



PLTA BOARD MEETING MINUTES: DECEMBER 2019

Introduction

Meeting Date:	December 17, 2019
Type of Meeting:	Board of Directors Monthly Meeting
Location of Meeting:	Tele-Conference Call
Time Called to Order:	7:04 MST
Time Adjourned:	8:18 MST
 Board Members in Attendance:	 Tom Seifert, President Lisa Wolf, Secretary Greg Hall, Director at Large Laura Steere, Director at Large
 Board Members Absent:	 John Fant, Vice President Jen Hood, Treasurer Scott Noga, Director at Large
 Other Attendees:	 None
Recorder:	Lisa Wolf
 Date of last month's meeting:	 Month day, year
Last month's minutes approved:	As they stand
Next month's meeting date:	Day of the week, day month year
 Texts included as attachments:	 Proposal to reduce the insurance risk of businesses involving the use of llamas.docx Parameters for Pack Trial on Request 11-20- 19.docx
 Date Approved:	 01/21/20

Treasurer's Report: Prepared by Jen Hood

INITIAL BALANCE U.S. Bank account on November 1, 2019	\$4,013.12
 DEPOSITS	 <u>\$0.16</u>
Membership Fees	\$0.00
Associate Fees	\$0.00
Llama Registration	\$0.00
Sanctioning Fees	\$0.00
Other	\$0.00
Interest	\$0.16
 EXPENDITURES	 <u>\$00.00</u>
IRS (501C3 Application	\$600.00
 MONTHLY NET INCOME	 (\$00.16)
ANNUAL NET INCOME	(\$308.66)
 ENDING BALANCE U.S. Bank Account, October 31, 2019	 \$4013.28

The Pack Llama Trail Association is a 501(c)(3) organization



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Secretary's Report: Lisa Wolf

Admin:

- Posted November minutes for review by the Board of Directors

Website:

- Uploaded October board meeting minutes document
 - Posted the document to About/Board Meeting Minutes
 - Updated the 'Minutes' link on the Home page sidebar
- Updated RSFirewall to the latest version 2.12.2
- Updated the Joomla CMS to the latest version 3.9.13
- Ran a full backup of the site and downloaded it to my personal computer and auxiliary drive
- Reviewed public usage of the website

Hits since 3/21/19	.8 years	13,645
Hits from 11/13/14 to 3/21/19	4. 3 years	76,066
Total Hits 11/13/14 to 12/13/19	5.1 years	89,711

- Reviewed and prepared new images for Home page

Database:

- Continued work on adding functionality to the Accounts database volunteers section

Next Up:

- Finish adding functionality for tracking volunteer roles to the Accounts database
- Add content to the Accounts database
- Update the pack trial handbook to include Certifier Escort and fix copy errors.
- Post updated handbook to the website
- Develop a fully functional database for llama content

Update on Actions Going Forward From November:

Person	Assignment	Progress So Far
Scott Noga and Greg Hall	Assume duty as Group.io administrators and go to" guys. Set up group sites for mileage club and certifiers	Accomplished In process
Tom Seifert	Contact several insurers and with the help of Scott's letter, attempt to get them on the record about rates.	Completed
Board Members	Discussion on Groups, io site regarding topics for quarterly e-letter that will be sent to PLTA members.	not yet addressed
Board Members	Review the Purdue University website and the kids program they have instituted.	Completed
Board Members	Review and add improvements/questions to the 'Working Proposal for the Board: Setting parameters for Pack Trial on Request" document posted on Goups.io site.	Completed
Tom Seifert	Compile Board member input on Pack trial on request document	Completed to date
Lisa Wolf	Add text for Certifier Escort pack trial method to the Pack Trial Handbook.	January, 2020
Lisa Wolf	Update website with fill-able forms	In process
Lisa Wolf	Complete Accounts database	In process

President's Report: Tom Seifert

IRS Letter:

- As of December 17, 2019 – we have had no contact from the IRS regarding non-profit status



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Insurance for PLTA Outfitters Update:

- Rates may not be dramatically reduced with PLTA certificates. Perhaps as much as 5% to 10%. But it is something to be used in public brochures that might catch the eye of someone looking to book a trip. An individual may feel more comfortable/save booking with an outfitter with PLTA certificates.
- Will talk to the outfitters I am familiar with and get their opinions. Tom continues work having contacted half a dozen companies using the letter written by Scott Noga (see attached). He will adjust contact information so he can work with companies directly via his personal email.

Pack Trial Handbook Update

- All Board members need to review the Pack Trial Handbook. You will be looking for any type of spelling, grammatical errors or sentence structure issues.
- Would like to complete our Board part by February so Lisa will have time to fix any problems for 2020 use by our members.

Old Business

State of Idaho Annual Report

This is on-going report that must be completed at the end of each year. It is with the Secretary of State's office, Idaho. Our organization, Pack Llama Trail Association, "entity status" is of good standing. File # 0000389028. Old file # C127071. The registered agent on file is listed as Dick Sheehan, one of the founding members of the PLTA. Since Dick has retired from PLTA administration would it be more appropriate to change the agent to president Tom Seifert.

Discussion Points

- It is not difficult to make the change.
- The purpose of the agent is to be the target of any suite that may be leveled against the PLTA
- If we change to Tom's name, should we then determine that whoever the current president is, they should be the organization's agent. If so, we should update the Standing Rules accordingly.
- Does Dick Sheehan support this change?

Action Taken:

Tom will contact Dick and explore how he feels about the situation and what he recommends.

Trial on Request Proposal

The Pack Trial Governance Committee responses have been arranged into a letter that was sent to Board members for review. (November 20, 2019) This letter, referred to as, 'Working Proposal for the Board: Setting parameters for Pack Trial on Request – has been placed on the Groups.io site for Board collaboration. Board members were asked to add their improvements, and or questions by December 3, 2019. It was intended that Board suggestions would be placed into final draft to be voted on during the December 17 Board meeting.

Discussion Points:

- The proposal is useful and well defined, however its applicability is limited since we have so few certifiers and organizations hosting trials.
- Only Burns Llama Trailblazers (BLT) and Southern States Llama Association (SSLA) are consistently hosting trials. SSLA has many hoops to jump through in order to use the courses they set up at Dupont State Recreational Forest. Those courses are not readily accessible. BLT has courses set and can use them any time. They hold a year-long sanction for trials, so they can set up a trial for anyone requesting them at any time (given that administrative timelines are met), so they do not need the proposal to act in accordance with it.
- What is truly needed is more certifiers. Until we have those, the proposal has limited value.



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Action Taken:

Members present unanimously agreed to finish writing a refined and complete version of the proposal, and to hold that version until such time the presence of adequate certifiers makes it appropriate to implement it. Persons responsible for finalizing a document were not identified, nor was a timeline set for doing so.

Groups.io

With the demise of Yahoo Groups, the Board has been exploring the use of Groups.io as an alternative. A private group site for board members has been set up and board members have been testing it. Scott Noga and Greg Hall have agreed to administer the site

Discussion:

- Board members have found the free version of the site useful
- Files held on the Board's Yahoo Group site have been backed up. Arrangements need to be made to transfer them to the Groups.io site.
- Mileage Club is in great need of a group site being set up for them. The certifiers and the Governance . also need sites.

Actions Taken:

- The Board accepts the free version of Groups.io as their new platform for electronic communication
- Greg Hall will set up group sites for Mileage and for others.

New Business

Request to Extend Timeline for Pack Trial Handbook Update:

Secretary Lisa Wolf requested that the timeline for the next revision of the Pack Trial handbook be extended to the end of February.

Discussion:

Lisa is working on several critical projects and has been putting in a lot of time. She was cordially recognized and thanked for her efforts by all members present.

Action Taken:

Lisa's request was unanimously granted.

Pack Trial Certificates

Tom Seifert provides certificates to owners of llamas successfully qualifying at each pack trial level. Doing so is often held up by lack of appropriate images to use on the certificates. Tom is anxious to provide certificates in a timely manner. He asked the Board: Should a time limit be set on getting me pictures for certificates? At a certain point, (one month, two months – should we build the certificate without a picture and send it to those who have a certified llama?

Discussion:

- Concern was expressed that trials are complicated, require too many fees, and require too much paperwork; that they are not fun.
- It was pointed out that this issue was addressed in the fall of 2017. Section 8.2 Pack Trial Certificates of the Pack Trial Handbook was read and discussed. This section clearly explains the process the Board agreed upon to handle the issue.
- Further discussion focused on content of the database, the possibility of automatically generating certificates, the need for so much paperwork, and the reasons the Board chose to implement the current policy.
- Tom also explained the difference and purposes of the "Certificate of Completion" which is received at the successful completion of each trial, and the certificate a llama receives upon earning a title after completing all the necessary trials for a given level



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Action Taken:

None.

New Business

Purdue University Website:

Purdue University Extension website has extensive information about llamas and alpacas including the Indiana 4-H Helper's Guide. This time is set aside to discuss the findings of our personal reviews of the site and how we might incorporate the information there into PLTA programs and publications.

Purdue Extension
Knowledge to Go
1-888-EXT-INFO
Purdue Extension Education Store
www.ces.purdue.edu/new

Discussion:

Members have viewed the site and found the information useful. They have recommended content to members working with youth groups.

Business Moved Forward as Priority at January Meeting

Developing priorities and assigning duties:

There are a number of on-going projects we have been working on. Some have been or need to be assigned to specific members of the board to spearhead or manage in order for progress to be made.

1. Develop specific 'give-backs' to our membership including a quarterly or semi-annual pamphlet. All Board members will be asked to participate with ideas and re-writes.
2. Develop a Certifier training program available via Skype, YouTube or something similar
3. Provide the website administrator with images for use on the site (all Board members need to send in pictures.
4. Determine the best process for the use images for publicity on the web and Facebook -- should they be sent to the website administrator or the Facebook person?

Projects that are already assigned include:

- Develop and codify the Packer's Primer; an educational program for novice handlers/owners -- John Fant
- Maintain and improve the website -- Lisa Wolf
- Develop a functional database for the PLTA -- Lisa Wolf
- Write quarterly articles for the Pack Animal Magazine -- Tom Seifert
- Chair the Pack Trial Governance Committee -- Jennifer Hood
- Administer the Groups.io sites -- Greg Hall & Scott Noga
- Maintain and update the information on Facebook -- Becky Cunningham
- Administer the Mileage Club Program -- Mark Brindley
- Administer the Challenge Program -- Anne Sheeter

How to Grow the Membership: Tom Seifert

We currently have some forty memberships that are up to date on their dues. This time has been set aside for constructive and tangible proposals for how to increase member participation and add new members.



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I, Tom, plan to put together a letter to the membership to be delivered in January. What topics should be covered?

Actions Going Forward

A "to do" list for board members and volunteers

Person	Assignment	Date for Completion
Scott Noga and Greg Hall	Set up group sites for mileage club and certifiers	No date assigned
Lisa Wolf	Set up files on groups.io and add important documents	No date assigned
Tom Seifert	Contact Dick Sheehan regarding PLTA agent for Idaho State Annual Report	January Board Meeting
No specific person assigned	Finalize document detailing "Pack Trial on Request" parameters. File document for future reference.	No specific date set
Board Members	Consider ways to increase membership and be prepared to explain how to accomplish them	January Board Meeting
Board Members	Consider PLTA administrative work load, the tasks and duties of each board member, and be ready to discuss options.	January Board Meeting

Attachments

Proposal to reduce the insurance risk of businesses involving the use of llamas.docx

Content:

[Proposal to reduce the insurance risk of businesses involving the use of llamas.](#)

The purpose of this letter is to request consideration of a reduction in liability insurance rates for businesses that certify their working llamas via the Pack Llama Trail Association, Inc. (PLTA), an organization that certifies working llamas have been independently evaluated for safe behavior irrespective of handler and in realistic settings.

Businesses exist that involve the use of llamas, ranging from interactive "safari" through day "picnic" hikes to full service outfitter and llama rental services. Unavoidably the interaction between animals and people involves some level of risk, due to the unpredictability of conditions and actions of both animals and people. Hence, the need for liability insurance for the conduct of such businesses.

The PLTA was formed the beginning of 1998 as a non-profit organization to preserve and promote working llamas while educating the public in the humane and safe use of llamas as packing companions. To further this goal, the organization established the PLTA Pack Trial, a means of testing pack llamas against a written standard that allows evaluation and recognition of a llama's ability to perform in realistic conditions. Four levels of ability are recognized, Basic, Advanced, Master and Elite. Llamas earning certification as PLTA packers have demonstrated true packing skill and performance ability. The PLTA is the only organization in the world with a working llama certification program based on a written standard.

More importantly from a liability standpoint, the trial evaluations at each level include strict safety and manageability standards. These tests begin with the llama having a halter removed



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and then put back on, loaded and unloaded from a trailer or vehicle, negotiating a picket line for five minutes, being properly saddled, and having the panniers (packs) suitably attached, all without difficult or unsafe behavior exhibited. During the conduct of each trial, any behavior that places the handler at risk such as jumping and bumping into the handler are penalized and can disqualify the llama. A llama must pass multiple consecutive trials to receive certification at a given level.

The employment of certified llamas in the conduct of business would provide the insurance provider assurance that the llamas are low risk of initiating or amplifying undesirable behavior that could lead to injury and potential liability claims. The PLTA would like to know if a provision could be established to offer clients a discount option for the use of certified llamas, not only for the benefit of the client and insurer to reduce risk, but to enhance the attractiveness of the provider product to the client over that offered by the competition. Thank you for your consideration.

Scott Noga
PLTA Director at Large
<http://www.packllama.org>
509 430-2198

Parameters for Pack Trial on Request 11-20-19.docx

Content:

November 20, 2019

Working Proposal for Board: Setting parameters for Pack Trial on Request

Pack Trial on Request proposal 190711.docx

This proposal, would add open scheduling for pack trials outside of regular events. It would facilitate members who have scheduling conflicts that preclude attendance at an officially sanctioned pack trial event. This will allow them to use a certified course at their request and the convenience of a supporting steward or certifier. PLTA membership, registered llamas, and all paperwork for certification would be required. Under this proposal, field courses would only be held on a re-certified course with appropriate mileage, appropriate elevation gain, and qualified obstacles. If an owner is unable to attend an event, this proposal would allow them to undertake a personal trial under the scrutiny of a steward or certifier who would conduct the trial in the same manner as one held at a regular event. Upon completion, paperwork and fees would be turned in to the appropriate board members.

Specific parameters:

1. This proposal will be agreeable to all levels. (Basic through Elite)
2. The "Pack Trial on Request" proposal may only be used at 50% of any level trials. (example: Basic, 2 trials – one on request; Advanced, 3 or 4 trials, of which only 2 could be "trial on request.")



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3. A minimum of one trial per level must be completed in a group trial event.
4. All courses must be pre-certified, from a previous trial(s).
5. If a course has been set by a group,(such as BLT or SSLA) they will be considered the 'trial host.'
6. The 'trial host' will be responsible for getting all paperwork to the appropriate board members and having a map of trial courses to be used by the llama owner/handler.
7. However, it will be the responsibility of the 'user' to provide for an emergency medical situation.
8. If a handler/llama owner is a member of the SSLA and wishes to use the pre-certified course, since the SSLA has previously paid annual sanctioning fees, there will be no required extra fees.
9. If a handler/llama owner would choose to cover miscellaneous expenses of the steward or certifier, such as travel money, or providing lunch, that would be acceptable.
10. A 'certifier' must be apprised of the trial and be on call, to answer any questions that might arise.
11. If a certifier is unable to answer a question or issue, it will be referred to the Pack Trial Governance committee, for their input.
12. Trust will be the key phrase. It is the board's hope all stewards and certifiers will use best common-sense judgments for any and all trials.

Board members: Have at it with your suggestions, questions, improvements.

Please send all of your improvements to me before **Tuesday, December 3, 2019**

I would like to have a final draft out to you several days prior to our meeting for your approval.

For our December 17, 2019 Board meeting, it would be nice to vote on this proposal.

Tom