



## ***Pack Llama Trail Association, Inc.***

*Dedicated to Preserving and Promoting the Working Llama*  
[www.packllama.org](http://www.packllama.org)

# **PLTA BOARD MEETING MINUTES: DECEMBER 15, 2020**

## **Introduction**

Location of Meeting:	Tele-Conference Call
Call to Order Time:	7:06 MST
Adjourn Time:	8:06 MST
Board Members Present:	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
Last quorum meeting:	Tuesday, October 20, 2020
September minutes posted for review:	Wednesday, September 23, 2020
September minutes approved:	Wednesday, October 7, 2020
Next meeting:	Tuesday, December 15, 2020

## **Summary of Decisions Made**

- The document, "State of Idaho Annual Report 2020" will be posted on the website at under About/Organizational Documents
- Laura will report to our views to the North American Camel Association that the PLTA Board is interested in collaboration on publicity, public access issues, newsletters and such, but does not see a place for camels in pack trials.
- Board members will review the first aid list and make additions within two weeks. A vote to accept a final document will be held at the next board meeting.

## **Treasurer's Report:**

### **Treasurer's Report for December 2020**

<b>INITIAL BALANCE</b> for PLTA U.S. Bank account on November 1, 2020	<b>\$3978.75</b>
DEPOSITS	<u>\$ 0.03</u>
Membership Fees	\$ 0.00
Associate Fees	\$ 10.00
Llama Registration	\$ 60.00
Sanctioning Fees	\$ 0.00
Other	\$ 0.00
Interest	\$ 0.03
EXPENDITURES	<u>\$ 00.00</u>
MONTHLY NET INCOME	\$ 70.03
ANNUAL NET INCOME	\$(54.73)
<b>ENDING BALANCE</b> for PLTA U.S. Bank Account, November 30, 2020	<b>\$4048.78</b>

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



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### **Secretary's Report: Lisa Wolf**

**Website:** Minutes for all of 2020 have been added as pdf files

**Database:**

- Structure and content of Challenge records has been reviewed in preparation for adding new records

**Writer/Editor:**

- Reviewed and edited Tom's letter to the members
- Consolidated Tom and my efforts at writing script for Certifier training video into a single document "pltaCertifierScreenplay200922.docx"
- With Tom's support, prioritized upcoming efforts placing completion of the "Pack Trial Field Notes" at the top of the list

**Next Up:**

- Finalize "Pack Trial Field Notes" document
- Continue editing script for training video
- Install document file structure and content to groups.io

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

Person	Assignment	Status
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	No Action Taken <sup>1</sup>
Greg Hall	Revise and perfect video of Spit Happens pack trial	Ongoing
Board	Created videos showing PLTA activities in their area	Stalled due to pandemic
Lisa Wolf & Tom Seifert	Continue work on Certifier training video	No work completed <sup>2</sup>
Lisa Wolf	Download phone videos to external harddrive	No work completed
Board	Send still images for use in Certifier Training videos to Lisa	Ongoing
Tom Seifert	Get back to TechSoup regarding Filemaker program	Shifted to high priority
Tom Seifert	Re-Contact Alexa Metrick regarding publishing a quarterly newsletter & see if she has had a change of heart	Completed: No go, No time, No funds <sup>3</sup>
Tom Seifert	Write quarterly update for members beginning in January, April, July & October 2021	January version In Progress
Tom Seifert	Send beginning of the year reminder to members to pay dues	In Progress <sup>4</sup>

<sup>1</sup> Still images to be incorporated in videos are ok, but need to include explanation of what the image represents so Greg can create a caption for it. Dropbox is a good way to transfer. MP4 is a good format. Any method of transfer that accommodates file size is ok.

<sup>2</sup> Steven Mortinson is still on retainer

<sup>3</sup> Laura proposed that the Camel organization may be able to provide funds. Tom will consult with Alexa to see if that would allow her to continue producing "Pack Animal Magazine"

<sup>4</sup> This will be included in the letter that is currently being worked on. This will constitute the January quarterly installment. Completion is expected in the next two weeks.

## **Old Business**

### **Year-End Summary --Accomplishments and Status of Ongoing Projects: Tom**

Publicity videos: Basic trial video complete, more advanced images pending



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Certifier training video & materials: script in progress, videographer retained, images being selected

Purchases of technical materials (Tech Soup): still discussing

Pack trial field book: Nearly completed

Pack trial handbook update: Not started. Tom, Jen and Greg will assist as editors.

Pack trials held:

Spring Pack Trial, Infinity Acres of Ridgeway, Virginia: 1 Basic trial with 4H kids

Spring Pack Trial, Burns Llama Trailblazers, Burns, Oregon, multiple trials, BLT llamas only

Fall Pack Trial, Burns Llama Trailblazers: 2 Master trials with two llamas

Database: functional and up to date

Website: Functional, needs updating to recent versions of Joomla, php, and Akeeba Backup and needs lots of updating of content.

## **New Business**

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### **State of Idaho Report: Tom**

**Discussion:** The state of Idaho, where our organization is registered requires an annual report. Tom has completed the report, it has been accepted by the state, and all is in order for another year. A copy has been sent to Lisa for posting on the website. The file name is "State of Idaho Annual Report 2020".

**Action going forward:** The document will be posted on the website at under About/Organizational Documents

### **PLTA Partners for Publicity: Laura**

**Issue:** The North American Camel Ranchers Association may be interested in partnering with PLTA. That collaboration could provide us with some funding, expanded members and a new growth opportunity as they have financial support.

**Discussion:**

- The Board is considered camel participation in the past. Opinions were about equally divided but the board rejected the idea. The circumstances involved a single individual rather than an organization.
- Collaboration on publicity, public access issues, newsletters is a good idea.
- Including llama pack trials is not reasonable. Camels would have to have separate trials designed for them. The number of participants in camel trials would be very limited. The work to create that would be extensive.
- Camels could be included in the Mileage Program with no issues.

**Action Going Forward:** Laura will report our views to the camel organization

### **Medical Kit Supplies: Tom**

**Issue:** Some years ago we were putting together lists of what should go in a medical kit for llamas. The project was not completed and has resurfaced. Tom, Scott, and Lisa have been working on creating a full list. Using this list, the discussion focuses on what to include, how to organize the information, what the final product should be, as well as what to do with the final product.

**Discussion Points (review of document as it currently exists):**

- In the descriptions use generic names of medications for example the generic name for the Neosporin brand is Triple Antibiotic. Generics are generally less expensive and equally suitable for use. Stick to generics where it makes sense.
- There are two different categories of supplies, those kept at the barn, left at the trailhead or are essential to pack in. The list should be identified for these differences.
- Because needs vary across the country, rather than create a specific first aid kit, the list should be extensive enough to cover the entire country. People could then select items appropriate for their area.
- The first aid book: First Aid for Llamas and Alpacas by Murry Fowler copyright 1995. This is available from Amazon and should be included on the list.



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- Booties, duct tape, supplies for humans, flagging, should be included
- Benadryl, gauze and vet wrap are must have items
- A disclaimer for eye ointment that contain steroids should be included. Using this on a pregnant llama will trigger abortion.
- We might need to create a supplementary document with details on how to use some of these materials. This should be a separate project down the line.

**Action going forward:** Board members should review the list, make additions based on needs in their area and provide these to Tom within two weeks. We will vote to accept a final document at the next meeting.

## **Board Member Action List**

A "to do" list for board members and volunteers

Person	Assignment	Date for Completion
Lisa Wolf Tom Seifert	Send videos and images of Advanced through Elite pack trial obstacles to Greg for incorporation into the Spit Happens video	Ongoing
Greg Hall	Revise and perfect video of Spit Happens pack trial	Ongoing
Board	Created videos showing PLTA activities in their area	Tabled due to pandemic
Lisa Wolf & Tom Seifert	Continue work on Certifier training video	Ongoing
Lisa Wolf	Download phone videos to external harddrive	Tabled pending completion of Field Notes
Board	Send still images for use in Certifier Training videos to Lisa	Ongoing
Tom Seifert	Get back to TechSoup regarding Filemaker program	Shifted to high priority
Laura Steere	Report board thoughts to Camel association members	12/17/20
Board	Review first aid list and make additions and suggestions	12/29/20
Tom Seifert	Compile final first aid list document	1/19/21

## **Announcements**

**The next Board meeting will be Tuesday, January 19, 2021**