

ALSA Board of Directors

Meeting Agenda

May 14, 2025 via Zoom

Call to order: 7:05 p.m. CDT.

Roll call: No Tim, Brianna in at 7:27pm CST

Board Members: Denise Fehrenbach, President
Harvey Pool, Parliamentarian and Vice President
Brianna Evert, Secretary- present at 1927
Kelly Squires
Vicki Donley

Timothy Smith— absent

Others present: Becci Kunkel, Executive Secretary

Vern Wright, Treasurer

Kristen Varas

Cathie Kindler

Motions passed by e-mail in the interim:

[ALSA Motion Spreadsheet](#)

I. Office Report: I have all 2025 show results uploaded to the website for all shows that have been submitted.

33 shows sanctioned for 2025 - not including 5 regional shows and Grand National. This is up from 2024, last year at this time we had 33 sanctioned shows, including regionals and National.

Youth Top Ten signs are being delivered. Denise handed out some at ORVLA and will take them to Mid-Michigan and down South to a show. Once I get them back, I will mail out the

ones that weren't hand delivered. Certificates should be emailed by the meeting. I need to update everyone about the Alpaca Top Ten results.

Event Insurance is due soon, I sent everyone the questionnaire that was completed. Answers were based on previous years.

I'm hoping to have the old BOD minutes on the new site and clean up the remaining 2019 shows by the end of May.

I will hopefully have a quote on a database soon; I was told a couple of weeks ago but haven't seen one yet. I did ask them to address the security issue with the show results, it's getting harder for some members to go in and see them.

Motion: Pay Becci's office expenses of \$1,305.00 motion Vicki, 2nd harvey

Vicki motion to pay insurance, 2nd Kelly

II. Treasurer's Report:

Assets: \$95,316.00

Checking: \$34,525.61

Savings: \$50,028.37

Youth Scholarship: \$10,753.98

Liabilities

Income: \$8,780.35

Expenses: \$15,482.95

Net Income: \$-6,702.60

NB: Financials are reported as of 5/14/2025

Vern and Kristen left meeting at 8:29pm

III. Committee Reports:

Alpaca – Chair: Liaison: Vicki no report

Need someone good with graphics to advertise ALSA for alpacas. Possibly Canva???

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

No report

Elections - Chair: Kelsi Matthews; Liaison: Vicki

No report

Ethics and Protest- Chair: Steve Auld Liaison: Tim

No report

Finance & Budget – Chair: Vern, Liaison: Harvey

Please refer to the Treasurer’s report presented above.

Fleece – Chair: Cindy Ruckman, Liaison: Denise

No report

Grand National – Chair Cathie Kindler; Liaison: Harvey

Ribbons are being ordered, waiting on approval for the work order- obstacles and judges are completed. Jenny will be in charge of decorating for Nationals.

Handbook – Chair: vacant Liaison: Brianna

This is what is in the 2024 Handbook- Discuss Part G. Section 1 Eligibility F. ALSA Awards for both halter and performance classes may include awards for winnings obtained from other show organizations and will be included in ALSA awards with the exception of Novice Performance. Evidence of winnings and the number in the division must be forwarded to the ALSA Office to be recorded in the ALSA Awards System for points to be counted for non-ALSA shows.

This will be sent to the Performance Committee for review due to discrepancies with Novice Champion- what counts and what doesn’t.

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

Judges clinic was good.

Motion to go to executive session for judge vote- Harvey, 2nd Kelley.

Motion to approve Kohl as a judge- Harvey, 2nd Brianna

Kelly amend motion to approve Kohl today with stipulation that he works with Cathie at one more show. Harvey 2nd. Passed unanimously.

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

Adult - 145 - Up from April 2024

Youth - 104 - Up from April 2024

Adult Lifetime - 127 - 1 New Life member

Youth Lifetime - 3 Youth

Becci- Database- see Attachment A. would fix some of the issues we are having- it would be copied and moved over to a new database. Many different ways to search- owner, llama, show, etc. Discussed having this presented to the board. Talk to Vern about money to fund this- can we afford this? Becci will discuss and see when it can be set up.

Performance – Chair: Cathie Kindler- Liaison: Brianna

No report.

Regional Committee – Chair: vacant Liaison: Denise

Ribbons are being ordered, waiting on approval for the work order.

Classes- Combine classes ie light/medium;

NW Regional requesting combine classes- Juvenile 5-12, Yearling/2 year old- 12 month-36 month; silky/suri, light medium, no alpacas, no youth judging

Board is okay with all except for the ages- Juvenile 5-12 months; 12 months- 24 months; 2yo & up

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

No report.

Youth Committee – Chair: Jennie Hodgen Liaison: Kelly

Harvey motion to go to executive session- Youth Alpaca Top 10- Cannot back sanction a show. Run top 10 as is, please Becci. 2nd Kelly. Passed unanimously.

Youth Scholarship- 2 were selected and they will be notified. 9 applied. Names given to Becci.

Youth Judging- Youth Committee is working on making this more appropriate for different age levels.

IV. Old Business: Quote on database - emailed before the meeting- covered in Website

V. New Business:- None reported.

The next regular Board meeting will be: 6/11/25

Motion to Adjourn by Brianna @ 9:52pm CST

Seconded by Harvey

Motion unanimously passed.

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.

Attachment A:

Database Development Agreement This Agreement is entered into as of the 13th day of May , 2025 between Interactive Design Solutions, hereafter known as “Developer” and Alpaca Llama Show Association (ALSA) (hereinafter referred to as “the Client”). NOW THEREFORE, in consideration of the foregoing and of the mutual promises hereinafter contained, Developer and Client hereby agree as follows: 1. EMPLOYMENT. Client hereby engages Developer as an independent contractor to, perform certain duties upon the terms and subject to the conditions set forth in this Agreement. 2. DUTIES: The Developer will perform the following services for

Client: Database Development It is understood that in general ALSA is looking to create a new database and functionality for its users. Given previous discussions we believe this project can be completed with the following.

- Migration of existing database over to MySQL format.
- Cleanup and streamline existing database information.
- Create an intuitive database management area.
- Additional new database functionality.

- o Allowing a search by animal with their show results.
- o Allowing a search by member with their show results.
- o Ability for members to search their animal's results on a year by year basis.
- o Fix the Adult Showmanship ROM issue and separate from the animal ROMS.
- o Fix error messages within the database.
- o Notification for new youth and animals that receive new awards.
- o Clean up classes and add new ones.
- o Organize formatting for the show results, master and alpaca classes are mixed together and getting all the halter classes together.
- o Adding in a yearly top ten for animals too.
- o All the performance divisions and halter divisions.

Hours above and beyond the limit for each service type as well as, changes to the project scope, ad spends, digital graphics, website maintenance, content writing, addition of pages, and any other work not outlined in the Duties above will be charged above and beyond at the hourly rate listed under Additional Charges as invoiced by Developer. Developer will report directly to Client and to any other party designated by Client in connection

with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by the Client and agreed to in writing by the Developer. Client agrees to provide Developer with all necessary files, artwork, information and any other content needed so that the duties may be completed, in a timely manner.

3. TERM: This engagement shall commence upon execution of this Agreement and will continue until the final payment has been rendered, OR twelve (12) months from the date on the signature page, whichever is longer, unless extended in writing by the agreement of the parties.

4. COMPENSATION: Client's Initials Total Project Pricing: As full compensation for the services rendered _____ pursuant to the Duties portion of this Agreement, the Client shall pay Developer's

Initials the Developer the total amount of \$___\$27,450 - \$32,755___. Such compensation shall be paid as follows: one-half of the maximum cost due _____ at the beginning of the project, along with Hosting and Security costs, and the final one-half due upon Completion. Any Additional Charges will be due upon Completion.

Completion is defined as all Website Development Duties being completed by the Developer. Client's Initials Database Hosting and Security: As full compensation for the services _____ rendered pursuant to this Agreement, the Client shall pay the Developer Developer's Initials for the Security and Hosting package at the rate of \$50/mo

OR \$550/yr. _____ This plan covers Hosting and Security for the website as outlined in the initial proposal document. Client understands and agrees that payment begins at the start of development along with initial payment. Payments shall be due on a yearly or monthly basis until Developer ceases to host the Client's website which can be determined by the IP address of the hosted website. Client's

Initials Additional Charges (Hourly Rate): As full compensation for the _____ services rendered outside of the Duties section of this Agreement, the Developer's Initials Client shall pay the Developer at the hourly rate of \$____125____. Such compensation shall be payable within 30 days of receipt of Developer's invoice for services rendered. Additional Charges will be added to the final invoice unless otherwise requested or discussed. Client will approve additional charges in advance. All Payments can be made by Cash or Bank Check. All checks are to be made payable to "Interactive Design Solutions" and mailed to the address listed on the invoice. Any balances that are not paid within thirty days will bear an interest rate of 1.5% per month (18% per annum). All payments for work started by Developer are considered nonrefundable. 5. ADDITIONAL EXPENSES. During the term of this Agreement, the Client understands and agrees that they are responsible for any additional expenses. This includes but is not limited to items such as, printing of materials, video players, other necessary website components, plugin

fees, stock photography, merchant services fees, Pay Per Click (PPC) campaigns, training modules or videos, and any other mutually agreed upon expenses. Developer would like these expenses to be paid in advance of the expenses being incurred. If these expenses, due to their nature, cannot be paid in advance, Developer shall bill and the Client shall reimburse Developer for all additional expenses. Such compensation shall be payable within 30 days of receipt of Developer's monthly invoice for services rendered supported by reasonable documentation or the termination clause of paragraph #9 may be triggered. 6. CHANGES TO WORK PRODUCT. Client understands and agrees that any requested

changes made to work product after initial agreement may result in the Developer charging additional fees which will result in additional Payments being due. The Developer reserves the right to request an extension of time to the project deadline for any such changes. Client agrees to not unreasonably withhold consent for any such extension. 7. CONFIDENTIALITY. The Client acknowledges that during the term of this agreement they will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by the Developer and/or

used by the Developer in connection with the operation of its business including, without