



Pack Llama Trail Association, Inc.

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

PLTA BOARD MEETING MINUTES: APRIL 21, 2020

Introduction

Location of Meeting:	Tele-Conference Call
Call to Order Time:	7:08 MST
Adjourn Time:	8:00 MST
Board Members Present:	Tom Seifert, President Lisa Wolf, Secretary Jen Hood, Treasurer Greg Hall, Director at Large Laura Steere, Director at Large
Board Members Absent:	John Fant, Vice President Scott Noga, Director at Large
Other Attendees:	None
Last meeting:	Tuesday, March 17, 2020
Next meeting:	Tuesday, May 19, 2020
March minutes posted for review:	Wednesday, March 18, 2020
March minutes approved:	By electronic consent: April 6, 2020
Attachments:	None

Summary of Decisions Made

- The Board unanimously approved allowing PLTA member 4H clubs, after paying a \$100 annual sanctioning fee, to hold Challenge events at their discretion without notifying the Board first.
- Agreed to accept Steven Mortinson's offer to produce a certifier training video and a PLTA promotional video free of charge.

Treasurer's Report: Jen Hood

INITIAL BALANCE for PLTA U.S. Bank account on March 2, 2020	\$4715.25
DEPOSITS	<u>\$264.07</u>
Membership Fees	\$105.46
Associate Fees	\$0.00
Llama Registration	\$158.41
Sanctioning Fees	\$0.00
Other	\$0.00
Interest	\$0.20
EXPENDITURES	<u>\$108.00</u>
MONTHLY NET INCOME	\$156.07
ANNUAL NET INCOME	\$767.87
ENDING BALANCE for PLTA U.S. Bank Account, March 31, 2020	\$4871.32



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Secretary's Report: Lisa Wolf

Website:

- No action has been taken on the website

Database:

- Accounts Database
 - Identified bugs and attempted unsuccessfully to resolve them (they do not affect data)
 - Revised account PLTA numbers issues and coordinated with Tom
 - Added new account for Burns Llama Trailblazers business
 - Added new account for John and Kristi Bailey, PLTA #456
 - sent account report to them requesting verification of data
 - Created new reports for administration
 - Added member records from 2010 and before
- Llama Database
 - Revised database by redesigning data relationships and tables.
 - Created new layouts and reports, fixed existing and deleted outdated reports and layouts
 - Sent test reports for individual llamas to Board members
 - Sent test reports for individual llamas to Sandra Van Liew and Anne Sheeter
 - Added data for two newly registered llamas of Laura Steere's
 - Added data for two newly registered llamas of Sandra Van Liew

Writer/Editor:

- Reviewed and edited Tom's lesson plan for Certifier trainees
- Edited Tom's document: questions for Certifier trainees
- Set up tentative filming plan for PLTA videos with videographer Steven Mortinson
- Edited Tom's article for Pack Animal Magazine

Next Up:

- Finish Pack Trial Handbook update
- Review/ further edit certifier training lesson plan

Update on Actions Going Forward From February Meeting:

Person	Assignment	Date for Completion
Greg Hall	Investigate Apple nonprofit support options	done
Greg Hall	Set up groups.io sites for the mileage club and certifiers	Still to do
Laura Steere	Sign PLTA up with Tech Soup non-profit tech support organization	Still to do
Laura Steere	Contact Paige McGrath to make sure her trial is properly sanctioned	done
Laura Steere	Provide Lisa Wolf with information about McGrath pack trial to post on the web.	done
Jen Hood	Reimburse Sandra Van Liew \$51.96	done
Jen Hood	Pay Claris International \$108 for Filemaker support	done
Lisa Wolf	Contact Bob Blount to update him on decisions	done
unassigned	Research options for streamlining Challenge event sanctioning	done

President's Report: Tom Seifert

With assistance from Anne Sheeter and Lisa Wolf, Tom has been creating a lesson plan for training certifiers. The plan is in its final draft phase and will be given a test run by certifier Greg Hall and certifier candidate (read guinea pig) Laura Steere. The objective of this effort is to make certifier training much more available and easier to conduct. The goal is to have the bugs worked out and a final product ready for use this summer at the rendezvous in Colorado. The Board is very excited about this development.



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Old Business

Streamlining the Challenge for 4H Groups

Issue: The Board has been seeking a way to make Challenges more spontaneous and to better involve children. Challenge coordinator Anne Sheeter suggested that since 4H carries its own insurance for all their activities and members, this issue doesn't apply. She queried other leaders as to whether this would be useful for them. The response has been enthusiastic. On 4/13/20 the Board was asked for approval via email. Several members approved. No disapproval was voiced so the plan was released to the public. It is advisable to formally approve this policy at this time.

"Text excerpt from 4/13/20 explanatory email to the Board:

- *Since 4H groups are covered by 4H insurance, there is no need for PLTA to worry about insurance issues, a main factor in the 2 week warning for holding events.*
- *So, there is no significant reason to alert the Board that a 4H Challenge is imminent.*
- *So, for 4H groups only, why not let them pay a year-long Challenge sanctioning fee and allow them to do a Challenge spontaneously, whenever they choose.*
- *This would accomplish training kids and llamas, generating enthusiasm for packing, planting the seeds for encouraging adult llama packers, and the growth of the PLTA.*

Discussion: The Board enthusiastically supports the policy.

Action Going Forward:

- Unanimous approval of the policy

New Business

Video Creation for PLTA

Issue: The board has long discussed the need for videos for training certifiers and for promoting the organization. Consulting with Lisa Wolf, professional videographer, Steven Mortinson, has agreed to undertake filming and producing such videos. He suggests the best length for the videos would be 30 minutes or less for the training video and 1 to 2 minutes for a promotional video. Filming for the training video could most efficiently be done using the Burns, Oregon area as a setting and Burns Llama Trailblazers' staff and llamas as subjects.

His fee is \$600 per day. It would take 1-2 days to film the promotional video and 1-2 days to edit it. That is a cost of \$2400. Because the PLTA is an all-volunteer nonprofit organization Steven has agreed, on his own initiative, to do both videos for the cost of room and board while he is filming.

The intended audience for the training video will be certifier candidates. The length of the video will require a script to work from. It could consist of bullet points, but must provide a structure for what will need to be filmed and how content should be organized.

Discussion:

The Promotional Video

- Should show PLTA activities from across the US and include Australia.
- Should have shots of llamas packing in beautiful settings
- Should show people having fun with each other and their llamas.
- Could be accomplished by using stills or video clips from members
- Would be posted on You-Tube
- We could also create short (less than 6 minute) video episodes on different topics to post on You Tube

The Training Video



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- Because of time and distance considerations, would most effectively be filmed using Burns Llama Trailblazers
- Should include visual training on obstacle types and safety issues
- Filming would be undertaken as schedules and release from covid19 lockdown allow

Action Going Forward:

- The Board unanimously agreed to accept Steven's offer
- The Board agreed that Lisa and Tom will set up a conference call or video meeting with Steven to work out particulars
- Greg will film Laura's pack trial and challenge activities this coming weekend for potential use in videos
- Jen will provide input on video topics

Board Member Action List

A "to do" list for board members and volunteers

Person	Assignment	Date for Completion
Greg Hall	Contact Apple again to find out about nonprofit support options	
Greg Hall	Set up groups.io sites for the mileage club and certifiers	April 23, 2020
Greg Hall	Film activities at Laura's pack trial/challenge event	April 25, 2020
Laura Steere	Sign PLTA up with Tech Soup non-profit tech support organization	promptly
Jen Hood	Re-send PLTA non-profit information to Laura for use with Tech Soup sign-up	promptly
Lisa Wolf	Contact Steven Mortinson to advise him of the Boards and set up an electronic conference meeting	promptly
Board	Begin locating still images for use in a promotional video	promptly
Jen Hood	Provide input on content of video topics	