



## PLTA BOARD MEETING MINUTES: FEBRUARY 2020

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### Introduction

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Meeting Date:	February 19, 2020
Type of Meeting:	Board of Directors Monthly Meeting
Location of Meeting:	Tele-Conference Call
Time Called to Order:	7:02 MST
Time Adjourned:	8:05 MST
Board Members in Attendance:	Tom Seifert, President John Fant, Vice President Lisa Wolf, Secretary Jen Hood, Treasurer Greg Hall, Director at Large Scott Noga, Director at Large
Board Members Absent:	Laura Steere, Director at Large
Other Attendees:	None
Recorder:	Lisa Wolf
Date of last month's meeting:	Tuesday, January 21, 2020
January minutes approved:	As they stand
Date Approved:	Wednesday, January 29, 2020
Next month's meeting date:	March 17, 2020
Texts included as attachments:	None

### Treasurer's Report: Prepared by Jen Hood

<b>INITIAL BALANCE</b>	U.S. Bank account on November 1, 2019	<b>\$4,013.28</b>
DEPOSITS		<u>\$90.17</u>
Membership Fees		\$30.00
Associate Fees		\$60.00
Llama Registration		\$0.00
Sanctioning Fees		\$0.00
Other		\$0.00
Interest		\$0.17
EXPENDITURES		<u>\$00.00</u>
IRS 501(c)(3) Application		\$600.00
MONTHLY NET INCOME		\$90.17
ANNUAL NET INCOME		(\$218.49)
<b>ENDING BALANCE</b>	U.S. Bank Account, December 31, 2019	<b>\$4,103.45</b>

The 990 Tax Form for the PLTA was completed and mailed 2/18/2020  
 The annual insurance payment is due in June.



## Pack Llama Trail Association, Inc.

Dedicated to Preserving and Promoting the Working Llama  
www.packllama.org

Jen requests that board members submit their volunteer hours so she can include them in the year end accounting. These include any hours you spend in administration of or support for the PLTA such as working on publicity, administering a Challenge or Pack Trial, preparing for and attending meetings, engaged in correspondence including phone calls and email or anything else that you do for the PLTA that is official business.

### Secretary's Report: Lisa Wolf

#### Admin:

- 1/29/20: Minutes for the December Board meeting uploaded to the website (Becky Cunningham notified so she could post on Facebook)
- 1/30/20: Advised Mark Brindley to contact Greg Hall regarding groups.io for Mileage Club members
- 2/11/20: Responded to Barbara Pearson of Burns, Oregon Chamber of Commerce requesting information for Facebook postings

#### Website:

- 1/27/20: Updated RS Firewall to version 2.12.4
- 1/27/20: Updated Akeeba Backup professional to version 7.0.0
- 1/28/20: Created full backup of website and filed it in personal computer and auxiliary drive
- 1/29/20: Updated php to version 7.3
- 1/29/20: Updated calendar and welcome module, uploaded new home page images
- 1/30/20:
  - Updated Joomla CMS to version 3.9.15
  - Combined Payment and Membership Pages into "Join, Register, Sanction" page.
  - Wrote article explaining new fee structure [pltaFeeStructure200130.docx]
  - Posted fee structure article on website under news and added links from home page
  - Restructured Paypal to accommodate new fee structure.
  - Fixed legibility issues on flier headers and loaded new versions to the brochures page
  - Added a module to brochures page showing images of posters
- 1/31/20:
  - Wrote text regarding Certifier Escort for use on web and in Pack Trial Handbook [pltaCertifierEscortHandbookUpdate.docx]
  - Updated Handbook with revision [pltaHandbook2020Revision.docx] Did not post
  - Negotiating with Bob Blount to help with web to database connections

#### Database:

- Researched hosting options
- 1/31/20: Reviewed scripts in Accounts database for bugs

#### Writer/Editor:

- 1/28/20: posted January BOD meeting minutes draft for review by board
- 1/30/20: Sent Tom an edited version of the fee structure
- 2/11/20: Reviewed Tom's letter to the IRS regarding name changes
- 2/11/20: Reviewed Anne Sheeter's letter to members describing Challenge differences from pack trials and forwarded it to Tom for review.
- 2/16/20: Sent Tom draft version of Pack Trial Field Notes [pltaPackTrialFieldNotes200212.docx]

#### Next Up:

- Database hosting, post files on groups.io, finish Certifier Escort letter and updates

#### Status of 'Actions Going Forward' from the January Meeting

Please note that this is not when the issues will be discussed. That will be undertaken during the "Old Business" section or at another meeting.

Person	Assignment	Date Completed
No specific person	Finalize document detailing "Pack Trial on Request" parameters. File	No specific date set



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Person	Assignment	Date Completed
assigned	document for future reference.	
Greg Hall	Set up group sites for mileage club and certifiers	
Greg Hall	Fix groups.io to allow uploading of documents to files	1/22/20
Lisa Wolf	Set up files on groups.io and add important documents	Not started
Lisa Wolf	Contact Mark Brindley and have him connect with Greg to make groups.io mileage site functional	1/30/20
Jen Hood	Add Treasurer's report to groups.io site	1/22/20, 2/14/20
Tom Seifert	Set up IRS application packet for inclusion in groups.io files	Forwarded to Lisa
Tom Seifert & Lisa Wolf	Prepare final version of new membership fee structure for review and vote by board	1/30/20
Board Members	Vote on approval or disapproval of new membership fee structure	1/28/20
Tom Seifert	Notify PLTA members of change in membership fee structure	2/3/20
Board Members	Brainstorm and begin planning activities and materials needed for the Colorado rendezvous	

### **President's Report: Tom Seifert**

- Non-profit status accepted. However, IRS has confused our name, (Trail and Trial) and I am working to rectify that using the State of Idaho amendment process, which I was told by the IRS was the proper channel to follow.
- Talked to Dick Sheehan, happens to winter in Florida, and he had no problem with changing the 'agent' name on State of Idaho registry. He was extremely please to hear what we are doing to keep the PLTA alive.
- Membership letter has been sent to members. The goal is to have a quarterly letter ready to be sent out April, July, October. If anyone has topics or would like to write the letter, let us know.
- Currently working on Pack Trial Handbook to clean it up, update info, and make available to members. Creating an abridged edition called "Pack Trial Field Notes" for stewards and certifiers. All Board members will get a copy to review and make comments. Hopefully, ready by April.
- June 10-13, Beau Baty (Wilderness Ridge Llamas) will be holding 3 days of Ccara testing and 2 days of seminars dealing with packing, trekking in the backcountry. I am planning to attend.

### **Discussion**

- Pack Animal Rendezvous in Washington hosted by Charlie Rosenberry, September 25-27 at Charlie's ranch, Cle Elum, Washington. Rendezvous. More info to come. Scott will attend.
- "Pack Trial Field Notes" booklet: print 100 copies for \$325, could copyright it, print it, and sell it. Could self publish and put it on Amazon.
- John has a February 29<sup>th</sup> winter hike and presentation including "How to Pack With Llamas"
- Certifier Training idea: Have paid classes that include materials and membership
- Publicity idea: give away information packet at gatherings

## **Old Business**

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### **Administrative workload, what does everyone feel comfortable working on over the next year?: Tom Seifert**

**Issue:** Last month we discussed this topic and reviewed the list of tasks. A general consensus was reached that the assignments were appropriate. The list below captures what has been discussed. Board members approved the contents.



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**President:** With membership direction, develop the path forward (goals). Outreach to members and non-members, letter writing to magazines, journals. What perks would help to get Llama Outfitters to join? Continue to complete certificates, when requested.

**Vice-President:** Outreach to members and non-members, supporting the goals of the president, completing Packer's primer.

**Secretary:** Continue work on data-base, maintain website, type up agenda and help with editing of letter writing and articles.

**Treasurer:** Monitoring and up-keep of all financial records. Taking care of in-coming monies and providing Board with up-to-date financial records, sending receipts to members, responsibility for Idaho Business records and IRS records.

**Director-at-Large, Greg:** Help with Groups.io, community out-reach and working to develop a strong relationship with younger members and new members, helping with quarterly news-letters.

**Director-at-Large, Scott:** With Greg, helping with Groups.io., providing support for Facebook and PLTA website, continued help with insurance providers and how to entice outfitters, community out-reach, helping with quarterly news-letters.

**Director-at-Large, Laura:** Continue work with community outreach, working with Greg to guide our young members, working with Greg, certifiers, to hold Trials, helping with quarterly news-letters (would love to have a newsletter devoted to your work with kids – in fact, let's use this letter to send out as quarterly letter to membership) In the past, all letters to magazines or to membership ha been reviewed by Board. Let's continue his practice.

### **How to Grow the Membership: Tom Seifert**

**Issue:** We currently have some forty members who 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.

**Discussion:** Concrete proposals

- Make sure new members receive 'membership packet.'
- Complete and send to all members "PLTA Field Book"
- Promote of the benefits people gain by joining the PLTA
- Emphasize the value of pack llama certification.
- Focus on encouraging and training more certifiers to build a nation-wide base.
- Complete the materials for the Packers' Primer training workshops/seminars
- Develop You-Tube videos that are instructional and informative
- Be vigilant and diligent that the PLTA make an appearance at all gatherings, rendezvous, etc.
- Develop a data-base as to the different states and how they monitor or control llamas, horses, etc.
- PLTA must be involved with protection of lands.
- Make our presence known in magazines, pamphlets, and on-line media.

### **Certifier Education Program: Tom Seifert**

**Issue:** Developing a workable on-line, on the ground, and in-hand program to educate certifiers.

**Discussion:** How shall we proceed in order to accomplish this? Concrete proposals ...

**Action Going Forward:** Tom will begin organizing and outlining a Lesson Plan for certifiers with intention of sending it to Lisa for review by beginning of March. He will also talk to Alexa Metrick with regard to Conifer, Colorado rendezvous and negotiate for including a PLTA Certifier training as part of the activities.



## New Business

### **Certificate Payment: LisaWolf**

**Issue:** Currently, the Pack Trial Handbook makes it clear that **ALL** certificates require a five dollar fee. This was decided at the Board meeting in September of 2017. See <http://www.packllama.org/index.php/programs/pack-trials/184-pack-trial-handbook-180414-3#Sect8.2Certif> for further background. It has been suggested that a better way would be to charge five dollars only for replacement or duplicate copies of a certificate.

**Action Going Forward:** By unanimous vote, the Board agreed to drop the initial fee for a certificate, but any request for a second certificate or replacement certificate will be charged \$5.00 for mailing fees. This policy takes effect on February 17, 2020.

### **Colorado Rendezvous: Tom Seifert**

**Issue:** Alexa Metrick, publisher of Pack Animal Magazine, informed us that a large rendezvous is being planned for July 11, 12, 2020, in Conifer, Colorado. They would love to have the PLTA represented to teach certifiers, hold a Challenge, possibly a Trial. More of an impromptu Trial, but if we get build a supply of certifiers and give them hands-on education with putting on a Trial, it will enhance and build the reputation and numbers of the PLTA.

**Action Going Forward:** The Board agreed to prepare presentations for the rendezvous. Tom Seifert and Lisa Wolf plan on attending.

### **Challenge versus Pack Trials: Tom Seifert**

**Issue:** Challenges were created to be a fun activity quite different from a Pack Trial but having a similar aspect of hiking with llamas and negotiating obstacles. Challenges can be done anywhere with or without saddles, loads, obstacles, or long distances. Or they can have all of those in whatever combination is desired.

Anne Sheeter is the program coordinator in charge of documenting the Challenges, people and llamas involved and points obtained. She has written a letter to be sent out to the members explaining the difference between a Pack Trial and a Challenge (see Attachments). She is anxious to promote Challenges and asks:

Can we streamline the sanctioning process so that we can do more Challenges on the fly as in  
 “Heh, kids -let’s go to the arena, or let’s go hike in the woods and do a Challenge”.

**Discussion:** What are the insurance issues? Are there any other issues or concern?

**Action Going Forward:** Tabled. This will be first on the docket for discussion at next month’s meeting. Board agreed to put Anne’s write-up in April Newsletter

## Actions Going Forward

A “to do” list for board members and volunteers

Person	Assignment	Date for Completion
No specific person assigned	Finalize document detailing “Pack Trial on Request” parameters. File document for future reference.	No specific date set
Greg Hall	Set up group sites for mileage club and certifiers	No date assigned
Board Members	Brainstorm and begin planning activities and materials needed for the Colorado rendezvous	No specific date set
Tom Seifert & Lisa Wolf	Finalize “Pack Trial Field Notes” Booklet	Prior to first trials
Lisa Wolf	Update “Pack Trial Handbook” and post on website	Prior to first trials
Tom Seifert	Create lesson plan outline for Certifier Education	Beginning of March
Lisa Wolf	Review and edit Certifier Education lesson plan	
Not assigned	Add Anne Sheeter’s Challenge document to April Newsletter	



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## **Announcements**

The next Board meeting will be March 17, 2020

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## **Attachments:**

### **Challenge vs pack trial.docx by Anne Sheeter**

#### **Challenges Versus Pack Trials**

In the last few years, the Pack Llama Trail Association (PLTA) has added new events to their docket hoping to entice more people to go out into the woods and play with their llamas. One of those ideas was the Challenge. Some people do not understand how it is different from a pack trial, so as the challenge coordinator I felt it was my job to explain this.

First, its purpose is quite different from a pack trial. In a pack trial, you are certifying that a llama has reached a certain level of proficiency in packing. It is a very well-regulated event. A challenge is purely for fun and learning. Llamas do not have to be a certain age, wear a saddle or even carry a pack. They can go independently or in a string. They can follow other animals through obstacles. The handler can choose which obstacles they will tackle and not do other obstacles that they feel their llama is not ready for. Distance is flexible as you can go as far as you want to. A course is rarely scoped out in advance and can be located anywhere, even in a city park.... Actually, the most enjoyable part, in my opinion, is that the whole group can help find obstacles. They also can help each other figure out the best strategy for completing any given obstacle.

There are certain rules that must be followed none-the-less. A sanctioning application must be turned in to the PLTA, either for an individual event or for the year. Participants must be either members, associate members or signed up through a club or an organization. Llamas or alpacas must have a PLTA number. A trained Challenge Master must accompany the group to make decisions about obstacle safety and the points that will be awarded. That person is also in charge of keeping track of the distance and elevation covered and completing the paperwork so points can be awarded. They have the final say about any issues that might arise, particularly those involving safety.

Points are awarded for several things. Wearing a saddle and panniers and carrying weight if it is age appropriate for the llama, gives some points but is not required. Obstacles are worth one or two points as determined by the Challenge Master on the spot. For more information on the regulations, go to the PLTA website and look up the event. It's truly a blast to put on or participate in!