

Rocky Mountain Llama and Alpaca Association, Inc.

Board Meeting – February 9, 2016 6:30 RMT

The meeting was called to order at 6:33 p.m., RMDT. Present were Lougene Baird, Dick Williams, Brent Holt, Geri Rutledge, Jeanne Williams. A quorum was met.

Treasurer's Report. Bank balances as of February 9, 2016.

Bookstore General Op	\$	866.32
CFL&A Production Savings		7,307.78
Corporate General Op		5,770.73
Credit Card Depo/Fiber sales		1.00
Insurance Reserves		4,978.63
Life Member Reserves		4,771.46
Liquid Asset		20,250.87
Marketing/Research Reserves		6,875.88
Premier Time Savings		23,396.40
Youth Reserves		<u>982.61</u>
TOTAL CASH	\$	75,201.68

Bookkeeper report from Marilyn Arnold. P/L for 1/1/2016 – 1/31/16 were sent to the Board.

- **January expenses:**

<i>Corporate:</i>	\$250 (EPWM Booth); \$250 (NWSS); \$4.98 (PayPal); \$8.84 (conference call)
<i>Fiber:</i>	\$305.75 (EPWM booth)
<i>Journal:</i>	\$11.31 (postage)
<i>Events:</i>	\$28.85 (postage); \$13.70 (printing)
<i>Library:</i>	\$10.98 (postage)
<i>Membership:</i>	\$176.80 (postage); \$34.80 (printing); \$88.95 (supplies)

Dick Williams moves to approve the treasurer report as presented, second by Brent Holt, motion approved.

- **January income:**

<i>Interest income:</i>	\$ 3.35
<i>Dues:</i>	\$130.00

All board approved checks have been written and mailed. There are no outstanding bills. All bank accounts have been reconciled as of 1/31/2016. There are two outstanding transfers to be made. There are two outstanding PayPal transfers to be made. The 1099's Misc. (3) were mailed on 1/23/2016; the 1096 and 1099's were mailed to the IRS on 1/23/2016. The yearend bank recons, reports and a flash drive with the accounting were mailed to Linda Easton on 1/23/2016.

Motion: Dick Williams moves to approve the treasurer report as presented, second by Lougene Baird. Motion passed.

Secretary: There are no minutes to approve. Minutes have been posted to RMLA.com.

I. Committee reports

Bookstore - Lougene Baird - Liaison. Jan Adamyck, Chair. Bookstore activity continues to be slow. One CFL&A was sent to Dr. Callan/CSU. Inventory is 831 CFL&A and 40 Youth Manual.

Board Discussion about the current inventory of 830 CFLA Books and the inventory is now 4 years in storage. Discussion was about the authors, royalties, future publications, use of the book and means of distribution. Resolution proposed is to try and liquidate the current inventory of 800 books and then make future decision about replacement. With the use of the information available on the internet it may not be feasible to reprint. Geri will work on a full page ad for this spring Journal that would generate reduction of the book inventory by going to colleges, youth, extension, 4H or any person in general. The deadline for this special offer will end May 10th, the date of the board meeting to further review the inventory.

Calendar – Dick Williams - Liaison. Pat Bradstreet, Chair. It is time for the committee to prepare an email blast to the membership asking for photos and business card ads for the 2017 calendar. Kathy Stanko has already begun working on getting business cards for ads to help cover the cost of the printing. Dick will continue to follow up on this.

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

Website – As time allows, Journals are still being scanned to put on the website. About 10 years of issues remain to be scanned. All the issues that were published by current editors are scanned. A volunteer is needed to index the content of the newsletters and Journals. Use email blast or journal to try and find volunteer(s) who could work on this project. The Board members also discussed putting non RMLA events on the calendar. Additional information with the disclaimer that these are not be RMLA events, but knowledge for our members. Information would need to be submitted and approved for posting.

E-blasts - Board approved e-blasts are being sent out as needed. The rate that the members open and read emails averages about 50%. Only a few have unsubscribed from the emails. The contact list is updated when new members come on board.

Facebook – Ron has been the administrator over the Facebook publication and will continue in this position. It is a needed part of RMLA. It informs people, other than members, about all-things camelids. People have joined RMLA because it exists. He would like to put events on there, both RMLA sponsored and not. We just need to be clear on what is RMLA sponsored. Ideas include a big splash about Fairplay Llama Race and tell folks the other benefits it provides. Get a lot more people to attend. I think it would bring a lot more public to the events, educate the public as to what RMLA is, what we do. We could put a list of things that RMLA provides for free (website health articles) and benefits of being a member. We have needed a good portal to inform non-members about events we have.

Education – Jean Williams – Liaison. Mary Vavrina, Chair. Update on clinic. Registration has begun and there is generated interest in the clinic. Some who registered have become new RMLA members. The minimum number of participants must be met before the deadline. Work continues on this project.

Events/Marketing - Dick Williams - Liaison. Mary Wickman, Chair. Events. All applications for sponsored events have been approved by the Board and are listed on the events calendar.

Fiber - Geri Rutledge - Liaison. Jill Knuckles and Cheryl Juntilla, Co-Chairs. The Board has reviewed the Fiber Co-op guidelines and consignor agreement form. The decision was made to allow the Fiber committee to continue booth activities through 2016 with these guidelines.

CONSIGNOR COMMISSIONS

The commissions paid to RMLA by consignors are:

- 10% commission on all items sold for Booth Managers.
- 20% commission on all items sold for RMLA Members.
- 40% commission on all items sold for NON RMLA Members.

BOOTH EXPENSES

- Booth expenses will be paid for by the commission to RMLA, committee silent auction or other fund-raising by the end of the calendar in which events are held.
- Committee member expenses including Fuel costs will be covered by the fiber committee thru silent auction funds or other fund raisers by the end of the calendar in which events are held.

OTHER NON-FIBER REVENUE

- Money collected on behalf of RMLA for Membership dues, sale of RMLA publications and other items are reported separately and not included in gross fiber sales.

The trailer is owned by RMLA but the committee must maintain the trailer. RMLA will license the trailer.

Marilyn will continue to work with the fiber manager for reporting accounting using the revised worksheet.

Finance - Brent Holt - Liaison. Marilyn Arnold, Chair. Copies of 12/31/2015 bank statements, copies of the QB reconciliation for each bank statement, interest 1099 from 1st Bank for 2015 and a flash drive with a backup of the QB 2016 RMLA accounting files was sent to the RMLA CPA for 2015 tax preparation which is due May 15, 2016.

Journal - Lougene Baird - Liaison. Kathy Stanko and Ron Hinds, co-Editors. Work on the spring issue of the Journal is well on its way. Staff has received articles and photos from a number of members with more to come before the February 20 deadline. This issue will have a full 32 pages on a wide variety of topics including past and future events, fiber, Youth, etc. This should be a great issue to use for promotional purposes. The Spring Journal is on schedule to be mailed

on or before March 20th. The Pack Llama Association has been contacted about working together to get educational articles on packing. The RMLA Journal needs articles about packing and previous inquires and request to our members have not proved fruitful. Advertisers have been contacted regarding their renewals.

Motion by Dick Williams to print an additional 50 copies of the spring issue of the Journal for distribution at events and distribution to first-time new members second by Geri Rutledge, motion passed. Note: In accounting, split the printing/postage costs the appropriate percentage between the Membership and Events Committee.

Library - Dick Williams - Library – Five DVDs are out on loan to one member, all other material is present and correct. There have been 2 requests for material from the Library since the annual meeting.

Membership - Brent Hold - Liaison. Dick Williams, Chair. Membership – We currently have 185 memberships representing 279 members as follows – Life – 45, Honorary – 17, Annual– 189, Youth – 26, Young Adult – 1. Renewal/Information packets were mailed to all members in mid-January. We had 28 renewing or new memberships in January (compared with 24 in 2015 when the packets were mailed right after the first of the year). So far in February we have had 12 memberships renewed (including one Honorary Member who paid dues to become a regular member). We have also received one new membership. Last February we had a total of 28 memberships renew. Dues checks totaling \$785 were mailed to the bank on 2/1 and checks totaling \$492 are currently being held for the March deposit. (This includes \$12 for the purchase of a calendar.)

Rescue – Jean Williams - Liaison. Susi Hulsmeyer-Sinay, Nothing new to report.

Youth and 4-H - Geri Rutledge - Liaison – Marshal Rutledge, Chair. Marshal and his committee have already submitted information for the Spring Journal. They are going to keep a presence in the journal each issue with the YAP Program. They are going to offer double points to youth in April and May for two topics: Essay Writing and Media Publication. Then for May and up until June 10th offer triple points on items of \$15 value or greater donated to the silent auction. Kathy Stanko responded with possibly leaving room in the fall or winter journal to publish the essays of a few members. There is 4H group near Golden and also Kalispell that may be adding more members to the program this year. There are 40 Youth Manuals in the inventory.

II. Old Business –

III. New Business –

A. Record of e-mail voting since the last Board meeting. MOTION: approved by e-mail since the close of the last meeting a matter of permanent record. Motion by Jeanne Williams second by Dick Williams. Motion Passed.

1. MOTION: Reimburse Dick Williams for invoices totaling \$357.47 to cover out of pocket expenses as itemized on behalf of the following committees: Membership Committee (\$97.80 – postage renewal mailing, \$79.00 – postage directories, \$34.80 – printing

renewal letters/forms, \$57.97 - supplies #9 & #10 envelopes, \$30.98 – supplies envelopes for mailing membership directories); Events Committee (\$16.20 – postage - Journals to Events, \$13.70 – printing clinic inserts); Journal Committee (\$11.31 – postage remailing returned winter Journals); Library Committee (postage \$10.98 – Material to Member). Motion by Geri. 2nd by Brent. Motion passed January 22, 2016.

2. MOTION: Approve the Grand Mesa/Kokopelli Classics as a returning RMLA event to be held in Grand Junction, CO, on May 21, 2016, organized by Cheryl Juntilla with Wally Juntilla as alternate organizer. Motion by Brent. 2nd by Lougene. Motion passed January 28, 2016.
 3. MOTION: Approve minutes of the January 19, 2016, Board of Directors Meeting and post on RMLA.com. Motion by Dick. 2nd by Geri. Motion passed January 31, 2016.
- B. Discuss the option of joining with the PLTA to share articles and planned events to promote interest in packing and pack events. Our goal is to improve with more information about packing and pack trials over time, both organizations will need to be able to share authors information.
- MOTION: Geri Rutledge motions to approve sharing articles for publication with RMLA with PTLA that meets the guidelines of journal entry and mission of RMLA, Second by Jeanne. Dick abstained. Motion passed.**

Note: 7:46 pm Brent Holt lost connection and has dropped of the call at this time.

- C. Correct meeting dates set at previous meeting to be March 8, April 12, May 10, June 14, July12, August 9 and add September 13.

- VII. Motion to close meeting. Motion by Dick Williams to adjourn and close meeting at 7:56pm second by Jeanne Williams motion passed. Meeting closed at 7:56 RMT.

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