

August 13, 2004

The face to face meeting of the ALSA Board of Directors was held from August 13-15 in Kansas City, MO. The meeting was called to order by interim president Carolyn Meyers. Niki Kuklenski volunteered to record the minutes since Carolyn (the current secretary) was the acting president. Present were Directors Jeff Jones, Joe Payne, Carolann Evans, Sandy Wickham, Debi Garvin, Carolyn Myers, and Niki Kuklenski. Also present was Executive Secretary Cheryl Ryberg. The Directors met in the morning of August 13 beginning at 8:00 for an acquaintance and updating session, with the meeting officially called to order at 1:45 pm by acting President Carolyn Myers.

ELECTION OF OFFICERS:

President-Sandy Wickham

Nominated were Sandy Wickham and Debi Garvin.

Vote: Niki, Debi, and Joe voted for Debi;. Carolann, Jeff, and Sandy voted for Sandy. Tie broken by Carolyn.

Vice-President-Carolann Evans

Nominated were Carolann Evans and Carolyn Myers.

Vote: Niki, Debi, Carolann and Joe voted for Carolann. Carolyn, Jeff and Sandy voted for Carolyn.

Secretary-Debi Garvin

Nominated were Niki Kuklenski and Debi Garvin.

Vote: Niki, Sandy, Jeff and Joe voted for Debi. Carolann voted for Niki.

Treasurer-Joe Payne

Nominated were Joe Payne and Jeff Jones.

Vote: Niki, Debi, Carolann and Joe voted for Joe. Carolyn, Jeff and Sandy voted for Jeff.

Once officers were elected, Sandy Wickham assumed the President's duties.

The minutes from the June teleconference were approved, with the additional clarification regarding when Debi Garvin and Joe Payne joined the call.

Two motions were made by Joe Payne prior to beginning the scheduled agenda items:

1-That the Board of Directors of ALSA immediately contact the attorney to prepare a full disclosure memorandum of the lawsuits against ALSA, and to immediately disclose this information to the membership if he determines it is necessary. (see website for details)

2-To immediately procure, subject to pricing, a minimum of \$2,000,000 general liability insurance with hired and non-owned auto liability and blanket commercial crime of \$1,000,000. Also to check for pricing to increase the current D&O coverage to \$2,000,000 and or \$3,000,000

Motion made to approve both motions by Niki Kuklenski and seconded by Carolann Evans. Motion passed unanimously. The attorney was contacted by Jeff Jones and agreed to draft a disclosure statement to be placed on the web.

The standing committees were reviewed and liaisons assigned or reassigned accordingly.

***Committee Liasons:**

Alpacas-Carolann
Education-Sandy
Election-Carolyn
Ethics-Carolyn
Fiber-Sandy
Finance & Budget-Joe
Grand Nationals-Jeff
Handbook-Carolyn
Judges - Sandy
*Ways and Means-Niki
Membership-Carolann
Nominations-Carolyn
Performance-Niki
Planning and Policy-Jeff
Protest-Debi
Publications-Carolann
Regionals-Joe
Show Management-Debi
Youth-Niki
*Website-Debi

**New committees under consideration – motions to be made on Sunday. Committee chairs and members will be forwarded to the Secretary for compilation.*

CORRESPONDENCE

A letter was received from Deb Yeagle's attorney in regard to her suspension in June 2003. The letter has been forwarded to the ALSA attorney for his input.

Action Item: Jeff Jones to follow-up.

A letter was received from Debbie Shellabarger in regard to two board members being involved with the Traditional Llama Coalition and a possible conflict of interest with their position with ALSA. **Action Item: Debi Garvin to follow-up.**

A report was received from Marsharee Wilcox regarding Lama Community's meeting August 7-9, 2004, primarily regarding permanent identification of camelids, and inquiring what ALSA was going to do. In addition, a request was received to have a board member liaison in addition to Dick Sheehan. The board wants to wait until next year and send another letter with someone possibly willing to represent the board. Jeff Jones will respond. **Action Item: None**

The issue was brought up regarding lack of phone numbers and emails on the membership portion of the webpage. Cheryl indicated that this information has

been added, but that some members may not want that information made available. It was decided that members should be given an option to withhold their email addresses and phone numbers from the website. **Action Item: Membership renewal forms will provide this option.**

Joe Payne has reviewed minutes for the past 4 years and found several items that appear to have "dropped through the cracks". He asked all BOD members to try to review past minutes and identify outstanding items so that they can be added to an action items list. **Action Item: Board members to review past minutes and identify issues that have not been resolved.**

The meeting was adjourned at 5:00 pm.

August 14, 2004

Meeting was called to order at 8:15 am by President Sandy Wickham. All members as indicated on August 13 were present.

TREASURERS REPORT

Account Balances

ALSA Checking \$41,144.85

ALSA Investment \$54,860.06

Tony Rollins Scholarship \$9,661.85

Jeff Jones, current treasurer, handed out an income/expense report for the first 8 months of 2004 along with a comparison of the same period in 2003. To date income is \$20,283.65 above last year, while expenses are \$14,236.14 less. Discussion was held regarding the increases/decreases in Regional shows over the past 3 years, and how to generate more interest and enthusiasm about going to Regionals. The amount of Premiums per Regional was discussed. Further discussion will continue under "Regionals". Joe Payne asked for clarification on some of the expenses. Additional discussion centered on getting Corporate Sponsors, which will be a function of the new Ways and Means Committee. **Action Item: The BOD and pertinent committees will be evaluating how to increase member/sponsor benefits, satisfaction and general ALSA performance while reducing and controlling costs.**

EXECUTIVE SECRETARY REPORT – Cheryl Ryberg

Total memberships 2320

476 New Members

1 new Lifetime member

739 Youth Memberships, up about 47% from this time last year

12,295 Animals have been recorded to date, compared to 11,100, same shows last year.

Show Animals up by 1,195 animals to date.

16,925 animals now have been assigned ALSA or NA (non ALSA) numbers
About half of our shows results have not been submitted to the office.
Regional Entry forms and qualifying reports will be posted to the ALSA Website
by the end of August,

Cheryl presented a brief overview of how headquarters works and what her responsibilities are under contract. She also presented a list of 33 additional tasks that are currently being performed which are not covered by her contract. She noted that although she is paid about 15% more than the previous office manager, she is recording twice the amount of shows and three times the amount of animals with numbers. In addition, she is now required to record the new Suri Division, Senior Youth Division, Youth Judging and Adult Showmanship. Cheryl further explained items to the BOD regarding what expenses that she has to pay out of her contract that an employee would not due to the fact that she is a private contractor (including all workmens comp, insurances, rent, equipment, depreciation, salary for two full-time and two part-time employees, etc.). **Action Item: The Board of Directors will be evaluating what functions and duties that could and should be handled by the Committees. Committees are going to be asked to assure their duties are carried out.**

Another issue is that it takes an enormous amount of time to decipher and correct show results sent in by Show Superintendents, when the information is not properly recorded. Issues include illegible handwriting, animal names misspelled, wrong recording numbers, transposition errors, etc. Although most shows record and transmit results correctly, the ones which don't increases the time required by the office to input the results and causes input errors. At times, show results are not received in a timely manner as required by the Handbook. Show Superintendents need to follow the Handbook and be more prompt in getting their information into ALSA. The office is working on software programs to send to the Show Superintendents to simplify and possibly electronically record and upload show results. The feasibility of modifying and further validating the database to allow for electronic recognition of input errors and automation of primary functions will be explored. **Action Item: Office along with Grant to evaluate improvements to the database.**

Cheryl also presented a "Point of View for the Future" for the BOD to consider:

- 1). Form a committee to research then prepare certificates of appreciation or something for our many volunteers who go unnoticed and eventually fade away. Recognition should be given to these people that tirelessly work to the benefit of ALSA.
- 2). Consider awarding board members who have finished their terms with a lifetime membership. It does not cost very much to maintain lifetime memberships, and the board feels they would be gratefully appreciated.
- 3). Strive for continuity. Change in the rules is distracting to the office as well as to the members. Get and keep rules simple.

- 4). Membership Committee put together a Handbook "Roadmap" for new members and youth.
- 5). \$5.00 per youth reduction for youth that do not need a Handbook (11 year olds and younger with parents getting Handbooks, do not need their own, as they will not be reading it).
- 6). Establish a "Ways and Means Committee" to solicit National Corporate sponsorship for Regional and GN.

Old Business – none brought up at this time – any will discussed under committees

NEW BUSINESS (note: agenda items brought forward by BOD members are discussed under the respective committee they refer to)

COMMITTEE REPORTS

Alpaca Carolann asked for clarification of when alpacas are or are not combined with llamas in youth performance, based on a letter received from Pam Hall. Concern was that Grand and Reserve Champions are not being awarded to youth showing in youth alpaca classes. In accordance with the rule book, youth points are awarded to the youth, not the animal, regardless of whether the youth uses an alpaca or a llama. The only place the ALSA Handbook references a separate sanctioned Youth alpaca class is in Regionals and Nationals. There are no youth alpaca classes sanctioned under regular ALSA shows. Therefore, if a Grand or Reserve is awarded to a youth, it has to be in the youth performance. **Action Item: Carolann will respond to Pam Hall.**

Debbie Shellabarger inquired whether AOBA judges can judge ALSA alpaca shows. Currently there are very few ALSA certified alpaca judges. Discussion was to allow AOBA judges to be temporarily grandfathered in as ALSA judges while waiting for a clinic to be approved and available. **Action Items: This matter has been referred to the judges committee for a recommendation. Carolann will furnish Debbie Shellabarger the list of current ALSA certified alpaca instructors.**

Education - no report provided

Election – no report provided (a report was prepared and emailed to some BOD members, which will be published in the Showring).

Ethics - A letter was received regarding premiums and ribbons given at State/County fairs being different than ALSA awards. According to the rule book "site rules" – if a rule unique to a given show venue is in conflict with an ALSA rule, the venue or site rule shall take precedence over the ALSA rule. Therefore, the format and

methodology that County and State fairs distribute premiums/ribbons/awards is not under the control of ALSA. **Action Item: Carolyn Meyers to respond.**

Fiber - ORVLA is providing \$250.00 to help support the National fiber show.

Finance & Budget - A report was received from Tom Parsons which is being evaluated by Joe Payne and will be fully discussed at the next meeting.

Grand National - The minimum requirement of 500 guaranteed stalls has been reduced to 400, eliminating the requirement to increase stall fees and allowing stall fees to remain the same as last year.

A request was made to add Sharon Carrier to the committee.

The performance chair is now Norris Berg, replacing Debi Garvin who is now a Director.

A new award – Showperson award – will be presented at Nationals in Linda Pierce's memory. A three person committee will select that person, with criteria to be determined at a later time.

At the banquet, instead of games, the entertainment will be a llama product fashion show.

The National committee recommended that the show superintendent at Nationals not be an ALSA judge.

Action Item: Motions to be made

Handbook Gayle Woodsum and Leonard Nelson have resigned from the committee.

Helen Feick has volunteered to chair the committee and Margaret Henry has volunteered to be on the committee.

The Handbook Committee will take the recommendations from the various committees and not only make the changes (once approved), but also review the organization and layout of the handbook for conflicts, ambiguities and continuity, and provide suggestions to simplify the handbook. Based on Cheryl's recommendation, Carolann Evans suggested we develop a very simple, bulleted one to two page document detailing key information that is included in the ALSA rulebook, referencing the appropriate section. This document, based on most frequently asked questions and areas of constant confusion, will be distributed to new members and included on the web site and in the handbook. A similar document specifically for youth containing

youth issues should be developed. The youth committee will be looking into this. Once handbook revisions are complete, the handbook will be made available on the web. **Action Items: Handbook committee to develop a simple bulleted information sheet; Youth committee to develop simple bulleted information sheet for youth; All committees to thoroughly review their sections of the handbook and provide changes/corrections to their liaison for approval and forwarding to the handbook committee by October 1st.**

Judges - the following recommendations were made by the Judges Committee:

1). As a result of the Llama Fleece clinic held in July, and upon recommendation of the clinic instructor, Sharon Beacham, the Judges' Committee recommends that the following be admitted to the Fleece Judging Program as apprentices:

Linda Hayes Patti Morgan Rob Knuckles Judith Wolff-Mills

2). As a result of the Llama Judging Clinic held in May, and upon recommendation of the clinic instructor, Lavona Fercho, the Judges' Committee recommends that the following be certified/re-certified:

George Clements Pam Jensen Bill Schultz

Linda Hayes Mike Swanson

3). As the board is aware, there has not been an Alpaca Judging Training Clinic since 2000. With recent retirements and/or resignations, there is a critical need for alpaca judges. As a consequence, the committee requests board approval for an Alpaca Judge Training Clinic to be held October 15, 16, and 17. This will be a combined beginning and advanced clinic, with Lavona Fercho as the instructor. It will be hosted by Paul and Judy Doran in Westerville, OH.

The BOD felt that the first resolution should be approved, but would like to table number 2 and 3 pending additional information and some clarifications. **Action Item: Motion to be made**

Debi Garvin suggested elevating the judges committee to an elected committee, elected by the current judges, with a chair and the "non-judge" member appointed by the BOD. After much discussion and a review of the current rule book, it was decided to obtain additional input from the judges committee prior to making a formal motion. **Action Item: Sandy to refer to the judges committee**

Several apprentices have expressed concern that the requirements needed for apprentices to fulfill their apprenticeship have become too

restrictive and inhibit the ability of apprentices to complete their apprenticeship. Requirements include the fact that all apprentices must apprentice under level 3 judges; they cannot apprentice under someone they took a class from; judges cannot accept apprentices at double point shows; one apprenticeship must be with someone on the current judges committee; and they must pay the same fee as the judges do for their license. **Action Item: Sandy to refer to the judges committee**

Concern was expressed regarding the number of times a judge can judge in a given area. The fact that a single judge is judging multiple shows in one Region may be a factor in reduced attendance at those shows. **Action Item: Sandy to refer to the judges committee**

Shawn Norman has requested that the Grand Slam be run in a single day using 4 judges. **Action Item: Motion to be made**

Communication issues brought forward by various judges regarding lack of response from the judges committee were discussed. Several apprentices and judges expressed concern regarding communication problems. **Action Item: Sandy to refer to the judges committee**

Issues concerning judging clinic finances and the methodology of requesting clinics were discussed. Upon review of the current handbook, it was determined that the method of requesting clinics and follow-up was confusing. Niki brought up the fact that the clinic last year at Ken Austin's made money and was easily filled with a waiting list. Ken requested to hold another clinic this year, but the request apparently fell through the cracks and was never addressed. A clinic was also requested by Kay Sharpnack in February. She was not notified that the clinic would not go forward until mid-May, due to lack of potential participants. Currently there is no defined method to track income and expenses for individual clinics. In the future, a better methodology of tracking income and expenses for individual clinics is needed, along with clearer procedures for requesting clinics and subsequent follow-ups. **Action Item: Sandy to refer to the judges committee**

Membership - Carolann presented the proposed membership survey. Additional demographics will be added and a few items clarified. The goal is to have the survey to the membership and results obtained in a timely manner. **Action Item: Committee to finalize survey and send it out.**

Nominations – no report provided

Performance The use of alpacas in youth pack classes was reviewed. The committee recommended that alpacas be allowed to be shown in youth pack but not in open, so that the alpaca youth can

compete on an equal basis with the llamas for Grand and Reserve titles. **Action Item: Motion to be made**

There was a problem with a youth wanting to enter a driving class, since the rulebook now states that an animal cannot be shown in both youth and non-youth performance classes. However, since Driving is not offered as a youth class, Niki proposed that youth be allowed to show their animals in open driving. **Action Item: Motion to be made**

Jeff Jones brought up the safety of carts and llamas with the public. It was discussed to require all driving llamas going to and from the arena be on a lead rope with a handler. **Action Item: Niki to refer to performance committee**

Since the original rule that youth and non-youth performance courses differ by at least 4 obstacles was established because the same animal could be used in both divisions, that requirement appears obsolete based on the new rules. Eliminating the requirement for the mandatory differences would simplify the design and set up of the courses. **Action Item: Motion to be made**

Niki requested suggestions for an additional member for the performance committee. **Action Items: Motions to be made**

Planning & Policy – a letter of proposed changes and recommendations to the by-laws and standing rules was received. **Action Item: Jeff is going to send it back to the committee with two more questions.**

Protest – There are two protests under consideration. One protest has been on hold for several months awaiting information requested by the Protest committee. There was a general discussion about instituting time tables in order to get protests completed and closed within an acceptable time period. Consideration is being given to modifying the rule book to require documents requested by the protest committee be submitted within 30 days and if not received the protest committee will have to make their recommendation based on the information available. **Action Item: Motion to be made. Once approved the issue should be reviewed by a parliamentarian and the ALSA attorney for legality.**

Publications – Showring is being published by Able publishing and is due out soon. A copy of the Showring contract was distributed to the Board.

Regionals – A letter was received requesting that animals qualified in one Region be allowed to show in another Region for Regional Championships. According to the ALSA rule book animals may only

be shown in the Region in which they qualify, or in the home Region of the owner. Therefore, the request was denied. **Action Item: Cheryl to send out a letter.**

The cost of individual facilities was discussed. **Action Item: Joe to contact the regional committee to charge them with determining how to better adjust stall fees and compensate for the differences in prices.**

The problem of short time frames between qualifying shows, Regionals and Nationals was revisited. Regionals should be scheduled at least a month ahead of Nationals, and the cut-off date for Regional qualification should be a month before the Regional show. Concern was raised regarding tracking of animals who qualify for Regionals from August – October, since no qualifying cards are going to be sent out. **Action Item: Joe to forward these issues to the Regional committee for consideration and resolution.**

Premiums – a letter was received from the Regional committee requesting clarification on premium payouts and how they are allocated. Some felt that payout should be based on the number of animals in a given class, while others wanted a flat payout. Due to the fact that cumulatively over a three year period the Regionals have lost money, the ALSA contribution to Regionals will be \$5,000.00/region. The premium money will be distributed to the first two places in each class, with all unused money returned to the ALSA office. There will not be any premiums for Grand and Reserve Champions. If premiums are to be paid for Reserve and Grand, the money must come from donations and/or Sponsorships within their region. **Action Item: Joe Payne to inform Regional Superintendents**

Show Management – no report received.

Youth The youth committee recommended lowering the youth fees from \$25.00 to \$15.00. **Action Item :The board is taking this under advisement in addition to other fee issues and will further discuss at the face to face meeting at Nationals.**

The fact that Grands and Reserves are not awarded in alpaca performance at shows other than Nationals and Regionals was discussed. The committee recommendation was that Grand and Reserve Champions be added to the alpaca youth program for all shows. At this point the numbers are not sufficient to warrant awarding Grand and Reserve Champions to alpaca youth. However, since alpacas are now allowed to show in all three llama youth performance divisions, youth wishing to compete for Grand and Reserve Champions with their alpacas can show them in all three youth performance classes. **Action Item: Niki to clarify to her committees**

Tony Rollins – Tony Rollins scholarship applications are sent out. However, further clarification is needed as to who can apply for these scholarships. We also need to come up with additional methods of raising money for this fund. Ideas include raffles, donations, etc. The Ways and Means committee will look into additional ideas. **Action Item: Ways and Means committee to evaluate methods of raising money for the Tony Rollins scholarship fund.**

Niki is putting together packets for the scholarships and requested a quick turn around time from the BOD.

The meeting was adjourned at 6:00 pm.

August 15, 2004

Meeting called to order at 8:00 am by Sandy Wickham. Motions were made regarding discussions over the past two days.

Motion was made by Niki Kuklenski and seconded to obtain quotes for additional insurance coverage as requested by Joe Payne.

Motion was made by Joe Payne and seconded to include provisions in the next membership renewal allowing members to request their telephone numbers and email addresses not be included in the membership directory available on the web.

Motion was made by Niki Kuklenski and seconded to form a new committee called Ways and Means. This committee will be charged with soliciting corporate sponsors, promoting lama shows on a local and National basis, increasing and enhancing benefits for current and future Sponsors, increasing enthusiasm in the show circuit and other items to promote ALSA. **NOTE: Volunteers are needed for this committee – if interested contact Niki Kuklenski at 360-398-8310 or email at jnkllamas@nas.com.**

Motion was made by Debi Garvin and seconded to establish a web-site committee. This committee will be charged with evaluating the current web-site, making recommendations and improvements and assure all information is current and up to date. Beginning immediately (until the committee is formed and functional), BOD members should take time to review the webpage for errors and outdated information and forward comments to Debi, who will work with Grant. **NOTE: Volunteers are needed for this committee – if interested contact Debi Garvin at 541-352-7227 or email at debi@pacrimqa.com.**

Motion was made by Carolyn Meyers and seconded for Helen Feick to chair the Handbook committee and to add Margaret Henry to the committee.

Motion was made by Jeff Jones and seconded to accept provision #1 of the Judges recommendations, but temporarily table provisions 2 and 3 until further clarification can be obtained.

Amended motion received August 18, 2004 – the information requested as noted above has been received and the motion was amended to accept the judges committee recommendation as is.

Amended motion received August 18, 2004 – Motion made by Jeff Jones to approve Shawn Normans show format.

Motion was made by Carolann Evans and seconded to approve the use of alpacas in youth pack classes.

Motion was made by Carolyn Meyers and seconded to have the Handbook Committee review the layout of the handbook for continuity and clarity and provide suggestions for improvement to the BOD.

Motion was made by Carolann Evans and seconded to develop a one to two page synopsis of key ALSA rules (these include the clarifications that Cheryl most often needs to explain) to be sent to new members, and be included with future handbooks and posted on the website.

Motion was made by Niki Kuklenski and seconded to develop a youth synopsis of the handbook.

Motion was made Carolann Evans and seconded to send out the membership survey.

Motion was made by Debi Garvin and seconded to remove the requirement for youth and adult classes to differ by four obstacles, since the same animal may no longer be shown in youth and non-youth classes.

Motion was made by Joe Payne and seconded to require a 30 day deadline for submitting documents requested by the Protest committee.

Motion was made by Joe Payne and seconded to send \$5,000.00 each to the seven Regionals for premiums, with only the first two places to be paid in each class, with any funds not used would be returned to the ALSA office. Any premiums awarded for Grands and Reserves will have to be solicited by the Regional Superintendents.

Amended motion received from Joe Payne on August 20, 2004 to increase premiums to \$5185.00/region and payouts to three places per class.

Motion was made by Jeff Jones and seconded to add Sharon Carrier to the Grand National Committee.

Motion was made by Jeff Jones and seconded to suggest in the Rule Book that future Grand National Show Superintendents not be a judge.

Motion was made by Niki Kuklenski and seconded to name Ken Austin as chair of the new Ways and Means committee and add one other committee member.

Motion was made by Niki Kuklenski and seconded to add clarification to the new rule which allows youth to show their youth animals in open driving classes, since no driving classes are available in the youth division.

All motions were unanimously approved.

Meeting was adjourned at 10:00 am.

Respectfully Submitted,

Debi Garvin, Secretary

Note: Next meeting of the BOD is a teleconference scheduled for September 14, 2004 at 8:00 pm Eastern time.