

# ALSA Board of Directors Minutes Tuesday, October 11, 2011

**Call to Order: 8:08 PM Eastern Standard Time**

Roll Call:

Ken Forster, ALSA President  
Maryan Baker, ALSA Vice-President  
Allen Davis, Board Member  
Larry Lewellyn, Board Member  
Marilyn Nenni, Board Member  
Stacey Forshee, Board Member  
Patti Wattigney Treasurer (Non-Board Member)  
Cheryl Ryberg, ALSA Office Manager

Absent: Keith Wattigney, ALSA Secretary

Next ALSA Board Meeting: Face to Face at ALSA GN - October 27, 2011, 8:00 AM CST.

ALSA Annual Membership Meeting: October 28, 2011, 7:00 AM CST

Nov Meeting: Nov. 08, 2011, 8:00 EST

Maryan documenting the meeting minutes in the absence of the ALSA Secretary, Keith W.

ALSA Treasurer, Patti advised that ALSA Board Member Keith W. was involved in an emergency project with his business, therefore unable to make the meeting. She was uncertain if he would be able to join the meeting later in the evening.

## Treasurer's Report

October Treasurer Report

- 1) Adult Membership is slightly up from this time last year.
- 2) The Youth Membership is still down compared to last year.
- 3) The total ALSA Show Fee is down compared to last year, but Animal Recording Numbers are continually being purchased.
- 4) The Central and Rocky Mountain Regional Income has been received. The expense reports are just now arriving at the office. It looks like both the Central and Rocky Mountain Regional have made a profit this year.
- 5) Overall Income is down by 22.8% from last year, but Overall Expenses are down 46% from last year. I did not include the write off of the show program.
- 6) As of September 30, 2011 there is a net income of 9,287.88, but the Grand National bills are still ahead.

Balance Sheet

As of September 30, 2011

Current Assets

Cash \$ 20,311

Investment Account 67,956

Cash – Memorials \$ 2,850

Total Current Assets 91,117

Total Assets \$ 91,117

Equity \$ 91,117

Cash Balance on Hand August 31, 2011 \$ 76,342

Receipts

Membership Revenue \$ 700

Show Fee Revenue 3,910

Grand National Revenue 5,150

Judge Revenue 0

Regional Revenue 7,760

Motion made by Maryan to accept the Treasurer's Report.  
Second by Larry to accept the Treasurer's Report.  
The Motion Passed.

During Discussion Larry advised that Rocky Mountain Region made a Net Profit of \$ 1,544.83 and that Central Region made a Net Profit of \$2,950.35.

Treasurer, Patti left the call following the financial discussion with the Board.

**Office Business:**

Cheryl Ryberg, Office Manager

Membership form for 2011 is attached for approval. Forms to be mailed by early November. Suggest an email blast before forms are printed to encourage members to renew and take advantage of animal number offer.

We are very busy here with all of the summer shows coming in. The office will be printing certificates once regional shows have been received and entered.

Cheryl advised Board that money was coming into the ALSA office for the upcoming GN Show.

The Board discussed the ALSA Membership Drive - Information to be released immediately per agreement of the ALSA Board.

Motion made by Marilyn that new or renewal ALSA Memberships purchased by October 31, 2011, will allow the members to use the special offer of "Buy One, Get Two Free" ALSA numbers through December 31, 2012. This applies to both Adult and Youth Memberships. A Second to the Motion made by Larry. The Motion Passed.

The Board discussed that any Committee can send out an ALSA E-Blast as long as the text of the proposed information is approved by the ALSA Board.

The following items were discussed with Office Manager, Cheryl during meeting.

- 1) Youth Top 10 still not posted. This matter was discussed and the majority of the 2010 Youth Top Ten have been posted.
- 2) Per Contract Agreement a Copy of Data Base information is to be made available or sent to the ALSA President at least once per month. Accessing problems discussed. ALSA President, Cheryl and Board discussed the problems incurred and the requirement that all Data Back-Up Information will be sent to ALSA President monthly. Office will comply.
- 3) Questions about Carbonite system. Board discussion with Office Manager, reference reviewing the current stored information, responsibilities and access to the Data in Quick Books and Data in our records data base. The difficulties incurred retrieving information discussed.
- 4) The Board and Cheryl discussed complaints received from several members. The complaints reviewed pertained to problems members incurred in the accurate documentation of animal show accomplishments achieved by former owners. Apparently under the current system when the owner of record changes, the past show record accomplishments are changed as well. The new owner is then listed as the exhibitor in the show record documentation even for past shows. Since the new owner was not the owner of record at of the animal at the time it was requested that the records be amended to reflect accurately owner at time of show.

Cheryl advised that the current system which designates an ALSA Show Number to an animal was designed to reflect the show record for an animal's accomplishments. The show record stays with the animal and not the owner or past owner. The current owner of record is the only person listed in the animal's ALSA Show record.

If an animal changes ownership the new owner's name would be listed even for past ALSA Show accomplishments prior to the new ownership. Cheryl stated that she would ask the

ALSA computer programmer if the past owners could be listed as well as the current owners so that this problem can be rectified to more accurately document show accomplishments.

5) 2011 Hillsdale Hobo Show Results.

Problems incurred in recording of aforementioned show results were discussed.

ALSA Shows that have had similar problems in accurate recording also discussed.

Cheryl advised the information accuracy problems will be rectified by Office.

Regarding a member letter to the BOD, prior to Cheryl leaving the call, the Board discussed N/A Numbers and Animal Recording Fees.

Information to be sent to Show Management and Policy and Planning Committees for input.

### **Old Business:**

#### **Item (1)**

#### **Review of Handbook - Membership**

Motion made by Marilyn to amend ALSA Handbook - Part A, Section 1.B.2 and 3. Second made by Allen. Motion Passed. Handbook amendment (**In bold**).

### **Part A**

#### **Section 1. Membership**

##### A. Types

1. Regular (up to 2 Adults, 1 vote)
2. Youth. Open to youth who are 18 years of age and under as of January 1. (See additional details in Part M. Section 4.)
3. Lifetime (up to 2 adults, 1 vote)

##### B. Eligibility and Rights

1. Membership in ALSA is open to anyone.
2. Regular and Lifetime members receive a membership card and have the right to vote, run for office, work toward becoming an approved Judge, receive **access to a Handbook**, Membership Directory, Showring, and participate in ALSA awards programs.
3. Youth members receive a membership card and **access to a Handbook**, and have all the rights above except for the right to vote, run for office, or enter the judging program.

#### **Item (2)**

Llama Fiber Committee Chair; Patti Morgan was previously approved by the Board, she has declined the position. It was noted in discussion that since the Llama Fleece Committee is in charge of the GN Llama Shorn and Walking Fleece Show, it is more practical running on the same time frames as the GN and Regional Committees. 2011 GN Llama Fleece Committee Chair, Cindy Ruckman and Fleece Show Superintendent, Geri Rutledge to remain in place in order to keep continuity for the GN Show and upcoming Llama Fleece Clinic.

Motion made by Marilyn to amend ALSA Handbook - Part B, Section 1.B.2 to include Llama Fiber Committee one-year term to commence December 1. Second by Allen. Motion Passed

#### **Handbook amendment (In bold):**

Part B, Section 1.B.2: All committee members will serve for a period of one year to coincide with the installment of new board with the exception of Grand National, Regional and **Llama Fiber Committee**, whose terms will begin December 1.

#### **Item (3)**

Letter was sent by ALSA President to Cheryl Ryberg regarding the Opening for the Office Manager Position for competitive bid.

#### **Item (4)**

Upcoming opening for ALSA Officer Manager Position discussed. Following is ALSA Office Manager Announcement.. Motion made by Allen to amend to reflect changes as requested by Marilyn. Second made by Marilyn. The motion Passed. Notice will be disseminated through e-mail blast.

## **ALSA EXECUTIVE SECRETARY POSITION OPEN**

Announcement of Open Bid for Independent Contractor

The Alpaca and Llama Show Association, a non-stock corporation, operating under Chapter 181 of the Wisconsin statutes, herein referred to as "ALSA" is currently seeking qualified applicants for the position of ALSA Executive Secretary. This position is an independent contractor position.

- Opening date for the available position is January 1, 2012.

- Dates for services under this Independent Contractor Bid: January 1, 2012 through December 31, 2012.

Those interested in this position are to mail their resume by October 21, 2011 outlining qualifications and requirements to:

Ken Forster, ALSA President

8911 Highway 32

Forman, ND 58032 or email to: kforster@drtel.net

### **ALSA Executive Secretary Requirements:**

The ALSA Executive Secretary is responsible for a variety of job functions related to the administration of the ALSA Show Organization and the ALSA show records.

For this contract period the total dollars paid will be ascertained from a combination of the lowest bidding and the independent contractor possessing the necessary qualifications to maintain the required standards of the ALSA Show organization. The hired Independent Contractor will be paid in equal monthly installments on the 1st of each month.

The current independent contractor has knowledge of the following:

Quick Books 2010 Access

Constant Contact Publisher Program

Go-To-Meetings WorldPay Credit Card

Carbonite Data System Back-Up

The independent contractor bidder will need to indicate in the bid the hours available to answer business calls Monday through Friday.

The following information will be part of the signed agreement with the hired Independent Contracting Bidder. The following should help the bidder in understanding current responsibilities.

1. Contractor agrees and does hereby enter into this Agreement with ALSA agreeing to perform the work of Executive Secretary outlined in Schedule "A" attached hereto. Furthermore, Contractor agrees to bear the cost of the use of office space, furniture, computers and equipment. It is understood that should Contractor employ additional personnel to complete work set forth in Schedule "A", all such costs shall be the responsibility of Contractor.

2. It is agreed that ALSA, by majority vote of its Board of Directors, may request Contractor to undertake some work separate from and in addition to those set forth in Schedule "A".

3. It is understood and agreed that ALSA shall have the entire exclusive and worldwide right, title and interest in all works, matters, computer databases, and other information maintained, produced

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or created by Contractor on behalf of ALSA including, but not limited to, all animal point records, youth point records, membership records, show records, judge's records, minutes, and financial records. Within 15 days of receipt of written notice, approved by majority vote of the ALSA Board of Directors to provide such information, Contractor shall forward computer backups to the President of ALSA. Contractor hereby sells, transfers, disclaims and sets over unto ALSA the entire exclusive and worldwide right, title and interest in and to the aforesaid works, matters, databases and other information now or hereafter maintained, produced or created for ALSA during the term of this agreement.

4. This Agreement is not intended to and shall not be deemed to create an employment, agency, partnership or joint venture relationship between ALSA and Administrative Manager, but solely an independent contractor relationship. As an independent contractor, the Executive Secretary shall be solely responsible for any and all reports, taxes or other administrative or financial matters required of an independent contractor by any federal, state or local law or authority, Contractor shall indemnify ALSA against all claims and demands resulting from the failure of Administrative Manager to comply with the provisions of this section. Nothing in this Agreement shall preclude the Independent contractor, from providing services to other persons. Moreover as an independent contractor, ALSA shall not be responsible for providing Executive Secretary with benefits or moneys, (including Insurance of any kind), other than as expressly set forth in this agreement.

5. ALSA agrees to defend, indemnify, and hold Contractor harmless from and against all claims, liabilities, causes of action, expenses, losses or damages and/or attorney/s fees with respect to acts done or materials produced or furnished by Contractor with the direction, control or other such

authorization of ALSA. Contractor agrees to defend, indemnify and hold harmless ALSA, its officers and directors from and against all claims, liabilities, causes of action, expenses, losses or damages, and/or attorney's fee with respect to acts done or materials produced or furnished by Contractor in a negligent, illegal or tortuous manner, or without the direction, control or other such authorization of ALSA.

6. Any renewal or extension of this Agreement past its termination date of December 31, 2012 must be approved by majority vote of the ALSA Board of Directors.

#### **SCHEDULE "A"**

#### **WORK OF THE EXECUTIVE SECRETARY FOR ALSA**

##### **General:**

1. Complete work as specified by the ALSA BOD and to do any other jobs deemed necessary (by the ALSA Board) to fulfill the requirements of this position. All services will conform to the specifications and instructions of ALSA BOD and are subject to ALSA BOD acceptance and approval.
2. Maintain regular office hours.
3. Answer procedural questions or direct policy questions to the appropriate board or committee member.
4. Complete, manage, or assist in the listed, but not limited to, responsibilities below.

##### **Process Memberships:**

1. Assist with & process annual membership renewal
2. Process new and renewed memberships
3. Enter member data in computer
4. Produce membership letter, card and label
5. Send letter and membership card to member
6. Arrange membership information to be provided to Webmaster
7. Laminate Membership Cards
8. Coordinate any specified mailings.

##### **New Business:**

1) Request from Chair of the ALSA Regional Committee for Payment Approval of Regional Ribbons invoice and postage reimbursement. The Board discussed the request.

Motion made by Larry to approve the request of the Regional Committee Chair for reimbursement for her expenditures and payment of the Regional ribbon invoice. Second by Maryan. The Motion Passed.

2) Letter from member requesting Performance rule change discussed. The request was referred to the ALSA Performance Committee for review.

3) Letter from member regarding llama being exhibited in a novice performance division and also be shown in Special Needs Class. Board discussed and noted past practice of allowing llamas used in Special needs to also participate in other Performance Divisions. This was referred to the ALSA Performance Committee for review and possible handbook clarification.

4) What qualifies Cart Driving, Produce of Dam and Get of Sire for Nationals?

Board discussed and the Cart Driving qualifications referred to the ALSA Performance Committee for clarification.

5) Member requested a refund from last years GN be applied to this years show entries. Ken to find out more information from Sharon Carrier. The request was tabled until more information received.

6) Member sent letter to Board requesting a waiver of GN qualification. With the consideration of fairness to all ALSA members, this Member request was denied.

7) Letter from ALSA Show Superintendent requesting that an ALSA Apprentice Judge perform the duties as the second Judge for Performance in an ALSA Sanctioned Show. The Board discussed this matter. The Show Superintendent's request was denied, as the Apprentice did not meet the Handbook requirements.

8) Member concern regarding Non-ALSA Members receiving Grand or Reserve Championships at ALSA Sanctioned Shows thus preventing members from qualifying for the Grand National Show. This was referred to Policy and Planning and Show Management for input.

## Committee Reports

1. Alpaca Committee: (liaison: Staci)  
Chair: Mary Reed
2. Election Committee: (liaison: Marilyn)  
Chair: Lougene Baird
3. Ethics Committee: (liaison: Larry)  
Chair: Jim Doyle
4. Fiber Committee: (liaison: Maryan)  
Chair: Cindy Ruckman

Motion by Larry to approve Cindy Ruckman as Fiber Chair and Patti Morgan as a Committee member. Second by Maryan. Motion passed.

5. Finance & Budget Committee: (liaison: Larry)  
Chair:
6. Grand National Committee: (liaison: Ken)  
Chair: Malcolm and Carol Ann Tallmon
7. Handbook Committee: (liaison: Maryan)  
Chair: Wally Baker

Dear Board:

Handbook Committee will complete editing of 17<sup>th</sup> edition of ALSA Handbook upon receiving final changes approved by the Board for this year. At that time, Committee will submit finalized handbook to the board for approval and dissemination to the membership.

Wally Baker

Handbook Committee, Chair

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

What changes are being made by the Performance Committee? Dont they need to come through the Judges committee? Is there a Judge on that committee? According to the handbook , 1 member must be a certified Alsa judge. Also the handbook states that 2. Purpose: Make recommendations to the BOD and **Appropriate Committees** regarding approved performance Classes, optional performance classes and future considerations pertaining to the above. These are some of the questions the Judges Committee has.

Thank You

Doug Overman

Judges Committee Chair

Board discussed. Re: Judge's Committee question no recent rule changes have been sent from Performance Committee.

9. Membership Committee: (liaison: Ken)  
Chair: Need to fill
10. Nomination Committee: (liaison: Allen)  
Chair: Carolyn Myers
11. Performance Committee: (liaison: Maryan)  
Chair: Eileen Ditsler

I have been asked to take over the performance committee chair. I am happy to do so.

I would welcome anyone who wants to be part of the committee to join us. If you know of anyone interested, please let me know. At this time Barb Harris, Ellen Goldsmith, Melanie McMurry, Steve Katzakian, Brock Royal are on the committee. I would like to add Kathy Nichols to the group.  
Eileen Ditsler

Motion by Maryan to approve Eileen Ditsler as Chair and members listed in the committee report as members for the Committee. Second by Larry. Motion passed.

12. Policy & Planning Committee: (liaison: Ken)  
Chair: Barb Harris
13. Promotion Committee: (liaison: Keith)  
Chair: Need to fill
14. Protest Committee: (liaison: Keith)  
Chair:
15. Publications Committee: (liaison: Maryan)  
Chair: Mary Adams

Re: ALSA Membership Directory

At this time Committee is working with Southwest Printing Co. which is located in Cortez, Colorado.

We would like approval for the following so we can go forward with the solicitation of membership advertisements for the ALSA Membership Directory. Upon approval we will start accepting checks for the ads. All Ads must be print ready and will need to be sent directly to Southwest Printing.

Size of Directory - 6" x 9" (this is the most cost effective for printing).  
Price for Ads (the following are proposals)  
Full page (inside front cover of directory, 2 pages available) - \$600.00 each.  
Full Page (back of directory, 1 page available) - \$650.00  
Full Page (inside back cover, 2 pages available) - \$600.00 each.  
Full Page (where available inside directory) \$550.00  
1/2 Page (where available inside directory) \$300.00  
Business Card (where available inside directory) \$75.00  
Listing of Organization/ Clubs with address, phone and website - \$50.00 each  
Listing in Breeders and Services - \$50.00 each listing

Request no charge for Listing Emergency Veterinary Information by State.

We still need a list from the office with names, addresses and phone numbers of members. As soon as that is received we can start putting together everything. The Board will be able to review the draft prior to actual printing.

Southwest Printing possesses a bulk mail permit.

Board discussed and will allow the Publications Committee flexibility if the aforementioned advertisement prices need to be lowered. The advertisements in the ALSA Membership Directory need to pay for costs of printing and distribution. Understanding that financial stipulation the project can go forward.

Motion by Larry to approve printing of the ALSA Membership Directory with the stipulation that the advertisements cover costs of printing and distribution. Second to the motion by Maryan. Motion passed.

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

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

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

Website Committee – October, 2011

I'm working on obtaining committee members and also updating the ALSA website. Updates so far have been mainly regarding to the ALSA Grand National Show. Please send all new updates for the website.

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

The following E-mail Motions and or actions occurred following the previous Board Meeting.

09-21-11 Motion by Allen:

I would like to make a motion from Show Management Committee Chair to add Sharon Carrier and Carol Ann Tallmon to the Committee.

Maryan seconded.

Motion carried.

09-26-11 Marilyn: I MAKE A MOTION that two enthusiastic promotional National Show email blasts be sent out every week, starting with the coming week of Sept. 25, 2011 and continuing on until after the Grand National Show.

Allen Seconded.

Motion carried.

10-03-11 Larry: Motion to approve e-blast for Youth Scholarship Silent Auction.

Marilyn Seconded.

Marilyn - yes; Larry - yes; Keith - yes; Allen- yes; Maryan- yes; Stacie - absent;

10-04-11 Motion carried.

10-03-11 Allen: Motion post Fiber Clinic via E-Blast - As soon as possible.

Marilyn seconded.

Allen - yes; Marilyn - yes; Larry - yes; Keith - yes; Maryan - yes; Stacie - absent;

10-04-11 Motion carried.

Meeting was adjourned at 12:07 PM EST