

Rocky Mountain Llama and Alpaca Association, Inc.  
Board Meeting Minutes - May 20, 2015

The meeting was called to order at 6:45 RMDT. Present were Dick Williams, Lougene Baird and Linda Hayes. Geri Rutledge and Brent Holt joined at 6:50 RMDT. A quorum was present.

Treasurer's Report.

|                             |                     |                           |
|-----------------------------|---------------------|---------------------------|
| Bookstore General Op        | \$ 1,145.06         |                           |
| CFL&A Production Savings    | 11,445.16           |                           |
| Corporate General Op        | 5,946.21            |                           |
| Fiber Committee Reserves    | 100.00              |                           |
| Life Member Reserves        | 4,520.05            |                           |
| Liquid Asset                | 20,236.32           |                           |
| Marketing/Research Reserves | 7,624.97            |                           |
| Premier Time Savings        | 23,184.78           |                           |
| Insurance Reserves          | 1,200.25            |                           |
| Youth Reserves              | 976.13              |                           |
| <b>TOTAL CASH</b>           | <b>\$ 76,378.92</b> | <b>as of May 19, 2015</b> |

FINANCIAL REPORT Bookkeeper report from Marilyn Arnold. **May expenses:** Paypal fees (\$11.68); Conference call meetings (\$28.94). **May income:** Black Hills Fiber Arts Fair (\$311.70) - credit card payments went into the fiber account on 4/27/2015 - the balance of that event will be recorded in May; Donation from Dick Williams (\$200.00) - this was transferred to the insurance reserve account as requested; Member dues (\$1,170.00). **Checks written:** All board approved checks have been written and mailed. There are no outstanding bills. Bank Reconciliations: All bank accounts have been reconciled as of 4/30/2015. **Deposits/Transfers:** All deposits and/or transfers have been made to the appropriate accounts including the annual transfer of 10% of the Life Member Saving Reserves to the operating account. PayPal: As of 4/30/2015, there are two membership payments which have not yet been transferred to the ops account. All other monies in PayPal were transferred to the ops account and entered into Quickbooks and posted to the appropriate income accounts.

I. Committee reports -

**Bookstore** - Lougene Baird- Liaison. Jan Adamyck, Chair. Slow, steady sales. Next royalty payment will be made in July. Inventory safe and in good shape.

**Calendar** - Lougene Baird- Liaison. Dick Williams and Pat Bradstreet, Co-Chairs. Calendar – We have received quite a few photos, some very good. At present, we have only received a couple of ads. Work on the calendar will begin in earnest next month.

**E-Communications** - Lougene Baird - Liaison. Ron Hinds - Chair.

- **Website and email blasts** - Member information for membership year 2015-16 has been updated on website. All Youth whose parents have signed a release have also been included on the membership list. Five e-blasts were sent to the membership in April/May updating members on events.
- **Facebook** - Administrative codes have been reset to secure RMLA Facebook page. Links are being posted about cool and interesting stories about llamas and alpacas around the world on the RMLA Facebook page.

**Education** - Linda Hayes - Liaison. No report

**Events/Marketing** - Dick Williams - Liaison. Mary Wickman, Chair. Events – New event files are complete. All event information is current on RMLA.com and the Journal events calendar. A need for another PR llama for Fairplay for inexperienced and youth attendees is needed. An eBlast will be sent for help on this.

**Fiber** - Geri Rutledge - Liaison. Jill Knuckles and Cheryl Juntilla, Co-Chairs. The Fiber Co-op's first event of the year was held at a new venue in South Dakota with Jill Knuckles and Karen Schwartz coordinating. After consignment fees and other expenses were paid the event P/L was a -\$108.48. The final accounting on the event was discussed. The Board Felt we needed to continue to review the consolidated P/L through the event year. Year-end Profit/Loss will be reviewed to assure all is equitable between all facets of RMLA and its members.

**Finance** - Brent Holt - Liaison. Marilyn Arnold, Chair - See Treasury report. Brent reported that all accounting entries look as they should and everything appears to be in order. All Directors voiced their appreciation for Marilyn Arnold's accounting skills and time given to RMLA.

**Journal** - Lougene Baird - Liaison. Kathy Stanko and Ron Hinds, co-Editors. The Journal Staff is in full production mode for the Summer Issue. We will have a full 32 pages, but even then, some articles that must be postponed due to lack of space. If we went to 36 pages, we could get everything in.

We had 2 instances of other Newsletters publishing articles without permission from either the author or RMLA editors. We are working through the Reprint Permission information on page 3 to clean it up so that it is very clear what needs to happen. And we are contacting those newsletters who published without permission.

Sonja reports that all of the advertisers whose subscriptions would expire with the summer issue have renewed. Several new advertising leads have not born any fruit. We also had 2 requests from advertisers for an invoice. So we developed an invoice to use when requested. It is a busy time. Thank you. Kathy, Ron, Marilyn & Sonja

**Library** - Dick Williams - Library – One member has four tapes out on loan, all other material is present and correct.

**Membership** - Brent Hold - Liaison. Dick Williams, Chair. Membership – We currently have 167 memberships representing 249 total members. These include: Life – 29 (45 members), Honorary – 17, Youth – 23, Young Adult – 1, and Annual 96 (163 members).

**Publications Coordinator** - Lougene Baird - The Journal, Bookstore, Calendar and Directory. The Journal is on budget, the 2016 Calendar will print in late June and the 2015-2016 Directory will go to press next week with distribution by early June.

**Rescue** - Linda Hayes - Liaison. Susi Hulsmeyer-Sinay, Chair - No Report

**Youth and 4-H** - Geri Rutledge - Liaison - Chair - Open. Welcome Willow Kauffman as committee member. Willow and Dave Kauffman will help with the Silent Auction at the EPWM show. Willow will tally points reported by Youth. Thanks to Willow for stepping up to the important work for RMLA Youth.

## II. Old Business -

- a. The 2015 Annual Meeting will be held at the home of Brent and Donna Holt on September 19 from 12:00 to 3:00 PM in Sedalia, Colorado. 2015 General Election schedule and deadlines are: (1) June 19 - Call for candidates, (2) July 14 - Statements

deadline, (3) July 19 - Ballots to be mailed, (4) August 19 - deadline for ballots to be received by Election Committee..

### III. New Business

- A. Record of e-mail voting since the last Board meeting. **MOTION:** Make the following motions which were approved by e-mail since the close of the last meeting a matter of permanent record. Motion by Dick. 2nd by Geri. Motion Passed.
1. MOTION: Approve letter to Brianna Cozzetto regarding Youth Committee. Motion by Brent. 2<sup>nd</sup> by Linda Hayes. Motion passed April 15, 2015.
  2. MOTION: Approve Clerk and Ring Steward Training Clinic on May 30, 2015, at Stage Stop Llamas, Florissant, Colorado, organized by Mary Wickman with Sally Rucker as backup organizer. Motion by Linda. 2<sup>nd</sup> by Dick. Motion passed April 22, 2015.
  3. MOTION: Approve edited revision of RMLA 2015 Youth High Point Award Guidelines. Motion by Linda. 2<sup>nd</sup> by Brent. Motion passed April 23, 2015.
  4. MOTION: Approve minutes of the April 15, 2015 Directors meeting. Motion by Dick. 2<sup>nd</sup> by Linda. Motion approved April 24, 2015.
  5. MOTION: Approve to support the one-time event of the 25th Anniversary Reunion of the Wool Market Celebration, June 13, 2015. One hundred people are estimated to attend. RMLA will contribute up to \$2,500 to cover the costs of the event. This event meets the Mission Statement and will provide RMLA with an event to recognize and give back to the llama/alpaca community. The Committee will be responsible for raising other money needed. Motion by Dick Williams. 2<sup>nd</sup> by Linda. Motion passed April 25, 2015.
  6. MOTION: Approve the RMLA 2014 Federal tax report for the IRS due May 15, 2015, and prepared by Linda Easton, CPA. Brent Holt will sign as Treasurer. Motion by Lougene. 2<sup>nd</sup> by Dick. Motion passed April 30, 2015.
  7. MOTION: Approve Montana BOW (Becoming an Outdoor Woman) Workshop to be held on August 8 and 9, 2015 in Lubrecht Experimental Forest, Missoula, MT. This new event will be organized by Dick and Jean Williams with Pat Bradstreet serving as alternate organizer. No insurance is required. Motion by Lougene. 2<sup>nd</sup> by Brent. Motion passed April 30, 2015.
  8. MOTION: Pay Constant Contact invoice in the amount of \$168.00 annual fee for e-mail forwarding services. Motion passed May 1, 2015.
  9. MOTION: Pay Chris Switzer, Patti Morgan, Cheryl Juntilla, Jill Knuckles, Karen Schwartz and Cheryl Keydel a total of \$493.30 for consignment fees on fiber sales at the Black Hills Fiber Arts Festival. Motion by Lougene. 2<sup>nd</sup> by Brent. Motion passed May 5, 2015.
  10. MOTION: Reimburse Karen Schwartz \$54.07 and Jill knuckles \$93.18 for fuel costs for Black Hills fiber event. Motion by Lougene. 2<sup>nd</sup> by Dick. Motion passed May 6, 2015.
  11. MOTION: Pay South Dakota/Rapid City \$44.70 for sales tax collected at the Black Hills fiber event. Motion by Lougene. 2<sup>nd</sup> by Brent. Motion passed May 6, 2015.
  12. MOTION: Approve Board article for Journal in response to call for Fairplay volunteers. Motion by Dick. 2<sup>nd</sup> by Brent. Motion passed May 19, 2015.
- B. Continued discussion on percentage of members required to constitute a quorum was held. Dick, who brought the suggestion for review and Lougene (Bylaw Chair) will finalize a draft for Board review and approval. If approved it will be placed on the General Election Ballot.

Scheduled Board of Director's meetings are June 17 and July15, 2015 and August 19, 2015.

- VII. Motion to close meeting the meeting: Motion by Linda and Dick 2<sup>nd</sup>. Meeting closed at 8:02 RMDT.

*The RMLA Board may convene in Executive Session to discuss items on this agenda, personnel matters or consult with its legal or accounting counsel.*