

**Regular Monthly Board Meeting of ALSA
BOD Meeting Minutes: February 6, 2008**

The regular monthly ALSA BOD Meeting was called to order by President, Lora Crawford, at 8:04 p.m. EST.

BOD Members Present:

Lora Crawford – President
Julie Heggie – Vice President
Marilyn Nenni - Secretary
Mary Alice Pilbin - Board Member
Larry Lewellyn - Board Member
Kay Sharpnack – Board Member

Others Present:

Joe Payne – Chair of Finance & Budget Committee – Joined the call only for the Treasurer's report.

Not Present:

Cheryl Ryberg – Office Manager

Proceedings:

**A Special BOD Meeting is scheduled for Tuesday, February 26 at 8:00 p.m. EST.
The next regular monthly BOD Meeting will be held on March 11, 2008 at 8:00 p.m. EST.**

Approval of Minutes:

Minutes of January 30, 2008.

Kay made a motion to approve the minutes of January 30, 2008. MaryAlice seconded the motion. The minutes were approved as written.

TREASURER'S REPORT: Joe Payne

Joe Payne, Finance and Budget Committee Chair, standing in for ALSA Treasurer Wayne Rankin, explained to the Board why a Balance Sheet could not be presented until the 2007 ALSA financials were corrected, balanced and reconciled. Statements must be corrected and when bank statements are received, checks can be aligned for 2007 financial statement. He also addressed Board questions regarding this issue.

OFFICE BUSINESS: Cheryl, the Office Manager, was not present for this meeting but responded to the BOD questions via an email.

1. Monthly Statistics (adult memberships, youth memberships, shows)

***Discussion:** After discussion regarding our membership and show numbers, it was the consensus of the BOD that we needed continuous up-to-date ALSA status information in order for realize the position that our association is experiencing. Marilyn made a motion to request that the Office Manager provide us at BOD meeting monthly numbers for memberships and shows. A simple form will be provided to Cheryl to provide this information easily. Kay seconded. Motion carried unanimously.*

2. Number of 2008 memberships as of this date?

3. Number of 2008 shows sanctioned for 2008 as of this date?
4. Total number of adult memberships for 2007? Youth memberships for 2007?
5. Request (original request 1-4-07) ALSA invoices & statements paid in Nov. & Dec., 2007. Requested to arrive at Kay's no later than Wed. Jan. 23, 2008.
6. Office Manager's Salary & Bonus
7. Request by President for 2006 Tax Return (reply from Office Manager email dated 1-4-08 says they will be mailed on Monday, 1-7-08)
8. Request of President for 2004–2006 Audit Reports (requested email 1-4-08)
9. Account transfers & new signature cards for Pres., Sec., & Treas. for both Capital One accounts and Citizens Bank accounts.
10. Request for 12-31-07 statements for the 3 Capital One Accounts (email 1-31-08)
11. Certified letter of change of Office procedures to Office Manager.
12. Questions RE: ALSA Website Server alsashow.org & Email Address
13. Request for Online Backup Site for database. (10-13-07 & 12-5-07, & Jan. 2008)
14. Show Sanctioning – Are shows being sanctioned by the Office as per the Handbook? P. 21, Part D, Section 1, A, 1. and 4.
15. Membership lists for mass emails. Need Adult list & Youth list separately. All info included.
16. Printing of Award Certificates to finish out 2007.
17. New Award Certificates for 2008.
18. Participation on Bulletin Board of Llama Watch.
19. Office Manager Can not Attend BOD meetings.

Discussion: *Office Manager has replied to the BOD via email regarding the above items. At this time the BOD has received most of the financial information previously requested including Audits for 2004 to 2006, 2006 ALSA Tax return, and bank statements for all 5 of the ALSA bank accounts for the years 2006 and 2007.*

OLD BUSINESS:

1. ALSA Handbook – Progress report.

Discussion: *Current bids for printing the Handbook will be submitted to the BOD by February 12 and the decision will be made by February 20, 2008. Helen Feick, Chair of the Handbook Committee, reported that the completed new Handbook would be ready for proof reading by February 10 or before.*

2. Taskforce 2008 & Youth Taskforce 2008

Discussion: *Members have volunteered to serve on both 2008 Taskforce. More interested and enthusiastic members are still needed. Please contact the BOD!*

3. ALSA Logo Contest (new logo for ALSA)

Discussion: *Specifications for a Logo Contest have not yet been organized. Kay & Julie will present at the next BOD meeting to be posted on the website.*

4. Grand National Sponsors –

Discussion: *With input from the Grand National Committee, appreciation for the 2007 Grand National Show Sponsors was reviewed and discussed.*

5. Judge's Levels of Certification – Requests to be revisited.

Discussion: *The new Levels of Certification as proposed to the BOD from the Judge's Committee at the January BOD meeting were requested to be revisited. Kay made a motion that this issue be referred back to the Judge's Committee for more input from the current judges and apprentices. Larry seconded the motion. Motion carried by a majority.*

6. Message Board on Website

Discussion: *The formatting of an interactive message board on the ALSA website was discussed. This issue had been previously approved by the BOD. Direction was given to proceed with this tool of membership communication on the website.*

7. ILR Show Manager Program

Discussion: *Issue tabled until March 11 meeting.*

8. Referral to Past Showring Editorial

Discussion: *The BOD agreed that the Showring editorial in question was not appropriate nor was it completely factual, and that it did violate the Procedures of Publication which have always appeared on the website as a guideline for membership and committees.*

NEW BUSINESS:

1. Alpacas at Regionals & National Show

Discussion: *Due to small numbers in alpaca classes and the low financial income of the Alpaca Performance Classes at Regional Shows and the Grand National Show, input was requested from the Grand National Committee, the Regional Committee, and the Alpaca Committee on the issue of whether to continue these classes. All committees reviewed this issue and recommended that these classes continue in 2008.*

2. Membership Directory Needed

Discussion: *New Membership Directory is needed. We hope to be able to print up a new Membership Directory later in 2008.*

3. Regional Input

There have been suggestions that the BOD have representation from every Region, but with this comes the issue that not all Regions will have an interested party who will want to run for the BOD. So here's a suggestion that may result in successful regional input. Every year at each Region's Regional Show, a meeting will be held, time set by Regional Superintendent, to discuss ALSA ideas and input. Then each Region will select a Delegate from that Region to attend the Grand National and present their Regional input at the face-to-face meeting of the BOD.

Bonus: When the membership knows there will be a Regional ALSA meeting at the Regional Show, perhaps the Regional show attendance will increase. And it will bring more friendly interaction between exhibitors at the Regional show! Even local llama organizations could send a representative to the Regional meeting with input and suggestions.

The Only Drawback: This may take a little extra time at the face-to-face meeting at the National Show, but if we finally have internal things going well in ALSA, this time would be well spent – and we will have the time.

This plan would allow all of the membership to feel that they have a chance for input and voice in ALSA and every Region would get their concerns heard and addressed.

Discussion: BOD agreed that this proposal may be a possibility. The proposal will be given to the Membership Committee and the Regional Committee for review and recommendations.

COMMITTEE REPORTS:

1. Alpaca Committee (liaison: Kay)

Chair: Mary Reed

The Alpaca Committee held a conference call on January 28, 2008. The agenda for this conference call included the following:

1. Alpaca performance classes at ALSA Regional Shows and Grand National Show
2. Alpaca Fleece classes at 2008 Grand National Show
3. Contact information for ALSA members owning alpacas
4. Contact information for ALSA shows offering alpaca classes
5. ALSA National Champions Alpaca Show 2008

The committee unanimously voted to request that ALSA continue to offer Alpaca Performance classes at the Regional Shows and Grand National with no change in premiums paid. The committee does not want to move these classes to the ALSA National Champions Alpaca Show in December 2008. That show will be an open show and a qualifier for the 2009 ALSA Grand National.

The committee voted to request more time to determine the feasibility of alpaca fleece classes at the Grand National. No alpaca committee member plans to attend the Grand National, consequently outside assistance must be arranged. The committee's first choice "Alpaca Fleece Show Volunteer" has not been available by phone. An additional 2-3 weeks is necessary to determine if there are willing and able volunteers available to coordinate alpaca fleece classes at the Grand National.

The ALSA 2008 Membership Renewal Application did not include the previously BOD approved check boxes for alpaca and llama ownership. There is no e-mail data base for ALSA members owning alpacas. Consequently there is no convenient way to communicate directly to alpaca owners, without communicating to all ALSA members. The committee believes this information is critical to increasing alpaca attendance at shows and clinics. The committee requests that the ALSA administrator take steps to correct this error.

Last August the committee requested a listing of ALSA shows that offer alpaca classes. At the end of August, the ALSA administrator forwarded a summary tally to the committee, with no detail of show names, locations, dates, superintendents, or number of alpacas exhibited. For this information to be useful to the committee, additional details must be provided. The committee requests a detailed listing of 2007 and proposed 2008 ALSA shows that offer alpaca classes to include: date, location, superintendent name, contact information, alpaca classes offered, estimated number of alpacas attending.

ALSA National Champions Alpaca Show 2008 has been scheduled for the first weekend in December – 12/6-12/7 at the Champions Show Facility in Springfield, Ohio. This will be an open ALSA show and a qualifier for the 2009 ALSA Regional Shows. Full Fleece Halter classes, performance classes (adult and youth) and a fleece show will be offered. Deb Yeagle has communicated with the facility and has made all arrangements to date. Deb Gaskill is very familiar with the facility and holds an open llama/alpaca show there annually. All members of the committee expressed their support of the show and discussed areas of assistance. The show must rent 126 stalls. Attendance of 250-300 alpaca is necessary to meet required minimums. This show would become the largest ALSA alpaca show for 2008, expected to generate new ALSA members from Ohio and surrounding states.

In consideration of anticipated growth in ALSA memberships from this region and support of the show, the committee unanimously requested that the ALSA BOD reduce the show fee for the first year of this show from \$5.00 per head to \$3.00 per head.

The opportunity to add alpaca halter classes to the Grand National was not discussed at this conference call. Certainly, ALSA must increase its number of alpaca shows and its number of alpacas exhibited to support a National Qualifier

show. The committee plans to conduct monthly conference calls and will discuss this opportunity at its next scheduled meeting in February.

Discussion: Julie made a motion to accept the Alpaca Committee's report with the exception of the request for reduced show fees. MaryAlice seconded. Motion carried.

2. Education Committee (liaison: Lora)

Chair: Dawn Moore

1. Submitted for the board's approval are the following names of members who are interested in volunteering to participate in the committee:

Bill Schultz (Level III ALSA judge), Great Lakes region
Terry Spekrijse (apprentice judge), New Zealand
Katie White, Pear Tree Farm, UT
Catherine Steele (4-H co-leader), Steele Dreams Llama Land, NE
Roger & Penny Thomas, Bluestem Llamas, OK
2. Lora has sent a copy of the current judge's manual to the chairperson and the committee is currently waiting for Lavona to return home so that she can forward the disks containing the manual and the alpaca/fleece additions to the chairperson. Electronic copies of the manual will be forwarded to the committee members unless they request otherwise.
3. The committee will be investigating adapting the old Pagemaker version of the manual into a Microsoft Word document, which will make it easier to update in the future since this is a more universally available program.

Discussion: Kay made a motion to approve the Education Committee report and the new recommended committee members.

3. Election Committee (liaison: Ken)

Chair: Lougene Baird

The 2008 Nomination form was submitted and approved by email vote. It is now posted on the website. Committee request approval of Jeri Dunn to join this committee.

Discussion: Kay made a motion to approve the Election Committee report and the addition of the new committee member. MaryAlice seconded. Motion carried.

4. Ethics Committee (liaison: Julie)

Chair: Cindy Ruckman

No Report

5. Finance & Budget Committee (liaison: Kay)

Recommended Handbook Revision

Per the present ALSA Handbook page 15, Q Finance & Budget Committee:

1. Members
 1. Members are selected by the Chairperson
2. Purpose
 1. Members are to review the financials and make suggestions on entries and ways to display the financials.
 2. Look into investment.

3. Stay in contact with the Treasurer and office to help make the the best business decisions for ALSA

Replace With:

1. Members

- a. Chairperson should have extensive financial or accounting background and stand in for the Treasurer in his absence to explain financial matters and answer questions from the Board.
- b. Chairperson shall choose members with experience in financial and /or business issues.

2. Purpose

- a. Work with and under the supervision of the Treasurer
- b. Do a monthly review of the transaction report of income and expenses.
- c. Help the Treasurer prepare an annual budget.
- d. Investigate new sources of income for ALSA.
- e. Investigate cost savings methods
- f. Stay in contact with the Treasurer, Office, and Board to help make the best business decisions for ALSA.

6. **Grand National Committee** (*liaison: Kay*)

Chair: Norris Berg

The Grand National Committee had a conference call in early January for the purpose of selecting judges for the 2008 Grand National Show. All selected judges were approved during the ALSA BOD January conference call.

Halter: Ray Howard, Beth Myers, Gayle Woodsum
Performance: Pam Jensen, John McDougall, Ken Forster, Niki Kuklenski

Contracts were mailed to each judge on January 22, 2008. At the request of the ALSA BOD we answered an ALSA members question on the Grand National dates. Other initial plans for the 2008 Grand National show are progressing well.

7. **Handbook Committee** (*liaison: Larry*)

Chair: Helen Feick

Current bids for printing the Handbook will be submitted to the BOD by February 12 and the decision will be made by February 20, 2008. Helen Feick, Chair of the Handbook Committee, reported that the completed new Handbook would be ready for proof reading by February 10 or before.

8. **Judges Committee** (*liaison: Lora*)

Chair: Lavona Fercho

No Report

9. **Llama Fiber Committee** (*liaison: Julie*)

Chair: June Black

No Report

10. **Membership Committee** (*liaison: Marilyn*)

Chair: Pam Jensen

No Report

11. **Nomination Committee** (*liaison: Lora*)

Chair: Deb Garvin

No Report

12. Performance Committee (*liaison: Larry*)

Chair: Melanie McMurray, MD

No Report

13. Policy & Planning Committee (*liaison: Larry*)

Chair: Jerry Miller

No Report

14. Promotion Committee (*liaison: MaryAlice*)

Chair:

15. Protest Committee (*liaison: MaryAlice*)

Chair: Jim Nenni

No Report

16. Publications Committee (*liaison: Julie*)

Chair:

No Report

17. Regional Committee (*liaison: Kay*)

Chair: Glen Pfefferkorn

1. All eight Regional Committee Supers have committed facilities for the 2008 shows and the dates are scheduled as follows:

1. Rocky Mtn. Sept 13-14
2. Great Lakes Sept 27-28
3. Southeastern Sept 27-28
4. Buckeye Oct 4-5
5. Northwestern Oct 4-5
6. Southwestern Oct 4-5
7. Central Oct 11-12
8. Eastern Oct 11-12

Two regionals are scheduled one week later than preferred by the Board. However to move to Oct. 4-5 dates in each case would require scheduling a regional on top of a show in that region. We do not recommend that. We risk the success of both shows and dampening further the spirits of ALSA show enthusiasts.

9. Six of the eight Regional shows have judges for the show.

10. All eight of the shows will be held at the same venue as 2007.

11. Dates, locations, confirmed judges and superintendent contact information is posted on the ALSA website.

12. The draft of the 2008 ribbon inventory has been reviewed by superintendents and has been provided to the Board liaison for contact with the ribbon vendor.

13. The committee chair is communicating with the Grand National Chair and our insurance representative regarding coverage for the national and regional shows. We are determining the appropriate coverage at the most economical cost.

14. The Regional Committee has reviewed revenue enhancements, cost control and class change suggestions made by the 2007 superintendents or other suggestions brought to our attention. We recommend the following:

15. Make no changes to class format from the 2007 Regional Shows. Add no new classes, combine no classes and eliminate no classes.

16. Make no changes to the premiums paid at the 2007 Regional Shows. I.e. \$50 1st, \$25 2nd, \$10 3rd. Do not change to jackpot premium format.
 17. Make no adjustments to entry or stall fees.
 18. Regional Superintendents will solicit sponsors for any additional premiums or special awards to be presented.
 19. Printing vendors will be asked to sponsor program printing or offer sponsor discounts. This could save \$200-\$400 in some regions.
 20. Feed stores, veterinary clinics, trailer and tack vendors will be targeted to bring support from non-owner sources.
 21. Superintendents will target cost reductions through use of volunteer photographers and donated or borrowed decorations. This in some regions could reduce expenses \$200- \$400.
15. Committee encourages ALSA Board support with the following:
1. Timely, accurate website for Regional shows
 2. Timely accurate membership contact list
 3. Timely, accurate show results and regional qualifying lists
 4. Automated entry and show reporting system-ShowManager
 5. Complete and accurate Regional Show Superintendent packets
 6. Complete and accurate Show Rule Book to all members
- This support makes the superintendents job easier, the records more accurate and the members happier.

18. Show Management Committee (*liaison: Marilyn*)

Chair:

Bill Schultz was submitted for approval for new Chair. Larry made a motion to approve Bill Schultz as Chair of Show Management Committee. MaryAlice seconded. Motion carried.

19. Website Committee (*liaison: Marilyn*)

Chair:

MaryAlice made a motion to move the database site to a new server which will enable the use of SQL and will also save us over \$500 a year. Kay seconded. Motion carried unanimously.

20. Youth Committee (*liaison: Julie*)

Chair: Barb Harris

No Report

MEMBER LETTERS TO THE BOARD:

1. Letter from Member 1-29-08 (points & show results)
Discussion: *Sent to the office for correction.*
2. Letter from Member (ILR Show Manager program)
Discussion: *BOD thanks member for input.*
3. Letter from Member 2-1-08 (points for driving classes)
Discussion: *Sent to the Performance committee.*
4. Letter from Member 2-1-08 (points)
Discussion: *Sent to the Office for correction.*
5. Letter from Member 2-4-08 (changes to Judge's levels)

Discussion: *Addressed by the Judge's Committee Chair.*

6. Letter from Member 2-4-08 (changes to judging levels)

Discussion: *Addressed by the Judge's Committee Chair.*

7. Letter from Member 2-4-08 (changes to Judge's levels)

Discussion: *Addressed by the Judge's Committee Chair.*

8. Letter from Member 2-5-08 (changes to Judge's levels)

Discussion: *Addressed by the Judge's Committee Chair.*

MEETING ADJOURNED:

Motion: Julie made a motion to adjourn this meeting. Larry seconded. Motion carried.
Adjourned at 1:00 a.m. EST

Minutes Approved: March 11, 2008

Marilyn Nenni
Secretary