



Board of Directors Meeting Minutes

September 5, 2018

Present: Mary Forte – President
Glen Kirby – Treasurer
Donna Higgason – Director At Large
Donna Atkins – Director Absent

Mike Engle – Vice President
Brenda Landes – Secretary
Elaine Simpson – Director

1.0 Meeting Opening:

- 1.1 A meeting was held via telephone conference call and commenced at 7:04 PM. Mary Forte called the meeting to order.
- 1.2 Roll was called.

2.0 Business:

2.1 Meeting Minutes.

- 2.1.1 Donna made a motion to approve the meeting minutes of the August 1, 2018 meeting. Elaine seconded the motion. All approved.

2.2 Treasurer Report.

- 2.2.1 Mary made motion to approve the July and August Treasurer's Report. Donna seconds the motion. *[Additional information was requested and provided to the BOD on 9/1/18 for July, and on 9/3/18 for August.]*

2.3 Secretary Report.

- 2.3.1 Nothing to report.

2.4 Education.

- 2.4.1 Brenda mentioned that the Education Retreat is being held on September 16 at Point Of View Alpacas. So far, no members have responded. She requested anyone send ideas to her, Dave Grembi, and/or Janis Conlon. Board members should support the Education Retreat by sending ideas and trying to attend if at all possible.
- 2.4.2 Brenda did get some info from Judy Howe regarding show education objectives, which will be helpful in planning.
- 2.4.3 Donna indicated that the difference between show education and general education is length of seminar. At show, seminars are generally 45 min – hour long. General education events are normally ½ day to weekend long because people won't travel for an hour event.
- 2.4.4 Mary proposed that we do videos for online viewing. Some simple health topics, such as how to do a fecal, etc.
- 2.4.5 Perhaps there is a portion of the website that is a portal only open to members. Incentives, competition? Do you charge to view online since people will be charged for the live event?
- 2.4.6 Mike voiced his opinion that seminars at a farm give you a lot more – in terms of interaction with other alpaca owners, and hands on experiences. He mentioned the seminar by Dr. Evans at Clearview Alpacas last year as an example.
- 2.4.7 What about videos of the seminars? All seminars should be videoed.

2.5 Website Report.

2.5.1 Donna gave a report. See attached.

2.6 Show Report.

2.6.1 Donna indicated that there are quite a few more sponsors at this point than usual.

2.6.2 Some people have already registered.

2.6.3 Food vendors have been selected. One is Que Barbeque.

2.6.4 2 herdsires have been donated so far – Diamante (Anthony Stachowski) and CCNF Tristan (Central Hill Alpacas). Mary will do Waldemar (Mary's Alpaca).

2.6.5 Donna thinks Debbie Vigus indicated that 10 herdsires would be optimal.

2.6.6 Chaffhaye pallet may be donated. Possibly scales or a chute.

2.6.7 Chanel Hammer and Gail Macik are doing the Silent Auction. Contact them if you can help find items for auction.

2.6.8 Elaine is doing the youth events.

2.6.9 We need show volunteers. Gail is helping Judy.

2.7 Membership.

2.7.1 Mike will work with Brenda. Brenda to send membership lists to Mike for review and divvy up to start calling potential members.

2.8 Cookbook.

2.8.1 Donna is about 50% through proofing the cookbook, with 160+ recipes.

2.8.2 It appears that we'll have enough advertisers to pay for the cookbook. Several people have inquired, but not too many folks have paid for the ads yet.

3.0 New Business.

3.1 New Show Venue.

3.1.1 Brenda recommended a subcommittee look at venues around the State that might be conducive to our show.

3.1.2 What happened to the Richmond Raceway venue? Donna indicated that it was at the Bazaar Bazaar. It was actually more expensive, and we had to reserve it for 3 years. We were required to pay their parking attendants. There was a big deal about where the poop was dumped.

3.1.3 Doswell is a nice facility, but would like to have a backup, and it's a good idea to look.

3.1.4 We need a list of criteria: SF, cost, stall facilities, announcing/PA equipment, tables, chairs, electricity, utilities, etc. What does building actually provide? Do we have to use their vendors? Cost/day? ½ day price?

3.1.5 Pipe and drape & table cloths all currently come from another location in Stafford. VAOBA has to go pick them up.

3.1.6 The Board agrees this is a good idea. We may find something new. We may find that what we have is great in comparison to other venues.

3.1.7 Fredericksburg facility? Mary will check into this area.

3.1.8 Look at new venues – Elaine will lead effort, Brenda and Mary will participate.

4.0 Adjournment.

4.1 Donna made a motion to adjourn the meeting. Glen seconded the motion. Meeting was adjourned at 7:51 PM. Next BOD meeting will be Wednesday, October 3, 2018 at 7 PM.

Respectfully Submitted by Brenda Landes, VAOBA Secretary

VAOBA Education Committee

Minutes from August 7, 2018 Meeting

Members Present: Elaine & Preston Simpson, Janis Conlon, Teri & Dave Grembi

1. **Approval of July Minutes.** The Committee approved the July minutes.
2. **Follow up Char Johnson's seminar.** The Committee recognized that we did not currently have a venue location for a September 15 seminar, and furthermore, there is not enough time to find one and promote attendance.
 - a. **ACTIONS:**
 - i. The Committee canceled this seminar and will re-evaluate during the planning for the 2019 education plan
 - ii. Dave will notify Char of this decision
3. **2018 December Expo.** Dave and Elaine shared the discussion had at last week's BOD meeting. The committee recognized the Show Committee has already developed several seminars for the event, mostly geared toward alpaca owners. The Education Committee discussed the need for educational opportunities for general public and children. This is consistent with the BOD discussion last week. Elaine noted she has been in touch with a couple people who work with youth groups, and they are willing to help provide fun education events for children at the show in December. Dave noted Judy Howe indicated the Veterinarian at the show would be able to provide seminars for both children and adults. The Committee felt children's activities should be offered in 30 minute segments approximately four times during the day on Saturday. The Committee also recommended one seminar for adult general public that covers basic Alpaca 101. This seminar could be offered once on Saturday and once on Sunday. Ideas for the children's events included basic information about alpacas, a craft session (felting), Vet seminar on basic alpaca information, selfie photos with alpacas, etc. In addition, Elaine noted the children's group(s) she has been in touch with would like to help as volunteers at the show. Dave also noted VAOBA is already beginning to advertise for the December show, so it will be important for the Education Committee and Show Committee to finalize an Show Education Schedule and begin promoting it as soon as possible.
 - a. **ACTIONS;**
 - i. Elaine will follow up with her contacts to develop details for approximately four children's events lasting about 30 minutes each. She will notify Dave ASAP to ensure that information gets on the Show Education Schedule.
 - ii. Elaine and Brenda will continue to follow up with Judy Howe to determine if and how she could use additional youth volunteers at the show.
 - iii. Dave and Teri volunteered to conduct an Alpaca101 seminar for general public adults.
 - iv. Dave will follow up with Judy Howe to confirm the Veterinarian will provide a children's seminar, and develop a finalized Education Schedule for the event.
4. **2019 VAOBA Education Plan.** Dave and Elaine shared the discussions from last week's BOD meeting regarding communication and collaboration among Committees and the BOD to develop an annual VAOBA Education Plan. The Education Committee noted a need for education across a broad spectrum, including alpaca owners/breeders, general public awareness, fiber-focused entrepreneurs, alpaca fashion-focused entrepreneurs, children, agriculture focused youth groups, etc. The Education Committee felt all of these interests should be explored and prioritized in the 2019 Education Plan. The goal is to have input from other VAOBA Committees and collaboratively determine the priorities for 2019, then create a proposed Education Plan for review by the BOD.
 - a. **ACTIONS:**
 - i. Dave will begin the process by developing some possible actions the Committee should consider in developing this Education Plan.
5. **Next Meeting.** The Committee will meet again within the next two weeks to follow up on the actions noted above. Dave will send a meeting invitation.

Show Committee Reports go here.

August Treasurers Report Detail

8:23 PM

09/03/18

Virginia Alpaca Owners & Breeders Assoc. Reconciliation Detail Union Bank & Trust, Period Ending 08/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						36,056.17
Cleared Transactions						
Checks and Payments - 3 items						
Check	08/01/2018	2016	Mary Forte	X	-62.00	-62.00
Check	08/13/2018	draft	Constant Contact	X	-20.00	-82.00
Check	08/22/2018	2026	Don Tompkins	X	-800.00	-882.00
Total Checks and Payments					-882.00	-882.00
Deposits and Credits - 1 item						
Deposit	08/15/2018			X	50.00	50.00
Total Deposits and Credits					50.00	50.00
Total Cleared Transactions					-832.00	-832.00
Cleared Balance					-832.00	35,224.17
Uncleared Transactions						
Checks and Payments - 1 item						
Check	06/10/2018	2009	John Conlon		-57.34	-57.34
Total Checks and Payments					-57.34	-57.34
Total Uncleared Transactions					-57.34	-57.34
Register Balance as of 08/31/2018					-889.34	35,166.83
Ending Balance					-889.34	35,166.83

Website Committee Report goes here.