

PLTA Year End Report: 2016 Accomplishments

Compiled by Lisa Wolf, PLTA President

February 24, 2017

The PLTA Board of Directors made significant progress toward their goal of establishing the PLTA as a fully functioning and legally documented organization. Except over the summer months, monthly board meetings were held and produced a long list of improvements in both administration and programs. Presented below is a comprehensive list of these accomplishments.

Administration

- Standing Rules completed and accepted, modules incorporated as a single document and posted on the web as well and the Board's yahoo group site
 - Standing Rules Module 1: Definition and Introduction adopted (2/18/16)
 - Standing Rules Module 2: Board adopted (2/18/16)
 - Standing Rules Module 3: Officers and Directors at Large adopted (2/18/16)
 - Standing Rules Module 4: Committees adopted (2/18/16)
 - Standing Rules Module 5: Programs Policies adopted (4/18/16)
- Critical Administrative policies research and draft document assigned
 - Conflict of Interest Policy - Susan Gawarecki (2/18/16)
 - Financial Policy and Procedure - Hank Balch (2/18/16)
 - Research posted for review (4/18/16)
 - Document Retention Policy - Tom Seifert (2/18/16)
 - Research posted for review (4/13/16)
 - Nominating Process Policy - Susan Gawarecki (2/18/16)
 - Research posted for review (5/17/16)
- Reports due quarterly instead of monthly (January)
- Questionnaires sent to members
 - Mailed to members 12/06/17
- Business/Membership Cards created and purchased (2/13/16)
 - See project report [Addendum to Secretary Report 2-14-2016.doc]

Finances

- Reimbursed Lisa Wolf's database and website training costs for \$615.92 (2/18/16)

Legal

- Insurance
 - Insurance directive for handling emergencies at PLTA events completed (4/14/16)
 - Insurance directive sent to membership (5/12/16) See document [PLTA Insurance Letter 3-23-2016.docx]
- IRS Non-profit Status
 - BOD voted to attempt to regain 501c3 rather than 501c4 status (2/18/16)
 - Progress continues in building support documentation,
 - See report of January 1, 2017 [1.3.2017 Treasurers NonProfit Status.pdf]
- Bylaws
 - Board approved changes to bring Bylaws in sync with Standing Rules (5/17/16)
 - Updated Bylaws posted on Website and Board of Directors' Yahoo Group site plta_board@yahoo.groups.com

Committees

- Understaffed Committees put on hold. These committees were spearheaded by Gayle Noga. When she resigned she left no records of her contacts or agreements. While the Board felt the committees are valuable in concept, adequate staff was unavailable to make them viable.
 - Trail Maintenance – put on hold (1/19/16)
 - Trails and Travel – put on hold (1/19/16)
 - Youth Committee – put on hold (1/19/16)
- Pack Trial Governance committee – chartered and functioning (2/18/16)
 - Approved revision of obstacle requirements
 - Approved allowing Certifier to proctor trials in which their own llamas participate (3/22/16)
 - Approved disallowing Stewards to lead llamas being assessed in trial
 - Recommended that steward does not lead their own llama in trails (3/22/16)
 - Approved policy to require Trial committee to remain on-site until all participants are off the courses (3/22/16)
 - Approved concept of creating Outfitter level pack trials (3/22/16)
 - Approved adding \$5 entry fee per llama for pack trials and Challenges beginning January 1, 2017 (3/22/16)

Programs

Pack Trials

- Efforts to include PLTA certifications on ILR pedigrees continue. ILR is willing but has deferred temporarily based on internal issues. Tom Seifert is project lead.
- Board agreed to explore creating a pack trial level specifically for Outfitters. Lisa Wolf, John Fant and Tom Seifert are assigned to the project.

➤ Administration

- Changed design of logo for certificates (1/19/16)
- Name Change of “extreme” pack llama to “elite” pack llama (1/19/16)
- Instituted ‘Proof of Completion’ documents (1/19/16)
- Wrote directions for submitting pack trial certificate images (1/19/16)
- Obstacle requirements revision accepted by BOD (2/18/16)
- Fee increase for 2017 instituted (2/18/16)
- Secretary reviewed all data sources and reconciled and updated llama registry records (4/14/16)
- Pins purchased (authorized on 4/18/16)
- Pin distribution authorized only at the successful completion of the final trial for a specific level (4/18/16)
- Trial Results form updated and sent to certifiers
- Trial Entry form updated (10/20/16)
- Board approved Certifiers to lead their own llamas during a pack trial (4/18/16)
- Board approved not allowing Stewards to lead any llamas being evaluated during a trial. (4/18/16)
- Board approved requiring the Certifier, Trial Host, and Trial Committee personnel adequate to handle a life threatening emergency remain on site/Trial trailhead until all participants have completed and/or cleared their appropriate Trial level area (4/18/16)
- Board approved policy that the owner of any llama participating in a trial is (solely) responsible for retaining proof of that participation. Proof shall take the form of a Proof of Completion document provided at the event upon successful completion of the trial. (4/18/16)
- Board approved increase of fees for participation in PLTA events. For trials \$5/trail level entered /day. For Challenges \$5/llama/event to take effect January 1, 2017. (4/18/16)
- Devising appropriate trails for outfitters assigned to Tom Seifert, John Fant and Lisa Wolf with assistance from the Pack Trial Governance Committee (early October 2016)
- Board approved maintaining the Pack Trial Handbook in electronic form and posting it on the PLTA website. (22/15/16)
- Board approved directive to take effect 1/1/17 that establishes timelines and a \$25 fee for late sanctioning of an event, as well as how to deal with late reporting of event results (11/15/16)
- Creation of Certifier Training book including test and scenarios in process
- First Aids kit suggested contents list completed (11/17/16)
- Pack Trial Handbook reviewed and updated

➤ Trials Held

- Medicine Lodge Trial Feb. 28, 29
- SSLA Spring Gathering Dupont Forest, North Carolina April 22, 23, 24
- Burns Llama Trailblazers, Burns, Oregon April 25, 26
- Whoop-em-Up, Boise, Idaho July 18, 19th
- Burns Llama Trailblazers, Oregon, September 30, 2016

- SSLA Fall Pack Trial, Cumberland Furnace, Tennessee September 30, 2016
- Black Mountain, California, December 10, 2016
- Certifications
 - SSLA Fall Pack Trial results have not been reported as of 2/23/17
 - Total number of llamas earning Certifications = 22
 - Total number of certifications earned = 26
 - Basic : Three llamas
 - Basic +1: Three llamas
 - Basic String: Two llamas
 - Advanced: Eight llamas
 - Advanced +1: Two llamas
 - Advanced String: Two llamas
 - Master: Four llamas
 - Master String: One llama
 - Master String +2: One llama

Challenge

- Rule adjustment and Trail Master authorization procedure established (2/29/16)
- Challenge Program Coordinator Anne Sheet sent to SSLA Conference (3/18-20/2016)
 - Seven people trained to be Challenge Masters
- Updated Challenge rules sent to members (5/16)
- Four Challenges held
 - Burns Llama Trailblazers, Burns Oregon (4/16)
 - Whoop-em-up, Boise, Idaho (7/16)
 - SSLA Conference, Flatrock, North Carolina (3/16)
 - SSLA Spring Trials, Dupont State Forest, North Carolina (4/16)

Mileage

- Board approved award patches concept, design and purchase (12/13/16)
- Seventy-two llamas are registered in the program.
- 5693.36 miles were logged by program participants in 2016
- See Year-end reports by Program Coordinator Mark Brindley [PLTA Mileage Club report December 2016.docx] and [pltaMileageDataSummary02_09_2017.ods]

Carting – no progress was made during 2016

Packer Primer – Redesign and update assigned to John Fant. Progress continues.

GeoLlama – The program was put on hold with the intention of experiment with its application and structure. (1/19/16)

Members

Llamas

- 15 Llamas registered in 2016
- Over 1470 llamas included in the PLTA registry

People

- Membership held steady for January through March 2016
- Wally Baker authorized as Pack Trial Certifier
- SSLA members authorized as Challenge Masters (3/20/16)

Board

- Richard Galloway resignation accepted as of (1/19/16)
- John Fant accepted as Director at Large (3/22/16)
- Vice President office left vacant (5/17/16)
- Sitting Board Members 3/22/16 through 12/31/16: Lisa Wolf – President, Tom Seifert – Secretary, Regina O’Brien – Treasurer, and Directors at Large Susan Gawarecki, Hank Balch, and John Fant

Projects

Education (PR) PR coordinator = Susan Gawarecki

- Newsletter – Susan (1/19/16)
- North Texas Llama Show booth- John Fant (1/19/16)
- Oregon State Forestry Letter. Mailed January 21, 2016
- Member and informational cards distribution begun
- Policy to share articles with Rocky Mountain Llama Assoc. established (2/18/16)
- Ad space purchased in RMLA member’s journal purchased for four issues over one year at \$132 (2/18/16)
- Brochures and fliers created/updated
 - PLTA Tri-fold Brochure update completed 3/27/16
 - Upcoming Events flier completed 2/9/16
 - PLTA Association flier completed 2/6/16
 - PLTA Mileage Program flier completed 2/6/16
 - PLTA Challenge Program flier completed 2/7/16
 - PLTA Pack Trial Program flier completed 2/6/16
- Agreement made to exchange articles with Rocky Mountain Llama Association for posting in respective publications
- Article in Idaho Statesman (7/23/16)
- New articles placed on website
 - [ArticleMtHopeRace160918.pdf]

- [It_Is_Time_to_Move.pdf]
- [The_Importance_of_Mentors.pdf]
- [When_a_Llama_is_Smarter.pdf]
- [SSLA_2015_Fall_Pack_Trial.pdf]
- Quarterly PLTA Update articles posted in Backcounty Llama Newsletter

Database

- Lisa Wolf is project coordinator. Members Greg Hall and Larry Levine occupy supporting roles.
- Board approved using Filemaker for operating system (1/19/16)
- Tables and relationships designed (10/29/16)
- Layouts designed (10/16)
 - Financial (11/15/16)
 - Person (11/08/16)
 - Llama (11/08/16)
- Board approved resolution to consider having database developed commercially if financially feasible (10/18/16)

Website

- Website administrator = Lisa Wolf
- Regular updates including minor restructuring, updating existing information, posting new articles, maintenance of calendars
- Regular backups to personal computer and auxiliary drive
- Board approved restructuring website to eliminated member's only section (12/13/16)
- Website restructure completed (1/17/17)