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|  | LANA Board of Directors Meeting  November 18, 2020  Minutes |
| ***Present***: Lee Beringsmith, Jana Kane, Michelle Kutzler, Kathy Nichols, Joy Pedroni, Dolly Peters, and Susan Rich  ***Absent:*** Maureen Macedo, and Cathy Spalding |
| **Sue**: eBlast request for candidate statements for LANA Board positions  **Joy**: post request for candidate statements on LANA website, shorten Sue’s end of term so stagger end of terms as per bylaws, and note Dolly’s new end of term date  **Lee**: post on facebook re the open board positions and request submission of candidate statements  **Joy**: repurchase Quickbooks on Cyber Monday for LANA  **Sue**: address newly found membership and send Kathy info for the newsletter  **Sue**: prepare draft membership drive packet for Dec. meeting  **Sue**: mail out LANA membership list to BOD prior to Dec. mtg for its review  **Sue**: revise reg form to change Joy’s address and send to both Joy and Kathy  **Michelle**: write up the awardee for Adult Follow Me  **Lee:** write up the awardee for the Hummdinger Award and forward to Joy for additional narrative  **Joy:** talk to Chene about making the awards  **Lee, Michelle, Joy, and Sue**: WRITE YOUR NEWSLETTER ARTICLES!!! | **Call to order and review of the agenda:**  Michelle opened the meeting at 7:04 PM. There were no requests for any changes to the agenda. |
| **Past meeting minutes**  Approval of October 15, 2020 minutes: Joy requested that the word “pending” be placed in front of the word “withdrawal” in reference to Sly Park in October’s Treasurer’s report. With the noted revision, Joy moved to accept the minutes, and Dolly seconded the motion. The motion was unanimously approved. |
| **LANA BOD Elections and Terms of Office:**  Process: A request for nominations is eBlasted out to membership in November with instructions to submit a candidate statement if interested. Any current LANA Board member whose term is up and who wishes to remain on the Board, submits his/her candidate statement. Mid-December, the candidate statements are both placed on the LANA website and eBlasted to membership with an end of December deadline to vote via email. If we have at least the bylaw-specific return, we make an announcement in January. If we do not have the designated number of responses, we typically use the Hobo Show to take a live vote.  We have two, three-year positions coming open. Therefore:   * Sue will eBlast the request for candidate statements immediately with a Nov. 30 deadline. * Joy will post the request for candidate statements on the LANA website asap * Lee will post the request on LANA’s facebook account   Note: Joy posts terms of board members on the LANA website. Kathy Nichols and Jana Kane are up for renewal. Joy noted that Susan and Dolly reupped last year, and she will revise the website to reflect their new terms.  Candidate statements should be emailed to LANA business office by Nov., 30: [lanaquestions@gmail.com](mailto:lanaquestions@gmail.com). Voting for board members will be done via email, and voters will hit “reply” to the eBlast request for votes. Voting for officer positions will take place after the vote for board membership is completed (either January or February, typically). |
| **Treasurer’s Report**  Financial updates/reports:  **Lifeline Fund** - $7,564.92 - no change from last month  **General Fund** - $2,989.17   * Includes deposit of $215 from the fiber clinic and ranch membership from Pam Parker * Includes $204 payment to [wix.com](http://wix.com/" \t "_blank) for annual web hosting fee * Includes the $825 payment to Sly Park that was pending last month * Anticipating a deposit of $196.64 for a full refund for the Quickbooks purchased last December 2019.  Office Depot refunded the full amount, and Joy will simply repurchase it when it goes on sale again on Cyber Monday. |
| * Future expenses in next few months:  Domain name renewal for 2021 $14.95; Liability insurance approximately $600. * Stanislaus Fairgrounds will honor the request to refund the $500 deposit, which may up to 3 weeks to get. * Ron’s older laptop is being analyzed for a possible replacement. | |
| **Secretary’s Report:** Susan reported that there had been a thank you note to Pam Parker for her membership, paid at the Fiber Clinic. Her registration fee will cover 2021 as well. Joy reported that she discovered a LANA membership that had gotten lost in the spam of the lanaquestions email and forwarded it to Sue. Sue will add the name to the roster and share that information with Kathy for the newsletter. | |
| **Membership Drive:** Sue shared that last year’s US Mailed packet to members from previous years proved successful. We included in the packet a schedule of events, a reg form, and a letter announcing the blending of Cal-ILA and LANA. We went from 31 to 43 members. We have two events scheduled for this upcoming year: Hobo and Sly Park. The Board decided to include a calendar of events in a mailing. Sue will prepare drafts of the calendar and share it at the December meeting for review. We can also review the list of members to determine who will receive the packets. Sue will send the list of members before the meeting. Sue will revise the address on the reg form and use Eric’s. Sue will provide the revised form electronically to Kathy for the newsletter as well.  **Disaster Preparedness Manual as membership perk?** This would be a lot of work, and no one has the time or passion for it right now. We will move this item to the “pending” portion of the agenda. | |
| **LANA Awards:** Kathy suggested someone for the Follow Me Adult Award, due to a recent single event. Michelle will do a write up. Another suggestion was made for the Hummdinger Award. Lee offered to pay a membership if that was needed to ensure eligibility, and he will write something up as a starter and then Joy will complete it. Joy will ask Chene to create the awards. | |
| **Newsletter:** Kathy has not done anything for the newsletter. She has received nothing from those who promised articles at the last meeting. Lee owes an article on his fire experience. Michelle owes one on microchipping. Joy owes an article regarding prep for fire and she is working on it. Sue owes an article on the Fiber Clinic. Kathy has been very busy so she won’t move on the newsletter until she gets articles. She does have Thanksgiving week off. | |
| **Communication re llama shows:** *agenda item deleted* | |
| **Fiber Clinic Debrief:** Joy reported that the Clinic was very fun. Maureen had some Dollar Store equipment in a bag for each of us, along with prepared fiber for our use. We fiber wrapped and felted bar of soap. We also made a trivet/hot pad using a pie pan. Maureen did a great job, and she was incredibly organized. She provided a lunch as well. Thus far, Joy has not received any receipts**.** | |
| **Unfinished/Pending Business:**  **Holding** for a later discussion:   * Obstacle consolidation and purge | |
| **Request for agenda items for next meeting**  Drafts of Membership mailing – drive | |
| **Date for next conference call meeting**:  Next Board Meeting: Dec. 17  Calendar for 2021: Jan. 21, Feb. 18, march 18, April 15, May 20, June 17, July 15,  Aug 19, Sept. 16, Oct. 21, Nov. 18, Dec. 16 | |
| **Adjournment:** President Michelle adjourned the meeting at 8:19 PM | |