



Pack Llama Trail Association, Inc.

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

PLTA MEETING MINUTES

Introduction

Meeting Date:	October 22, 2019
Type of Meeting:	Board of Directors Monthly
Location of Meeting:	Tele-Conference Call
Time Called to Order:	7:06 pm MST
Time Adjourned:	8:07 pm MST
Board Members in Attendance:	Tom Seifert, President 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
Other Attendees:	None
Recorder:	Lisa Wolf
Date of last month's meeting:	September 12, 2019
Last month's minutes approved:	via e-mail October 4, 2019
Texts included as attachments:	pltaPackTrialFlowChart160131.jpg Pack Trial Committee Charter Final 2-10-16.docx

Additions to the Agenda:

- Yahoo Group site going away and what should the PLTA do next?
- Facebook, Laura's inability to access and what does Becky need to administer, properly?

Treasurer's Report: Jen Hood

INITIAL BALANCE U.S. Bank account on August 1, 2019	\$4,396.40
DEPOSITS	<u>\$491.44</u>
Membership Fees	\$172.98
Associate Fees	\$0.00
Llama Registration	\$ 43.39
Sanctioning Fees	\$0.00
Other (IRS Reimbursement)	\$275.00
Interest	\$0.18
EXPENDITURES	<u>\$275.00</u>



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MONTHLY NET INCOME	<u>275.00</u>
ANNUAL NET INCOME	<u>291.01</u>

ENDING BALANCE U.S. Bank Account, August 31, 2019 **\$4612.95**

Secretary's Report:

Admin:

- Reviewed PLTA Policy Documents
- Discovered that the Financial Policy was never completed due to Hank Balch's death and Gina O'Brien's retirement. This needs to be done.

PR:

- Created mentor program flier describing
- Created 16"x24" posters describing pack trial levels
- Attended Oregon Flock And Fiber Festival ILR Western Championship show to provide PLTA educational information.

Website:

- Posted new flier and pack trial posters on the web for general use
- Posted September board meeting minutes

Database:

- Created an application for managing members and accounts
- Revised application for managing llama records

Next Up:

Database

- Finish removing bugs from member accounts application
- Finish revisions of llama records application
- Set up hosting so others can work with the data

PR Finish Educational and Pack Trial Posters

Question From the Board: Have the fill-able forms been posted on the website?

Not yet. It is high on the to-do list.

Board Response to report: Good work

Old Business

Update on Actions Going Forward

Person	Assignment	Date for Completion
Tom Seifert, Sue Seifert and Jen Hood	File the 990 IRS tax form	COMPLETED
Tom & Sue Seifert with Lisa Wolf, Gina O'Brien, & Jen Hood	File the IRS 1023 long form non-profit application and supporting documentation	COMPLETED
Jen Hood	Remit \$250 to Tom Seifert	COMPLETED
Lisa Wolf	Add text for the Certifier Escort pack trial method to the Pack Trial Handbook	In Process
Entire Board	Continued electronic discussion of how to encourage PLTA membership	In Process
Assigned to Tom Seifert	Engage Pack Trial Governance Committee in review of Pack	By 10/25/19



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Person	Assignment	Date for Completion
	Trial on Request proposal	
Assigned to Tom Seifert	Submit an article to "Pack Animal Magazine" describing the Certifier Escort pack trial method	1/31/2020
Assigned to Tom Seifert	Notify members of the approval of the "Certifier Escort" proposal	Following approval

Discussion:

Completed:

1. Tom and Sue Seifert, with Jennifer Hood have completed and filed 990 tax form
2. Tom and Sue Seifert, with Lisa Wolf, Gina O'Brien have completed and filed the 1023 Non-Profit application.
3. October 23, 2019, IRS has contacted Tom Seifert that all information regarding 1023 Form has been received.
 - a) Applicants that have submitted information and the IRS can process this information will be notified within 90-days.
 - b) Applicants that have submitted information, but the IRS has questions, this process may last up to 180 days.
 - c) Tom is hoping we are the "A" applicants. We should know within 90-days of IRS letter which was postmarked October 21, 2019

Process of being completed:

1. Lisa Wolf, (January, 2020) Add text for Certifier Escort pack trial method to the Pack Trial Handbook.
2. Entire Board: E-discussion regarding 'how to grow the membership.'
3. Tom Seifert and Jennifer Hood: Engage Pack Trial Governance committee in review of Pack Trial on Request proposal. Will send a letter no later than October 25, 2019 to Governance committee, requesting their involvement and asking for input.
4. Tom Seifert will be contacting Alexa Metrick ((October 23, 2019) with regard to locating and identifying as many llama organizations as possible and getting "Pack Animal Magazine" out to them and attempt to involve many of these other groups to participate in magazine subscription.
5. Tom Seifert will contact Alexa Metrick as to when next article will be due. Ideas for article.
6. Tom Seifert will notify members of the "Certifier Escort Proposal" which will be added to the Pack Trial handbook and go into effect, January 2020. (Info sent to members October 23, 2019)

Concerns:

Pack Animal magazine

Laura was unaware of its existence

Brief history of PLTA newsletter: To begin with, it was more of a PLTA repository for records, llama listings and edited by Gwen Ingram. It went through other iterations before being taken over by Alexa Metrick, who expanded the base readership by calling it the "Pack Animal Magazine." The PLTA is still expected to write articles for the magazine. It is a great place for the PLTA to publicize events. It is also distributed electronically.

- Tom will look into ways to increase distribution. He will contact Alexa Metrick with regard to locating and identifying as many llama organizations as possible and getting "Pack Animal Magazine" out to them and attempt to involve many of these other groups to participate in magazine subscription.

Access to Facebook

Laura found it is difficult to find the PLTA site on Facebook if you are not a PLTA member. She also had concerns about the ability of people other than the mediator to post information.



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Discussion: There has been no difficulty in the past for people to post things. In fact unauthorized people have posted inappropriate information or made unauthorized changes to information. There are over 600 followers so people are finding the site.

- Scott will look into the situation and make changes if necessary.

Pack Trial on Request Proposal Update: Lisa

1. Description of Governance Committee flow chart (attached).
2. Brief summary of proposal.

Much of this stems from the fact that some llama owners, for whatever reason, are unable to attend a sanctioned trial event. The Burns Llama Trailblazers owners proposed an idea whereas once a Field Test course was certified, (mileage, obstacles, elevation -all criteria were met and certified) why couldn't a llama handler, accompanied by a steward or possibly by a certifier, use that Advanced or Master's course and walk their llama on it for credit toward certification?

Questions and Concerns:

- Trial would have to be sanctioned by Board. If member is part of, let's say SSLA, and SSLA has paid sanctioning fees, does this person need to pay a second fee? Or, is there just a flat fee for those using the course?
- Would the steward need to have special qualifications to evaluate an Advanced or master's course?
- Would documentation through GO-Pro or pictures be required?
- If there are 3 Trials for Advanced certification, how many of these individual events who could be run under the auspices of this Pack on Request plan?

New Business

Developing Priorities Discussion

Postponed

Loss of Yahoo conversation site: Tom

The Situation

Susan Gawarecki has brought to PLTA attention the Yahoo conversation site will be changing. To say it politely, they will be shutting down and by December 14, 2019 all artifacts that we have on the Yahoo site will be lost. Many of the forms have been stored on the www.packllama.org site, but that is not used as a controlled or private conversation site for the Board. It is now the Board's responsibility to quickly come up with an alternative.

Discussion of Options:

Consideration of Slack, Groups IO, and Facebook Messenger

Groups IO has very positive promotions. They have both a free and fee service. Many from the Yahoo groups are migrating toward it. They are currently overwhelmed with transfer requests. Fees starting October 21st will be as follows: Annual fee, \$20 per month or \$220 per year. Transfer fees will be required, but this will allow the new member to be exempt from first year fees. (transfer fee \$200.) for premium service. If you purchase Premium Service, it will include all historical files.



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The Mileage Yahoo group site and Governance Committee group site will have to be downloaded. We will possibly lose historical conversations. Many of the forms are already saved. We could use our website host Inmotionhosting to support a conversation platform, but are not quite sure how to set that up. Most of our documents are already on the packllama.org website. A private section could be set up on the site for documents only the Board could see.

Slack costs \$80 per person per year. Groups IO is free. Lisa, Scott, Tom, and Jennifer do not want to use Facebook.

Consensus:

The Board has agreed to set up a private site on Groups IO and work with it over the next few days to see if it is compatible with what we need and want.

- Greg will set up a site and issue invitations to the Board members.
- Board members are advised to continue to study and look at the options with Group IO and SLACK.
- Tom will contact John Fant and explain the situation to him.

Availability of PLTA Member’s Contact information: Laura

At Issue:

Laura found it difficult to contact potentially interested members when she was promoting her pack trial event. Why isn’t this information on the website?

Background:

At one time we had a private section of the website accessible to members only that included this information. It was almost never viewed. Some members also objected to having their information on public display. We eventually discarded this portion of the website.

Consensus:

Give the members the opportunity to decide if they want their information available and to whom.

- Tom will contact the membership and ask what they prefer and how much information they would like to make available to the public.

Actions Going Forward Summary

A “to do” list for board members and volunteers

Person	Assignment	Date for Completion
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	Undetermined
Entire Board	E-discussion regarding ‘how to grow the membership.’	Undetermined
Tom Seifert and Jennifer Hood	Engage Pack Trial Governance committee in review of Pack Trial on Request proposal by sending a letter to committee members requesting their involvement and asking for input.	October 25, 2019
Tom Seifert	Will contact Alexa Metrick with regard to locating and identifying as many llama organizations as possible and getting “Pack Animal Magazine” out to them and attempt to involve many of these other groups to participate in magazine subscription.	October 23, 2019
Tom Seifert	Contact editor Alexa Metrick for due dates for next PLTA submission to Pack Animal Magazine.	Undetermined



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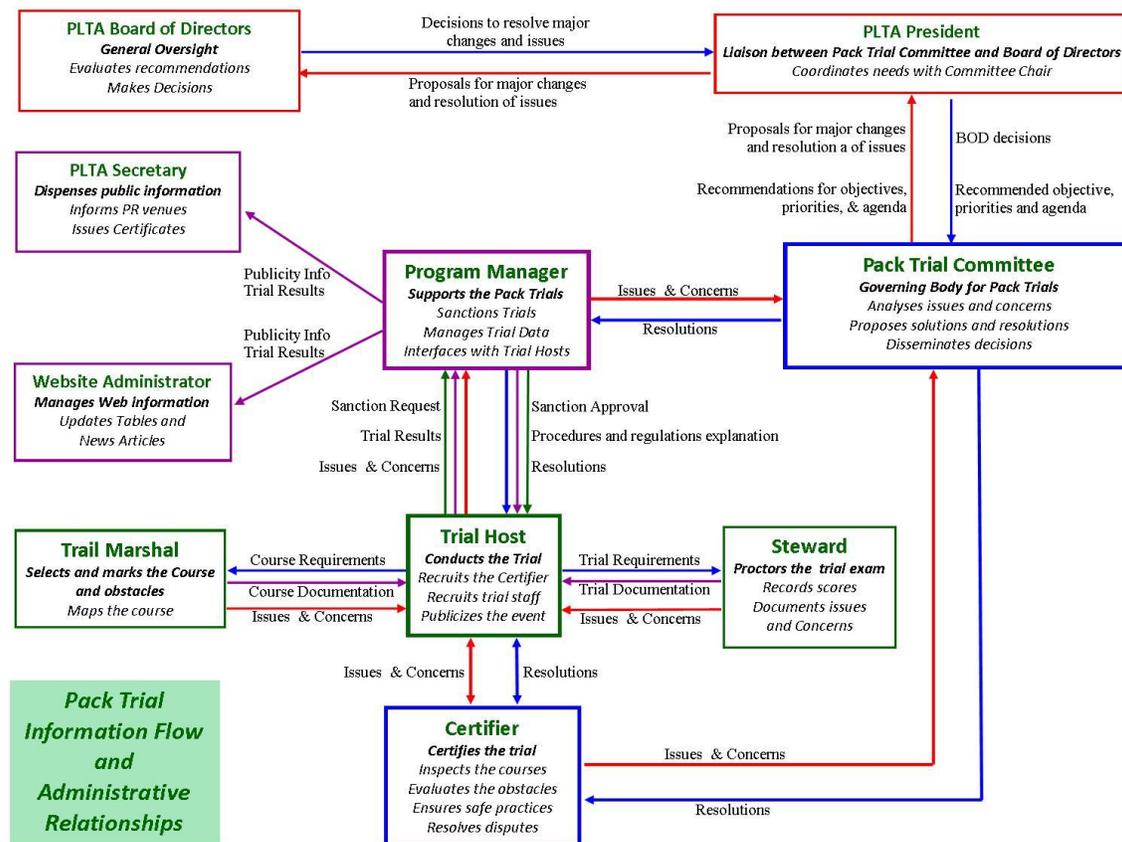
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Tom Seifert	Notify members of the "Certifier Escort Proposal" which will be added to the Pack Trial handbook and go into effect, January 2020	October 23, 2019
Greg Hall	Set up private Group IO site for Board and invite members	Completed
All Board Members	Study Slack and Group IO to determine what option is best	Undetermined
Tom Seifert	Contact the membership and ask what they prefer and how much information they would like to make available to the public	Undetermined
Scott Noga	Look into visibility of Facebook for non-members	Undetermined



Attachments

pltaPackTrialFlowChart160131.jpg



Pack Trial Committee Charter Final 2-10-16.docx

Pack Llama Trail Association
 Pack Trial Governance Committee Charter

February 4, 2016

- I. Introduction
 The continued growth and development of the PLTA has required a restructuring of tasks and functions. The Pack Trial Committee was created to function as the governing body for pack trials. The Committee



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will provide the first level of review to deal with Pack Trial issues. The Committee will also provide a link to the Board of Directors and other PLTA committees and programs.

II. Statement of Purpose

The purpose of the Pack Trial Committee is to provide direction and support to persons involved in PLTA Pack Trial events. This Committee will maintain rigorous standards for the trials, resolve issues regarding those standards, and by defining safe practices will meet those ends. Encouraging an educational and socially rewarding atmosphere the Committee also provides a public friendly environment.

III. Goals

The goals of the Pack Trial Committee are as follows:

- A. Support an atmosphere of collegiality and professionalism at pack trials;
- B. Resolve regulatory and procedural issues regarding pack trials;
- C. Ensure that pack trial procedures establish a safe, enjoyable and educational experience for participants;
- D. Provide authority to resolve disputes not resolvable by handlers, stewards, host or certifiers and ensure that disputes have a clear process for resolution;
- E. Maintain and uphold consistent and stringent written standards for pack trials;
- F. Ensure that pack trial procedures and regulations, are applicable across the variety of representative packing terrain and circumstances;
- G. Ensure that the procedures for documentation of pack trial results are efficient and effective, and provide accurate long term retention of records;
- H. Ensure that training and training materials for certifiers and other officials are consistent and appropriate;
- I. Ensure that PLTA members and the public understand the function of pack trials and know that their input will be heard and is considered valuable; and
- J. Ensure that appropriate documentation of all training requirements, rules and procedures is readily available to PLTA members and the public.

IV. Pack Trial Committee Chairperson

- A. PLTA Committee Chairperson, appointed by the BOD, oversees the Pack Trial Committee, which reviews and adjusts rules and procedures for the pack trials.

B. The PLTA Chairperson's responsibilities are as follows:

1. Coordinates with PLTA President to set committee goals, objectives, priorities and agenda; and
2. Provides leadership to the committee by designating duties to committee members and maintaining effective communications.
3. If circumstances dictate, may also serve as Pack Trial Manager.

V. Pack Trial Program Manager

A. Program Manager, Responsibilities include:

1. Supports the Pack Trial Committee;
2. Manages trial data;
3. Interfaces with Trial Hosts;
4. Sanctions trials; and
5. Communicates results with PLTA Secretary and Website Administrator.



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VI. Authority

- A. Any issue confronting the Pack Trial Committee that may affect the well-being of the PLTA or other committees and programs must be presented first; to the PLTA President, followed by the Board of Directors. The Pack Trial Committee will, to the best of their ability, attempt to reconcile all "Pack Trial" issues that emerge while, at all times, keeping the President apprised of issues.

- B. The Pack Trial Committee Chairperson will coordinate with other PLTA Committee Chairpersons to maintain administrative consistency. Any and all proposals by individuals for changes to the pack trials will route through the Pack Trial Committee. After consideration by the Committee, proposals will be routed to the Board of Directors for definitive action as is appropriate. The Pack Trial Committee will be responsible for considering issues and providing options for resolution and the improvement of Pack Trials.

VIII. Members

- A. **Committee Members**
The recommended number of members is 6 – 10 will provide a diverse enough group to balance responsibilities and ensure a broad scope of thought, ideas, and opinions.

- B. **Committee Member Obligations**
Throughout the year, Committee members will be asked for their opinion and analysis of issues. Any member who finds the obligations too demanding may depart the committee after giving a minimum of a two week notice to the Chairperson. If Committee members are unwilling to adequately participate they may be asked by the Committee Chair to resign. One avenue of sharing will be the Yahoo Pack Trial group site at PLTA_packTrials@yahoo.com. Members are required to gain access to and participate in discussions on the site.

Approved by the PLTA Board of Directors: Lisa Wolf – President, Tom Seifert – Secretary, Regina O'Brien – Treasurer, Susan Gawarecki, Hank Balch, & John Fant, Directors at Large on 2/18/2016.