

**Special Meeting of ALSA Board of Directors
BOD Meeting Minutes: January 30, 2008**

The regular monthly ALSA BOD Meeting was called to order by President, Lora Crawford, at 8:03 p.m. EST. This meeting was recorded.

BOD Members Present:

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

Others Present:

Wayne Rankin – Treasurer (present only through Treasurer’s report and Office report)
Cheryl Ryberg – Office Manager

Not Present:

Larry Lewellyn

Proceedings:

The next regular monthly BOD Meeting will be held on February 6, 2008 at 8:03 p.m. EST.

Approval of Minutes:

Minutes of January 16, 2008:

Kay made a motion to approve the BOD minutes of Jan. 16, 2008. Julie seconded. Motion carried.

(Reference: If minutes have not received a response by all BOD members within 7 days of the time they are posted to the BOD for email approval, they will automatically be posted to the membership.)

ALSA OFFICE REPORT: Cheryl Ryberg

Administrator Manager Report 1/8/07

Numbers for 3 -Year Comparison

	<u>2005</u>	<u>2006</u>	<u>2007</u>
Memberships	61,620	49,320	55,960
Youth	17,014	13,610	12,725
Show Fees	103,745	101,701	96,113
Recording Fees	19,210	16,725	15,550
Research Fees	2,000	2,090	150

ALSA Closed 2007, with approximately \$12,500 profit.

The ALSA Office saved \$2,609 in office expenses over 2006, this was primarily in using different phone carriers and less supplies due to information being accessible on the website.

Discussion: *Since the Office Manager was not present on the last BOD call to address this issue, this report is again being included in the minutes of this meeting. The above figures and amount of profit have not been verified by the Treasurer, or the Finance Committee. The Office report was not approved.*

OFFICE BUSINESS:

1. Monthly Statistics (adult memberships, youth memberships, shows)
2. New memberships & show sanctioning for 2008. (How many for 2008?)
3. 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.
4. Office Manager's Salary & Bonus
5. Line Item Financial Report from 2004 & 2005. (email 1-4-08)
6. Request of President for 2006 Tax Returns & 2004 –2006 Audit Reports (1-3-08)
7. Account transfers & new signature cards for Pres. Sec., & Treas.
8. Certified letter of change of Office procedures.
9. Questions RE: ALSA Website Server & Email Address (email 1-4-08)
10. Requests from Presidents to provide us with a complete working backup of the current ALSA database.
11. Requests from President to provide us with a program to read database backup.
12. Request for Online Backup Site for database. (10-13-07 & 12-5-07)
13. Report of set up of account with Carbonite.
14. Membership lists for mass emails.
15. Printing of Award Certificates to finish out 2007.
16. New Award Certificates for 2008.
17. Dazador's Elite 11-17-07
18. Participation on Bulletin Board of CLI

Discussion: *Since the Office Manager was not present at the last BOD meeting, this special meeting was called to finish addressing these office issues. When discussing #6 of the first few items of the Office Business, the Office Manager stated she did have signed copies of the audits from 2004-2006 but was refusing to comply with the request of the BOD to send copies of these audits to the BOD. Discussion proceeded to another item and the Office Manager abruptly hung up on the BOD meeting call. These items will remain on the agenda until they have been properly addressed.*

TREASURER'S REPORT: Wayne Rankin

ALSA Financial Issues

Discussion: *Further issues of ALSA's bank accounts, methods of accounting, signature cards, and checks written were discussed.*

OLD BUSINESS:

1. ALSA Handbook:

1. Specs for quotes, bids, progress, proofing CDs, program being used.
2. Letter to Larry 1-2-08 regarding bids
3. Letter from EstherSue Sykes

Discussion: *Handbook discussion was limited since the BOD liaison to the Handbook Committee was not present on the call. After communication with the Handbook Committee Chair, Helen Feick, the BOD is expecting to receive the handbook complete and ready to proof no later than Feb. 10, 2008. A list of specifications has been formatted and has been sent out to printers for bids.*

MEETING ADJOURNED:

Motion: Kay made a motion to adjourn the meeting. Marilyn seconded. Motion carried. Meeting Adjourned at 10:08 p.m. EST

Minutes Approved:

Marilyn Nenni
Secretary