Board of Directors Meeting Minutes

February 24, 2014

Meeting: Conference Call — February 24, 2014, 6:00 p.m. EST

Board of Directors: Bonnie Potter, President
Dianna Jordan, Vice President
Laurel Shouvlin, Secretary
Julie Delaney, Treasurer
John Ferrante, Director
Steve Hull, Director
Wayne Jarvis, Director
Andy Merriwether, Director
Scott Miller, Director
Tom Petersen, Director

Executive Director: Darby Vannier

1.0 Meeting Opening: Meeting opened at 6:04 p.m. EST.

1.1 Ratify Email Votes: The motion to ratify the email votes provided below was made by Hull, seconded by Merriwether. Motion carried 9–0. (Vote not cast: Miller)

1.1.1 I move that we approve the recommendation of the Show Rules Advisory Committee to have Polly Michaelis and Terri Kinka serve as committee members on the SRAC, effective immediately. (Motion: Miller/Second: Hull) Motion passed 9–0. (Vote not cast: Delaney)

1.1.2 I move that we accept the recommendation of the Judges Training and Certification Advisory Committee and approve Mark Niemeyer to serve as its newest member, effective immediately. (Motion: Miller/Second: Merriwether) Motion passed 9–0. (Vote not cast: Delaney)

1.1.3 I move that we approve the amended minutes from 1-25/26-14 face-to-face. (Motion: Shouvlin/Second: Jordan) Motion passed 8–0. (Vote not cast: Delaney & Petersen)

1.1.4 I move that we approve the proposed ARF Stud Raffle eBlast to be sent. (Motion: Jordan/Second: Hull) Motion passed 9–0. (Vote not cast: Delaney)

1.1.5 I move that approve the proposed Alpaca Owners Association, Inc. logo as presented. (Motion: Shouvlin/Second: Jarvis) Motion passed 9–0. (Vote not cast: Merriwether)

2.0 Old Business:

2.1 Survey/Feedback Request Update: The first survey question has been issued to the membership with varied responses. The focus was to determine how to prioritize the software and website updates and changes. There have been several hundred responses so far. There won't be any new survey questions until after Nationals due to time constraints. It is planned that a new question will be issued every 2 to 3 weeks.

2.2 Office Transition Update: The office transition is progressing well. Executive Director Vannier was in Nashville with the auditors to review the AOBA financials with members of the firm from Lincoln who will review AOA accounts going forward (this is the same firm that has audited ARI in the past). The employees have all been switched to AOA payroll, and their insurance has been moved as well. There now is a single phone system with the capability to transfer calls to the opposite office. The change to new office hours in Nashville in order to coincide with the office in Lincoln, will occur in early March (Monday through Thursday 7:30 a.m. to 5:30 p.m. Central Time). There will be an additional insurance expense for the purchase of a "tail" policy to cover the three previous years for the AOBA officers coming to the AOA.

2.3 Software Transition Update: For the last month, there has been a software meeting each week with staff and the software developers to design and build the new website. The results of the recent survey question will be utilized to assist in prioritizing the changes to occur.

2.4 Nationals Update: There have been multiple last minute tasks that have been putting a great deal of pressure on the staff of both offices. A schedule will be sent to the Board soon with all of the pertinent information. The financials for presentation in the Annual Report at Nationals will be somewhat limited. The audit for ARI has been completed, the audit for AOBA is still being accomplished, but neither report will be available in time to send to print for presentation at the Annual Meeting. The Education being offered at Nationals was finalized last week. Because the audits are not complete, the 2014 Budget will be available for presentation at Nationals, and for online viewing, but not in the printed Annual Report. At the time of this meeting we are at 1000 alpaca entries for the show.

2.5 Financial Audit Update: Vannier reports that the ARI audit is complete, but the AOBA audit is still in process. He stated that simultaneously completing the audits for AOBA and ARI, developing a new chart of accounts, the merger transition, and Nationals planning over the last five weeks, have affected his ability to finalize the AOA Budget for Board review. The 2014 Budget along with the financials for January will be available once the chart of accounts is finalized and bank accounts have been combined. Vannier also stated that because there is no previous AOA financial history to compare 2014 to, there will not be a year-over-year budget, making it difficult to look at a budget to actual comparison on a monthly basis.

3.0 New Business:

3.1 SRAC Presentation on New Award: Jeri Booher and Michelle Swango, co-chairs of the SRAC, joined the call at 7:00 p.m. EST. In late summer of 2013, the AOBA Board asked the SRC and JAC to further develop the Board's suggested plan for Grand Color Champions and National Supreme Light and Dark Champions in both huacaya and suri, to be awarded at the 2015 National Show. Swango and Booher reviewed and answered questions regarding the SRAC proposal for those awards. Swango and Booher left the call at 7:17 p.m. EST. After lengthy review the Board decided that it needed more time to review this proposal before approving it. The Board will also be reviewing the initial request the AOBA Board made to the SRC and JAC. It will also review member input acquired in the past regarding the concept of such awards being given at the National Shows.

3.2 2014 Budget: See 2.5 above, the 2014 Budget is not completed, but will be in time for Board consideration and presentation at the National Show.

3.3 Committee Discussion: Two letters had been received by the Board from the SRAC and JTCAC regarding the name changes for those committees enacted by the Board at its face-to-face in January (Show Rules Committee to "Show Rules Advisory Committee", and Judges Training and Certification Committee to "Judges Training and Certification Advisory Committee"). President Potter recommended that we discuss all of our current committees, their structures, and their charters, at a special meeting called for that specific purpose. The Board agreed that this would be appropriate and requested that Potter compose a letter informing the SRAC and JTCAC of that decision. Discussion regarding those name changes was postponed until that meeting.

3.4 JTCAC Senior Judge Recommendation: The JTCAC submitted the recommendation that AOA Certified Judge Wade Gease assume the position of Senior Judge and JTCAC Halter Clinic Instructor. Hull made the motion to approve the JTCAC recommendation to approve Wade Gease as a Senior Halter Judge and JTCAC Halter Clinic Instructor. Miller provided the second, and the motion carried unanimously (10–0).

3.5 ariLIST/NAAC: Vannier introduced a proposal to integrate ariLIST with the North American Alpaca Catalog and offer it as a free benefit to the membership. Shouvlin made a motion to approve the proposal. Ferrante seconded and the motion carried unanimously (10–0).

4.0 Committee & Other Reports:

4.1 Government & Industry Advisory Committee (GIAC): No report for they have not met yet. Potter is requesting suggestions for two new members to fill the vacancies from the resignation of Ian Watt and the death of Fred Obenchain.

4.2 Judges Training and Certification Advisory Committee (JTCAC): Miller and Delaney no report.

4.3 Judges Advisory Committee (JAC): Miller and Delaney no report.

4.4 Show Rules Advisory Committee (SRAC): See Item 3.1.

5.0 Treasurer's Report: Vannier reports that there is no report due to the Budget being incomplete. He plans to have the Budget complete and financials for the Board to review in March.

6.0 Meeting Wrap:

6.1 Contact the Board Update: AOA was contacted about finding a way to assist in rescue situations. Vannier informed the Board that it has worked very hard to assist in determining the registration status of alpacas and registering alpacas when possible. There was a suggestion to develop an account of emergency funds to assist with registering the rescues. Vannier cautioned the Board that while developing such an account can be accomplished, determining who can take advantage of the funds could be problematic. Additionally, because AOA must pay a vendor for parentage validation, each registration is an expense for AOA, so he advised that it cannot be a service provided for free. He did assure the Board that the staff will do all it reasonably can to assist owners and rescuers in these situations.

6.2 Adjournment: Motion to adjourn was made by Miller and the meeting concluded at 8:50 p.m. EST.

Respectfully submitted,
Laurel Shouvlin, Secretary