



**PLTA BOARD MEETING MINUTES: MARCH 17, 2020**

**Introduction**

Location of Meeting:	Tele-Conference Call
Call to Order Time:	7:04 MST
Adjourn Time:	7:59 MST
Board Members:	Lisa Wolf, Secretary Jen Hood, Treasurer Greg Hall, Director at Large Laura Steere, Director at Large
Board Members Absent:	Tom Seifert, President John Fant, Vice President Scott Noga, Director at Large
Other Attendees:	None
Last meeting:	Tuesday, February 18, 2020
Next meeting:	Tuesday, April 21, 2020
February minutes posted for review:	Tuesday, March 17, 2020
February minutes approved:	Expected Monday, March 23, 2020
Attachments:	None

**Summary of Decisions Made**

- The Board will reimburse Sandra Van Liew \$51.96 for Mileage Club postage
- The Board will pay \$108 to continue the Filemaker software support license
- The Board will pursue changing the policy for Challenge events to allow for greater spontaneity
- Lisa Wolf will become primary data manager.
- Laura Steere will assist with website management
- The Board will retain Filemaker as a single user license and not host the database at this time
- The Board will continue using Joomla to support the PLTA website and not switch to Wordpress

**Treasurer’s Report: Jen Hood**

<b>INITIAL BALANCE</b> for PLTA U.S. Bank account on February 1, 2020	<b>\$4536.91</b>
DEPOSITS	<u>\$194.33</u>
Membership Fees	\$194.15
Associate Fees	\$0.00
Llama Registration	\$0.00
Sanctioning Fees	\$0.00
Other	\$0.00
Interest	\$0.18
EXPENDITURES	<u>\$15.99</u>



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MONTHLY NET INCOME	\$178.34
ANNUAL NET INCOME	\$611.80

**ENDING BALANCE** for PLTA U.S. Bank Account, February 29, 2020 **\$4715.25**

\*Expenditure of \$15.99 was to pay inmotionhosting for domain name hosting

**Secretary's Report:**

**Website:**

- 2/25/20: Fixed Paypal buttons
- 3/4/20: Updated Calendar and welcome module per SSLA events
- 3/4/20: Updated Akeeba Backup professional to version 7.0.2
- 3/4/20: Updated RS Firewall from version 2.12.5
- Archived multiple full backups of website in personal computer and auxiliary drive

**Database:**

- Accounts Database
  - Updated membership renewal records per Jen's emails sent her a report
  - Added new account (PLTA #451) for IAR Spit Happens 4H club of Virginia
- Sent Report for Spit Happens Account to Laura Steere, Jen Hood, and Tom Seifert
- Llama Database
  - Researched records for Mark Brindley llamas and added new registrations
    - Sent reports to Tom Seifert and Mark Brindley
  - Researched trial and certification records for Laura Steere llamas
    - Sent reports to Tom Seifert and Laura Steere
- Researched options for automatic transfer of data from website forms to database
- Continued research of hosting options

**Writer/Editor:**

- Finished "Pack Trial Field Notes" booklet layout and handed it off to Tom Seifert for review
- Reviewed Tom Seifert's Certifier training lesson plan, recommended including Anne Sheeter in the effort

**Next Up:**

- Board decisions on database hosting and data management process
- Update website per changes to the "Pack Trial Handbook"
- Post files on groups.io

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

Person	Assignment	Completed
Tom	Begin organizing and outlining a Lesson Plan for certifiers. Have this outline sent to Lisa by beginning of March.	Yes
Tom	Talk to Alexa Metrick with regard to Conifer, Colorado rendezvous. Can PLTA put on Certifier training.	Yes
Greg Hall	Set up group sites for mileage club and certifiers	No
Lisa Wolf	Set up files on groups.io and add important documents	No



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## **Old Business**

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### **Challenge versus Pack Trials:**

**Issue:** When Challenges events were first designed the policy for conducting them was patterned after pack trials with the idea that they would be big events requiring notification to the board and publicity. Can we streamline the sanctioning process for Challenges so that we can do them spontaneously as in "Heh, kids -let's go to the arena, or let's go hike in the woods and do a Challenge".

#### **Discussion:**

- The Pack Trial modal doesn't fit well, we would get much more participation and have a lot more fun if we could change to a policy for more spontaneous activities.
- Costs for sanctioning are reasonable. Is there a need for the two week notice to the board. Is it necessary for insurance or other purposes.

#### **Action Going Forward:**

- Unanimous approval of streamlining the process so that Challenges can be undertaken spontaneously
- Unanimous decision to research the opportunity revise the policy
- No one was assigned to pursue the research

## **New Business**

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### **Van Liew Reimbursement**

**Issue:** Sandra Van Liew paid \$51.96 out-of-pocket to mail Mileage Club certificates and patches earned in 2019. She requests reimbursement.

**Discussion:** Board members identified this as an appropriate request. They are grateful for Sandra's volunteering .

#### **Action Going Forward:**

- Unanimous consent to reimburse Sandra Van Liew
- Jen Hood will make the payment

### **Database Software Support**

**Issue:** The support contract we have been maintaining for Filemaker comes due on March 22. The cost for renewal is \$108.

**Discussion:** . Lisa Wolf, database manager recommended that we continue to maintain the contract.

#### **Action Going Forward:**

- Unanimous consent to continue the software support by paying the fee
- Jen Hood will make the payment

### **Database Hosting and Support Options: Lisa Wolf**

**Issue:** With Filemaker we have the option of setting up the database files so that multiple people can access them at once. When querying Filemaker support people as to how to accomplish this, they discovered that we don't have the option with the version we are running. I was shocked because when we purchased the program I was very careful to get the version that supported hosting. I reviewed all our records in order to prove those guys wrong. Instead I proved them right.

So I asked what it would take to rectify the situation. It amounts to lots of money.

#### **Excerpts from conversation with Martha Heredia, Claris International account manager:**

What would it take to upgrade so that 3 to 5 people access? What would it cost?

*"There are different ways that we can move you over to a team licensing. This would take a longer conversation, which I'd be more than happy to call you based on*



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*your availability tomorrow. But basically, you could have a server hosted on your end and choose “on premise” licensing (annual subscription and perpetual both available) OR go FileMaker Cloud and that would mean you don’t need a machine on your end to host your files”.*

We are a very small non-profit with a tight and limited budget. What is our best option for hosting?

*“The most economical option that we have at the moment is in our on premise option (requires a machine to host your server) with education discount of 30% at \$1620 for perpetual or \$540 per year on subscription. However, if you’d like to go the route for Cloud (you don’t need to have a machine), our most economical option is annual subscription of \$1140 per year (includes hosting for up to 3 FileMaker Databases, 10 GB data storage / year for 5 users.”*

I discussed the situation with Tom Seifert. We concluded that the best course of action is to not host the database. Instead we can keep it housed on my machine with multiple backups and archives. I will become the primary data manager with forms and information being sent directly to me. I will then send reports to Tom, Jen and others who need them. I am willing to take this on, but will need assistance with the website in order to free up time to do so.

### **Discussion:**

- The fees are beyond our means
- Options for support include Apple and TechSoup organizations. They may be willing to give us price reductions or software
- Having a single user minimizes opportunities for mayhem

### **Action Going Forward:** The members agreed that:

- PLTA will maintain a single user license and not host the database unless a better option materializes
- Lisa Wolf will become primary data manager. Information will be sent to her, she will enter it into the database and disseminate reports as needed
- Laura Steere will provide assistance with the website by acquiring and formatting information
- Greg Hall will contact Apple to see if they are willing to offer a non-profit licensing deal of some sort
- Laura will register the PLTA with TechSoup non-profit software support organization
- Timeline for these actions is two weeks

### **Linking the Website to Filemaker: Lisa Wolf**

**Issue:** I asked Bob Blount, a new member from Redlands Oregon to look into setting up website forms so that data entered in them would transfer automatically into the Filemaker databases. He can do this for us, but the website would have to be changed from Joomla to Wordpress. He can also do that for us.

My writers” group vetted Bob by reviewing his websites, Linked In information, Google location information and so forth. We found that he seems to be upstanding and reliable person. The writer’s group engaged him to create a Wordpress blog for us. That is in progress. We are very pleased with the results so far.

In order to do this and have me continue to administer the website, I would have to learn Wordpress. I just don’t have the energy for that so someone else would have to take over complete responsibility for the website. It has been recommended to me by tech people that changing to Wordpress can pose difficulties and that staying with Joomla is a better option.

### **Discussion:**

- Volunteers to take over the website are not available no matter what system we use.
- Filemaker Go could provide us with the ability to be more flexible, but it has the complications associated with multiple users, and technical knowhow.
- Bob Blount may or may not be able to accomplish what we need. He may or may not be available for long-term support.
- The system works now.



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- We don't have a lot of data coming in so the management burden is not extreme
- We could improve the system by asking Bob Bolunt to make all forms electronically fill-able so that members don't have to deal with hardcopies.

**Action Going Forward:**

- The Board agreed that we will retain the current process
- Lisa will contact Bob and ask him to update the forms
- Lisa will put the group membership form that Laura created in place on the website

**Pack Trial Schedule: Laura Steere**

**Issue:** Page McGrath is planning a pack trial. Is her event properly sanctioned since she is a member of the SSLA and they have sanctioned their association events. Is Paige's trial publicized on the website.

**Discussion:**

- It is not included on the website calendar of events
- If the SSLA has paid for sanctioning multiple events and if it is agreeable to the SSLA that Paige operate under their umbrella as an SSLA event, then their payment and sanction agreement is adequate.
- If Paige is not covered by the SSLA sanctioning agreement she must submit a sanctioning form and appropriate fee no later than two weeks before the trial
- If Paige is not covered by a sanctioning agreement, either her own or SSLA's, she is not covered by PLTA insurance and the results of the trial will not count toward PLTA certification credit or be included in our databases.
- Tom Seifert handles sanctioning

**Action Going Forward:**

- Advise Paige to check with the SSLA to see if they can support her event with their sanctioning agreement
- Check with Tom for SSLA and McGrath sanctioning status.
- Laura will provide Lisa with information appropriate to post on the PLTA website.

**Board Member Action List**

A "to do" list for board members and volunteers

Person	Assignment	Date for Completion
Greg Hall	Investigate Apple nonprofit support options	April 21, 2020
Greg Hall	Set up groups.io sites for the mileage club and certifiers	March 23, 2020
Laura Steere	Sign PLTA up with Tech Soup non-profit tech support organization	April 21, 2020
Laura Steere	Contact Paige McGrath to make sure her trial is properly sanctioned	promptly
Laura Steere	Provide Lisa Wolf with information about McGrath pack trial to post on the web.	promptly
Jen Hood	Reimburse Sandra Van Liew \$51.96	promptly
Jen Hood	Pay Claris International \$108 for Filemaker support	By 3/22/20
Lisa Wolf	Contact Bob Blount to update him on decisions	Promptly
unassigned	Research options for streamlining Challenge event sanctioning	None given