

California State Rabbit & Cavy Breeders Association

Board Meeting Minutes

February 21, 2020

Call to Order – The meeting was called to order in Turlock, California on February 21, 2020 at 7:20 PM by Dolores Morris, President

Roll Call – All Board Members present: Dolores Morris, Ray Stacy, Chris Zemny, Kelly Hinde, Nicole Brockreide, Scott Williamson, Jennifer Milburn, Danielle Young and Tessa Fraguglia. Also in attendance was Alan Rafferty.

Minutes of Last Meeting – Minutes were presented, Jennifer Milburn moved to approve the minutes as presented, Ray Stacy seconded the motion and the motion passed with a unanimous vote.

Officer Reports –

- President – Need to complete work on revision of constitution and determine scholarship program.
- Vice President – None
- Secretary – No correspondence, current membership is 193 members, and a report of website traffic was presented. In the last three months there have been 648 visits to the website with 473 unique visitors. Sources of visits were 427 via search, 155 direct and 59 via Facebook. 394 visitors were via mobile device and 247 via desktop.
- Treasurer Report – Bank balance on the last bank statement was \$30,226.99. The association had \$27,962.52 in checking as of 2/17/20. The Roger Wood Memorial Scholarship account had a balance of \$25,112.6. Kathy Lugo has not provided a balance for the sweepstakes account. The board approved \$500 from the general fund be transferred to the Sweepstakes fund to avoid \$12/month bank fees.

Old Business -

- Travel Scholarships – Following discussion, Chris Zemny made a motion to award two \$500 travel scholarships to support youth members (not over the age of 18) to travel to the ARBA convention annually with Nicole Brockreide organizing applications and awards. Scholarships are to be announced at the annual State Convention and awarded at the ARBA Convention. Dolores Morris seconded the motion and it was approved by unanimous vote.
- Academic Scholarship – Following discussion, Scott Williamson made a motion to award a \$500 academic scholarship for a member pursuing college or vocational education with a minimum of 3 years membership in the association. Applications would come to the secretary and be funneled to Nicole Brockreide, scholarship committee chair and Jennifer Milburn, committee member for review and award. The committee would be responsible for creating the scholarship application for posting to the club website. The motion was seconded by Chris Zemny and approved by unanimous vote.
- Constitution – Following discussion, it was agreed that the revision of the constitution is near completion. Chris Zemny moved that the following final revisions should be made before the revised constitution is sent to members for vote: take out all reference to paying for hotel rooms as this is related to convention expenses, remove the judging by groups language, remove districting, add a cavy representative to the board. Tessa Fraguglia seconded the motion, and it was approved by unanimous vote. Kelly Hinde, as secretary, will make the revisions and follow the requirements of the current constitution to send it to members. Tessa Fraguglia will assist with counting votes.
- Election – Due to the constitution changes no election was held this year. It was agreed that an election will be held next year based upon the requirements of the constitution in place at that time.
- Bonding – It was discussed that all individuals handling money for the association should be bonded. Kelly Hinde, as Secretary, was tasked with contacting a bonding company to provide a bond of up to \$50,000.00 to include the Secretary, Treasurer and Show Secretaries.

New Business –

Cal State Committees – Chris Zemny outlined suggested committees to insure the sharing of responsibilities for the annual convention. It was agreed that the following committees and chairs would be in place for the 2021 convention:

- **Contracts & General Chair – Chris Zemny:** Responsible for all contracts and budget (includes insuring other chairs are within the budget). Provides Treasurer with list of all required check expenditures for the convention. Contracts with fairgrounds and hotel including arranging with Treasurer for payment. Makes room list to coordinate for judges and board members, working with Judge chair and Cavy chair. Provided table/chair count to fairgrounds and makes map for file marshal requirement. Confirms superintendents and show secretaries for open, youth and cavy. Arranges food booth and location for board meeting.
- **Equipment Chair – Ray Stacy & Dolores Morris:** Responsible for arranging judging coops and PA system with CRCS and BVRA. Stores clipboards/pens. Arranges for paper towels and puppy pads for show.
- **Judges – Alan Rafferty:** Hires judges based upon board vote, arranges airfare and transportation ensuring judges travel at least expense to club, prepares judging line-up. Coordinates accommodations with General Chair
- **Hospitality – Tessa Fraguulia & Nicole Brockreide:** Prepares judges treat bags and arranges for judge aprons, purchases water/drinks and ensures volunteers to deliver to judges throughout the weekend, creates judges/superintendent/secretary lunch list and tickets coordinating with food vendor.
- **Awards – Danielle Young:** Purchases all awards including BIS, RIS, BOB and BOS as well as other special shows (rare breed, meat pen contest, etc.) within award budget, delivers awards to proper building (open, youth, cavy), ensures award table is manned, takes inventory and stores excess awards for the following year.
- **Specialty Shows – Kelly Hinde:** Contacts all breed specialty shows and contracts for shows at convention, collects information and submits to the general chair for the catalog by deadline, collects judge requests and provides with entry count to judge chair to complete line-up, collects specialty show payments and provides payments to Treasurer.
- **Catalog – Chris Zemny:** Compile catalog coordinating with other chairs, submits drafts to secretaries and other chairs for review prior to publication, posts to Facebook group and sends to club secretary for posting to club website, promotes convention on social media.
- **Booths – Ray Stacy:** Makes flyer to promote booth space, contact vendors to gain commitment, oversees Friday set-up, collects payments and submits to Treasurer.
- **Set/Up & Tear/Down – Paid:** Two people are hired for this position at \$200 each plus 2 nights at the host hotel each. Arrive at 3 PM to oversee and handle set-up of coops, coordinates delivery of CRCS and BVRA coops and PA system, unloads and sets-up all judging equipment and tables, tears down and oversees loading of coops and sweeps building prior to leaving.
- **Cavy Chair – Sara Buchanan & Golden State Cavy Breeders:** Handles all aspects of cavy show including set-up and tear down, collection of fees and delivery to Treasurer, hires judges and handles air fare and travel. Cal State provides \$1,600 for costs which includes judges, airfare and hotel. Cal State also provides awards, judges bags and drinks, and lunches for judges, secretary and superintendent.
- **Youth Committee – Melinda Smith:** Handles all aspects of Royalty and other youth contests.

Adjourn – A motion to adjourn the meeting at 8:25 PM was made by Ray Stacy, seconded by Nicole Brockreide and passed unanimously.