

## A

### Awards

**Humm Dinger Award:** The Humm Dinger Award was established to recognize an outstanding MLA member for their contributions during the previous year *November 9, 1997*

The Board authorized the presentation of the plaque to the Humm Dinger winner *January 17, 1998*

The Board voted to have the latest three recipients of the award comprises the Humm Dinger Committee. *November 6, 1999*

## B

### Budget

A Budget Committee was formed and approved by the Board. *February 2, 2003*

### By-Laws (MLA)

The MLA By-Laws were changed to read "Article VI-Board of Directors..." The immediate past president or a past board member shall serve for one year following his/her term. *December 11, 1994*

Last revised edition of the By-Laws established. *October 26, 2002 (see copy of the current By-Laws in the appendix)*

## C

### Contests

**MLA Photo Contest:** The first MLA Photo Contest was established to fill the new display board. Prize money for the photo contest was set at \$25 (first prize), \$15 (second prize) and \$10 (third prize). *February 28, 1998*

The annual MLA Photo Contest was established. *May 8, 1999*

The MLA Photo Contest was suspended due to a decline in entries with the stipulation that it can be reinstated in the future *February 2, 2003*

### Contributions

**ELISA Test Fund:** The Board voted to take \$150 out of the general fund and put it in the Elisa Test Fund. This money was to be added to the \$100 already collected during the year. *May 13, 2000.*

*Post Script: As near as can be determined this money was eventually donated to Purdue University for use in a lama medical research program*

D.

**Directory (MLA Membership)**

The deadline for the MLA Membership Directory was established at December 31st of any given year. *February 10, 2001*

**Donations**

The Board voted to set a limit of \$2000 for a calendar year as the amount the MLA will donate to outside organizations. *November 18, 2007*

***The Board agreed to leave it up to individual members to donate to a rescue association if they wish. No mention of the words "vote" or "approved" was mentioned in these minutes. February 2, 2003***

E

**Education-Llama (AKA Lama)**

A slush fund was established for the Llama Education Fund to cover expenses.

**Equipment**

The Board voted to purchase a public address system they type of which items can be added to if needed. "This system will be used for MLA sponsored events." *March 16, 2002*, This was waned once to allow a 4-H group a one-time use of the equipment without charge for a particular show. *September 2002*

Jerry Miller (Keeper of the MLA obstacles at the time) was given the authority by the Board to make repairs on the MLA obstacles without Board notification unless large repairs or replacements have to be made. *March 16, 2002*

The Board declared that the obstacles purchased by the Ludington Show with MLA money are deemed the property of the MLA and are available for any MLA show. *August 22, 2003*

A portable marketing display was purchased for MLA use. *February 28, 1998.*

The Board voted to purchase MLA lpgp stationary, second blank pages, and envelopes. *September 10, 1995*

The Board approved the purchase of a copy machine for Lamafest *December 8, 1996.*

The Board approved the purchase of a plastic banner to be loaned out to members as needed. *September 27, 1997.* A new banner was approved for purchase. *August 12, 2007*

The Board approved the purchase of parade packs to be loaned out to members as needed. *September 27, 1997.*

The Board approved the purchase of parade packs to be loaned out to members as needed. Tina Etter made the parade packs. *September 27, 1997.*

Paula Barrett volunteered to give the parade packs a home and will mail it to any group that requests it. *November 9, 1997.*

The Board voted to approve money to the Youth Committee for the purchase of an American flag and MLA log flag for use at MLA shows. *June 1, 2002*

The Board approved the purchase of llama packs to be on loan to youth llama groups. Fourteen packs (2 packs for each of the 7 original groups named) at a cost of \$165 each. The packs will remain the property of the MLA, loan will be renewed yearly under strict guidelines, and any damage/loss will be the responsibility of the individual youth group responsible for the pack (s). *August 2004.*

Show signs (see promotion)

The Board approved the purchase of a display board/box for display. *July 6, 2008*

The Board approved the purchase of a paper shredder by the Treasurer to dispose of old files. *July 23, 2006*

The Board approved the purchase of a computer and software for the newsletter so that it could be published online as an alternative to the hard copy version. *No exact date of the vote, but the fact that it was voted upon appeared in the October 2, 2009 minutes.*

The Board voted to purchase a laptop computer and all the equipment (not to exceed \$2000) necessary to perform the MLA Treasurer's duties. *February 6, 2005.*

## **E**

### **Finances**

The Board voted to allow the MLA Treasurer to determine the best means for a savings plan for the MLA CD *November 3, 2001.*

The Board voted that the proceeds from the Spring Raffle (AKA Spring Fundraiser) be given to the MLA newsletter. *April 12, 1997.*

The Board voted that the proceeds from the Fall Raffle (AKA Fall Fundraiser) be given to the MLA Library. *April 12, 1997.*

The Board voted to combine Llamafest (AKA Lamafest) and the MLA with regards to the treasury and merchandise. *September 23, 2000.*

The Board voted to provide a postage fund for the Librarian (*See Library section*).

The Board voted to provide a petty cash fund for the newsletter editor (*see Newsletter section*).

The Board approved a motion requiring the show superintendents to develop and submit in writing, a budget 30 days prior to an event. The Lamafest auction was also required to submit a budget (*January 18, 2004*).

The Board voted to establish a \$150 petty cash fund for the MLA Secretary for postage, copies, etc. and as it is used and receipts turned in, it will be reimbursed. *May 13, 2000*.

The Board voted to establish a Llamafest (AKA Lamafest) petty cash fund of \$200. *March 11, 2000*.

The first allocation of money (\$150) was made to sponsor a pizza party for the youth at Llamafest (AKA Lamafest). *May 13, 2000*.

The Board votes that the Marketing Committee did not have to consult with the Board as to the approval of the cost of marketing ventures, but that the Board would reserve the right to object to any project. *January 27, 1996*.

The MLA approved a request by Dean Kiesling, State 4-H Program to sponsor a lama award for \$500 for a three-year period, which will come out of the MLA general fund. *November 7, 2004*.

The Board voted to renew the \$500 donation to the 4-H llama state awards program. *November 18, 2007*.

The Board voted to approve to renew our \$500 sponsorship for state awards for the 4-H Foundation. *November 16, 2008*.

The Board voted to set a limit of \$2000 for a calendar year as the amount the MLA will donate to outside organizations. *November 18, 2007*.

### **Fundraisers**

The Board voted not to accept any animals for the semi-annual drawings. *May 13, 2000*.

The Board approved a Fall Fundraiser for the Youth Committee. *May 13, 2000*. (*See Finances*)

The Board voted to dedicate the proceeds from the Spring Fundraiser to the newsletter and the proceeds from the Fall Fundraiser to the MLA Library. *April 12, 1997*.

Spring Fundraiser (*See Finances*).

## **G**

### **Greeting Cards Sent on Behalf of the MLA**

The Board voted that the MLA Secretary would send cards to ill MLA members as they were submitted by MLA members. *November 9, 1997*.

## **H**

**I**

**Insurance**

The authorization by the Board for purchasing the final directory and officer insurance. *May 13, 1995.*

The MLA directors and officers' liability insurance in place along with a MLA liability insurance policy. This insurance, according to Dale Morris at the January 18, 1995 meeting, "protects officers, committees and volunteers against misuse of association assets." Liability, according to Dale is "to protect the association for individual events." The event insurance begins with Llamafest 1996. *June 10, 1995.*

"There were two types of insurance needed by the MLA. #1 - Liability to protect the association for individual events. This insurance would be purchased for each individual event. #2 -Director and officer Liability Insurance protects officers, committees and volunteers against misuse of association assets. This would be purchased on an on going basis." Information provided by Dale Morris. *January 28, 1995.*

The Board voted to underwrite the insurance of the pack trial competition up to five million (\$5,000,000) list the MLA as a sponsor of the competition and reimburse the \$10 fee for the pavilion cost. *February 19, 2001.*

Youth Lama Show insurance (*See Insurance section*).

(*See appendix for current insurance coverage.*)

**J**

**K**

**L**

**Lama Rescue**

The Board took the stand that the MLA will not become involved in lama rescue. That should remain a personal thing. *August 22, 2003.*

**Library MLA)**

The Board voted that the proceeds from the Fall Raffle (AKA Fall Fundraiser) be given to the MLA. *April 12, 1997.*

The Board approved a revolving postage fund to cover the initial cost of sending material out for the MLA Librarian. *September 25, 1999.*

The Board voted that the MLA would pay for sending library material out and that the person borrowing the material would pay to return it or to send it on to the next person. A late charge could be charged for each item kept over 1 month - \$1 a month. *September 25, 1999.*

### **Logo (MLA)**

The current MLA logo, designed by Judi Brook, was accepted by the MLA membership and approved by the Board. *January 28, 1995. **ADDED NOTE:** Because the likeness of the lama in the MLA logo was close enough to a photo in an established llama farm advertisement, the owner was contacted and an agreement was worked out that the likeness can be used by the MLA in conjunction with the MLA logo for non-profit purposes.*

## **M**

### **Marketing**

The Board voted that the Marketing Committee did not have to consult with the Board as to the approval of the cost of marketing ventures, but that the Board would reserve the right to object to any project. *January 27, 1996.*

### **Meetings (MLA)** **Board Meetings**

The MLA By-Laws was amended to allow the Board to meet if necessary without notification to the entire membership when a decision had to be made in a hurry. "All Board meetings will be open to any member and will be announced, except when called on short notice to discuss a matter with an impending deadline." *November 9, 1996.*

It was recommended by the President that a Chain of Command be established so that members could direct their problems/suggestions to the proper committee chair first. There is no mention of the Board voting on this as a MLA Policy. *February 2, 2003.*

Regarding the ways for the Board to conduct online business: The Boards voted that "it will be allowable to vote via email or fax on board issues, with facts and discussion included in the minutes." *July 23, 2006*

No official vote was taken when the decision was made to send out postcards to the membership informing them of upcoming meetings. *July 23, 2006.*

The Board established that the MLA meeting minutes and the Treasurer's report will be published in the newsletter and coils be put on the website. *Nothing was referred to as "voted" upon or "approved" by the Board in these minutes. February 2, 2003.*

The Board specified that the MLA Secretary is to submit a quarterly report on E-mail activities to be published in the newsletter. *Not specified if an official vote was taken. November 7, 2004.*

### **Membership Meetings (General)**

A fund was established by the Board to "reimburse any MLA member who is willing to host a board meeting for their meat and beverage costs." The money available would be established based on the money spent by Mike and Betty Knapp at the September 1995 meeting and could

be revised by the Board if the cost of living required an increase. (*Mike and Betty served hamburgers and pop*).

### **Membership (MLA)**

MLA membership dues were approved by the Board to be \$20 for families and \$10 for veterinary students. Membership dues deadline being December 31st of the current year for the following year. *December 11, 1994*

The Board established that a MLA membership is “official” when the dues are received. Not noted if an official vote was taken. *November 7, 2004*.

The MLA Associate Membership for veterinarians was established with dues set at \$10 per year and the only benefit being the receipt of the newsletter. *March 16, 1996*.

Any first time member joining the MLA after September 1st of any given year will be given membership for the following year. *November 9, 1997*.

The Board voted that a youth who has a Youth Membership be given a membership vote. *March 16, 2002*.

The Board voted that a free MLA membership be offered to every new llama owner when they purchase their first llama from any MLA member. Details to be worked out later (see below). *January 28, 1995*.

Clarification was made regarding a free MLA membership offered to every new llama owner when they purchased their first llama from any MLA member. The cost of the complimentary Membership will be submitted to the MLA by the seller of the llama on behalf of the new owner. *May 13, 1995*.

The Board approved that the MSU scholarship recipient be added to the membership and mailing list. (The MLA scholarship has since been discontinued). *October 21, 1998*.

### **Michigan Festivals and Events Organization**

The Board voted to list Llamafest (AKA Lamafest) as the event listed on the MF&E membership since only one event could be listed in the MF&E directory. The MLA could be promoted through the Llamafest listing. *September 28, 1996*.

The Board approved the purchase of a brick with the MLA’s name to be placed in the walkway of the MF&E of the Carriage House (MF&E headquarters) in Chesaning. *July 23, 2006*.

### **Mission Statement**

The original MLA Mission Statement was approved by the Board. *May 16, 1998*. (*See revised Mission Statement in the front of this book*).

**Newsletter**

The MLA newsletter, Llama Living, will be published quarterly. *December 11, 1994.*

The Board approved the MLA taking part in the ILA Newsletter Exchange (this exchange is still in existence, but is currently independent following the breakup of the ILA. The Board approved to have the money generated by advertising in Llama Living is used for the publication expenses. Any money left in the advertising fund would be turned over to the MLA general fund at the end of each year with sufficient amount remaining in the newsletter fund to publish the newsletter for the upcoming year. *January 28, 1995.*

A policy was passed that members requesting photos in Llama Living would pay the \$8 (since changed to \$9) charge for half toning one picture of each event (show, clinic, etc.) submitted to the newsletter. There is no limit as to the number of pictures that an event may have printed in the newsletter with the event picking up the additional cost of half-toning after receiving one free photo (*See below for update*). *May 11, 1996*

The Board voted to have Llama Living published only the first three places, along with the Grand and Reserve winners to limit pages and costs of the newsletter. *November 6, 1999.*

The Board voted to offer a 10% discount for a year's worth of advertising in the newsletter if a year's worth of advertising (four issues) were ordered and paid for at the beginning of the calendar year in Llama Living. The price of half toning would not be included in the discount. *May 16, 1998. (The 10% discount was changed to 10% discount offered for a minimum of two or more issues in the same calendar year, but must be ordered and paid for at the same time-2009).*

The Board voted that the proceeds from the Spring Raffle (AKA Spring Fundraiser) be given for publication of the newsletter. *April 12, 1997.*

The Board voted to charge lama shows \$10 per page for the publication of all show results in the newsletter and that these results would appear in smaller font to conserve space. One free photo may be included, free of charge, with each show result. *No date of approval available.*

The Board approved the purchase of a computer and software for the newsletter so that it could be published online as an alternative to the hard copy version. *No exact date of the vote, but the fact that it was voted upon appeared in the October 25, 2009 minutes.*

The Board voted to amend the By-Laws regarding the job of publishing *Llama Living* from the Secretary's position to the Newsletter Editor's Position. *May 22, 2010.*

The Board voted to publish MLA show results in *Llama Living* with no charge to the MLA show. *May 22, 2010.*



**P**

**Promotion**

The Board authorized the MLA to purchase 200 generic signs and hangers (like political campaign signs) to be purchased at cost by individual lama shows. *June 1, 2001.*

**Q**

**R**

**S**

**Scholarship Fund**

The Board voted to set up an additional MLA scholarship fund for MLA youth in addition to the annual \$500 MSU Veterinary Scholarship. *May 11, 2002. ( See additional below)*

As far as could be determined by MSU, the money that the MLA provided for the MLA scholarship to MSU went unclaimed this year and went directly into the MSU general fund. It was for this reason that the MLA voted to discontinue money to MSU. *October 25, 2003.*

The Board voted to accept the process submitted by Marv and Kathy Larson regarding application for the MLA scholarship and that the award be presented at Lamafest. *March 13, 2004. (A copy of the MLA Scholarship Fund requirements is included in the appendix.)*

The Board voted to change the name of the MLA scholarship fund to the Kathy Larson Memorial Scholarship Fund in appreciation to Marv and Kathy Larson for all of the work that they put in organizing this project. *September 5, 2004.*

**Shows (MLA Sponsored Shows)**

Public address system used by MLA sponsored shows *(see equipment)*

The Board voted that no health checks would be required for llamas (AKA lamas) at MLA sponsored shows, but that a vet must check in the animals. *May 11, 2002 (See below)*

The vote regarding health checks at MLA shows was rescinded pending further study. *June 1, 2002 (See below).*

The Board voted "A health certificate will be required at every MLA sponsored event, no longer than 90 days, for each animal." In addition, as statement on the registration form must be signed by the owner that, as the best of their knowledge, their animals are in good health when signing the form. Statements will include that the MLA will not be liable for animals the form. Statements will include that the MLA will not be liable for animals that become ill at the show. Out of state animals certificates remain the same as before. *October 26, 2002.*

The Board agreed to sponsor the Hillsdale Llama Show. *February 28, 1998.*

The Board voted to provide the Youth Llama Show up to \$500/year each year to cover insurance costs. Should insurance costs exceed \$500, the contribution must be re-evaluated by the membership. *February 10, 2001.*

Show budget submissions to Board. *(See Finance section)*

Show results may be published in the newsletter. *(See Newsletter section)*

The Board voted to discontinue the youth class sponsorship for 2009. *November 16, 2008.*

The Board voted to make the MLA sponsored Hillsdale and Mt. Pleasant show non-ALSA and Keep Lamafest ALSA for 2008. *November 18, 2007*

The Board decided that it will be left up to the individual MLA show superintendents as to whether their shows would be ILR, ALSA, or Open. No official vote was taken. *October 25, 2009*

### **Llamafest (AKA Lamafest)**

The decision was approved by the Board for Llamafest to split from Fiberfest in 1996. *November 12, 1995.*

The Board voted to combine Llamafest (AKA Lamafest) and the MLA with regards to the treasury and merchandising, *September 23, 2000.*

The MLA was asked to take over Llamafest starting in 1996 and was approved by the Board. *June 10, 1995.*

A Llamafest (AKA Lamafest) petty cash fund was established. *(See Finance section).*

Llamafest (AKA Lamafest) Silent Auction money *(See Committee section).*

Llamafest (AKA Lamafest) Budget submission. *(See Finance section).*

### **Structure of Organization**

**Board:**The MLA Board will consist of nine (9) voting members and one (1) non-voting member (the non-voting member was the international Lama Association (ILA) affiliate - this position was eliminated with the demise of the ILA). *November 6, 1994.*

The Board voted that the old and new Boards will work together for the months of November and December as a transition period. *September 23, 2000.*

**Committees:**The following committees were established with the By-Laws: Events (w/ Publicity as a sub-committee), Membership/Marketing, (with Wool and By-Products as a sub-committee) (see updates below), Newsletter, and Education/Medical (with 4 H sub-committee). *November 6, 1994.* The Fundraising, Youth, and Wool committees were established. *September 28, 1996.*

The Marketing and Fundraising committees were split into separate committees. *November 6, 1999.*

The Board voted that new committee chairs could be appointed immediately following the election for the new year. *September 23, 2000.*

A Funding Committee was formed separate from the Marketing Committee. *September 28, 1996.*

The Board approved the motion that the Marketing Committee would not have to consult with the Board for approval of the cost of marketing ventures, but that the Board would reserve the right to object to any project. *January 27, 1996.*

The Wool and youth committees were formed. *September 28, 1998.*

The Show Committee was established to oversee new shows, provide a checklist and approve expenses from the Show Fund if they are needed. This committee was to be funded by a portion of the Llamafest (AKA Lamafest) Silent Auction money. *September 26, 1998.*

The Medical and Education Committees were combined. *January 23, 2010.*

The Planning and Development Committee was eliminated. *January 23, 2010.*

### **Stud Raffle (MLA)**

The MLA Stud Raffle was established. *March 18, 1995.*

To spark interest in the Stud Raffle, the Board approved that a one-page ad in Llama Living (to be used prior to the next year's Lamafest) be awarded to the owner of the winning stud. *January 18, 2004.*

### **Support**

MLA support of the unification working group: "Resolved: The Michigan Lama Association is in full support of the Unification Work Group final report. We applaud the efforts of this group and at the same time deplore the apparent divisiveness of the International Lama Registry. Be it further Resolved. As an organization we will support any new registry formed as a part of the unification process. We would prefer the ILR continue as the only Lama registry, but will encourage out membership to only register their animals with whatever registry is governed by a "unified umbrella organization." This resolution was approved by the Board *November 12, 1995.*

### **Tax Identification Number**

A tax identification number was obtained from the IRS for the MLA. *December 11, 1994.*

Tax-exempt status (501C6 status) was announced. *September 10, 1995.*

### **Treasury Report**

The Board established that the MLA meeting minutes and the Treasurer's report will be published in the newsletter and could be put on the website. *Nothing was referred to as "voted" upon or "approved" by the Board in these minutes. February 2, 2003*

**U**

**V**

**Voting**

Board Voting: Regarding the ways for the Board to conduct online business: The Boards voted that "It will be allowable to vote via email or fax on board issues, with facts and discussion included in the minutes." *July 23, 2006.*

**W**

**Website (MLA)**

The Board voted to use the name Michiganllama.org as a name for the MLA website -original cost of the website was \$70 for 2 years. *May 8, 1999.*

The Board voted to add the Camelid Working Group website to our website. It was noted that the Camelid Working Group would not have a link back to our website. *July 23, 2006.*

**X**

The position of Youth Member to the Board of Directors was created and defined as a non-voting Board of Directors position to be held by a YOUTH Member between the ages of 8-18 holding either a paid Youth Member or covered under a paid Farm/Family membership and who is elected to the position during the Annual Election of Officers and Directors. *November 7, 2004.*

**Y**

**Youth**

The Board voted to discontinue the youth class sponsorship for 2009. *November 16, 2008.*

The Board voted to continue for the 9th year the support for the Youth Llama Show at MSU by donating \$750. *November 18, 2007.*

The first allocation of money (\$150) was made to sponsor a pizza party for the youth at Lamafest (AKA Lamafest). *May 13, 2000.*

The Board voted that a youth who has a Youth Membership be given a membership vote. *March 16, 2002.*

The Wool and Youth committees were formed. *September 28, 1996*