



Board of Directors Meeting

March 8, 2024

The meeting of the Board of Directors of the California State Rabbit & Cavy Breeders Association was called to order on March 8, 2024, in Fresno, California at 6:26 PM by President Jennifer Milburn.

Present: Jennifer Milburn – President; Tracy Gouette – VP (*by phone*); Kelly Hinde – Secretary; Ray Stacy – District 2 Director; Joe Lugo – District 3 Director; Sara Buchanan- District 4 Director; and Catherine Tompkins – District 5 Director as well as Kathy Lugo – Sweepstakes Chair and Acting Treasurer. **Absent:** Scott Williamson – Treasurer.

The minutes of the 2023 meeting were presented and reviewed. Tracy Gouette moved to approve the minutes as presented, the motion was seconded by Ray Stacy and the minutes were passed by a unanimous vote.

Officer Reports:

President Jennifer Milburn noted we have an open District 1 position she is working on filling, constitution is still an open item and is providing copies to all directors and will establish a new deadline for review with a goal to bring to membership before the charter renewal at year end. This is an agenda item for later in the meeting.

Vice President Tracy Gouette talked about more shows happening in her report.

Kelly Hinde presented the Secretary Report. She noted that there was no correspondence. Over the past year the Cal State website had 1,981 site sessions (up 35% over the prior year which was down 6% over the prior year) and 1,317 unique visitors (up 10% over the prior year which was down 12% from the prior year) with an average session of 2 minutes, 54 seconds which is down from 3 minutes, 20 seconds (which was up 6% over the prior year). The source of sessions were Facebook (401 visitors 13% over prior year), Google (170 visitors 67% over prior year) and Direct (135 visitors 487% over prior year). 78% of visitors viewed the site on a mobile device, with 20% viewing it on a laptop/desktop and 2% on a tablet. Note: our website is not optimized for mobile device viewing.

Membership

	2021	2022	2023	2024	Variance 23-24
Total Members	187	165	163	149	-14
Open Members	96	80	89	77	-12
Youth Members	89	83	74	72	-2

Members By District:

District 1 (*Alameda, Contra Costa, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma, Trinity*) – Open – 35 members

District 2 (*Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Lassen, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Sutter, Tehama, Tuolumne, Yolo, Yuba*) – Ray Stacy – 36 members

District 3 (*Fresno, Inyo, Kern, Kings, Madera, Merced, Stanislaus, Tulare*) – Joe Lugo – 49 members

District 4 (*Monterey, San Benito, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Ventura*) – Sara Buchanan – 18 members

District 5 (*Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego*) – Catherine Tompkins – 11 members

A motion to approve Secretary Report was made by Ray Stacy, seconded by Sara Buchanan, and passed unanimously.

Kathy Lugo, acting Treasurer in the absence of Scott Williamson, presented the Treasurers report. There was a \$22,000 starting general fund in Bank of America, taken from the Union Bank account. The balance for the Bank of America account is \$23,136.61 as of 12/31/22; Union Bank with \$10,519.35 and the Roger Wood Scholarship Fund at \$24,555.16. Opening Sweepstakes balance was \$2,169.46 and the ending balance was \$2,765.46. \$431 was paid out in 2021 for Sweepstakes. There were more shows sanctioned in 2022 with more members in attendance. For 2023 convention 24 breeds were sanctioned for \$1,263.00 cost; Agri-Center venue cost was \$4,325.00 (rental \$4,000 with insurance at \$325). Airline tickets \$1,842.16 for 4 rabbit judges and \$471.90 for one cavy judge. Total expenses to date for 2023 Convention is \$7,539.16 with expenses still for secretary fees, judges fees, awards, and hotel expenses.

The 2023 Sweepstakes report was reviewed. Kelly Hinde made a motion to accept both the Treasurers report and the Sweepstakes report as presented. Joe Lugo seconded the motion. The motion passed unanimously.

District Director Reports:

- District 1 – Open – No report

- District 2 – Ray Stacy – Shows are continuing and there are more fairs after Covid cancellations. Some clubs are not having shows as they were.
- District 3 – Joe Lugo – Seeing pick-up in shows and new people. Meat pens are becoming more popular at fairs with numbers continuing to increase.
- District 4 – Sara Buchanan – Shows in Santa Clara starting again sponsored by the Fair. More frequent shows. Cavy show numbers are picking up a bit, youth is a little better. More exhibitors with smaller number of entries.
- District 5 – Catherine Tompkins is new to board. Costa Mesa coming up with typical shows continuing. Still trying to get people back after Covid. Vaccinations continue for RHD.

Committee Reports:

Show Committee: New venue. Building would be more next year if we return. All venues are increasing in cost. Savings from Three Cowgirls doing awards at cost. Very nice and reasonable price.

Scholarship Committee: Attempt to put out travel scholarship; however, there were unanswered questions that need to be resolved before moving forward. Will continue with two \$500 grants for travel to the ARBA National Convention. Still need to move to the college scholarship and create this process. Adding Tracy Gouette to the committee.

Constitution Committee: Changes were sent out by former Chairperson, Tracy Gouette. Board members are requested to send revisions no later than June 30 to Catherine Tompkins. Then the final draft will be sent to membership for vote prior to re-chartering with ARBA by January 1. Scholarship Committee is now Catherine Tompkins (Chairperson), Sara Buchanan and Tracy Gouette.

Old Business:

Bonding: Costs were provided to the President. Costs were very reasonable. Bonds are based upon the individual, not the position. It is agreed that the roles to be bonded are Treasurer and Sweepstakes Chairperson. The amount of bond is to be \$50,000. Discussion of who to bond, should show secretaries be involved. Kelly Hinde to send out bonding information to the board to make a determination on who to bond.

Treasurer Position: Scott Williamson has indicated his decision to resign as Treasurer. Jennifer Milburn will ask for his resignation in writing to make it official. Should he officially resign Jennifer will likely appoint Kathy Lugo as Treasurer and seek board approval.

New Business:

Open Board Seat for District 1: Jennifer Milburn is working to fill and is waiting for response from a potential candidate.

2025 Convention: Cost of this year's location is going to go up as are most other venues. Discussion of looking at venues to include Turlock. Date will be determined by building availability and avoiding Arizona State Convention.

For the good of the club discussion of the way to post the convention catalog ensued.

Discussion on the lack of an accounting ensued with a request to ask the show secretaries to provide an accounting of number of entries, banquet tickets, etc. Request to be made to the show secretaries of the amount provided to the Treasurer and the amount due by exhibitor.

There being no other business to conduct for the good of the association Joe Lugo made a motion to adjourn the meeting, it was seconded by Ray Stacy and the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Kelly Hinde, Secretary