

## **MOPACA Board and Officers Meeting**

February 21, 2019

Attendees: Britt Hasselbring, Diane Dickerson, Susan Theroff, Dian Trainer, Sharon Heimes, Patti Jones and Dale Hoerl.

Meeting was called to order by Britt Hasselbring.

In December it was discussed whether to have the Administrative Assistant attend Board meetings. Matter was tabled until new board members joined in January. General consensus was to have Admin. Attend the board meetings. Dian Trainer made a motion to allow administrative assistant attend board meetings. Dale Hoerl seconded. The motion carried. Patty Hasselbring joined the meeting.

**January Board Meeting Minutes:** a couple of changes had been added & minutes were resent for review earlier in the week. Sharon Heimes moved to accept the December minutes as presented. Patti Jones seconded. The motion carried.

**January Membership Meeting Minutes:** Britt requested to have his name removed from organizing the Winter Seminar. Correction made to Patty Hasselbring's spelling of first name. Correction made to include name of grant recipient. Correction made to Vahlkamp's name. Dian Trainer made a motion to accept the minutes with corrections. Sharon Heimes seconded. The motion carried.

**Treasurer's Report:** There was a change made to the Winter Seminar numbers as noted in margins. Sharon Heimes motioned to accept report as presented by Patti Jones. Dale Hoerl seconded. Motion carried.

**Newsletter:** Dale Hoerl has not had an opportunity to make contact with Liz Vahlkamp. Discussion of when next newsletter would go out. General consensus was that would be helpful if newsletter would go out before the MOPACA show, especially for recruiting volunteers and items for silent auction. Sharon mentioned would be good to include story about grant recipient and new grant inquiry. Information about Fiber U would be good to include as well, Sharon will check with Andrea Nissen on that.

Patty Hasselbring brought up question as to how many on the contact list newsletter should go out to. Currently it is sent only to members as a benefit of their membership. The contact list has 357 recipients. This includes 58 MOPACA members. It was discussed that a special edition newsletter to go out to entire contact list before membership drive in May would help to showcase MOPACA membership benefits.

**Education Report:** Patty Hasselbring reported that the Winter Seminar was well attended and received excellent reviews. Revenue exceeded expenses as the keynote speaker was very

affordable and second speaker did not charge a fee. Evaluations received back were compiled and sent out earlier to Board for review. Many of respondents gave great ideas for future seminar topics.

Patty also reported that the Neo-natal seminar for May has 9 registered including the host. It has not been promoted very much yet so doing pretty well for 50% capacity with the maximum attendance being 15 participants. Well on our way to filling this workshop.

### **Old Business:**

**New Grant Request :** Patti Jones reported that Ashley Otto's check was mailed in January. She thanked us through the MOPACA Facebook page.

A new grant request has been received from Nicole O'Sell to help fund a trip to Peru in June to work with the group Nunoa Project and Dr. Stephen Purdy. She is a 2<sup>nd</sup> year veterinary student at the University of Minnesota. The opportunity to work with the Nunoa Project will benefit the alpacas & communities there as well as Nicole learning beneficial skills of herd management, pregnancy diagnosis & treating common diseases on the large population of alpacas in Peru. Skills she plans on bringing back to benefit llama & alpaca owners here. Her total request is for \$3,900, but any amount is greatly appreciated.

Discussion from a previous meeting was continued about placing a cap for what we would approve for requests and how many requests we may get a year. It was previously discussed \$500 - \$1000 as a proposed amount and it would depend on what the grant recipient would be working on. Dian Trainer suggested that for this request at least \$1000 should be considered to equal the other grant as this trip would give great exposure for hand-on learning in a short time in Peru. Patti Jones agreed and stated that funds are available in the budget to support the scholarship request. There is \$2600 in scholarship fund currently. As well as money available in the money market fund and there will be new funds coming in from the silent auction. Dian Trainer suggested that it should be noted in the upcoming newsletter that all of the silent auction proceeds goes to supporting the scholarship fund. Patti Jones motioned that the grant request for Nicole O'Sell be approved for \$1,000 for her trip to Peru. Diane Dickerson seconded. Motion carried.

Further discussion was as to how Nicole heard of MOPACA's scholarship fund as she is from Minnesota, a bit far from our usual region. Patti Jones reported that she had sent schools with camelid programs information about MOPACA's scholarship opportunities.

## **Old Business:**

**Membership Committee at MOPACA show:** Britt reminded members that at last meeting it was discussed how to best to talk to /approach individuals about joining MOPACA and its benefits during the MOPACA show.

Sharon Heimes suggested that Board members take turns at check in table to get a chance to touch base with folks as they come in. Dian Trainer suggested nametags with our Board roles would be helpful.

Discussion ensued whether people would have time to talk at time of check in as many folks are in a hurry to set up. Once set up, folks may be more open to taking time to talk. Also to be sure to have membership benefit information and applications available to put in show bags as well as the last MOPACA newsletter. Friday evening meet & greet will still be a good time to visit with people.

Sharon suggested that stalls could be divided up amongst Board members to go and visit with folks. Patti should have final registration list by the 15<sup>th</sup> and can match that up with the membership list. Dian Trainer volunteered to help Patti Jones put list together for final registrants.

**Follow up with Andrea Nissen:** Sharon Heimes reported that she has just heard back from Andrea Nissen yesterday. Sharon has been out of town and wasn't able to meet with her. Assuming from her response that she is still interested, but hasn't joined MOPACA as of yet. It was discussed that it would be in the best interest of MOPACA to have Andrea join as a member especially if she is planning on representing MOPACA at Fiber-U. Sharon will continue to follow up and check on Andrea's membership interests.

## **New Business:**

**Membership Dues:** Britt Hasselbring reported that when you look at other comparable alpaca organizations such as the Suri Network & ABR that they have a flat rate of membership dues no matter when you join during the year.

Discussion reviewed from November 2018 meeting that the complications of pro-rating memberships was not known. A flat rate would still be a fair system for membership enrollment as well as resolve the problems and expense of having to give refunds and would make treasurer's reports less complicated.

It was also noted that when a new member joins at the flat rate, if they join before an upcoming show/workshop deadline they should get the member discount for that show/workshop.

Sharon Heimes motioned to update membership guidelines for membership dues to be at a flat rate for the year with the farm level being \$125 online/\$120 by check and \$65 online/\$60 by check for fiber level. Dian Trainer seconded. Motion carried.

**Other Business:**

Dian Trainer reported that she just sent out an email to the Board with information about the Nunoa Project if we are interested in reading more about their work.

Sharon Heimes had question about the Event Coordinator Guideline agreement on the wording used for the line in second to last bullet point as to whether it should read “drawing up contracts” vs “executing contracts”. Patti Jones reported that Event Coordinator is allowed to do contracts, but will have to contact her for deposits. Some of the contracts need to be updated. After the show may need to look at again and update wording. Issue was tabled till next meeting.

Susan Theroff reported that she received a file box of previous MOPACA Secretary information from Sharon Heimes. After looking through the contents a file was found containing Copies of Articles of Incorporation, Articles of Amendment 2004, Certificate of Amendment 2004 (possibly the original document) and IRS Employer ID#. Patti Jones reported that she has copies of amendments. Patti Jones suggested it would be good to have a central file for documents as she is trying to organize older files. Steve Rush had agreed to remain our registered agent. Patti Jones also has electronic records and that Steve is scanning and putting older documents on flash drives for us.

There were also a CD from 2009 and two flash drives from 2013 & 2014 containing MOPACA records. Susan will hand deliver these to Patty at the MOPACA show.

A file containing paper election ballots from 2011, 2012 & 2014 was also included in file box. By-laws regarding length of time retaining certain records was reviewed. Ballots were not specified in the list as records to be retained. Minutes recording election results should suffice for election record keeping. It was agreed that these old ballots could be disposed of.

Next Board Meeting will be March 19<sup>th</sup> at 8pm.

**Adjourn-** At 9:01 a motion was made by Dian Trainer to adjourn. Patti Jones seconded. Motion carried to adjourn.