

Rocky Mountain Llama and Alpaca Association, Inc.

Board Meeting minutes – October 27, 2015

The meeting was called to order at 6:31pm RMT. A quorum was met. Present were Lougene Baird, Geri Rutledge, Brent Holt, Jeannie Williams, Dick Williams.

The first order of business was to elect Officers of the Executive Committee.

After discussion by the current board members it was decided:

Lougene Baird – President

Dick Williams – Vice President

Geri Rutledge – Secretary

Brent Holt – Treasurer

Jeannie Williams – Director at Large

Board Liaisons to the current RMLA Committees were discussed. Jeannie is accepting the committees where Linda Hays was positioned, Dick Williams took Calendar Liaison. The board will continue this pattern and reevaluate again at the first of the year to see if any other changes will be made. Lougene will get the updated information to the Journal and RMLA Website Committees.

MOTION: A motion was made by Dick Williams to accept the Board changes for the 2015 2016 year, second by Brent. The motion passed.

Treasurer's Report. FirstBank of Colorado individual bank account balances.

Bookstore General Op	\$	1,310.41
CFL&A Production Savings		7,306.53
Corporate General Op		6,651.83
Fiber Committee Reserves		6,937.76
Insurance Reserves		4,977.98
Life Member Reserves		4,770.64
Liquid Asset		20,243.12
Marketing/Research Reserves		7,625.35
Premier Time Savings		23,323.87
Youth Reserves		1,354.19

TOTAL CASH \$ 84,411.68 as of October 24, 2015

Bookkeeper report from Marilyn Arnold. 2015 Balance Sheet and P/L for 1/1/2015 – 9/30/2015 were sent to the Board.

- **September expenses:**

<i>Fiber:</i>	\$40.43 (Salida credit card fees); \$47.22 (trailer repair)
<i>Corporate:</i>	\$282.70 (Annual meeting); \$22.98 (conference call)
<i>Calendar::</i>	\$502.36 (printing, s/h)
<i>Journal:</i>	\$520.00 (printing); \$247.79 (postage)

- **September income:**

<i>Interest income:</i>	\$71.93
<i>Calendar:</i>	\$160.00 (2016 calendar)
<i>Fiber:</i>	\$1759.67 (Salida)

All board approved checks have been written and mailed. There are no outstanding bills. Bank accounts have been reconciled as of 9/30/2015. All deposits and/or transfers have been made to the appropriate accounts. There is one PayPal transfer to be made to ops as of 9/30/2015.

Brent has completed the project of organizing all RMLA financial records. (See Bookstore report) This was a large project and had not been done for a number of years. Old, unneeded backup documents were destroyed. The dust was removed, years were sorted, sub-files created when needed and IRS filings placed with each year's records.

Secretary report: Review, correct and approve September minutes.

Motion: Made by Brent to approve September 8 Minutes and post to RMLA.com, second by Dick Williams. The motion passed.

Committee reports

Bookstore - Lougene Baird- Liaison. Jan Adamcyk, Chair. Bookstore activity continues to be slow with the majority of CFL&A sold to booksellers. RMLA 2016 Calendar orders are being processed through the Bookstore. Inventory of the last printing of CFL&A has been reduced sufficiently to make room for the storage of RMLA historical financial records. The financial records are stored in heavy-duty, stackable plastic banker's boxes. The Board thanks the Adamcyk family for allowing these records to be stored in a safe and secure location along with book inventory. RMLA publications inventory and financials records are covered by its property-Inland Marine insurance policy.

Calendar – Dick Williams- Liaison. Pat Bradstreet, Chair. Calendar – The 2016 calendar design and layout was sent to the printer on time as scheduled. The calendar was sold to most attendees at the Annual Meeting. Some inventory then went to the Fiber Co-op and to the Grand National Show. Half the printing remained in Bookstore inventory to fill orders. It is important to find a volunteer who will agree to the timeline and take the opportunities to sell all ad space available. It was discussed by board members to use the Membership Renewal mailing as a means of seeking business card ads for the Calendar in advance. Some type of commercial announcement will be inserted hoping to generate interest and allow members to mail in their business card and photograph early in the year.

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

- **Website** – At the Annual Meeting it was suggested that RMLA try to get more information on the RMLA.com calendar. The BOD agreed to work with Ron Hinds to see how this can be done. It was discussed that RMLA could incur liability posting unapproved events because those are not covered under RMLA insurance. Additionally, who would keep up with events happening here and there around the region, how would RMLA know about the events. A policy would need to be developed as how to go about doing this. The board will continue this discussion.
- **eBlast** – Sending about five e-blasts each month
- **Facebook** – no report

Education – Jeannie Williams – Liaison. Mary Vavrina, Chair. No new information at this time.

Events/Marketing - Dick Williams - Liaison. Mary Wickman, Chair. Events. The NWSS Llama Show has been approved as the first event of 2016.

Fiber - Geri Rutledge - Liaison. Jill Knuckles and Cheryl Juntilla, Co-Chairs. The fiber committee has decided to attend 3 events in 2016 with the RMLA Co-op trailer. Around this time of the year the committee asks current consigners to sign updated contracts for the upcoming year. On a positive note fiber entries at ALSA Grand Nationals are in the increase and the largest classes were walking fiber.

Finance - Brent Holt - Liaison. Marilyn Arnold, Chair. The committee has submitted its report to the board to assist in budget planning. Next months will be the budget meeting for 2016.

Journal - Lougene Baird - Liaison. Kathy Stanko and Ron Hinds, co-Editors. - Journal staff has a good amount of copy for the winter issue and is excited about the quality of the articles. An e-Blast was sent to members asking for ideas for the "Ask the Vet" column. Four suggestions were received in the 24 hours following the announcement.

Dr. Callan/CSU has asked that the department received 2 additional copies of the Journal to be placed in the waiting area of the CSU Vet School lama receiving area. These will be charged to RMLA advertising. The questions submitted for the *Ask the Vet* column are researched, answers written by veterinary interns and reviewed by Dr. Callan prior to submitting to the Journal for publication. Dr. Callan will receive a PDF of each published *Ask the Vet* column to distribute to the contributing intern for reference in their CV as an example of their scholarly work.

Library - Dick Williams - Library – There have been no requests for material since the last meeting and all material is present and correct.

Membership - Brent Hold - Liaison. Dick Williams, Chair. Membership – The Association currently has 180 memberships representing 265 members as follows – Life – 29 (45 members), Annual – 107 (176 members), Honorary – 17, Youth – 26, Young Adult – 1. There is one Annual and a couple of Honorary Memberships that are in the name of an organization or corporation and therefore don't list a 'member'. This has not been reflected in previous report totals. The data base has been opened for the next membership year and renewal notices will go out after the first of the year. In the membership renewal for 2016 the board discussed two commercial announcements, 1. Please advertise your business card in the RMLA Calendar and 2. Fairplay Information for how to participate, ways to help and contact information.

Publications Coordinator - Lougene Baird – The 2016 calendar was delayed one week in production. A test print indicated that one photo and one business card did not reproduce well. A substitute photo was easy to replace but the business card took the better part of a week to clean up to look as good as the balance of the calendar copy.

Rescue – Jeannie Williams - Liaison. Susi Hulsmeyer-Sinay, Chair. No information at this time.

Youth and 4-H - Geri Rutledge - Liaison – Marshal Rutledge, Chair. The revised 2016 Youth Awards Program Guidelines written by the new Youth Committee was reviewed. The Board was impressed by the work of the Committee because it is easy to understand, organized better and each opportunity for youth to earn point allows for better reporting.

The board would like to thank the Youth Committee for getting the program guidelines set before the end of the year, and having the publication ready for the website.

MOTION: By Dick Williams to increase Youth dues to \$25 with \$10 of the \$25 going into the Youth Reserves. 2nd by Jeanne. Motion passed.

MOTION: Approve the 2016 Youth Awards Program Guidelines. Motion by Dick Williams. 2nd by Jeanne. Motion passed.

Marshal reported the 2015 Youth program has been wrapped up and the Youth being awarded were announced at ALSA Grand Nationals. All the Youth who participated in 2015 were awarded a Banner with their level of placing. The Youth will be in the Journal winter edition. The overall top award went to Courtney Pecka of Wilber NE who also received the RMLA Belt Buckle this year. Thanks to David and Willow Kauffman for managing the program in 2015 and smooth hand off to Marshal Rutledge.

II Old Business –

III. New Business –

Record of e-mail voting since the last Board meeting. 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 Williams and second by Jeannie Williams the motion passed.

1. MOTION: Reimburse Paul Schwartz \$49.22 for supplies to repair RMLA Fiber Trailer. Motion by Brent. 2nd by Linda. Motion passed September 15, 2015.
2. MOTION: Pay Able Printing Company \$502.36 for 100 copies of the RMLA 2016 calendar. Motion by Dick, 5, 2015.
3. MOTION: Reimburse Ron Hinds \$247.79 for receipts presented for mailing RMLA 2015 fall Journal. Motion by Linda. 2nd by Brent. Motion passed September 17, 2015.
4. MOTION: Reimburse Ron Hinds \$520.00 for out-of-pocket expense to pay PJs Printer Broker invoice (\$520.00) for the printing of the RMLA 2015 fall Journal. Motion by Linda. 2nd by Brent. Motion passed September 17, 2015.
5. MOTION: Reimburse Mary Wickman \$14.67 for out-of-pocket postage for Events Committee. Motion by Dick. 2nd by Lougene. Motion passed September 22, 2015.
6. MOTION: Reimburse Brent Holt \$10 for e-filing the required Annual Periodic Report for Rocky Mountain Llama Association (original name of the Association) with the Colorado Secretary of State office. Motion by Lougene. 2nd by Dick. Motion passed September 25, 2015.
7. MOTION: Reimburse Jill Knuckles \$56.83 for fuel costs to haul RMLA Fiber trailer to 2015 Salida Fiber Fest, Salida, Colorado. Motion by Jeanne. 2nd by Geri. Motion passed October 4, 2015.
8. MOTION: Pay Colorado Department of Revenue \$115.14 for sales tax collected by Fiber Co-op Committee at the 2015 Salida Fiber Fest. Motion by Jeanne. 2nd by Geri. Motion passed October 4, 2015.

9. MOTION: Pay consigners Patti Morgan, Jill Knuckles and Cheryl Juntilla a combined total of \$1,505.16 for fiber sales at the 2015 Salida Fiber Fest. Motion by Jeanne. 2nd by Geri. Motion passed October 4, 2015.
10. MOTION: Approve the 2016 National Western Stock Show Llama Show to be held January 7 through January 10, 2016, as a returning RMLA event organized by Judy Glaser with Alternate organizers Mary Wickman and Sandra Lockwood. Motion by Dick. 2nd by Brent. Motion passed October 18, 2015.
11. MOTION: Transfer \$1,000 from CFL&A Production Savings to RMLA Bookstore account. Motion by Dick. 2nd by Geri. Motion passed October 19, 2015.
12. MOTION: Reimburse Lougene Baird \$142.60 for Costco.com invoice to purchase RMLA high security bank checks. Motion by Dick. 2nd by Brent. Motion passed October 19, 2015.
13. MOTION: Issue checks totaling \$6,165.31 to Jill Knuckles, Cheryl Juntilla, Sandra Lockwood, Karen Schwartz, Vickie Staley, Lisa Blidar, Cheryl Keydel, Linda Liptak and Chris Switzer for fiber sales from the RMLA Fiber Co-op event at Taos 2015 Wool Festival. Motion by Dick. 2nd by Brent. Motion passed October 23, 2015.
14. MOTION: Pay New Mexico State, Taos County and Taos City a total of \$460.46 for sales tax collected on RMLA Fiber Co-op sales at the Taos 2015 Wool Market. Motion by Dick. 2nd by Brent. Motion passed October 23, 2015.
15. MOTION: Reimburse Cheryl Juntilla \$149.00 for fuel costs to haul RMLA Fiber trailer to the Taos 2015 Wool Market. Motion by Dick. 2nd by Brent. Motion passed October 23, 2015.

** At this time 7:48pm we lost Brent off the call, he is currently in Kansas and lost reception.

b. Information was received by an RMLA member asked if the RMLA Board could conduct their meeting by Skype or some other form of face to face. Discussion followed and it was decided that due to regions where some board members are located, accessing the technology may be not always be feasible. The board discussed at the current time the phone conference are working and all information is given in advance for review so member are prepared and ready for the topics.

c. Discussion about dates of Future Board Meetings. November 17th, December 11th and January 19th has been reserved for RMLA business.

- VII. Motion to close meeting. Motion by Dick Williams and second by Lougene Baird to close the meeting at 8:03 RMT. Motion has passed.

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