



Pack Llama Trail Association, Inc.

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

PLTA BOARD MEETING MINUTES: OCTOBER 20, 2020

Introduction

| | |
|-----------------------------------|---|
| Location of Meeting: | Tele-Conference Call |
| Call to Order Time: | 7:15 MST |
| Adjourn Time: | 8:05 MST |
| Board Members Present: | Lisa Wolf, Secretary Jen Hood, Treasurer Scott Noga, Director at Large Greg Hall, Director at Large Laura Steere, Director at Large |
| Board Members Absent: | John Fant, Vice President Tom Seifert, President |
| Other Attendees: | None |
| Last meeting: | Tuesday, August 18, 2020 |
| August minutes posted for review: | Saturday, August 22, 2020 |
| August minutes approved: | Tuesday, September 15, 2020 |
| Next meeting: | Tuesday, October 20, 2020 |

Summary of Decisions Made

- No decisions were made.
- Greg volunteered to contact the SSLA about giving a promotional lecture at their annual spring meeting.
- Recommendations were made for content to be posted on the Board's groups.io site
- Recommendations were made for ways to increase PLTA visibility with the public

Treasurer's Report: Jen Hood

Treasurer's Report for September 2020

| | |
|---|------------------|
| INITIAL BALANCE for PLTA U.S. Bank account on September 1, 2020 | \$4036.68 |
| DEPOSITS | <u>\$ 0.03</u> |
| Membership Fees | \$ 0.00 |
| Associate Fees | \$ 0.00 |
| Llama Registration | \$ 0.00 |
| Sanctioning Fees | \$ 0.00 |
| Other | \$ 0.00 |
| Interest | \$ 0.03 |
| EXPENDITURES (Reimburse Lisa Wolf for external harddrive purchase) | <u>\$ 57.99</u> |
| MONTHLY NET INCOME | \$ (57.96) |
| ANNUAL NET INCOME | \$ (124.76) |
| ENDING BALANCE for PLTA U.S. Bank Account, September 31, 2020 | \$3978.72 |

The Pack Llama Trail Association is a 501(c)(3) nonprofit organization. Donations are tax deductible.



Pack Llama Trail Association, Inc.

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

Secretary's Report: Lisa Wolf

Website: uploaded minutes for September Board meeting.

Database:

- Reviewed data and sent reports to respond to queries from members Mark Brindley and Scott Noga
- Updated records per Burns Llama Trailblazer's fall pack trial

Writer/Editor:

- Requested input from the Board regarding script for certifier training video
- Sent file structure proposal for groups.io to Jen Hood for review

Upcoming Tasks:

- Update llama records on website (ca. 4 hours)
- Update Pack Trial Handbook (ca. 40 hours)
- Finish Pack Trial Field Notes handbook (ca 20 hours)
- Re-write text for website section on Mileage program (estimate 6 hours)
- Sort out numbering error in PLTA llama registration numbers (ca. 2 hours)
- Locate glitch in Llama database and update functions (ca. 8 hours)
- Download and sort images for videos (ca. 30 hours)
- Update website version and attached apps, make backups, fix sideways images (ca. 2 hours)
- Upload files to groups.io (ca. 2 hours)
- **Total ca. 124 hours.**

Status of 'Actions Going Forward' from the September Meeting

| Person | Assignment | Date for Completion |
|-------------------------|---|---------------------|
| Greg Hall | Revise and perfect video of Spit Happens pack trial | Ongoing |
| Board | Created videos showing PLTA activities in their area | Ongoing |
| Lisa Wolf & Tom Seifert | Continue work on Certifier training video | Ongoing |
| Scott Noga | Film BLT Master pack trial | Canceled |
| Lisa Wolf | Download phone videos to external harddrive | 22Oct20 |
| Board | Send still images for use in videos to Lisa | Ongoing |
| Board | Review potential needs for Tech Soup purchases. | Promptly |
| Tom Seifert | Get back to TechSoup regarding Filemaker program | Promptly |
| Tom Seifert | Re-Contact Alexa Metrick regarding publishing a quarterly newsletter & see if she has had a change of heart | Promptly |
| Tom Seifert | Write quarterly update for members beginning in January, April, July & October 2021 | Future |
| Tom Seifert | Send beginning of the year reminder to members to pay dues | December |

Old Business

Burns Llama Trailblazer Pack Trial

Discussion: The pack trial was a success. Two llamas, BLT Chert and BLT Wahoo's Eagle Bear participated in two Master level trials. Both passed and have now earned their Master Packer certificates.



Pack Llama Trail Association, Inc.

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

Identification of Technical Needs from Tech Soup

No decision was made as to what materials to purchase or who would undertake the effort to acquire them. The following items were identified as possible needs:

- Microsoft Windows 10 for Secretarial use
- Adobe Acrobat for use in creating fill-able forms (normally \$55 for desktop version or \$5/year subscription)
- Filemaker for Mileage Program record keeping for Mark Brindley's use
- External hard drives and video equipment we need for creating our publicity and training material Video Production.

QuickBooks and Adobe Photoshop were also suggested, but the board opined that they are probably overkill for our needs. Photo manipulation needs can easily be covered by open source products.

Video Production:

Spit Happens 4H Club Pack Trial

Discussion: Greg has posted the Spit Happens video in several versions, having made adjustments requested at the September board meeting. The consensus is that Greg's video is great, but only shows Basic obstacles and could give viewers the impression that that is all the PLTA is about. Greg is happy to incorporate sequences of more difficult obstacles but needs someone to provide the material.

Action Going Forward: *Members of the board are requested to send Greg still images and videos of Advanced, Master and Elite trials.*

Certifier Training Video

No action has been taken.

PLTA Promotional

No Action has been taken.

New Business

Structure and Content of Groups.io files

Background: When the Board used Yahoo groups for inter-board communications, an extensive set of files was stored there for Board use. This file system has not yet been set up for groups.io. Jen Hood has been uploading treasurer reports. Lisa Wolf planned to replicate the other documents that were posted on Yahoo, but found that most or all of them are on the website, she requested input from the board as to what should be made available on groups.io.

Discussion: The Board identified the following documents as of interest to them. **No decision was made as to what exactly would be included or when it would be posted.**

- An archive file that would retain outdated documents as well as "change" versions that show highlighted text that was adjusted for an updated version.
- Editable versions of documents that are posted on the website as pdf files.
- Board bios and contact information
- Possibly all the documents posted on the web, since it would be quicker and easier to find them in a groups.io file.

*Note: Most of the pertinent files are posted on the web at:

- <http://www.packllama.org/index.php/about-the-plta> where categories include:
 - Vison
 - History



Pack Llama Trail Association, Inc.
Dedicated to Preserving and Promoting the Working Llama
www.packllama.org

- Organizational Documents
- Brochures and Publications
- Board Meeting Minutes.
- <http://www.packllama.org/index.php/contacts> where bios and contact information are provided.
 Categories include:
 - PLTA Office
 - Board of Directors
 - Program Coordinators
 - Mentors
 - Certifiers
 - Committees

Text-Based Communications Options

Background: The Pack Animal Magazine was originally started as “Backcountry Llama”, a newsletter expressly designed to provide PLTA information to members. We have no lost that venue. In 2015 we decided to place our newsletter information on our new website. Susan Gawarecki continued the task of writing articles. Very soon life intervened and articles were no longer forthcoming. Scott Noga has pointed out that we need to create a venue to replace Pack Animal Magazine. This requires us to establish a method of delivery and appoint someone to write content.

Discussion: *No one volunteered to write copy. No one volunteered to take the lead on making anything happen.* Thoughts and ideas that were presented include:

- There is a current resurgence in interest in llama packing; the audience is growing.
- A full magazine is too involved for the time it takes to produce and the finances required. An article now & then is a better option.
- Keeping Alexa Metrick going with some version of Backcountry llama or Pack Animal Magazine is the best option
- Articles could be submitted to existing publications
- The PLTA could join with other groups such as ILR, Zoo industry, llama groups, SSLA, & North American Camel Organization

In-Person Promotion of the PLTA

The discussion morphed into the need to spread our message in other ways. Use of the posters and brochures available on the website was noted. The effectiveness of personal contact and education was discussed. Two ideas were proposed:

1. Scott Noga suggested inviting people to attend pack trials as observers since a trial is a simulated pack trip and people could learn a lot about what to expect from their llamas and how to handle difficult situations.
2. **Greg Hall volunteered to offer a one-hour lecture to the SSLA people at their annual meeting in the spring.**

Board Member Action List

A “to do” list for board members and volunteers

| Person | Assignment | Date for Completion |
|--|---|---------------------|
| Scott Noga Lisa Wolf Tom Seifert | Send videos and images of Advanced through Elite pack trial obstacles to Greg for incorporation into the Spit Happens video | Promptly |
| Greg Hall | Revise and perfect video of Spit Happens pack trial | Ongoing |
| Board | Created videos showing PLTA activities in their area | Ongoing |



Pack Llama Trail Association, Inc.

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

| | | |
|-------------------------|---|----------|
| Lisa Wolf & Tom Seifert | Continue work on Certifier training video | Ongoing |
| Lisa Wolf | Download phone videos to external harddrive | Promptly |
| Board | Send still images for use in Certifier Training videos to Lisa | Ongoing |
| Tom Seifert | Get back to TechSoup regarding Filemaker program | Promptly |
| Tom Seifert | Re-Contact Alexa Metrick regarding publishing a quarterly newsletter & see if she has had a change of heart | Promptly |
| Tom Seifert | Write quarterly update for members beginning in January, April, July & October 2021 | Future |
| Tom Seifert | Send beginning of the year reminder to members to pay dues | December |

Announcements

The next Board meeting will be Tuesday, November 17, 2020