



Pack Llama Trail Association, Inc.

Dedicated to Preserving and Promoting the Working Llama
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PLTA BOARD MEETING MINUTES: SEPTEMBER 2019

Introduction

Meeting Date:	9/12/19
Type of Meeting:	Board of Directors Monthly Meeting
Location of Meeting:	Tele-Conference Call
Time Called to Order:	7:09 MST
Time Adjourned:	8:03 MST
Board Members in Attendance:	Tom Seifert, President Lisa Wolf, Secretary Jen Hood, Treasurer Greg Hall, Director at Large John Fant, Vice President Laura Steere, Director at Large
Board Members Absent:	Scott Noga, Director at Large
Other Attendees:	None
Recorder:	Lisa Wolf
Date of last month's meeting:	August 20, 2019
Last month's minutes approved:	As they stand
Next month's meeting date:	Tuesday, October 15, 2019
Texts included as attachments:	None
Date Approved:	Friday, September 4, 2019 via email response

Treasurer's Report:

No Report at this time. Jennifer is compiling the last 5 months and reconciling all of the bank statements. Report should be ready to go in less than a week. It will be posted to the yahoo site. Please check under 'Files' "Finances."

Secretary's Report:

Outfitter Llama Certification:

Discussions with a working outfitter indicated that PLTA certification for their llamas would be useful if it gave them a financial boost such as a reduction in insurance costs. Otherwise it holds no interest for them.

Website:

- Updated information on the Board/Contacts, Calendar, and Home pages, and fixed broken links
- Updated the Sanctioning form to show Jen Hood's contact information
- Updated the Akeeba Backup system to the new version



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- Backed up the website twice
- Researched and selected new images for the site
- Referred information about Paige McGrath and Laura Steere's pack trials to Bec Cunningham for posting on Facebook

Database:

- Entered records for the SSLA Spring 2019 pack trials
- Entered records for the BLT Fall 2019 pack trials
- Resolved issues around confusing reporting for the SSLA trials
- Researched trial statistics for 2018 and reported them to Tom for use in IRS documents

Non-Profit status:

- Worked with Tom Seifert and Gina O'Brien on providing an adequate narrative for submission with the 1020 form
- Compiled hours required to stage the BLT 2018 pack trial event for use in the narrative

Old Business

Pack Trial on Request Proposal

The proposal was posted to the Board's yahoo group site and sent to personal emails for review prior to the meeting

Review of the content of the proposal:

Frequently individuals who want to attend a pack trial are unable to make the date. Since there are few pack trials held, this limits the number of llamas that can be certified and the potential participation of owners in the organization. This proposal would allow members to request a trial at a time that meets their needs. The initial proposal is defined in the document "TrialOnRequestProposal19711.docx".

Clarifications and adjustments to the proposal have been submitted as the following:

- The course and obstacles for the field test shall be approved for use by a PLTA Certifier
- A steward/evaluator shall accompany the candidate on the course.
- Pictures at two obstacles need to accompany the completed trial documentation
- Paperwork must be submitted to PLTA secretary within two weeks of the trial.
- Undertaking a trial in this manner will be allowed for only one of the trials required for certification at any given level

Remaining to be determined is the trial levels this would apply to. Since more work needs to be done on the proposal it is appropriate to send it to the Pack Trial Governance Committee for review and improvement.

Action Taken: Board members concluded that there remain concerns with the proposal that need to be resolved. The following motion was put forth and voted on.

Motion Text: Be it moved that we proceed with the Pack Trial on Request proposal as described in the file TrialOnRequestProposal19711.docx in the following manner:

1. adjust the written proposal document per comments from the board
2. send the adjusted proposal to the Pack Trial Governance Committee for review and recommendations with a review period of one month
3. adjust the written proposal per the committee's recommendations and the Board's acceptance of those recommendations
4. hold a vote by the Board to accept or deny the final proposal by November



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5. notify members of the change
6. include information about the change in an article for Pack Animal Magazine
7. direct the PLTA secretary, or the secretary's delegate, to update the Pack Trial Handbook with appropriate text describing the change
8. set the date of January 31, 2020 to accomplish this so that it is in place for the 2020 season

Vote: Those In Favor: 6
Those Opposed: 0
Members absent and not voting: 1

The Motion Carries. The issue will be passed on the Pack Trial Governance Committee for further review. They will return findings to Board for vote in October/November.

Certifier Escort Proposal

The proposal was posted to the Board's yahoo group site and sent to personal emails for review prior to the meeting. The proposal has been under consideration since April of 2018 and has received several field tests at certified PLTA Pack Trials.

Review of proposal content

Designed as a time saving method of administering a field test for a PLTA pack trial, a certifier may choose to escort the trial candidates through a course that is defined by the Certifier as it is undertaken. It is advisable that the Certifier will have previously walked the course, noting mileage, elevation gain, and possible obstacles to be used during Trial. Neither the course nor obstacles need to be marked prior to the trial, but all field test requirements must be met. This proposal is described in the document "CertifierEscortProposal180228.docx". Clarifications and adjustments to the proposal have been submitted as the following:

- The proposal would apply to the Elite, Master and Advanced level trials
- The accompanying Certifier would, as with all other methods of field tests, record the obstacles used and determine that all obstacle requirements for the designated level are met.

Discussion: Concerns: Why not allow basic? Basic handlers and llamas need more structure and have the opportunity to learn the structure of the Trial. Challenges are far more free-form with handlers able to choose what obstacles they will attempt.

Issue One: Is the Board ready to proceed with approval of this proposal?

Motion Text: I move that the PLTA Board of Directors proceeds to final discussion of the proposal and adjustments to it at this time.

Second: Greg

Vote: Those In Favor: 6
Those Opposed: 0
Members absent and not voting: 1

The Motion Carries. This proposal will only apply to Advanced, Master and Elite levels.

Issue Two: Final approval of the proposal

Discussion: Review of the content of the proposal and suggestions for improvement

Motion Text: "I move that the PLTA Board accepts the Certifier Escort Proposal as described in file CertifierEscortProposal180228.docx and integrates it into the Pack Trial regulations through the following process:

1. notify members of the change via e-mail
2. include information about the change in an article for Pack Animal Magazine
3. direct the PLTA secretary, or the secretary's delegate, to update the Pack Trial Handbook with appropriate text describing the change
4. set the date of January 31, 2020 to accomplish this so that it is in place for the 2020 season



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Second: John and Greg

Vote: Those In Favor: 6

Those Opposed: 0

Members absent and not voting: 1

The Motion Carries.

Reimbursement for Personal Funds Expenditure

Explanation: From his personal funds, Tom Seifert paid \$275 for the initial filing of the 1023 EZ form using his Visa credit card. The IRS rejected the filing and returned this payment in the form of a check, but the check was written out as the Pack llama Trial Association. Tom would like to place the check into the PLTA account and have Jennifer Hood, treasurer, reimburse him for the \$275. Will the Board agree to this transfer of funds?

Discussion: No Discussion

Motion Text: The Board gives its permission for Tom Seifert to deposit the IRS check of \$275 into the PLTA account. Following that, Jennifer Hood will reimburse Tom for his Visa bill of \$275.

Discussion and Revision of motion, if needed: No discussion

Second: Laura

Vote: Votes In Favor: 6

Votes Opposed: 0

Members absent and not voting: 1

The Motion Carries.

President's Update on the IRS 990 Tax Form Filing

Update from Tom Seifert: Tom, with assistance from volunteer Sue Seifert, and treasurer Jen Hood, have been working to get the 990 tax form filed. This was to have been completed in May, but for some reason the IRS rejected, then treasurer, Gayle Noga's submission. 990 forms for years 2015-2017 have been filed and accepted by the IRS. Work continues on why 2018 was rejected. There is no cost for this filing. **This completed form will be taken to the accountant for review on Monday, September 16, 2019.** Hopefully, it will be mailed on same Monday.

Board Concerns: Why was the 990 accepted by the IRS when PLTA was not a non-profit?

Response: According to IRS legal services, (contact made by Tom Seifert with an IRS agent out of Salt Lake City) the 990 should not have been accepted, but since it was, the agent offered "congrats to you and good luck when you attempt to gain non-profit status by filing the 1023 long form". The conversation indicated that the PLTA's continued efforts to function appropriately as a 501c3 non-profit, and our conscientious filing of forms bodes well for our request for re-instatement to be accepted.

President's Update on Non-profit Status

Update from Tom Seifert: "The PLTA is not able to file the 1023 EZ form because it has been more than 3 years since we lost our non-profit status. Several members of the board, in 2014 several members of the Board, started this daunting task, with my wife and I now continuing the work. At this time, we have put so much time and energy into the 1023 long form that, I, personally, would hate to stop and start all over with a new name for the PLTA and the time/cost associated with that change-over. However, the Board is responsible to vote for continuing this endeavor."

Board Concerns: Why can't we just simply adjust our name?

Discussion: In 2012 appropriate paperwork was not filed with the IRS causing non-profit status to be lost.

Will this be a red flag for the IRS? Back fees, taxes may come back to bite us. Totally agree to making us a non-profit, but could we change the name or change only the filing title?

- Changing the name involves changing all branding, documents, pins, patches, and loss of public recognition. Much time and energy was involved in creating and paying for these things. Much



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energy and time would be involved to make the changes. Besides the financial investment required by such a change, we have no volunteer to undertake this work.

Could we change just one word?

- Some years ago, there was a discrepancy between the way the PLTA was listed for Idaho and for the IRS. One had "Trail" while the other had "Trial" In 2015 the Board voted to retain "Trail". Could addressing this with the IRS solve the situation?
- **To Do:** Check with state of Idaho – how are we listed? Check with IRS, how are we listed?

Motion: Be it moved that this month of September, 2019, The Board approves for President Tom Seifert to continue the work in gaining 501c3 non-profit status by filing the 1023 Long Form for which the PLTA will pay the requisite filing fee.

Second: Jennifer

Vote: Those In Favor: 6

Those Opposed: 1

Members absent and not voting: 1

The Motion Carries.

New Business

Goody' boxes sent to Laura Steere and Lisa Wolf for use at Fairs etc.

How to Grow Membership Discussion Ideas put forward from and to Board members

- Take people on outings to increase their knowledge, develop love, develop desire to join the PLTA
- Guide before you buy
- Open your llama ranch for people to visit and learn. Be open to questions and interest.
- The Challenge is a great opportunity to engage people. Don't think just back-country. Challenges can happen anywhere. City Parks, etc...
- Communicate more with membership. Magazine article with Alexa, letter to members.
- How do we engage the younger folks? YouTube pieces.
- Create education pieces. Use of newspapers, television.
- Create a Certifier training class on skype class. Face-time.

Discussion will continue on the Board's Yahoo group site.

Moving Forward Discussion about developing priorities and assigning Directors-at-large specific duties. The following tasks need attention. (John currently has the Packer's Primer Project

- Developing specific 'give-backs' to our membership (Example: a quarterly/semi-annual pamphlet)
- Check into insurance rebates for outfitters to get them to join if they have PLTA status.
- Develop skype similar/YouTube classes for certifiers to reach interested llama owners.
- Packllama.org for use on website and PR
- Kids program/education for young and novice handlers/owners



Actions Going Forward

A “to do” list for board members and volunteers

Person	Assignment	Date for Completion
Tom Seifert, Sue Seifert and Jen Hood	Proceed with preparing and filing the 1023 long form with the IRS	As soon as possible
Jen Hood	Remit \$250 to Tom Seifert	As Soon As Possible
Lisa Wolf	Add text for the Certifier Escort pack trial method to the Pack Trial Handbook	1/31/2020
Entire Board	Continued electronic discussion of how to encourage PLTA membership	October Meeting
Unassigned	Engage Pack Trial Governance Committee in review of Pack Trial on Request proposal	As Soon As Possible
Unassigned	Submit an article to “Pack Animal Magazine” describing the Certifier Escort pack trial method	1/31/2020
Unassigned	Notify members of the approval of the “Certifier Escort” proposal	Unassigned

Attachments

None