



## Greater Appalachian Llama and Alpaca Association

Board of Directors Teleconference  
Wednesday July 11, 2012

Meeting called to order by Tracey Gaul at 7:03 Paul Hastings took over at 7:13

In attendance: Terry Beal, Miranda Brown, Deb Elias, Tracey Gaul, Jane Hamilton-Merritt, Paul Hastings, Chuck Leach, Carol Millard, Carol Reigh

Absent: Erika Cadreact

1. Conference Update: Carol Reigh reported that sponsors are still needed but all else is on track. A reminder that all Board members may solicit sponsors and a sponsorship form was sent to each.

2. Treasurer's Report: Carol Millard presented her report and presented some ideas for developing a budget. She based the budget with the conference and photo contest, a wash and sees the need for looking for more Income and reducing Expenses to maintain a balanced budget. Again, the figures are a "guesstimate" based on the past 6 years. Nothing from the GALA auction is figured in the budget figures as income since it is mostly directed to the Endowment and Research and Government Relations accounts. Since this is the first time a budget has been developed, Carol recognized it could be a work in progress and items may change for next year. Terry Beal moved to accept Treasurer's report and file for audit and Carol Reigh seconded it. All in favor.

Other Accounting Issues: Carol Millard brought up for discussion the need for a clear policy concerning Lifetime Memberships, specifically how to disperse the \$500 membership fee: Either spreading the amount over a longer period of time by taking out less each year or taking out the normal membership dues but realizing it will begin to cost GALA money sooner. We need to include in the lifetime membership policy how to handle a change in lifetime member's living situations. Carol Millard will work on a Lifetime Membership Policy for the board to consider.

Fiscal Year: Calendar year and the membership year (July-June) are different and this is an accounting problem which might need to be addressed. Discussion was held on making the two coincide and which one do we move. Jane Hamilton-Merritt brought up her concern for Membership dues and eligibility to vote. Presently on the fiscal calendar year (June -July) the dues and voting run approximately the same time therefore making it difficult to determine who is eligible to vote (who is paid up with their membership

dues). An insightful discussion ensued concerning the implications of making the change. The change to a calendar year seemed to be the best choice.

Bob Frost Scholarship: Students are not around during the summer so Carol Millard will get names once the school year commences.

Audit: The audit is almost complete and the Federal tax return will be filed soon.

3. Membership Report: Miranda Brown reported that memberships are coming in, and she has received one new member and a few returning members. She also put a solicitation in the August newsletter for advertisers for the Directory.

4. Elections Report: Finally a copy of the elections manual was sent to Jane, and she has her committee in place. Marc Page and Dawn Bishop have agreed to work on this extremely important committee. They are working on getting a slate of vetted and qualified candidates to run for the board. Jane Hamilton-Merritt sent an extensive and thorough report to all Board members for their perusal.

5. Old Business:

A. Approval of June Minutes: Terry Beal moved to approve the June minutes and Carol Millard seconded. All were in favor.

B. Bob Frost Memorial Scholarship (see above)

C. GALA Confidentiality Agreement: Jane Hamilton-Merritt suggested that the name be changed to "A Responsibility Agreement for the Board of Directors" and the discussion was tabled for next time since not everyone had received it.

D. Pat Elias Letter: A short discussion was held about Pat's suggestion to keep the conference in PA and CT in alternate years. Carol Reigh suggested that we take a member vote on the issue. The letter was submitted to the newsletter and the board decided to wait to hear from the membership on the idea of having the conference only in PA and CT.

E. Minutes Posting to website: Miranda Brown said she could change them to a PDF file and will post the April, May, and June minutes. The minutes will go in both the newsletter and on the website.

F. Any Other Old Business: Jane Hamilton-Merritt asked if the contract got off to Mark Thaler? Paul Hastings needs to sign it and send it off to Carol Millard before it goes to Mark Thaler.

G. Library Update: Deb Elias reported that Cynthia Rossi sent 600lbs of archive material to GALA's new archivist, Anita Collins. The board was impressed to learn of the thorough and professional manner in which the materials were sent. Everything was inventoried and labeled for the ease of the transition. Cynthia also made a suggestion that any duplicate materials be sold via the newsletter to members and this money could go toward converting the outdated video's to DVD's. Carol Millard made a motion to approve Cynthia's offer to sell the duplicate materials via the newsletter and use that money to convert the old video's to DVDs. Carol Reigh seconded it and a vote was taken with 7 approvals and 1 abstaining. Motion approved.

The Library District Consultant is researching the legality of converting our videos and offering them via the website.

H. Carol Reigh will submit a proposal to the board via email to support Karen Conyngham on a yearly basis for her work with the USAHA (gov't relations).

I. Paul Hastings will continue to work on obtaining a digital copy of the logo. Sara Davis is the contact person.

#### 6. New Business:

A. Committee Charters: Carol Millard started the ball rolling with Terry Beal's Charter Committee idea by providing the board with some suggested guidelines for three committees: website, finance and newsletter. Many suggestions were made and ideas shared. Terry Beal explained the process of developing the charters. The first step in the process is a draft and a discussion on what the board would like the committee do. The second step is getting a chair for the committee and the chair picks his volunteers to help him develop the goals and brings the charter back to the board for approval. Terry Beal and Carol Millard will work on the final rough draft of these three committee charters (Website, Finance, and Newsletter) to then be sent to the Board so they can give their comments before the next meeting.

Other committee ideas: Disaster Relief Charter, Membership, Long Range Planning, By-Laws

7. Next meeting: August 8, 2012 7 p.m.

8. At 9:07 a motion was made by Jane Hamilton-Merritt to adjourn, seconded by Carol Millard and approved.