting. Maryan seconded. Motion passed.

9. Membership Committee: (liaison: Marilyn)
Chair:

Marilyn motioned for Ruby Herron to be the Chair of the Membership Committee. Allen seconded. Motion passed.

10. Nomination Committee: (liaison: Maryan)
Chair: Carolyn Myers

11. Performance Committee: (liaison: Maryan)
Chair: Eileen Ditsler

12. Policy & Planning Committee: (liaison: Ken)
Chair: Barb Harris

13. Promotion Committee: (liaison: Keith)
Chair: Need to fill

14. Protest Committee: (liaison: Keith)
Chair: Need to fill

15. Publications Committee: (liaison: Maryan)
Chair: Mary Adams

16. Regional Committee: (liaison: Keith)
Chair: Cheryl Jutilla

Keith motioned to keep Cheryl Jutilla as the Chair of the Regional Committee. Maryan seconded. Motion passed.

17. Show Management Committee: (liaison: Allen)
Chair:

Allen motioned to have John Maddy serve as the Chair of the Show Management Committee. Keith seconded. Motion passed.

18. Web Site Committee: (liaison: Marilyn)
Chair:

19. Youth Committee: (liaison: Larry)
Chair: Susan Leslie

Any Other Business:

12-02-11

Allen: I MAKE A MOTION THAT MARILYN, KEN, AND PATTI WORK WITH ROBIN ON THIS CHANGE OVER AND KEEP THE REST OF THE BOD INFORMED. 12-03-11 Maryan seconded.

Allen-yes, Maryan-yes, Larry-yes, Keith-yes

12-05-11 Approval of Free Gifts e-blast reminder.

12-05-11 Approval of Holiday Greeting e-blast

Allen motioned to approve the November 22, 2011 minutes. Marilyn seconded. Motion passed.

Larry motioned to adjourn the meeting. Keith seconded. Motion passed. Meeting adjourned 12:10 am December 14, 2011,