

Regular Monthly Meeting of ALSA BOD Meeting Minutes: May 20, 2008

The regular monthly ALSA BOD meeting was called to order by President, Lora Crawford, at 8:02 p.m.

ROLL CALL:

Members present:

Lora Crawford – President
Marilyn Nenni – Secretary
Julie Heggie – Board Member
Kay Sharpnack – Board Member
MaryAlice Pilbin – Board Member
Wayne Rankin – Treasurer
Cheryl Ryberg – Office Manager

PROCEEDINGS:

Next Board Meeting: Tuesday, June 10, 2008 at 8:00 PM EST

Approval Of Minutes: April 15, 2008

Julie made a motion to approve the minutes of April 15, 2008. Kay seconded. Motion carried unanimously.

TREASURER'S REPORT: Wayne Rankin, Treasurer

Investment Account:	146,627.00
CC Account	9,795.00
Checking Account	7,970.00
Mem.	5,085.00
Youth Scholarship	13,228.00

Treasurer reported that the annual audit for ALSA was started the week of 5-12-08.

Treasurer reported that signatures on Capital One Accounts have finally been completed. See Old Business, #5.

Travel Expenses for BOD members and for BOD business were discussed. Julie made a motion that BOD reimbursements for travel expenses to and from the National meeting shall be in the amount of a plane ticket **or** current IRS expense mileages, whichever is the lesser amount. Kay seconded. Motion carried unanimously.

Travel guidelines and reimbursement guidelines will be updated for the ALSA Director's Book and will be submitted for approval at the June meeting.

Lora requested BOD approval for travel and judge's expense for Judge's Clinic Expenses. Julie made a motion to approve Lora's request. MaryAlice seconded. Motion carried unanimously.

OFFICE REPORT: Cheryl Ryberg, Office Manager

April Administrative Office Report

This month we have been busy finalizing and printing the youth top ten certificates for 2007.

We are now ready to begin to print the 2008 ALSA Awards and request advise as to when to expect new design for the certificates.

Discussion: *Kay will send copies of award certificates for review.*

Our office is overflowing with data. We have requested last year (Wally president) to be permitted to discard all hard copy data 3 years and older.) This data, is taking up an extreme amount of space and is not now nor ever has been used by ALSA office. The handbook states that members have 90 days past posting to get any discrepancies cleared up, I think that 3 years is plenty of time to hold these records. Please advise.

Discussion: *The Office will be instructed to get rid of all records with the exception of the current three years. This includes the current year plus two past years.*

Due to concern over recording accuracy, the ALSA office advises that shows must send results to office in the format requested. The office cannot guarantee results from programs that are submitted not in accordance with sanctioning rules. See Show Result Sheets on the ALSA website, www.alsashow.org

MONTHLY STATISTICS 2008 vs. 2007													
	Jan 12	Feb 6	Mar 11	Apr	May 14	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Totals
2008 Sanctioned Shows	?	77	33	13	14								
2008 Total Year to Date		77	110	123	137								
2007 – Year to Date													161
Animal Entry in Shows	?	?	986	291	2494								
2008 Total Year to Date			986	1277	3771								
2007													
Adult Memberships 2008	?	631	237	195									
2008 Total Year to Date		631	868	1063	1022								
2007													1,546
Youth Memberships 2008		175	104	112	84								
2008 Total Year to Date		175	279	391	475								
2007													564
Animal Recording # 2008					142								
2008 Total Year to Date	?	?		125	267								
2007													
2009 Sanctioned Shows			1										

OFFICE BUSINESS:

1. Monthly Statistics (adult memberships, youth memberships, shows)
2. Request of all accounts information – ALSA's Pertinent Information.
3. Insurance Policy Renewal Due June 8, 2008

OLD BUSINESS:

1. ALSA Handbook Status

Discussion: *When Handbook is completed by the Handbook Committee, proofing will be done by three members who will make necessary changes independently. Those proofing will then discuss changes via a conference call and handbook will be completed, sent to the printer, and mailed to the membership.*

2. ALSA Database & Website (Marilyn)

3. Signatures on the three Capital One Accounts

Discussion: *Capital One Signature cards have finally been completed to include the names of the Treasurer, the President, and the Secretary on the accounts.*

4. ALSA Handbook, Section G, page 37 – Sharing of ALSA show records. Attorney's response.

5. Attorney Fees Approval

Discussion: *Payment for attorney fees was approved.*

NEW BUSINESS:

1. Approval of Letter – Marilyn's request of 5-2-08

2. Request for funds for Llama Booth at FFA National Convention in Indpls., in November, 2009.

Discussion: *Kay made a motion to approve the \$700 request for FFA Llama Booth with the specification that check will be paid directly to appropriate convention facility. A statement of complete budget for an event must be presented along with all future financial requests. MaryAlice seconded. Motion carried.*

3. President's Letter

Discussion: *President's letter was approved to be put on the ALSA Website.*

4. Election Committee Emails

- a. Mass Email sent to membership correcting the July 5 deadline date for receipt of ballots to June 5, 2008.
- b. Some ballots were received without statements of candidacy included.
- c. Another mass email is requested by Election Committee Chair.

Discussion: *Additional emails will be sent to the membership regarding the 2008 BOD election.*

5. Discussion of Resumes

Discussion: *Julie made a motion to go into Executive Session at 10:00 p.m. MaryAlice seconded. Julie made a motion to come out of Executive Session at 10:50. Kay seconded.*

6. Camelid Community 2008

Discussion: *Tabled until the July BOD meeting.*

7. Election Emails Circulating the Membership

Discussion: *Submitted responses to circulating false rumors have been approved and will be sent to membership by email.*

8. Youth Scholarship Info due July 1. Send out notice in mass email.

Discussion: *2008 Youth Scholarship information has been on the website since January and will also be sent out in a membership email.*

9. Award Certificates Design

Discussion: *Kay will send copies of award certificates for review.*

COMMITTEE REPORTS:

1. Alpaca Committee: *(liaison: Kay)*

Chair: Mary Reed

No Report

2. Education Committee: *(liaison: Lora)*

Chair: Dawn Moore

1. The judge's manual has been converted from a PDF file into a Word document via OCR. However, this leaves the manual requiring major re-working to bring it back into a legible format. The committee has started tackling this project and has a rough draft of the first chapter completed. We will have several chapters available to the BOD for review by their next meeting.
2. The committee is still in need of a Level II judge to participate.

3. Election Committee: *(liaison: Lora)*

Chair: Lougene Baird

No Report

4. Ethics Committee: *(liaison: Julie)*

Chair: Margaret Henry (approved as Chair)

Resignation of Cindy Ruckman of Chair.

5. Finance & Budget Committee: *(liaison: Kay)*

Chair: Joe Payne

No Report

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

Chair: Norris Berg

Committee continues to work on 2008 Grand National Show. Economy and rising cost of fuel is of concern to the GNC and possible impact on the show. Think positive, it's a fun filled weekend and we look forward to the new, improved and enlarged Lancaster Event Center.

Volunteers in all areas are always needed. Please contact any GNC member and volunteer to help in any area.

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

Chair: Helen Feick

No Report

8. Judge's Committee: (*liaison: Lora*)

Chair: Lavona Fercho

Two Judges Clinics, the Llama Fleece Judges' Clinic and the Llama Halter Judges' Clinic have been successfully completed the first and second weeks in May. The Judges' Committee is waiting for individual results for files and recommendations when results are completed. The Llama Halter Clinic had quite a few of our Senior Judges auditing to review additional material highlighting Youth Judging and Driving.

The Judges' Committee is currently considering several more clinics for late summer and fall. There is some interest in a llama halter judges clinic, and a llama fleece judges clinic in the west if interest and need continues to develop. Dates and places will be announced at time of approval

There are two alpaca clinics scheduled for later this summer and fall as well, both in Ohio. An alpaca fleece Judges clinic is scheduled for August 22, 23, 24th. An alpaca halter Judges clinic is planned for Sept. 12, 13, 14th. Instructors are proposed as Mary Reed, Lavona Fercho and Deb Yeagle.

The Judges' Committee continue to work on the 2008 Approved Judges list, currently updating files as clinic results are noted and Judges submit results from 2008 shows judged to meet requirements of the two level Judges system. We are making considerable progress with the lists. Understanding certification and re-certification have to be verified, it is time consuming for all but most should be completed in the next two weeks.

The Judges list will be sent to Judges via JSIT email blast to verify information submitted, or to request information where not provided. Lists will be reviewed by the Judges' Committee to verify status. Any individual concerns will be further explored by the Judges' Committee. As this will be a long and complicated list as before, one list will be later submitted in its entirety.

If there are any other questions, please let me know.

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

Chair: June Black

- I. The Llama Fiber Committee has received a hard copy of a PowerPoint presentation (six frames per page) from Lavona Fercho (pertains to general fiber/fleece instruction) and another (six frames per page) from Fran Soukup (pertains to Walking Llama Fleece class instruction). Both women state these are proprietary documents. Since they are 'proprietary' the Llama Fiber Committee understands that these documents cannot be used at ALSA clinics. If any of the material is to be considered for use at ALSA clinics, it must belong to ALSA, be approved by the appropriate committee(s) and the ALSA Board of Directors. ***Has this been addressed? What is the advice from the attorney?***

2. The ALSA Advanced Level Llama Fleece Judging Clinic held May 2-4, 2008 in Colorado was a great success!
3. Ongoing planning for the 2008 Grand National Fleece Show: Nothing new to report on this item.
4. We are updating llama fleece show forms. Most just need the new logo. We are discussing what other changes need to be made. Once updates are completed we will submit them to the ALSA office for posting on the ALSA web site.

Discussion: *Cindy Ruckman was presented for approval as Chair of the Fiber Committee. Julie made a motion to approve Cindy Ruckman as Chair. Kay seconded. Motion carried unanimously.*

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

Chair: Pam Jensen

The membership committee has been very quiet this past month. We continue to encourage people to join ALSA and be an active part of the llama industry. The one question that is always asked “when are we going to get a new rule book?” The membership committee realizes that this is a project in progress.... But we cannot stress enough the importance of this publication. Our membership feel that they are being neglected and uniformed without a new rule book. This needs to be done as absolutely soon as possible and out to the members. Just having this rule book may eliminate some of the complaints about ALSA and its seemingly ignoring of members needs. We realize that ALSA BOD is working hard on many, many things, but we need this rule book out as a priority.

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

Chair: Deb Garvin

No Report

12. Performance Committee *(liaison: Julie)*

Chair: Melanie McMurray

No Report

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

Chair: Jerry Miller

No Report

14. Promotion Committee: *(liaison: MaryAlice)*

Chair:

No Report

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. Committee Members are still submitting insurance requirements to the Chair.
2. Superintendents are continuing to send copies of their facility contracts to the Chair and to the ALSA Treasurer for payment of required deposits.
3. The Southeastern Regional has confirmed a judge and that information has been added to the regional information page on the ALSA web site.
4. The injury accident at the 2007 regional show appears to have been resolved. We are still evaluating whether there are issues to address as to future coverage, signing of holding harmless statements or other issues raised from this accident.

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

Chair: Bill Schultz

No Report

19. Website Committee: (*liaison: Marilyn*)

Chair: Kristi Murdock (approved by email vote 4-23-08)

1. I request that the Board approve the appointment of Debi Garvin to the committee. She has a great deal of passion with regard to ALSA software and database systems, as well as an extensive background in quality assurance. She is interested in being a member and we would welcome her expertise.

Discussion: *Debi Garvin, as selected by Chair, is approved as a member of the Website Committee.*

3. Marilyn also asked our opinions, as software professionals, of a proposal to update ALSA databases and access to them. I would summarize Steve Katzakian's and my responses by saying that we strongly believe that a complete rework of the ALSA databases and the applications with which to access them is well overdue – we would love to see this project become reality and will do anything we can to make that happen. Our recommendation is that a system specification be created and then be put out for development bid. We would be glad to assist with creation of that specification. I also suggested that the Board might wish to hire a contractor to lead the effort of writing a specification since one can set priorities for a contractor while it can be more difficult to do so with volunteers.

Discussion: *Marilyn has the continued support of the ALSA BOD to proceed with the Database Project. The purpose of the Website Committee as stated in the ALSA Handbook is re-emphasized to the Chair and committee.*

20. Youth Committee: (*liaison: Julie*)

Chair: Barb Harris

No Report

MEMBER'S LETTERS TO THE BOD:

1. Member letter of 4-21-08

***Discussion:** Answers to questions pertaining to the ILR Show Module and ALSA will be presented to the entire membership via ALSA email within the next few weeks.*

**MEETING ADJOURNED: Julie made a motion to adjourn at 12:00 a.m. EST.
Kay seconded. Motion carried**

Minutes Approved: June 16, 2008

Marilyn Nenni
Secretary