



PLTA BOARD MEETING MINUTES: JANUARY 19, 2021

Introduction

Location of Meeting:	Tele-Conference Call
Call to Order Time:	7:06 MST
Adjourn Time:	8:00 MST
Board Members Present:	Tom Seifert, President Lisa Wolf, Secretary Jen Hood, Treasurer (left early) Scott Noga, Director at Large Greg Hall, Director at Large
Board Members Absent:	John Fant, Vice President Laura Steere, Director at Large
Other Attendees:	None
Last meeting:	Tuesday, December 15, 2020
November minutes posted for review:	Tuesday, January 12, 2021
December minutes posted for review:	Wednesday, January 13, 2021
November minutes approved:	Tuesday January 19, 2021
December minutes approved:	Tuesday January 19, 2021
Next meeting:	Tuesday, February 16, 2021
Attachments:	Llama Medical Kit Final.docx

Summary of Decisions Made

- Minutes from November and December approved as they stand.

Topics For Next Month:

- Discussion of payment for Filemaker maintenance option.
- Printing options for 'Pack Trial Field Notes'
- Response of American Camel Ranchers Association
- Approval of the PLTA First Aid Kit document(s)

Business

Treasurer's Report:

Treasurer's Report for December 2020	
INITIAL BALANCE for PLTA U.S. Bank account on December 1, 2020	\$4048.78
DEPOSITS	<u>\$ 42.75</u>
Membership Fees	\$ 0.00
Associate Fees	\$ 0.00
Llama Registration	\$ 42.72
Sanctioning Fees	\$ 0.00
Other	\$ 0.00



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Interest	\$ 0.03
EXPENDITURES	<u>\$ 00.00</u>
MONTHLY NET INCOME	\$ 42.75
ANNUAL NET INCOME	\$(11.98)
ENDING BALANCE for PLTA U.S. Bank Account, November 30, 2020	\$4091.53

Discussion:

- Mark Brindley's payment for llama registration did not include names of the llamas it applies to. Lisa will sort this out with Mark.
- No membership payments have been received yet, but it is still early
- Inmotionhosting domain name payment of 15.99 is due February 25th. It will be paid on February 11th by automatic payment.

Secretary's Report: Lisa Wolf

Administration:

- Edited letter to members (= quarterly newsletter), PLTA newsletter 1-4-2021 (final).docx
- Posted draft minutes for November Board meeting for review . pltaMeetingMinutes201117DraftForApproval.docx
- Posted draft minutes for December Board meeting for review. pltaMeetingMinutes201215DraftForApproval.docx
- Posted summary of decisions made by the Board during 2020. pltaMeetingMinutesSummary2020.docx
- Completed edits on Pack Trial Field Notes and posted for review. pltaPackTrialFieldNotes210116.docx

Website:

- Created new membership registration form and uploaded it
- Reviewed file structure and contents. Removed outdated files for forms
- Updated application versions:
 - FileZilla to version 3.52.0.5
 - PHP to version 7.4
 - Akeeba Backup to version 7.5.1
 - Joomla to version 3.9.23
- Found and fixed bugs in FileZilla file transfer protocol
- Backed up full Joomla site and downloaded backup to safe storage
- Inmotionhosting.com states that payment of
 - \$15.99 for our domain name renewal is due **2/25/2021**
 - \$227.76 for website hosting is due on 6/20/2022 which will pay for two years.

Discussion:

- Using still images received from Tom, Greg has created a short video which he has posted on groups.io for review.
- Lisa has not received images to store on the auxiliary drive purchased for that purpose.
- Greg reports that videos showing non-pack trial packing situations are ok to send him for use in videos. Lisa has videos of three llamas strung together on stream crossings that she should send.
- The Filemaker maintenance service which provides us with support and updates is due for renewal in March. The PLTA could save money by purchasing an option for coverage for multiple years. The Board can discuss whether or not to do that at the next meeting.

Status of 'Actions Going Forward' from the *January* Meeting

A "to do" list for board members and volunteers



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Person	Assignment	Status
Lisa Wolf Tom Seifert	Send videos and images of Advanced through Elite pack trial obstacles to Greg for incorporation into the Spit Happens video	Tom: Completed Lisa : technical difficulties
Greg Hall	Revise and perfect video of Spit Happens pack trial	Completed
Board	Created videos showing PLTA activities in their area	Tabled due to pandemic
Lisa Wolf & Tom Seifert	Continue work on Certifier training video	No work done this month
Lisa Wolf	Download phone videos to external harddrive	Technical difficulties
Board	Send still images for use in Certifier Training videos to Lisa	Ongoing
Tom Seifert	Get back to TechSoup regarding Filemaker program	Will do it this week
Laura Steere	Report board thoughts to Camel association members	12/17/20
Board	Review first aid list and make additions and suggestions	See discussions below
Tom Seifert	Compile final first aid list document	Completed

Discussion:

- Greg made a 30 second video using still images supplied by Tom. It is posted on groups.io for review.
- Greg approves of receiving videos of llamas at work even if they don't represent pack trial protocol.
- Lisa is experiencing technical difficulties that preclude delivery of images and videos to Greg.
- Scott noted that in the past we discussed purchasing a copy of Adobe Acrobat Standard for use in making fill-able forms and such. That may be available from TechSoup. Acquiring copies of Filemaker would also be very useful.

President's Report:

- Have tried several times to contact Alexa Metrick regarding newsletters, have not been able.
- Final letter to membership has been sent out. Board had previously been sent letter for approval.
- Received a letter from Brian Waddell, Eagle, Idaho. He is selling out and has packs, saddles, coolers, halters, shears, hay feeders, scale, trailer for sale.
- Idaho tax form has been filed with the state by Tom's accountant
- Payment to Inmotionhosting.com for our domain name was taken care of by Jen.

Discussion:

- Tom will contact Brian and find out more about what he has for sale. Putting it on the website would require a pdf and time. We don't want to become a clearing house for advertizing stuff. As a courtesy to Brian Waddell, a founding member, and per Board recommendations, Tom will send a notice to all PLTA members alerting them to Brian Waddell's sale.
- It is unnecessary to post a copy of the Idaho tax form on the website. A disclaimer that it is completed and direction to contact the Board if further information is wanted is all that is necessary.

Old Business

Approval of November and December Minutes: Lisa

Issue: The minutes for November and December have been posted for review. We need to pass a final approval since we didn't have time to do it electronically.

Discussion: Are there any concerns with the documents?

Vote to accept or Deny: Minutes unanimously approved as is..

North American Camel Ranchers Association Update: Laura

Issue: Laura was going to express our views on collaboration to the camel people, get their response and report back.

Discussion: Laura was unable to attend. The discussion was tabled.



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Action Going Forward: The discussion will be taken up at the next meeting.

Medical Kit Supplies: Tom

Issue: Review first aid kit project. Is the documentation complete? How shall we make it available to members and the public?

Discussion:

- Make the list extensive and allow people to choose what they want from it. Make it clear that not everything is pertinent to all areas or occasions
- Identify must-have items
- Add: bug spray, tick tweezers, salt & soda, poisonous plants handbooks, thermometer, herbal remedies, safety pins, flagging, marking pen
- Use both formats: spreadsheet and text document
- Add columns to spreadsheet indicate whether it is critical to have or nice to have
 - Critical to have or nice to have
 - Purpose and use i.e., snakebite,
 - Type of occasion for which an item is needed (day hike, expedition, trailhead)
- Avoid using brand names
- Remove items not pertinent to medical situations

Actions Going Forward:

- Tom will experiment with formatting and will contact his extension service for poisonous plant information.
- Greg will consider specialty items for eastern US.
- Everyone will review again and make revisions during the upcoming month
- The board will vote to accept/ or not a final version during the February meeting.

New Business

Mileage Program on groups.io: Lisa

Issue: While Greg set up a mileage club area on groups.io last June, members of the club didn't get invited to join. Apparently Greg thought I was taking care of it and I thought Greg was. Mark Brindley alerted me to the situation. I went into the site and invited club members to join. However, there are issues.

Discussion:

- Mileage subgroup members are receiving messages sent to the BOD at main@packllamatrailassociation.groups.io. It appears they are also able to see and work with files.
- Would it be better to have an entirely separate site for the mileage club?

Action Going Forward: Greg will look into the situation and report back.

Pack Trial Field Notes: Lisa

Issue: The Pack Trial Field Notes document has been completed and sent to the board for review. The Pack Trial Committee should have a look at it. Then it can be posted on the web. Completion of the revision of the Pack Trial Handbook should be completed before the Field Notes are published as a hardcopy pamphlet in order to be sure the two documents are consistent.

Discussion: No one can quite remember, but it seems we discussed publishing the 'Field Notes' before, possibly last spring.

Action Going Forward: Tom will check into getting the 'Pack Trial Field Notes' printed including the cost, how many to produce and how to get copies to the membership.



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Board Member Action List

A "to do" list for board members and volunteers

Person	Assignment	Date for Completion
Tom Seifert	Research publication and distribution options for the Pack Trial Field Notes	2/16/21
	Send a notice to all PLTA members alerting them to Brian Waddell's sale.	As soon as possible
	Tinker with first aid kit documents. Contact extension service for poisonous plant information	2/16/21
Lisa Wolf	Send videos and images of Advanced through Elite pack trial obstacles to Greg for incorporation into videos	As soon as possible
	Post notice on website regarding PLTA tax status in Idaho	2/16/21
	Contact Mark Brindley regarding names of llamas he registered	2/16/21
Greg Hall	Investigate groups.io solution for the Mileage Club	2/16/21
Board	Review and make final adjustments to the First Aid Kit	2/16/21
?	Research possibility of purchasing Adobe Acrobat Standard and Filemaker from TechSoup	2/16/21

Ongoing projects:

- ❖ Pack Trial Handbook update: Lisa
- ❖ Certifier training video: Lisa and Tom
- ❖ PLTA publicity video: Board
- ❖ First Aid Kit: Board

Announcements

The next Board meeting will be Tuesday, February 16, 2021

Attachment: Llama Medical Kit Final.docx

MEDICAL KIT SUGGESTIONS PACK LLAMA TRAIL ASSOCIATION – January 2021

When putting together a medical kit for your llamas and humans, you will need to ask yourself several questions:

1. What part of the country are you packing in and what time of year are you packing?
 - a. Elevation
 - b. Heat and Cold index
 - c. Trail conditions. Cross-country, rocky or dirt trails
 - d. Will hunters be in the area you are exploring?
 - e. Remoteness and length of trip
2. What types of animals or poisonous plants might you come in contact with on the trail?
3. When dealing with pre-trip questions, always defer to the experts, such as your veterinarian when putting a kit together. The list put together by PLTA veterans, may not be all inclusive to your area of the country, nor may it have some of the medical treatments you are familiar with. It is what we have found useful in the mountain west.



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4. Have a central location and container for your kit. In panniers, some of us use a square, 4-gallon bucket to hold everything. It contains human and animal medical supplies.
5. Rather than just list our kit, we have put it into topics for ease of use. Feel free to add and use what you are comfortable with, but being prepared puts a hiker/packer way ahead of the curve. Weight and room are always a consideration. A small kit in a backpack may be an alternative.
6. Always be aware of trip members and medical conditions they may have.

SUGGESTIONS:

ABRASIONS, SCRAPES, HOT SPOTS

Band-aids
Veterycin, topical spray
Neosporin
Iodine, Q-tip swabs with iodine
Blister pads, (for use on human and animal)
Triple Anti-biotic - Neosporin

SPRAINS, BREAKS

SAM splints, multiple lengths and widths available
1" strapping, multiple lengths
Vet wrap

SNAKE BITES

Small plastic tubing for nostrils
Benadryl
Banamine. Inflammation and pain. Talk to vet.

WOUNDS, GOUGES

Cloth diapers
Gauze pads, multiple sizes
Blood Stop
Betadine, surgical scrub
Silver Sulfadiazine 1% (from vet)

EYE ISSUES

Eye wash, squirt bottles

STOMACH ISSUES, POISONOUS PLANTS

de-activated charcoal
Powdered Gatorade(electrolytes) for heat

MEDICAL KIT SUGGESTIONS
PACK LLAMA TRAIL ASSOCIATION

PREDATORY ANIMALS

Personal preference: bear spray/pepper spray

MISCHELLANEOUS

Extra halter and lead rope
Llama medical boot
Surgical gloves
Scissors
Duct Tape
Plastic Orange screws (12")
Locking carabiners
Rope
1" strapping with buckles (12"-24" inch variety)
Colorful strapping, non-adhesive tape



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Colorful neck gaiters
Folding saw
Small shovel

Pack Llama Trail Association Staff
