

ALSA Board of Directors
Meeting Minutes
February 12, 2025 via Zoom

Call to order: 7:04 p.m. CDT.

Roll call:

Board Members: Denise Fehrenbach, President
 Brianna Evert, Secretary “here at 8:00pm
 Harvey Pool Parliamentarian
 Kelly Squires
 Vicki Donley

Timothy Smith

Others: Becci Kunkel, Executive Secretary

Vern Wright, Treasurer

Kristen Varas

Cathie Kindler Past President

Motions passed by e-mail in the interim:

Date	Motion	Made by	Seconded	Voted	passed y/n	date	
2/1/2025	I motion that members outside of the BOD require 14 days	Tim	none	none	no		died

	advanced approval to address the board for a preapproved time limit, during a regular meeting						
2/1/2025	I make a motion that the ALSA BOD accept the resignation of Anna Reese from the position of President and board Member	Tim	Denise	Brianna, Harvey	yes	2/1/2025	4/5
2/1/2025	I move that the BOD operate with six members and the current President be allowed to vote in the event of a tied vote on motions	Tim	Harvey (Dropped clause on president, 6 board vote)	Kelly, Denise, Brianna	yes	2/1/2025	unanimous
2/1/2025	Permission requested to invite Cathie Kindler to the next meeting	Not needed	Not needed	Brianna, Kelly, Denise, Tim, Harvey	yes	2/1/2025	unanimous
2/3/2025	I move that the 1/30/2025 meeting minutes be approved with the changes intact	Tim	Harvey	Kelly, Denise, Brianna	yes	2/3/2025	unanimous

2/3/2025	I move to accept Susan Leslie's resignation from her committee assignments for ALSA	Tim	Harvey	Kelly Denise Brianna	yes	2/4/2025	unanimous
2/9/2025	Denise appointed Harvey to be temporary liaison to the Judge's Committee until a permanent liaison can be decided on.						
2/9/2025	I move to approve Anna Reese as member of Judges Committee	Harvey	Tim	motion amended			
2/9/2025	I would like to amend Harvey's motion to also include the acceptance of Mary Jo Miller as the chair of the Judge's Committee, along with her proposed committee members:	Denise	Harvey	Tim , Kelly, Brianna	yes	2/9/2025	4/6

proposed members:							
Mike Haumschild							
Terese Evenson							
Anna Reese							
Adryce Mathison							
Trisha Schneeberger							

I. Office Report: I am finished with 2020 shows, cleaned up the M9999 numbers and went back through to make sure Grands/Reserves and points were correct. There are probably still errors within 2022-2020 but hopefully very few and far between.

The next step is currently working on double checking NA animals. I had started on cleaning up 2019 and realized how many animals are missing because of switching them to ILR without correcting the show record table. I'll go into this in more depth at the meeting, there are a couple issues I am finding.

I'm also working on catching up on the awards that have not gone out in a very long time, especially the youth awards.

I plan to get a good chunk of the old BOD minutes on the new website by the meeting date, as long as it's quiet at the office along with adding more of the Youth Top Ten.

Youth Top Ten Awards: The final list is just about ready to be posted. The signs will cost \$8.25 each, this is a slight increase from \$8.00 for last year. The design will stay the same along with having 4 grommets on them. Right now, we are on track to have them done before the Spring Showcase.

Adobe Acrobat will be renewed in March. Cost for the year is \$239.88

Right now, we have 24 shows sanctioned for 2025, including 1 new double halter/single performance show in the Rocky Mountain Region. This is the same number of shows sanctioned at this time last year.

I was asked about a Board email that everyone could be added to. I sent the request over to IDS to ask them how best to handle this. If we could run it through the website, that would be best, but I will let you know what they say.

Lots of calls since letters went out.... Reviewing rules with several members. Sent rules out in Constant Contact. Change in ALSA handbook, three judge rule (now under two judges), lots of clarification for members. Quad/double questions.

Please look over draft, comments by Friday for memo to members.

Becci will need to take time off this summer, may not have phone service Denise offered to cover the phones with board approval.

Office pay for January - \$1845.00

Becci Kunkel

Executive Secretary, ALSA Office

Motion: Pay Becci's office expenses of \$1845.00 for January. Motion by Tim. Seconded by Vicki. Motion passed unanimous.

Need to pay Becci for March of 2024 and \$90 remaining to be paid for her December wages. Total \$1170.00 (March) \$90 underpayment in December. Motion by Harvey to pay the \$1260 difference. Seconded by Tim unanimous

II. Treasurer's Report:

- Profit and Loss
 - January - December 2025
 - INCOME
 - 2025 Adult Membership 2,633.24
 - 2025 Judges Dues 723.77
 - 2025 Youth Membership 1,064.56
 - ALSA SHOW FEES 3,333.37
 - Uncategorized Income 465.20
 - Total Income 8,220.14
 - GROSS PROFIT
 - 8,220.14
 - EXPENSES
 - a GRAND NATIONAL E
 - Site -Misc.
 - 32.08
 - Total a GRAND NATIONAL E
 - 32.08
 - EXECUTIVE OFFICE - NEW
 - 5,940.00
 - Computer Backup
 - 240.60
 - Constant Contact Eblast Expense
 - 56.00
 - Internet
 - 24.83
 - Office Labor Cost
 - 1,575.00
 - Postage
 - 15.26
 - Telephone
 - ALSA Phone/iPad
 - 103.21
 - Total Telephone
 - 103.21
 - Total EXECUTIVE OFFICE - NEW
 - 7,954.90
 - Total Expenses
 - 7,986.98

NET INCOME

\$233.16

- ALSA

4/4

Balance Sheet

As of December 31, 2025

Total

ASSETS

Current Assets

Bank Accounts

ALSA Checking

-8,038.38

Chase - Operating

1,118.81

Chase Savings Account

50,018.73

Youth Scholarship Account

7,899.06

Total Bank Accounts

50,998.22

Accounts Receivable

Accounts Receivable

265.20

Total Accounts Receivable

265.20

Other Current Assets

Undeposited Funds

125.00

Total Other Current Assets

125.00

Total Current Assets

51,388.42

TOTAL ASSETS

\$51,388.42

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable
Accounts Payable
-13,568.75
Total Accounts Payable
-13,568.75
Total Current Liabilities
-13,568.75
Total Liabilities
-13,568.75
Equity
Opening Bal Equity
49,204.42
Retained Earnings
15,519.59
Net Income
233.16
Total Equity
64,957.17
TOTAL LIABILITIES AND EQUITY
\$51,388.46

Reviewed profit & Loss statement

Kristen needs added to Chase as a user

2024 1099's have been sent out

2024 Financial reports have been sent to Myer's and Co in Florida, will come up with a reconciliation number to "right" the Quick Books accounts to reflect the correct amounts.

III. Committee Reports:

A. Prior to committee reports, we need to assign/reassign the open committees. Current Liaisons need to add their potential Chairs and members to be approved by the board. If we have the info listed on here, it will make the approvals much quicker.

B. Reminder to all board members: Committees need to send a copy of their minutes to Becci. This has not been happening, we need to be sure starting now that committee minutes are gathered and recorded. If it isn't in the minutes, it didn't happen.... Our committees have been working too hard! Most important part of the minutes are any motions that are made and passed.

Alpaca – Chair: Liaison: Vicki

The Alpaca Clinic scheduled for April has tentatively been canceled. The instructor is working on moving it to Florida in January of 2026. This farm has previously held alpaca clinics there. Vicki will pick her chair. Cathie- fly 2 instructors and reimbursed will have to have enough attendees to cover this cost. Come up with a budget for how many attendees vs how much it will cost. Clinics are NOT funded by ALSA they must be self funded. Many expenses with moving it to Florida. Last clinic was \$125/day. Figure about the same cost as a judge which is \$1500-\$2000 for 2 judges. Only alpaca show that is ALSA is Boone County.

By-laws and Standing Rules – Chair: pending; Liaison: Tim

No recommended changes.

Elections - Chair: Kelsi Matthews; Liaison: Vicki

No report

Ethics and Protest- Chair: Steve Auld Liaison: Tim

Working with Steve- advised to report to Tim. Tim will add committee names here:::~::~:

Motion to accept committee members as named- Tim; Vicki second- unanimous.

Ethics and Protest Committee is current as posted. Will review suggested membership with Chairperson and advise of updates.

Ethics Committee Status Report – January 2025

On January 3rd, 2025, the Ethics Committee (EC) received a request from a committee chair

regarding the indecision of the BOD on the requesting committee's recommendations.

Shortly thereafter, the BOD re-reviewed and approved those recommendations in part.

Therefore, the original request of January 3rd was rescinded with no action taken by the EC.

The BOD liaison for the EC was not informed of this request as he had a conflict of interest. On January 15th, 2025, the EC received another series of requests via an email thread between the then, BOD President and EC liaison. The EC chair compiled a list of emails and documents shared with the EC chair for the rest of the EC members to evaluate. On January 16th the EC chair sent the compiled evidence to the committee members and, due to the amount of information sent and several questions to be researched and answered, the members were given a deadline of January 24th to submit their responses. Due to the extreme winter weather during that period, one member asked for an extension until January 26th. The final response was received January 26th. Responses were compiled and recorded by the EC chair on January 27th and forwarded to the ALSA office that evening to be forwarded to the BOD. The office secretary was unsure if she was to forward to the BOD and emailed the EC chair for verification. As the EC chair does not check his personal email or messaging apps during his professional workday, there was an unnecessary delay in the BOD receiving the EC results.

This is a complete summary of the actions of the EC for January 2025

Finance & Budget – Chair: Vern, Liaison: Harvey

Please refer to the Treasurer’s report presented above.

Fleece – Chair: Cindy Ruckman, Liaison: Denise

Joy Bishop Forshey, Patti Morgan, Niki Kuklenski, Judy Mosher

No report

Motion to approve committee- Brianna; 2nd- Kelly. Unanimous.

Grand National – Chair: vacant- will also serve as superintendent at Nationals
Liaison: Harvey

No report. Denise is working on changing the contract signed by Susan into her name for Nationals. Susan has granted permission, we are now waiting for Kirkwood to issue the new contract. A copy of the signed contract will be sent to Becci. Denise is waiting to hear back from Renee and she will sign new contract and she will send to Harvey and Becci.

Handbook – Chair: vacant Liaisons: Brianna

No report.

Judges' -- Mary Jo Miller Chair, Liaison: Harvey

ALSA Judges Committee Report

Business conducted since last meeting via email:

A request to approve a new fleece judge was received. After reviewing apprentice evaluations submitted by supervising judges a recommendation was made for one more apprenticeship to be completed.

Judges Committee Zoom Meeting February 11, 2025:

Meeting called to order at 6pm by committee chair Mary Jo Miller.

In attendance: Mary Jo Miller, Harvey Pool, Mike Humschild, Terese Evenson, Adryce Mathisen, Anna Reese and Tricia Schneeberger

Mary Jo introduced Anna Reese as the newest member of the judges committee. Welcome Anna.

Mary Jo also introduced Harvey Pool as he is currently serving as the interim board liaison for the judges committee and will be voted on as possible permanent liaison shortly.

Mary Jo asked for a volunteer to act as secretary for the judges committee as the ALSA president would like us to start publishing out minutes. Tricia Schneeberger will serve as secretary.

Agenda items were brought up for discussion based off of recent feedback from shows.

-There was discussion on how to address inconsistencies and issues with performance judging.

After discussion it was decided judges committee will encourage judging clinic coordinators to focus a full day of clinic on hands on performance scoring. Would also strongly encourage all apprentices to try to participate in performance themselves.

-There was also discussion about adjusting the criteria for apprentices to start judging performance, possibly not after just one apprenticeship. Tabled for further discussion.

-Discussion was held on how to address judge complaints.

Adryc made a motion that a general email will be sent to all judges for awareness and chair will contact judge involved individually to discuss. Mike seconded and motion passed.

-What judges can take apprentices was discussed and Harvey said he would advise the BOD that the committee is working on new requirements for 2026 as this would be a hand book change.

Current suggestion is that only judges approved by the judging committee who have no upheld protest, have a minimum 5 years as an ALSA judge, have judged at least 5 shows in the last 2 years and have requested to be an apprentice accepting judge.

The committee will work on drafting the actual handbook change for future board meeting.

-Anna submitted a draft of a possible Exhibitor code of conduct as most other livestock organizations have one and it would be a means of protecting our judges. As this would be an ethics committee decision Harvey advised the committee to draft there suggestion and send it to the Ethics committee. Mary Jo asked the committee to work on suggestions and return to her in the next week.

Mary Jo asked is any further discussion of new topics. None heard.

Adryce made a motion to adjourn, Mike Seconded and meeting adjourned 7:38pm
02/11/25

Mike Haumschild, Terese Evenson, Anna Reese, Adryce Mathison,
Trisha Schneeberger

No report

This was already approved via email vote.

Membership, Publications, Promotions, Marketing & Website – Chair: Becci, Liaison:
Kelly

No committee yet. Becci will bring in a committee.

Motion to vote Becci Brianna, 2nd Kelly. Unanimous.

Membership

2025: As of the time of this email

Adult: 108

Lifetime Adult: 126

Youth: 74

Youth Lifetime: 3

2024: As reported in February 2024 Minutes

87 Adult Members

126 Lifetime Adults

46 Youth Members

1 Lifetime Youth

Performance – Chair: Cathie Kindler- Liaison: Brianna

Motion Cathie Harvey- 2nd Denise. Passed unanimous.

All letters have been sent and the show superintendents were notified of the changes to the show results. The other letters went out certified to any owner if there was an issue with them being in the wrong class and a second set of letters went out to owners whose animals bumped up. Also sent a copy of the rules, several people contacted Becci asking what the rules are, changes, etc. Cathie will work with the committee to clarify rules on judges and how it counts with double ILR/ALSA shows.

Regional Committee – Chair: vacant Liaison: Denise

Regional shows to approve, forms will be sent via email ahead of meeting.

Kelsi Matthew- Chair for Great Lakes

Caty Duvall- Chair for South East- Georgia

Motion to accept Brianna, 2nd Kelly- unanimous.

Show Management, Policy & Planning –Chair: Kari Price, Liaison: Tim

Unsure of Chairperson and Members. I have contacted by email the current chairperson and awaiting response. If no response by this meeting, I will begin rebuilding the committee

Youth Committee – Chair: Jennie Hodgen Liaison: Kelly

Chair has contacted the previous committee and is waiting to hear back.

Motion to accept Jennie- Brianna, Denise 2nd. Passed unanimous.

IV. Old Business:

V. New Business:

A. Elect new Vice President-

a. Harvey- nominated by Denise, 2nd Brianna- passed unanimous.

B. We need to remove Anna from our three bank accounts and replace her with a current board member. The accounts are with Chase bank so locations of the banks may be an issue. We need to decide tonight who the replacement person is and get our accounts in order.

a. Harvey will go and get setup. May need things from Becci.

C. For all BOD Members Consideration; By-Laws Article III Section 2. and Handbook Part B. Section 1, B,(New Addition)

OBJECTIVE

Alpaca Llama Show Association (A.L.S.A.) is committed to a policy of voluntary activity based on consistent, fair and just qualification, and merit. Alpaca Llama Show Association does not discriminate in favor of or in opposition to the employment of relatives.

SCOPE

Due to potential for perceived or actual personal conflicts, perceived or actual conflicts of interest including but not limited to favoritism, which can be carried into the working relationship, Alpaca Llama Show Association (A.L.S.A.) will allow appointment of relatives

of persons currently involved in Board of Directors, Committees, for A.L.S.A. only if: a) candidates for the Board of Director, Committees(including Chair persons) will not be working directly for or supervising a relative, and b) candidates for Board of Directors, Committees(including Chair persons) only if: a) candidates for the Board of Director, Committees (including Chair persons) will not occupy a position in the same line of authority in which candidates, directors, committee members(including Chair persons) can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include appointing, retention, or during the fiduciary or governing activities of the Board of Directors.

This by-law applies to all newly appointed and current candidates, directors, committee members(including chairs persons) of A.L.S.A. through the end of their current term. Those whose term began before the date of adoption of this by-law may continue in their current position but must sign the Conflict Of Interest Affirmation Statement(below).

This by-law does not apply to Alpaca Llama Show Association sanctioned Shows or the Volunteers of those shows. Judges who wish to support those shows and the Grand National show by forgoing their fees will be considered show Volunteers and exempt to the strictest interpretation of this by-law.

DEFINITIONS

VOLUNTEER STATUS

Each individual who serves as a member of the Alpaca Llama Show Association(A.L.S.A.) Board of Directors(BOD), Committee Chairperson, or Committee Member will be a Volunteer.

ANTI-NEPOTISM

BOD members and their family members shall be excluded from consideration for employment by A.L.S.A, including support staff. Employees of A.L.S.A, including support staff, shall not hold a position with the association while they or members of their family serve on the BOD or any Committee Chairperson, or Committee Member of the BOD. Membership on the BOD is limited to one member from the same family.

Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:

- Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or
- Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

EXAMPLES OF AREAS IN WHICH CONFLICT MAY ARISE

Conflicts of interest may arise in the relations of Board members, and with third parties. Examples may include, but are not limited to:

- Persons and firms supplying goods and services to A.L.S.A
- Persons and firms with whom A.L.S.A is dealing or planning to deal in connection with the gift, purchase or sale of Animals, or other property.
- Partner agencies, competing or affinity organizations.
- Donors and others supporting A.L.S.A.
- Agencies, organizations, and associations that affect the operations of A.L.S.A. or BOD.
- Family members, friends, and employees. Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:
 - Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or grandchild.
 - Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

EXAMPLES OF NATURE OF CONFLICTING INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through situations that may include, but are not limited to:

- Owning stock or holding debt or other proprietary interests in any third party dealing with A.L.S.A. or the BOD.
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing or partnering with A.L.S.A. with whom the BOD may conduct business.

- Receiving remuneration for services with respect to individual transactions involving A.L.S.A. or the BOD.
- Using A.L.S.A.'s or the BOD's time or good will for other than A.L.S.A.'s BOD approved activities, programs, and purposes.
- Receiving personal gifts, interest in or something of monetary value from third parties dealing or competing with A.L.S.A.

Whenever a BOD member has a financial or personal interest in any matter coming before the BOD, the affected person shall:

- Fully disclose the nature of the interest, and
- Withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ANNUAL AFFIRMATION STATEMENT

Each Board member shall annually sign (physically or electronically by A.L.S.A. approved means) a statement (see example below) which affirms such person:

- Has received a copy of the conflict of interest policy,
- Has read and understands the policy, and
- Has agreed to comply with the policy

CONFLICT OF INTEREST AFFIRMATION STATEMENT

ANNUAL AFFIRMATION STATEMENT

Alpaca Llama Show Association(A.L.S.A.) Board of Directors(BOD), Committee Chairperson, or Committee Member.

The Conflict of Interest Policy of A.L.S.A. requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy.

Please sign and date this Statement indicating your affirmation as described above. Please return this Statement to the Board Secretary by January 31.

Your name: _____

Date: _____

Permission from BOD to have Cathie at next meeting.

The next regular Board meeting will
be March 12th at 7:00 p.m. CDT.

**Motion to Adjourn at 9:45 p.m. CDT. Motion by Kelly
Seconded by Vicki. Motion unanimously passed.**

Respectfully submitted,

Brianna Evert

2/19/25

The ALSA Board of Directors may convene in Executive Session to discuss personnel matters, any items on this agenda or to consult with Legal and/or Accounting Counsel.