



Pack Llama Trail Association, Inc.

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

PLTA BOARD MEETING MINUTES: MARCH 16, 2021

Introduction

Location of Meeting:	Tele-Conference Call
Call to Order Time:	7:03 MST
Adjourn Time:	8:14 MST
Board Members Present:	Tom Seifert, President Lisa Wolf, Secretary Jen Hood, Treasurer Laura Steere, Director at Large Greg Hall, Director at Large Scott Noga, Director at Large
Board Members Absent:	John Fant, Vice President
Other Attendees:	None
Last meeting:	Tuesday, February 16, 2021
February minutes posted for review:	Saturday, April 3, 2021
February minutes approved:	Tuesday, March 16, 2021
Next meeting:	Tuesday, April 20, 2021
Attachments:	None

Summary of Decisions Made

- Certifier authorization will be revamped pending approval from Pack Trial Governance Committee. Diplomas will be issued to active certifiers.
- Board members will continue exploring options for liability insurance that better fits PLTA needs
- Research of publication costs and final editing of Pack Trial Field Notes will be completed
- Single license for Adobe Acrobat will be purchased from Tech Soup for \$55 and installed on Lisa's computer.

Treasurer's Report

INITIAL BALANCE for PLTA U.S. Bank account on February 1, 2021	\$4091.56
DEPOSITS	<u>\$0.00</u>
Membership Fees	\$ 115.62
Associate Fees	\$ 0.00
Llama Registration	\$ 0.00
Sanctioning Fees	\$ 0.00
Other	\$ 0.00
Interest	\$ 0.03
EXPENDITURES	<u>\$ 15.99</u>
MONTHLY NET INCOME	\$ 99.66
ANNUAL NET INCOME	\$ 87.71

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



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ENDING BALANCE for PLTA U.S. Bank Account, February 28, 2021

\$4191.22

Secretary's Report:

Administration

- Burns Llama Trailblazers will be sending in a sanctioning request for their annual spring pack trial for April 30 through May 2, 2021. They intend to invite outside participation assuming COVID19 will be under control by then.

Database:

- Mark Brindley and Burns Llama Trailblazers llamas have been assigned PLTA registry numbers and entered into the database.

ID	Llama	Gender	dateBirth	numILR	dateRegisterd
1532	BLT Patron's Silver Dove	Female	05/01/2020	294013	10/26/2020
1533	BLT Merlin's Gryphon	Male	05/24/2020	294014	10/26/2020
1534	BLT Robin McFly	Female	05/26/2020	294015	10/26/2020
1535	RocaDelSur Qui-Gon	Male	03/28/2019		10/12/2020
1536	Cosmos Pasma	Female	12/31/2019		10/12/2020
1537	RocaDelSur Senobe	Male	10/06/2020		10/12/2020

- Some of Mark's llamas do not have date of birth information entered in the database. This is because he purchased the llamas from a fellow who didn't keep records and the dates are unknown.
- Mark's llama RocaDelSur Pacha PLTA#1389 did not have Marks account number attached and so was not showing up under his ownership. This has been rectified.

Status of 'Actions Going Forward' from the *February* Meeting

Person	Assignment	Date for Completion
Lisa Wolf Tom Seifert	Continue work on videos	Ongoing
Greg Hall	Investigate groups.io solution for the Mileage Club	Completed
Board	Review and vote on articles for Discover Magazine	Completed
Laura Steere	Create ad for SSLA Discover Llamas Magazine	Completed
Tom Seifert	Compile final first aid list document	Completed
	Write articles for SSLA Discover Llamas Magazine	Completed
	Contact SSLA editors	Completed
	Contact Printer for costs of publishing Field Notes	Working
Lisa Wolf	Write article for SSLA Discover Llamas Magazine	Completed

Discussion:

- Cost for publishing the Field Notes was \$4/book last fall. Tom will check on current fee this week.
- Paige McGraff may be planning a Basic trial in conjunction with her Llama show at the end of April. She has posted on Facebook but no one on the board has details. Greg will look into it.

President's Report:

- Membership was sent a letter reminding them to pay membership fees. Attached the membership form. Sent out March 12, 2021.
- Mark Brindley (Hanging Rock Llamas, Australia) and Anne Sheeter (Burns Llama Trailblazers, Oregon) had multiple animals registered by the PLTA.
- No Sanctioning forms have been received, as of yet, for Trials this Spring.
 - Clarification: The sanctioning form for the BLT April-May event has been sent to Tom Seifert by Anne Sheeter. The fee was sent separately to Jen Hood.

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Old Business

Approval of February Minutes

Issue: The minutes for February were posted for review today. If you have had time to review the minutes, it would be appropriate to approve them now, otherwise we need to select a future date by which they can electronically approved.

Discussion: No concerns or issues were identified.

Vote to accept or Deny: Minutes were unanimously accepted as read.

SSLA's Discover Llamas Magazine

Issue: PLTA provided articles and a quarter page ad to Tom Wilson, editor and paid \$220 for the ad. Four articles were submitted for the magazine. Tom revised the "History of the PLTA" and "Current Activities of the PLTA" articles from previous materials. Lisa submitted an article about treating hypothermia in a Burns Llama Trailblazers llama that also mentions the PLTA. The PLTA Medical Kit article is being adapted for inclusion. Thanks to Laura Steere for creating the ad copy and to Greg Hall for submitting images of PLTA pack trials to be used in the publication.

Discussion: Lisa will send her article out for Board perusal. Tom & editor Tom Wilson abbreviated the First Aid article to include day trip and weekend trip lists. They inserted a link to www.packllama.org for access to the expedition trip list.

Action Going Forward: Give ourselves a pat on the back!

Filemaker Maintenance Options

Issue: The contract with Claris International (Contract #41408699) for Filemaker maintenance service is scheduled to expire on 3/22/2021. A new contract has been purchased and paid for as of 3/15/2021 at 4:42:20 PM.

_____ Order Details _____

Contract Number: 41473868

Start / End Dates: 3/22/2021 / 3/22/2026

Item: FM172001LL

Description: FileMaker Maintenance Perpetual Users 5yr Tier 1 Incl. 3 FM Servers; 2 GB outbound API data transfer per user per month allotted annually

Qty: 1

Discussion: The cost was \$443. Thank you Jen for taking care of this.

New Business

Liability Insurance

Issue: It is time to pay the annual renewal for our liability policy with Great American Insurance Company. The cost is \$805. Questions have come up as to whether this policy adequately protects the PLTA.

Discussion: Our policy was secured by then president Nancy Hester prior to 2014. Prior to that the PLTA didn't carry insurance and it was up to each event host to provide their own. This was difficult for many members and limited the number of trials that took place. Finding the Great American policy was difficult and the best Nancy could come up with at the time. Roy Williams was the go-between for this policy. He has since dropped out of the PLTA.

Burns Llama Trailblazers was ready to purchase a policy last year at this time for commercial outfitting purposes. It was based on horses. There is not enough market for a policy specific to llamas so this was the closest match. It may be a better solution for PLTA than what we currently have. Having PLTA cover liability for PLTA events is important for supporting and encouraging participation.

Liability coverage for the Backcountry Llama Rendezvous was provided by Scott and Gayle Noga who put a rider specific to the event on their farm policy.



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The PLTA policy is very generic and non-specific and has very little pertinent to animal situations. Idaho Outfitters association is directed toward horses and not very appropriate.

Action Going Forward:

- Tom will research the situation and see if we can get something more tailored to our needs. The payment to Great American is due at the end of April.
- Greg will find out how the SSLA handles insurance coverage for their events.

Certificates for Certifier Training Completion

Issue: Laura expressed the need for some sort of tangible evidence that she had completed her Certifier Training. She, Tom, and Lisa discussed this at length after the last meeting.

Background: Current requirements are listed in the handbook. They include written test, and apprentice with a Certifier at the Master level, but many people never hold Master or Elite trials. Most people will never be interested in the upper levels. There have been lots of discussions about qualifying at different levels. So it would work well to define two levels of authorization, Basic & Advanced and Basic through Elite. That way, people don't have to undertake Master level field training (that is seldom available) to become a beginning level certifier. It would also be appropriate to create a frame-able certificate that states the date and level to which the person is qualified. These certificates should be provided to all authorized certifiers. Note that rules say you have to run a trial every two years to maintain qualifications. This concept needs to be discussed by and approved by the BOD.

Considerations:

- Divide certifier authorization into two levels: *Basic & Advanced* and *Basic through Elite*
- Require certifiers at both levels to be fully familiar with requirements and paperwork for all levels, but not require Advanced certifiers to do field experience at Master or Elite levels
- Design certificates that include authorization level and date
- Provide certificates to all active certifiers
- Review requirement to certify a trial every two years or loose authorization.

Discussion Points:

- Consensus is to divide authorization to two levels
- In order to retain authorization certifiers have to certify a trial every three years.
- If a certifier doesn't work within three years they must re-take the written exam.
- If the certifier has been out of action for longer (5-10 years?) they must do field training
- If they haven't certified for a while would it be appropriate to offer the option of being downgraded to Advanced

Action Going Forward:

- Formalize requirements for maintaining certifier authorization
- Divide authorizations to two levels Basic-Advanced, and Basic-Elite.
- Refer to the qualifying document as a "diploma".
- Tom and Sue will design the diploma
- Lisa will provide the list of current certifiers to Tom
- Tom will contact Pack Trial Governance Committee for approval
- Tom will contact current and past certifiers.

Next step for 'Pack Trial Field Notes'

Issue: The 'Pack Trial Field Notes (pltaPackTrialFieldNotes210116.docx) have been completed and reviewed. We are ready to discuss publishing and distribution

Discussion:

- Publication costs and options
- Methods of distribution with pros and cons

Action Going Forward:

Tom will research publication costs

Lisa will review text to see if changes need to be made regarding certifier authorizations



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Groups.io Subgroup

Issue: Greg has created a subgroup specifically for the board that will be private from the mileage club. In order to join we need to click on the link he sent us and accept the invitation to subscribe. Greg will move all the documents currently in "main" to this location.

Adobe Acrobat Purchase

Issue: This would be a purchase for a single license to be installed at a specific computer (Lisa's). Cost is \$55. This would allow us to legally generate electronically fill-able forms. Up to now Lisa has been creating the forms and sending them to Scott who converted them using his company's equipment.

Action taken: The board unanimously agrees to purchase Adobe Acrobat from TechSoup. Scott will send Jen the purchase information. Jen will make the purchase. Lisa will load the program on her computer and be responsible for generating electronically fill-able forms.

Board Member Action List

A "to do" list for board members and volunteers

Person	Assignment	Date for Completion
Lisa Wolf Tom Seifert	Continue work on videos	Ongoing
Greg Hall	<ul style="list-style-type: none"> • Investigate groups.io solution for the Mileage Club • Contact Paige McGrath regarding trial at her April llama show • Find out how SLA deals with liability insurance 	3/23/21
Scott Noga	Send link for TechSoup Adobe Acrobat purchase to Jen	Soon
Jen Hood	Purchase Adobe Acrobat single user license from TechSoup	Soon
Tom Seifert	<ul style="list-style-type: none"> • Contact Printer for costs of publishing Field Notes • Contact Pack Trial Governance Committee regarding changes to Certifier requirements • Contact current and past certifiers • Create (w/ Sue) appropriate certifier authorization diploma 	Soon Asap Asap Soon
Lisa Wolf	<ul style="list-style-type: none"> • Post Hypothermia article to Board for review • Get list of Certifiers to Tom • Review Pack Trial Field Notes text to see if changes need to be made regarding certifier authorization 	Asap Asap Asap

Announcements

The next Board meeting will be Tuesday, April 20, 2021