

## **Board Minutes from Meeting September 6, 2006**

President called the meeting to order at 7:32 PM EST. She asked that the Board acknowledge that this and all future meetings will be recorded.

### **Members Present:**

Kay Sharpnack - President  
Dan Milton - Vice President  
Julie Heggie - Secretary  
Wally Baker - Board Member  
Lora Crawford - Board Member  
Ken Fenley - Board Member  
Penny Davidson - Board Member

Next board meeting will be held at 8:00 PM EST, on October 11, 2006.

**Lora moved and Dan seconded a motion to approve the minutes from the August 15, 2006 meeting. Motion passed.**

### **Treasurer's Report: Wayne Rankin**

#### **Bank Accounts:**

ALSA Checking	47,503.93
ALSA Investment	97,877.48
Scholarship Fund	11,658.22
TOTAL Bank Accounts	157,039.63

OVERALL TOTAL            \$157,039.63

The finance committee has come back with their recommendation that all checks be written out of the ALSA office along with posting all financials. The Treasurer will be responsible for all reports and getting them to the BOD.

The BOD discussed the options available for moving money into a money market account for the purpose of drawing higher interest.

**Penny moved and Julie seconded a motion to open a COSCO Membership (\$100.00) for ALSA for this purpose. Motion passed.**

It was also discussed that a COSCO membership has other advantages to ALSA such as lower conferencing call prices.

Our Treasurer also did a comparison of fees for 2005 thru August and 2006 thru August and found this: We are at 86% on Show Fees

92% on Membership Fees

78% on Llama Recording Fees

90% on Youth Fees

### **ALSA Administrative Manager Report**

I have been asked to share with the BOD what the ALSA Office maintains and cares for at this location.

I am going to first quote directly from my contact....Then I will add to what we additionally maintain here outside of computer information for the most part.

1. Maintain inventory of Showmanship Video, "Caring for Llamas and Alpacas", Hormel Scorers, Youth Judge Manuals, Obstacle Manuals, Handbooks and Directories.
2. Storing 13 years of ALSA Data, Show Data in hard copy going back to 1993, Financial Data in hard copy going back to 1993 In Computer and hard copy since 2000. All Shows are kept in hard copy as well as in the data base since Memorial Funds information

Not on Contract:

1. Maintaining inventory of show materials that are necessary for Superintendents.
2. Maintaining hard copies for at least 3 years of all members who have joined.
3. Keeping copies of renewal information for our corporate licenses.
4. Keeping copies of insurance information.
5. Maintaining a supply of Binders, Handbooks and Directories. This requires an entire room with a shipping table in the center when we have these delivered they are delivered by pallets.
6. Previous years handbooks and some Showing Magazines.
7. Surplus of all information for Superintendents (Packet ones and two) all halter and performance cards and alpaca and fleece information.
8. Copies of Youth Judging Contests to send to Youth and to send to supers for their contests which are different.
9. Copies of Membership renewal forms are kept for at least 2 years.
10. Judging forms that have to be faxed to judges.
11. Hormel Scorers

12. Supplies for shipping, boxes, envelopes, pens, paper, binders
13. ALSA Stationary and Envelopes
14. Files of all corrections made for past 2 years that are categorized by "O" office errors, "S" Super Errors or "M" Member Errors
15. Copies of Current and past one or two years worth of liability insurance forms.
16. Copies of Tax returns and Audits
17. Copies of 1099's
18. Clinic files for Judge Committees.
19. Additional Cartridges for fax and printing machines
20. Yearly (monthly) show sanctioning materials that are in hard copy for reference
21. Files on Show Evaluations that have been copied and sent to Terry.
22. Yearly receipts of all bills that have been paid
23. Expense receipts
24. NSF Files and Resolutions
25. Lists of what was sent to previous years shows and Regional and Grand National.

I may have missed something here or there but I think that for the most part this is inclusive of what we store and use here.

Cheryl Ryberg  
Administrative Manager

It was discussed that ALSA needs a Standard Operating Procedure for all Committees. Cheryl is to look into a standard that can then be passed on to committee's for their input. The SOP would be archived by the ALSA Office so that they could be passed onto new committee members coming on board.

**President Sharpnack talked with ALSA Attorney, Tom Hayden on August 25, 2006 and he advised that NO ALSA records should be destroyed, regardless of subject.**

### **Re- Address 3 Appeals:**

Members of the old BOD were asked by the President to share their insight with the new BOD regarding the 3 protests in question. This was accomplished and discussion ensued. It was decided that discussion would be tabled until the President was able to consult with the ALSA Attorney.

### **OLD BUSINESS:**

1. Penny was asked to consult with the Judges Committee and bring to the BOD the Judges Committee Rules.
2. It was discussed that there was an old upheld Protest out there that had never been published in Showring. We were informed by the publications liaison that it has now been forwarded to the chair of the publications committee. **The BOD will be looking at how protest write ups are handled in the future.**
3. Handbook printing bids: No Bids have been received as of yet.
4. Discussion was held about a day and time for a joint ALSA/ILR Board Conference Call. It was decided that October 4, 2006 at 2.30 PM EST would work best for the ALSA Board. President, Sharpnack will take this to the ILR Board.
5. There are three members letters addressed to the board that needed discussion. President will now write response to members.

### **Committee Reports**

#### **Alpaca Committee**

Chair - Debbie Shellabarger

1. The combined Beginning and Advanced Alpaca Judging Clinic to be held October 20, 21 and 22. The clinic will be held at Lofty Pine in Lindsey, Ohio hosted by Deb Yeagle. Arrangements for instructors are incomplete at this time. Registration forms have not yet been posted.
2. The need for some fiber workshops is being discussed.
3. There has been some interest in getting another ALSA Alpaca Championship Show scheduled. The committee will be discussing plans.

4. The need for premiums for alpaca classes at Regionals and Nationals has been discussed. The alpaca exhibitors pay the same entry fees that the llama exhibitors do therefore they should all get the same premiums.
5. Any members with alpaca related concerns should contact the alpaca committee.
6. The alpaca committee is working on a request to send to the Judges committee regarding the number of alpacas needed at a show for an apprenticeship to count. Numerous alpaca apprentices have worked at shows that have not counted due to there being less than 30 alpacas at the show. We would like to see if it could count if the apprentice did an additional show (that could also have smaller number). For example two shows of at least 15-20 animals each.

### **Election Committee**

Chair - Sherry Adamcyk

No Report

### **Ethics Committee**

Chair - Maryan Baker

New Committee Members - Jill Knuckles; Toni Strassburg Pearce; Allen Davis; Steve Berry and Rob Spencer. **Approved**

### **Fiber Committee**

Chair - June Black

Items the fleece committee is currently working on:

1. Answering members' voluminous questions regarding fleece shows and fleece judging
2. 2006 Grand National Fleece Show
3. Establish a plan for fleece judge re-education and a Continuing Education point system for llama fleece judges to stay current
4. Establish protocol and criteria for a certified fleece judge to become an ALSA Fleece Judge Instructor
5. Re-evaluation of the pay scale for Fleece judging as written in the 14<sup>th</sup> Edition Handbook
6. Changes to fleece show portions of the ALSA Handbook
7. Changes to fleece show forms

### **Finance & Budget Committee**

Chair - Tom Parsons has resigned as the chair to this committee

Report - Please see info under Treasurer's report

### **Grand National Committee**

Chair - Terry Duespohl

1. The rental agreement for the Lancaster Event Center in Lincoln, NE has been finalized and a security deposit check in the amount of \$4000 has been received by the Center.
2. Currently, there are 4 Gold Sponsors; 3 Silver Sponsors; 1 Special Sponsor; and a number of Class Sponsors for the 2006 Grand National. The committee is working to secure additional sponsors. At the existing level of sponsorship, premiums will need to be reduced from last year's level.
3. Most of the critical volunteer positions have been filled. We routinely have individuals contacting us to offer their time and talent. The committee commends all of the ALSA members that give so freely of their time to make the Grand National a success. We would like to particularly acknowledge and thank all of the Nebraska volunteers.
4. Performance courses are in the design phase and will be finalized soon.
5. The class schedule and registration packet is posted on the ALSA Website.
6. Rooms have been blocked at four hotels.
7. The current rental agreement with the Lancaster Event Center has a stipulation whereby the Event Center agrees to "pencil in dates and give ALSA first rights for November 6 to 11, 2007." This paragraph has been amended to read October 24 to 28, 2007.
8. Other show details are well in hand.

### **Handbook Committee**

Chair - Helen Feick

No bid yet on printing of handbooks. Members who have agreed to serve on committee are: David Allen, Sheri Hefley and Karen Conyngham.

## **Judges Committee**

Chair - Terry Duespohl

The following is a list of items for which the Judges' Committee is requesting Board approval. Also included on this list are items on which the Committee is working and providing to update the board.

1. The committee recommends that David Allen be re-certified as Level II Llama Judge. This is based on continuing education credits. There are no adverse comments in his file.
2. An Advanced Judging Clinic is scheduled to be held September 29, October 1, 2. The clinic will be hosted by Riley Llamas in Carmel, IN. Ray Howard will be the lead instructor. The second instructor has not yet been arranged.
3. A combined Show and Beginning Judging Clinic is scheduled for October 27, 28, and 29. The clinic will be hosted by Pearson Pond Llama Ranch. Cathie Kindler and Terry Duespohl will be the instructors.
4. The Advanced Fiber Clinic to be held August 25, 26 and 27 was cancelled due to lack of participation. The committee requests board approval to reschedule this clinic for January 19, 20 and 21, 2007. The clinic will be hosted by Maryan Baker in Riverside, CA. The instructor will be Karen Kinyon.

### **Board approves clinics as listed. Board also approves David Allen as being re-certified.**

5. An Advanced Judging Clinic at CarolLlama Farms in Florissant, CO on August 11, 12 and 13. The committee requests approval of the following certifications/re-certifications. The following recommendations are a result of instructor recommendations and committee deliberations:

#### **Certifying:**

Maryan Baker - Level I Llama Judge; Level II Performance Judge

Wally Baker - Level I Llama Judge; Level II Performance Judge

Allen Davis - Level I Llama Judge;

Mary Wickman - Level I Youth and Performance Judge

#### **Re-Certifying:**

Bill Feick - Level II Llama Judge

Ken Forster - Level I Llama Judge; Level II Performance Judge

Margaret Henry - Level II Llama Judge

**Julie moved and Lora seconded a motion to accept certifications and re-certifications of the names listed. Motion passed.**

6. The Chair requests Board approval to appoint Cathie Kindler Co-Chair of the Judges' Committee.

**Julie moved and Ken seconded a motion NOT to allow a co-chair of the Judges' Committee at this time. Motion passed.**

**Board members asked Penny to find out why the Advanced Alpaca Clinic to be held October 20, 21 and 22 was not listed on the Judges' Committee report. Penny also asked to find out about a Judge that had inquired about being moved to Level III Judge not being listed on report.**

### **Membership Committee**

Chair - Pam Jensen

No Report

### **Nominations Committee**

Chair - Trish Brandt-Robuck

The committee did a great job getting excellent candidates for the ALSA BOD election.

Another part of our committee responsibilities is to help find candidates for open committee chair positions and committee members.

### **Performance Committee**

Chair - Melanie McMurray, MD

No Report

**The BOD had a discussion about the new obstacle dimensions and the number of complaints about rebuilding obstacles. Wally is to send this to committee for recommendations.**

### **Policy and Planning Committee**

Chair - Jerry Miller

No Report

### **Promotion Committee**

Chair - Mandy Gerken has been approved as the new chair to the Promotion Committee.

ALSA has reserved and paid for two booth spaces (10x10) at the FFA Convention which will be held for the first time in Indianapolis. LANA has also paid for a space right next to ours, so we will have three booth spaces together representing the llama industry. ILR will also be a major contributor and they usually pay for the carpet, chairs, tables, etc... in the booths. The end booth will contain two llamas in a 9x9 pen and the rest of the two booth spaces will be utilized for display of the various materials. ALSA will have the new brochure available for distribution, and the other llama organizations have been invited to include any of their literature as well. Advisor Packets will be made up (about 1,000 of them) which will contain samples of all the various literature.

Barb Baker is coordinating stuffing of the envelopes and the design of a free give-away item (bookmarks with a sample of llama wool attached to one end). ALSA will need to provide at least one person for each of the three days of the show. Working together with Barb and Mark Smith (ILR rep.), arrangements will need to be made to find two (preferably four so you can rotate throughout the day) llamas to be used in the display. There should be no other costs incurred by ALSA, as they have paid their share by reserving the two booths (\$1,010, I believe). I will speak with Mark Smith and Barb Baker about choosing 4 appropriate llamas from our respective farms. I will also check availability as far as choosing a person to represent us.

### **Protest Committee**

Chair - Jim Nenni

To further secure the confidentiality of protests sent in by our membership, I would recommend the protest filing process be amended as follows:

1. The Protest Intent Form shall be sent only to the Protest Committee Chair along with the \$50.0 fee within 10 days of the discovery of the alleged violation.
2. The ALSA Protest Format shall be sent only to the Protest Committee Chair within 20 days of the date of the initial intent letter.

**The BOD makes these suggestions: The original protest must be sent Certified Mail with a return receipt going to protestor for tracking purposes. A tracking number be assigned to each and every protest and the name of the protestor will be removed by the chair and these items will be sent to the ALSA office for**

**official tracking purposes.**

**With these changes the BOD approves the Protest Committee to try a practice run on a simulated protest.**

### **Publications Committee**

Chair - Nelson Leonard has resigned as the publications chair effective immediately.

Showring deadlines have been mailed to Marilyn Nenni as well as the Publication Committee's Standards and procedures for posting on the ALSA Website. Committee members are currently beating the bushes for articles – deadline for the Fall issue is just ten days away.

### **Regional Committee**

Chair - Betty Moe

The following is a list of responsibilities that have been carried out and also suggestions or concerns of our committee we would like addressed:

1. Royall Awards has shipped the first set of ribbons to the first Regional Show to be held the SE Region - and is on target to ship the rest of the Regions' ribbons on September 1<sup>st</sup> or before.
2. I have e-mailed all of my Superintendents to confirm to me that they have received their ribbons and that their number of ribbons received is correct.
3. My Superintendents have requested that the contracts for the judges they arrange to have judge their Regional Shows be sent out earlier in the year by the ALSA office, and that they be sent copies of those contracts when signed and returned by their judges. That way they know for sure they have their judges, and also the judges are certain of the shows they are judging and can make early plane reservations and save money.
4. Some of the Superintendents feel they have had problems getting the changes made to their Regional Show information, or problems in finding out if the changes they requested have been made.

5. The Superintendents have asked if it's possible to have their Regional Show results published by Showring sooner than they were last year. Many Superintendents sent their results and photos in right after their shows and had them misplaced before they ever got published months later. I am personally going to follow-up with my Superintendents to make sure they all get their results and photos in right after their shows.
6. Some of my Superintendents have asked since the Nationals are being moved earlier for 2007, what will the cut-off date be for the Regional Shows to be scheduled, before the National Show? They want to be able to give their exhibitors notice as soon as possible in case their Regional Show has to be scheduled before their regular shows start.
7. I am working on a guidance and suggestion booklet for Region Show Superintendents. The new Superintendents have nothing to go by except "word of mouth", which isn't always accurate with ALSA's requirements or expectations.

**The BOD approved the Regional Committee requests**

#### **Show Management Committee**

Chair - Phil Feiner

No Report

#### **Website Committee**

Chair - Marilyn Nenni

I am submitting the following persons for approval to serve on the Website committee:

Steve Katzakian

Les Flynn

Ken Austin

John Maddy

**Ken moved and Lora seconded accepting the names submitted to serve on the website committee. Motion passed.**

The ALSA Website continues to post new and updated information in order to keep our membership up to date on current information. At this time all the information pertaining to the 2006 Regional Shows and the 2006 Grand National Show are posted on the website. Grant, the Webmaster, has done a great job on compiling

all the qualifying lists and uploading them promptly.  
The Website Committee members are currently working on a list of goals to pursue for the Website. I would also like to post this information on the “Discussions” page of the website in order to perhaps get some input from the membership of what they would like to see on the website. Do I have permission to post an “invitation for website input” on the website?

**Website Committee has permission for items they ask for and report is accepted by the BOD.**

### **Youth Committee**

Chair - Barb Harris

At this time I have the following folks who have agreed to be on the committee:

Simon Zadina

Pam Hall

Mary Jo Miller

Lauren Wright

Marilyn Nenni

**Julie moved and Lora seconded approval of names submitted for the youth committee. Motion passed**

The Tony Rollins Scholarship was discussed and given the turn over of the liaison position as well as chair to the committee it has been deemed necessary to extend the deadline for applicants to submit their paperwork. All paperwork must be received by the office no later than September 30, 2006 for consideration. Cheryl is to get Grant to change all dates on the Website pertaining to the scholarship from 2005 to 2006. Cheryl will also send out emails to all seniors notifying them of the extension for application.

Julie is to send an email to Lora asking her to contact the Website Chair Marilyn Nenni right after Nationals to change the dates on the scholarship to 2007.

Because the remainder of the youth report was not discussed they have been asked to re-submit it for the October meeting.

### **New Business**

**Penny moved and Wally seconded, by email the approval of the first monthly ALSA President's Bulletin. Motion passed. The Bulletin was posted on the website 8-23-06.**

**BOD approved Presidents letter by email on 8-21-06 responding to Tami Lash, Darrell Anderson and Robin Ryan regarding their Appeals to the BOD.**

**BOD approved by email Kay's statement for ALSA BOD Goal for LLII Fall Issue #79**

**BOD discussed changing the current ALSA animal record number to its ILR number. This was put on the table for further discussion after Nationals.**

**Several members letters were received by the BOD, after discussing each one they were forwarded to the appropriate committee chair.**

**Julie moved and Lora seconded a motion to adjourn at 1:06 AM EST September 7, 2006. Motion passed.**

Respectfully submitted,

Julie K. Heggie  
Secretary, ALSA