**Pack Llama Trail Association, Inc.**
*Dedicated to Preserving and Promoting the Working Llama*
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# PLTA BOARD MEETING MINUTES:  NOVEMBER 2019

## Introduction

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|---:|:---|
| Meeting Date: | 11/22/19 |
| Type of Meeting: | Board of Directors Monthly Meeting |
| Location of Meeting: | Tele-Conference Call |
| Time Called to Order: | 7:06 MST |
| Time Adjourned: | 8:07 MST |
| Board Members in Attendance: | Tom Seifert, President |
| | John Fant, Vice President |
| | Jen Hood, Treasurer |
| | Scott Noga, Director at Large |
| | Lisa Wolf, Secretary |
| | Greg Hall, Director at Large |
| Board Members Absent: | Laura Steere, Director at Large |
| Other Attendees: | None |
| Recorder: | Lisa Wolf |
| Date of last month's meeting: | Tuesday, October 22, 2019 |
| November minutes posted for approval: | Friday December 13, 2019 |
| November minutes approved: | As they stand |
| Next month's meeting date: | Tuesday, December 17, 2019 |
| Texts included as attachments: | Pack Trial Governance Committee Response to Trial on Request Proposal |

## Treasurer's Report:  Jen Hood

| | |
|:---|---:|
| **INITIAL BALANCE** U.S. Bank account on October 1, 2019 | $**4,612.95** |
| | |
| DEPOSITS | $0.17 |
| Membership Fees | $0.00 |
| Associate Fees | $0.00 |
| Llama Registration | $0.00 |
| Sanctioning Fees | $0.00 |
| Other | $0.00 |
| Interest | $0.17 |
| | |
| EXPENDITURES | $600.00 |
| IRS (501C3 Application | $600.00 |
| | |
| MONTHLY NET INCOME | ($599.83) |
| ANNUAL NET INCOME | ($308.83) |
| | |
| **ENDING BALANCE U.S.** Bank Account, October 31, 2019 | **$4013.12** |

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## Secretary's Report:  Lisa Wolf

**Admin:**
- Edited documents submitted to me by Tom for review
- Backed up Mileage documents and notified members of Yahoo changes
- Posted October minutes for review
- Sent record of October volunteer hours to Jen for accounting purposes
  (Please Note:  Everybody needs to be reporting their hours. We use this for IRS purposes)

**Website:**
- Tested electronic pack trial forms from Scott and uploaded them to the article at /programs/pack-trials/76-pack-trial-forms
- Updated the Joomla CMS to the latest version and backed up our website content(content management system)

**Database:**
- Created a fully functional database for membership content (Accounts) and sent it to Tom and Sue for beta testing
- Added an automatic payment receipt to the database

**Next Up:**
- Update the forms on all locations in the website to Scott's electronic versions
- Add functionality for tracking volunteer roles to the Accounts database
- Develop a fully functional database for llama content

**Update on Actions Going Forward From October Meeting:**

| Person | Assignment | Date for Completion | Current Status |
|---|---|---|---|
| Lisa Wolf | Add text for Certifier Escort pack trial method to the Pack Trial Handbook. | January, 2020 | Not started |
| Lisa Wolf | Update website with fill-able forms | Undetermined | In process |
| Entire Board | E-discussion regarding 'how to grow the membership.' | Undetermined | November BOD Meeting |
| 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 | Completed |
| 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 | Completed |
| Tom Seifert | Contact editor Alexa Metrick for due dates for next PLTA submission to Pack Animal Magazine. | Undetermined | Completed |
| 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 | Letter to members in December, 2019 |
| Greg Hall | Set up private Group IO site for Board and invite members | Soon | Completed |
| All Board Members | Study Slack and Group IO to determine what option is best | Undetermined | Completed |

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| Tom Seifert | Contact the membership and ask what they prefer and how much information they would like to make available to the public | Undetermined | To be completed by February, 2020 |
| Scott Noga | Look into visibility of Facebook for non-members | December, 2019 | Completed |

## Old Business

### Facebook Site Availability
Scott Noga, administrator for the site, explored the complaint that the site is difficult to find and hard to post to. He found the contrary to be true: the site is open to all, everyone can post, and the PLTA is the first to pop up.

### IRS Letter
Tom Seifert received a letter from IRS informing us the address previously used by IRS has been changed to Tom's address.

### Article for Pack Animal Magazine, editor Alexa Metrick
Tom wrote and sent the document to Board members for edits and approval. The article has been sent to Alexa Metrick. Also, regarding promoting the magazine and pack llamas, Tom talked to his vet and they would love to place her magazine on their counter/tables in waiting room. Alexa is sending him several copies and he will get them delivered.

### Trial on Request Proposal
This proposal was sent to the Governance Committee October 2019. The Committee had been asked to return their replies by November 14, 2019. A consolidation of those replies and board member concerns is included in the minutes as an attachment.
**Action Going forward**
Tom  Seifert will put together a draft document to be placed on Groups.io. The draft will set parameters to be used at a Pack Trial on Request with all Board members being asked for their suggestions, questions. Final draft to be presented to Board for December 17, 2019 Board meeting. It is hoped to include this completed proposal on a letter to members in January, 2020.

### Insurance for PLTA Outfitters Update
The PLTA Board continues to investigate ways to make certification beneficial to Outfitters. Tom Seifert talked to Idaho Outfitters and Guides to gain a list of insurance providers. Below is a list of things that go into the setting of insurance rates. (Realize that insurance companies are not willing to give the nuts and bolts of how insurance is figured and why it comes out as a detailed annual fee.)
What affects insurance rates:        a. number of animals in use
b. pack animals, whether horses or llamas, doesn't matter
c. Is animal to be ridden by person?
d. Is animal used as pack animal?
e. Age limits, both of pack animals and people
f. specific training, numbers of years of packing experience
g. ability to limit emergencies or adjust if one occurs
aa. In-reach, satellite phones, CPR-medical training
h. level of interaction with public

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Rates may not be dramatically reduced with PLTA certificates. Perhaps as much as 5% to 10%. But, it is something to be used in public brochures that might catch the eye of someone looking to book a trip. An individual may feel more comfortable/save booking with an outfitter with PLTA certificates.

**Discussion and Feedback from the Board**

- Many of the outfitters have enough business. They express an interest in certification only if there is a financial incentive for them to do so.
- Is it possible to track down specific insurers and ask them directly, will you lower rates with this type of PLTA certification?

**Action Going Forward**: Tom will pursue several insurers and with the help of Scott's letter, attempt to get them on the record about rates.

## Groups.io:

With the changes Yahoo is making to their Yahoo Groups feature, the PLTA must find a different platform to use.

**Discussion and Feedback from the Board**

- Do we actually need this for our conversations and accumulation of records? Could the website www.packllama.org provide adequate means to make our documents available?
- Currently, Goups.io is a free platform.
- Everyone on the board (sans Laura, absent) has signed in with Groups io. And have access.
- Letter on 'Parameters' has been placed on Groups, io for Board to look at and work with on this platform.

**Action Going Forward**: Scott and Greg will work as administrators for this platform and will be the guys to go to with our questions.

# New Business

New Business was tabled until the December Board meeting. The following topics will be placed on the agenda:

## Developing priorities and assigning duties

There are a number of on-going projects we have been working on. Some have been or need to be assigned to specific members of the board to spearhead or manage in order for progress to be made. Prior to the December meeting

1. Develop specific 'give-backs' to our membership including a quarterly or semi-annual pamphlet
2. Develop a Certifier training program available via Skype, YouTube or something similar
3. Kids program
4. Provide the website administrator with images for use on the site

Projects that are already assigned include:
1. Develop and codify the Packer's Primer; an educational program for novice handlers/owners -- John
2. Maintain and improve the website – Lisa
3. Develop a functional database for the PLTA – Lisa
4. Write quarterly articles for the Pack Animal Magazine – Tom

## How to Grow the Membership

Currently have some forty members are up to date on their dues. The board will discuss constructive and tangible proposals for how to increase member participation and add new members.

## Purdue University Website

Purdue University Extension website has extensive information about llamas and alpacas including the Indiana 4-H Helper's Guide. Please explore the information to see if there is material appropriate for PLTA use. Discussion regarding options for the PLTA will be taken up. Access to the site is:

> Purdue Extension
> Knowledge to Go
> 1-888-EXT-INFO
> Purdue Extension Education Store
> www.ces.purdue.edu/new

## Actions Going Forward From November Meeting

A "to do" list for board members and volunteers

| Person | Assignment | Date for Completion |
|---|---|---|
| Scott Noga and Greg Hall | Assume duty as Group.io administrators and go to" guys. | Ongoing |
| Tom Seifert | Contact several insurers and with the help of Scott's letter, attempt to get them on the record about rates. | December Board Meeting |
| Board Members | Discussion on Groups, io site regarding topics for quarterly e-letter that will be sent to PLTA members. | December Board Meeting |
| Board Members | Review the Purdue University website and the kids program they have instituted. | December Board Meeting |
| Board Members | Review and add improvements/questions to the 'Working Proposal for the Board: Setting parameters for Pack Trial on Request" document posted on Goups.io site. | December 3, 2019 |
| Tom Seifert | Compile Board member input on Pack trial on request document | December Board Meeting 12/17/19 |
| 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 |
| Lisa Wolf | Complete Accounts database | January, 2020 |

## Attachments

## Pack Trial on Request Governance Committee Response

The following questions were posed to members of the Pack Trial Governance Committee. Bold text is the consolidation of their responses.

The responses have been arranged into a letter sent to Board members. (November 20, 2019 on Groups.io) This letter, referred to as, 'Working Proposal for the Board: Setting parameters for Pack Trial on Request – has been placed on the Goups.io site for Board collaboration. It has been asked that Board members add their improvements, questions by December 3, 2019. Board suggestions will be placed into final draft to be voted on during the December 17 Board meeting.

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1. Should this proposal be allowed at all levels?
   - **Steward/Certifier availability will be the issue.**
   - **As long as all requirements are met.**

2. If Basic level is attained through two trials, can this proposal be used for both or only one?
   - **Only one, unless extenuating circumstances and Board has been notified and agrees to allow.**
   - **Basic level (all levels) can be a great learning experience for the handler – we need to preserve that social aspect. However, a Trial on Request could be held for a group of llamas and handlers who were unable to make the original scheduled trial. It would be a Trial on request for, not an individual, but a group of individuals.**

3. If Advanced level is attained through three trials, can this proposal be used for 1, 2, or 3 trials?
   - **One must be completed at formal publicized Trial.**
   - **At all levels, at least one trial must be done in group situation. (Advanced-Master could require 4 trials if basic has been skipped in which case, three of the Four could be personal trials with certifier.**

4. Should there be a requirement for photos or a video documentation of the event? Who would be responsible for review and archiving such documentation?
   - **Only if they are required at all Trials.**
   - **Trust is the key phrase. The PLTA board trusts that an individual/group will do the right thing.**

5. If one is a member of the SSLA and the SSLA has paid for multiple trials for the year, does this member have to pay for sanctioning the trial? And if the answer is yes, what should the fee be?
   - **If it is the SSLA's course, they would oversee the course and the event falls under their aegis.**
   - **If there is a fee, it should go to the group providing the steward/certifier.**
   - **No extra PLTA fee required. Fees have already been paid to cover costs of insurance, certificates, etc.**
   - **A 'tip' or gas money to cover certifier costs might be appropriate, but not required.**

6. Who is responsible for contacting the board to let them know that the trial will take place?
   - **Individual wanting to use course must contact those who have set up the course. The people who set up the course must contact the Board for approval.**
   - **The Trial Host should be responsible, not participants**

7. How long before the trial must the board be notified? Insurance coverage is an issue here.
   - **Minimum of two weeks.**
   - **Same time frame as required by public event.   (one month)**

8. If a certifier is not escorting the candidate and a steward is filling that role, what should the qualifications of the steward be?
   - **The steward should have a minimum of three prior uses/stewarding on the course. They need to know the course and the obstacles and how they are used.**
   - **At Basic level, no certifier required. At all other levels, certifier required.**
   - **Certifier must be available as back-up and will have final say on questions/issues.**

9. How will disputes be handled?

- **The group whose course it is should settle disputes and they are the ones who should send in all paperwork.**
- **Written statements of those who viewed the occurrence would be submitted to Governance Committee. Governance Committee would pass on their final report to Board. Board will discuss, ask questions, offer options, if necessary, and final ruling will take place by board.**

10. Who is responsible for turning in paperwork and fees?
    - **Person, who it is determined, is most responsible for putting on the trial. They may be referred to as trial host, certifier, steward.**

11. Would a trial committee be responsible for providing course maps and emergency backup?
    - **Those who have established the course should already have all of the information. (maps, obstacle explanations, what to do in emergencies) This info must be used by those sponsoring the 'Trial on Request'.**

12. What other concerns/questions need to be resolved to make this a workable proposal?
    - **Many issues may be eliminated by the one (or those) putting on the trial having the experience and foresight to put on a safe and fun trial. Knowledgeable and common-sense people are required.**