



## Pack Llama Trail Association, Inc.

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

# PLTA BOARD MEETING MINUTES: APRIL 20, 2021

## Introduction

Location of Meeting:	Tele-Conference Call
Call to Order Time:	7:03 MST
Adjourn Time:	8:03 MST
Board Members Present:	Tom Seifert, President Lisa Wolf, Secretary Laura Steere, Director at Large Greg Hall, Director at Large Scott Noga, Director at Large
Board Members Absent:	John Fant, Vice President Jen Hood, Treasurer
Other Attendees:	None
Last meeting:	Tuesday, March 16, 2021
March minutes posted for review:	Saturday, April 3, 2021
March minutes approved:	Tuesday, April 20, 2021
Next meeting:	Tuesday, May 18, 2021
Attachments:	Insurance Letter 4-10-21.docx pltaCertifierRequirements210316.docx

## Summary of Decisions Made

- Board members will review the changes to certifier qualifications (see attachments) and report their approval or disapproval to Tom or Lisa by April 2
- The board will vote on changing or maintaining the current meeting schedule once all members have had a chance to voice their concerns.
- The board will consider options for Board officer replacements at the May 18<sup>th</sup> board meeting

## Treasurer's Report

### Treasurer's Report for March 2021

INITIAL BALANCE for PLTA U.S. Bank account on February 29, 2021	<b>\$4191.22</b>
DEPOSITS	<u>\$236.65</u>
Membership Fees	\$ 136.62
Associate Fees	\$ 0.00
Llama Registration	\$ 0.00
Sanctioning Fees	\$ 100.00
Other	\$ 0.00
Interest	\$ 0.03
EXPENDITURES	<u>\$ 663.00</u>
MONTHLY NET INCOME	\$ (426.35)
ANNUAL NET INCOME	\$ (338.64)

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**ENDING BALANCE** for PLTA U.S. Bank Account, March 31, 2021

**\$3764.87**

### Secretary's Report:

#### Administration:

- Groups.io board subgroup
  - Created files for Administration, History, Programs and Treasury to the board subgroup at groups.io
  - Uploaded 20 files including legal and programmatic documents. (Almost all of these are also available on the website under About/organizational documents.)
  - Added Tom, Laura, and Jen to the members list
  - Sent an invitation to John to subscribe (John is not on the main group list either)
- Groups.io mileage subgroup
  - Created file folders for monthly reports and summaries
  - Invited members that had not subscribed to the group
  - Wrote step by step procedure for uploading files ("How to Upload Your Monthly Mileage Report to groups.docx") & posted it to group members.
  - Consulted with members regarding difficulties uploading files (see New Business)

#### Pack Trials:

- BLT is expecting guests for their trial event. They expect to run Basic and Advanced trials. The Elite trials are likely to be cancelled due to lack of handlers.
- Sherri Tallman's pack trail listed for McIver Park in the ILR notices was only in the "idea" realm of reality and since has been dropped as being more than can be accomplished this year.
- Discussed with Tom an alternate way of defining and evaluating obstacles for Elite trails in which long sequences of obstacles can be granted multiple points toward the 20 obstacles required.
- Reviewed the Pack Trial Field Notes. Revisions need to be made to the text regarding certifier qualifications on page 6.
- Began writing document explaining changes to the Certifier authorization and qualification processes.

Database: No work was done with the database this month

#### Status of 'Actions Going Forward' from the *March* Meeting

Person	Assignment	Date for Completion
Lisa Wolf Tom Seifert	Continue work on videos	Ongoing
Greg Hall	<ul style="list-style-type: none"> <li>• Investigate groups.io solution for the Mileage Club/Board conflict</li> <li>• Contact Paige McGrath regarding trial at her April llama show</li> <li>• Find out how SSLA deals with liability insurance</li> </ul>	3/23/21  unresolved not done
Scott Noga	Send link for TechSoup Adobe Acrobat purchase to Jen	completed
Jen Hood	Purchase Adobe Acrobat single user license from TechSoup	unresolved
Tom Seifert	<ul style="list-style-type: none"> <li>• Contact Printer for costs of publishing Field Notes</li> <li>• Contact Pack Trial Governance Committee regarding changes to Certifier requirements</li> <li>• Contact current and past certifiers</li> <li>• Create (w/ Sue) appropriate certifier authorization diploma</li> </ul>	Soon Not done  done done
Lisa Wolf	<ul style="list-style-type: none"> <li>• Post Hypothermia article to Board for review</li> <li>• Get list of Certifiers to Tom</li> <li>• Review Pack Trial Field Notes text to see if changes need to be made regarding certifier authorization</li> </ul>	Completed Completed Completed



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### **President's Report:**

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- Certifiers list. Tom wrote a letter to all certifiers explaining what changes we are proposing for authorization. He also asked if they wished to be dropped from the list of certifiers. He had no responses. Laura and Lisa reports they did not receive the letter. Tom will resend it.
- Insurance: see discussion under old business.
- Pack Trial Handbook: See discussion under old business.

### **Old Business**

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#### **Approval of March Minutes**

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**Issue:** The minutes for March were posted electronically for review on April 3<sup>rd</sup>. The error regarding the date of the next meeting that Scott kindly pointed out has been corrected.

**Discussion:** There were no further corrections.

**Vote to Accept or Deny:** Minutes were officially accepted by members present

#### **Mileage groups.io File Management**

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**Issue:** Except for the PLTA secretary, group members are unable to upload their monthly report files at <https://packllamatrailassociation.groups.io/g/mileage> the necessary drop down window does not appear. This needs to be resolved. It has been a year since the site was set up and it's still not functional.

**Discussion:** The source of the problem may be hidden in a background setting that remains undiscovered as yet. The steps for uploading files are listed in the document: 'How to Upload Your Monthly Mileage Report to Groups.docx'

**Action going forward:** Greg will look into it.

#### **Liability Insurance**

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**Issue:** PLTA insurance policy is due to be renewed. Laura Steere voiced concerns that the existing text does not adequately describe and protect what we do. Tom Seifert took on the project of reviewing the policy and searching for the best option. He spent many hours and contacted numerous sources for insurance and information, discovered that our policy is recommended as the best available, and made an executive decision to select one and pay the premium. (See attachment.) Jen Hood has paid the premium. We are continuing with Great American Insurance Group: George Peterson Insurance Agency.

**Discussion:** Laura remains concerned that the policy does not mention working with animals. She offered no solutions for improving the situation. (It was noted that the PLTA has never made a claim against the policy.) She also notes that because all participants sign a liability waiver, we may not need a policy. She wants to have someone review the policy to make sure that it covers PLTA activities. Greg will check with the SSLA to find out how they handle this issue. Other board members concur that we should have some kind of insurance rather than relying on liability waivers.

#### **Next Step for 'Pack Trial Field Notes**

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**Issue:** Cost of publication of the 'Pack Trial Field Notes booklet (pltaPackTrialFieldNotes210116.docx) is approximately \$3.50 each. This includes printing, compiling and stapling in a 5.5 x 8 inch format. Formatting for booklet layout needs to be done. Reductions in price begin at 100 copies.

**Discussion:**

- The Field Notes are designed to be in the pockets of the certifiers, hosts, governance committee members and estimate how many are needed beyond that.
- Laura Office Depot offers a non-profit printing rate at \$0.02 per page and will bind with coil binders.



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- Lisa Wolf wrote the document and requests that Board members carefully scrutinize the content and layout to make sure it's accurately edited before it's printed. The electronic document is posted at [board@packllamatrailassociation.groups.io](mailto:board@packllamatrailassociation.groups.io) for review.

### **Action going forward:**

- Board members will review the document for content, layout and grammatical errors
- Lisa Wolf will research layout options in Word for putting the document in booklet format
- Tom Seifert will investigate Office Depot printing options.
- Tom will also compile editorial comments from board members

Layout: Lisa will research how to do it and requests help from anyone who wants to contribute.

## **New Business**

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### **Board Meeting Schedule**

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**Issue:** Laura Steere comments that at the last meeting there was discussion about changing meetings to every other month which may not have come to a vote. Actually, according to the recording of the meeting, those comments were not part of the March meeting proper and the issue was not discussed by the board, never the less, some members would like to consider revising the meeting schedule.

### **Discussion:**

- Working through the agenda has taken an hour or more at each hour long monthly meeting. Having the meeting bi-monthly would require periods of two hours or more to address the necessary topics.
- It is difficult to remember meetings and stay on track with tasks if the meetings are only every other month. The board has tried this before with poor results.
- We have had criticism in the past that the PLTA board is slow to respond to members' issues. Stretching out to every other month would exacerbate that situation.
- We are a small group that has only a couple of events a year so meeting twelve times a year is more than what is necessary. SSLA doesn't meet once a month and they are more active with a larger group. Other boards also have larger memberships, more activities and only meet every other month. Why can't we meet every other month and do it for an hour and a half and accomplish the same thing we do every month in an hour.
- We could meet every other month but have Lisa bring up topics for special consideration as needed.
- John Fant and Jennifer Hood need to be contacted about this too.

**Action going forward:** Tom will contact John and Jennifer for their concerns. Once we get feedback from all the board members we can vote on the issue.

## **Wyakin Foundation**

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**Issue:** Contact with Colby Inzer, 208.995.5769

Comments from Colby:

"I am good friends with Jeff Bacon, the founder of Wyakin Foundation <<https://wyakin.org/>> in Boise. Every year, he and other cartoonists who have helped Vets reintegrate into society take a trip into the wilds of Idaho. Jeff is very interested in using llamas (at my suggestion) to pack into some of the wilderness of Idaho. I have met many of the cartoonists that come out every year, and all of those I have met are really neat guys. If PLTA would be interested in putting on a backpacking trip, please contact Jeff (I Cc'd him on this email). His cell number is 208.841.6318. "

### **Discussion:**



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Apparently Colby was thinking that the PLTA provide llama escort for Waykin trips into the wilderness. If there is any commerce involved such activities require permits with multiple agencies and extensive insurance coverage. If there is no commerce, there are no regulations. Probably these folks need an outfitter. Lisa Wolf does not want to haul that far and is not permitted for the area. The outfitting board in Idaho is very strict about regulations and liability and Tom does not want to deal with it. Ras Rassmussen of Wallow Llamas may be interested. Laura Steere and Greg Hall are happy to assist if activities are scheduled for their areas.

**Action Going Forward:** Scott will check with possible outfitters he knows of and send contact info for Wallowa Llamas to Tom .

### **Board Member Terms**

**Issue:** The president and secretary's terms end in June. The board needs to consider how those positions will be filled.

**Discussion:** There has been no one interested in taking these positions. We need to review the Standing Rules. Scott Noga is willing to continue in current capacity. Perhaps we could amend the Bylaws to extend term limits. We need to consider this in light of getting new members. Tom has several people

### **Facebook Comments about PLTA**

**Issue:** Disparaging remarks were made on Facebook about PLTA being an elitest organization.

**Discussion:** Tom has tracked down a person close to the source of the comments and clarified with him what the PLTA is about. This person will sort the issue out with the source.

### **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"> <li>Investigate groups.io solution for uploading Mileage Club reports</li> <li>Find out how SSLA deals with liability insurance</li> </ul>	Asap
Scott Noga	<ul style="list-style-type: none"> <li>Check with outfitters about assisting Waykin Foundation</li> <li>Send contact info for Wallowa Llamas to Tom</li> </ul>	Soon
Tom Seifert	<ul style="list-style-type: none"> <li>Contact Office Depot regarding printing cost for field notes</li> <li>Contact Pack Trial Governance Committee regarding changes to Certifier requirements</li> <li>Contact current and past certifiers</li> </ul>	Soon Asap Asap Soon
Lisa Wolf	<ul style="list-style-type: none"> <li>Investigate layout options in Word for Field Notes</li> <li>Review Pack Trial Field Notes text to see if changes need to be made regarding certifier authorization</li> </ul>	Asap Asap Asap
Board	<ul style="list-style-type: none"> <li>Review Field Notes for errors</li> <li>Review &amp; approve or disapprove changes to certifier authorization requirements</li> <li>Consider options for Board officer replacements</li> </ul>	Asap by 4/27/21 5/18/21

### **Announcements**

**The next Board meeting will be Tuesday, May 18, 2021**



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**Attachment: Insurance Letter 4-10-21.docx**



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March and April 2021

Background: A number of years ago, Nancy Hester (former PLTA president) searched for insurance for the PLTA. The insurance company she settled upon was Great American Insurance Group:  
George Peterson Insurance Agency,  
West College Ave.  
Santa Rosa, California 95404-4104

It was brought to the Board's attention, at time of renewal, that we should look at other insurance options. President Tom Seifert, during the months of March and April, 2021, began this search. The following is a list of just several of the companies and underwriters contacted during the search and the outcome.

Farmer's Market Insurance  
1-844-931-2132  
Commercial Insurance.net

Trusted Choice (Independent Company)  
1-844-499-7575

Nationwide  
1-800-255-9913

Most of these companies would transfer me to underwriters or made no attempt to insure the PLTA and our mission.

Trusted Choice  
1-844-499-7575

Grange Insurance  
1-800-247-2643  
Silver Key Insurance  
1-208-939-7111

Contacted Beau Baty, Wilderness Ridge Llamas and talked to him about insurance coverage for his Outfitter's Business. The agency he works with is Philadelphia. I contacted one group located in Colorado, never returned my calls, and a second in Lehi, Utah.

One of the underwriters Philadelphia, Security Insurance, (1-801-798-3500 ext.10 ) actually took the time and effort to examine our coverage plan and ask what the PLTA does.

Several underwriters did offer quotes that ranged from \$1200 to \$2000. Per year.

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The agent I talked to at Security made it very clear, that for the cost of just over \$800. Per year, with an umbrella clause, we should not drop Great American.

At this point, I made an executive decision to continue with Great American and instructed our treasurer to pay that yearly fee.

Tom Seifert  
PLTA President

### **Attachment: [pltaCertifierRequirements210316.docx](#)**



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## **Changes to Requirements for**

## **Becoming an**

## **Authorized PLTA Pack Trial Certifier**

On March 16<sup>th</sup> 2021 the PLTA Board of Directors revised the requirements for becoming an authorized PLTA certifier. Authorization has been divided into two levels: certifiers authorized at the Basic and Advanced levels, and those authorized at Basic through Elite levels.

A need for more certifiers has long been recognized, but the requirements to apprentice at the Master level in order to certify any trail has become a limitation in recruiting new staff. The board recognized that at this time, since few people hold Master or Elite trials, the a need for certifiers at the Basic and Advanced level is far more acute than at the higher levels. They determined to change requirements accordingly.

The board is anxious to provide certifiers where they are needed most and hope these changes will encourage more PLTA members to become certifiers.

### **Previous Requirements**

Up until now certifiers have been authorized by the PLTA through mentoring and on-the-ground experience. Certifiers were expected to have successfully completed a written exam and have at least the following experience:

- Overnight llama packing experience
- Completion of at least **two** PLTA sanctioned Master level pack trials
- Apprenticeship under an authorized PLTA pack trial certifier at one additional Advanced or Master level trial

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OR

- Overnight llama packing experience
- Completion of at least **one** PLTA sanctioned Master level pack trial
- Attendance at a PLTA Trial Certifier's Workshop

## **Revised Requirements**

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### **Basic and Advance Level Authorization**

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The candidate must complete a written test examining knowledge of pack trial standards and requirements at all levels and

- Have overnight llama packing experience
- Completed at least **two** PLTA sanctioned Advanced pack trials
- Apprenticed under an authorized PLTA pack trial certifier at one or more Advanced Trials

OR

- Overnight llama packing experience
- Complete of at least **one** PLTA sanctioned Advanced pack trial
- Attended a PLTA Trial Certifier's Workshop

### **Basic through Elite Level Authorization**

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The candidate must complete a written test examining knowledge of pack trial standards and requirements at all levels and have

- Overnight llama packing experience
- Completed at least **two** PLTA sanctioned Master level pack trials
- Apprenticed under an approved trial certifier at one additional Advanced or Master level trial

OR

- Overnight llama packing experience
- Completed of at least **one** PLTA sanctioned Master level pack trials
- Attended a PLTA Trial Certifier's Workshop

### **Maintaining Authorization**

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The PLTA board recognizes that pack trial standards and requirements may change over time, and that certifying a trial is a skill that requires knowledge and experience, therefore they have determined that in order to retain authorization certifiers must

- Certify a trial at least once every three years.
- Successfully repeat the written exam if they haven't certified a trial in three years.
- Repeat field training if they have been out of action for longer than five years.

If an Elite certifier hasn't been active for over three years they will be offered the option of forgoing field training and downgrading their qualification to Basic/Advanced with successful completion of a written test.

### **Proof of Authorization**

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PLTA members who have successfully completed requirements to become an authorized certifier will be issued a diploma that will designate the authorization level they have attained and the date requirements were completed. The diploma will be signed by the PLTA president.

All currently active certifiers will also be issued diplomas.