



Board of Directors Meeting March 3, 2023

The meeting of the Board of Directors of the California State Rabbit & Cavy Breeders Association was called to order on March 3, 2023, in Tulare, California at 6:00 PM by President Jennifer Milburn.

Present: Jennifer Milburn - President; Tracy Gouette - VP (*by phone*); Scott Williamson - Treasurer; Hinde - Secretary; Donelle Bomben - District 1 Director; Ray Stacy - District 2 Director; Joe Lugo - District 3 Director; and Sara Buchanan- District 4 Director as well as Kathy Lugo - Sweepstakes Chair. **Absent:** District 5 Director Berlena Reynolds.

The minutes of the 2022 meeting were presented and reviewed. Joe Lugo moved to approve the minutes as presented, the motion was seconded by Sara Buchanan and the minutes were passed by a unanimous vote.

Officer Reports:

President Jennifer Milburn had no report.

Vice President Tracy Gouette had no report.

Kelly Hinde presented the Secretary Report. She noted that there was no correspondence. Over the past year the Cal State website had 1,609 site sessions (down 6% over the prior year) and 1,132 unique visitors (down 12% from the prior year) with an average session of 3 minutes, 20 seconds (up 6% over the prior year). The source of sessions was Facebook (451 visitors), Google (417 visitors) and Direct (89 visitors). 66% of visitors viewed the site on a mobile device, with 32% viewing it on a laptop and 2% on a tablet.

Also presented as part of the Secretary Report were membership statistics:

	2021	2022	Variance 21-22	2023	Variance 22-23
Total Members	187	165	-22	163	-2
Open Members	96	80	-16	89	+9
Youth Members	89	83	-6	74	-9

Members By District:

- District 1 (*Alameda, Contra Costa, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma, Trinity*) - Donelle Bomben - 43 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 - 42 members
- District 3 (*Fresno, Inyo, Kern, Kings, Madera, Merced, Stanislaus, Tulare*) - Joe Lugo - 47 members
- District 4 (*Monterey, San Benito, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Ventura*) - Sara Buchanan - 22 members
- District 5 (*Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego*) - Berlena Reynolds - 8 members

There was discussion of benefits of membership to encourage membership retention and growth. Current significant benefit is sweepstakes. There was discussion of a potential fee to non-members to show at Cal State Show that would equal membership cost.

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

Kathy Lugo, acting Treasurer in the absence of Scott Williamson who is recovering from a long illness, 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. A motion to approve financial report was made by Scott Williamson, seconded by Ray Stacy, and passed by a unanimous vote.

In relation to payout of Sweepstakes, Kathy Lugo made a motion to payout 85% of sweepstakes collected with the remaining 15% used to pay sweepstakes expenses. Donelle Bomben seconded the motion. The motion passed unanimously.

District Director Reports:

- District 1 - Donelle Bomben. Show in Vallejo was new to the area and was not sanctioned for Cal State.
- District 2 - Ray Stacy - Shows are picking up. RHD has been less prevalent. Working on getting folks revitalized.
- District 3 - Joe Lugo - Numbers up and down at shows but size of shows has reduced.
- District 4 - Sara Buchanan - Cavy shows are sagging right now but are showing signs of recovery. Youth participation is less.
- District 5 - Berlena Reynolds not in attendance.

Committee Reports:

Show Committee: Five vendors will be in attendance at the 2023 Contention. Change in catalog to remove tables for the cavies. Gate locked at 8 PM although catalog say 9 PM. Ray will notify those that he is aware of. One judge delayed due to weather, but an available judge is secured to cover for Saturday. Open will show before youth to allow youth to participate in the youth activities.

Scholarship Committee: Kelly Hinde Chair of the Scholarship Committee which will include Tracy Gouette and Sara Buchanan. The committee will work on an application and a process. Scott Williamson has been added to the committee.

Scott Williamson moved to provide two \$500 grants for travel to the 2023 ARBA National Convention for youth, seconded by Donelle Bomben. Motion passed unanimously.

Constitution Committee: Changes were sent out by Chairperson, Tracy Gouette. There were some issues with wording that was under consideration. Significant work has been done but there is additional work to be done. Tracy to send revised edition to Kelly as Secretary to compile recommended changes for review by the board members. Board members are requested to send revisions no later than June 1. Then the final draft will be sent to membership for vote prior to re-chartering with ARBA by January 1.

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. Secretary to send details to all board members.

Treasurer Position: Kathy Lugo has done an amazing job as our interim Treasurer; however, Scott is recovered enough to return to his role as Treasurer.

New Business:

2024 Convention: Kathy Lugo moved to use the same venue next year if we can get similar rates seconded by Scott Williamson. The motion passed, with one opposed. Scott Williamson moved that dates will be March 2-3, 2024, pending availability of the building, seconded by Donelle Bomben. Passed unanimously.

There being no other business to conduct for the good of the association Tracy Gouette made a motion to adjourn the meeting, it was seconded by Joe Lugo and the meeting was adjourned at 7:31 PM.

Respectfully submitted,

Kelly Hinde, Secretary