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**Board of Directors Meeting**  
**June 17, 2009 (Wednesday)**  
**6:30pm –7:45pm (EST)**  
**Dial-In #: 877-366-0711/ Passcode: 46391859#**

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**I. Meeting Opening:**

In attendance: Kristie S, Ken C., Chuck G., Terri K., Helen H., Randy S., Kim P.

- Agreement on May 20 meeting minutes and agenda
  - Kristie added IRS tax issue and AOBA Vet Forum as agenda items
  - Motion to accept May 20<sup>th</sup> minutes from Ken; 2<sup>nd</sup> by Helen
    - Accepted by all in attendance

**II. Discussion of Jubilee (Kristie, Chuck):**

- Chuck opened the floor to questions about the income and expense report that had been sent to all BoD members. No questions.
- Event managers:
  - Kristie suggested that we work with the event managers to know what we will do if we get the same # of exhibitors as this year, how to try to further reduce costs and increase profits, etc.
  - Chuck suggested having the event managers negotiate with the farm show complex to reduce the facility costs.
  - Kristie said the rate for the event managers is remaining the same but that they have agreed to make efforts to cut costs in areas where possible. Ken asked if this information on no rate change is in writing. Kristie said she will get that from them within the week and forward it to the BoD members.
  - Terri moved keep Scott Young and Kevin O’Leary as the event managers for the 2010 Jubilee; Ken 2<sup>nd</sup>ed. All were in favor.
- Chuck moved to nominate Kristie S as the board liaison for the Jubilee. Helen 2<sup>nd</sup>ed. All were in favor.
- Fleece superintendent:
  - Discussion on whether to retain Carl and Frieda McGill. Only issues in 2009 were that a fleece entry was lost and a spin-off entry was misplaced. Both issues were resolved. There was no further discussion. All were in favor of retaining the McGills.
- Survey Monkey results (Terri):
  - Terri said all questions were responded to with either a good or excellent by all respondents. Overall of 114 responses, 49% said excellent.
  - Randy asked specifically about comments about the judges. Terri said a couple responses said that we should not have Mile Safley back as a judge. Kristie suggested that since he is not coming back as a judge in 2010 there is really no need to discuss further.



- Terri gave the website and login info for BoD members to be able to log in and be able to read the responses for themselves:
  - [www.surveymonkey.com](http://www.surveymonkey.com)
  - Username: mapaca (no caps)
  - Password: Robinson (no caps)
  - Click on “My Surveys” and 2008 and 2009 will come up. Click on the “Analyze” icon. This will bring up all 32 questions with a bar graph and response percentage and count. Can click on “Show Replies” to read the written comments.
  - Just log out when finished.

### **III. Discussion of IRS Tax Issue (Chuck):**

- Chuck gave the history behind the tax issue that he IRS audited the 2007 MAPACA return. MAPACA hired an accounting firm to help and do an internal audit. The conclusion was that there were not a lot of problems except for an issue with someone being classified as contract employee versus regular employee and thus the IRS said payroll taxes were owed. The firm filed a response and nothing was heard. Chuck said he initiated an e-mail conversation and conference call. The bookkeeper said he had received several threatening letters from the IRS for payment. Chuck as treasurer said to go ahead and pay to avoid further issues and penalties. The accounting firm is still involved and following through.
- Kristie said Brion Smoker has been involved and has gotten the IRS to reopen the case. He also asked Terri as the incoming treasurer to remain involved and follow up to ensure the appeal is heard so that we might be able to get the monies back.
- No further discussion

### **IV. Oct. 11<sup>th</sup> Membership meeting update (Terri):**

- Terri and Randy S spoke with Sarah Donahoe, the membership chairperson. Came up with the agenda for the meeting. There is a BoD meeting prior to the start of the membership meeting in the morning as well as a BoD dinner the evening before. Kristie asked that the morning BoD meeting be in a separate area away from the regular meeting area. The BoD meeting will have an 8 a.m. start. The BoD dinner will most likely be at a restaurant nearby the Willow Valley facility.
- Membership Meeting agenda:
  - 10:30-11 a.m. – Registration
  - 11 a.m.-Noon – Membership meeting
  - Noon-1 p.m. – Lunch
  - 1-3 or 3:30 p.m. – Speakers
  - 3 or 3:30-4 p.m. – Randy working on an activity
  - 4 p.m. – Meeting closes
- Lunch will be the Sunday brunch buffet that will be in a separate room, but attendees can walk easily to get and bring back to the meeting room. \$22/person all you can eat. No one had any problem with that.



- Terri needs to know the # of rooms needed for the reserved block of rooms

#### **V. Funding requests (Kristie):**

- PVMA:
  - Kristie had forwarded request from the PVMA to the BoD about sponsoring their meeting again. MAPACA gave \$2,000 last year.
  - Helen suggested that PAOBA may be in a position to support with some \$ since this is the Pennsylvania veterinary organization.
  - Chuck moved to split the sponsorship cost of \$1000 with PAOBA, so MAPACA would give \$500. Ken 2nded. All were in favor. Helen will contact PAOBA about the other \$500.
- GIRCOM:
  - Kristie had forwarded the request from Monica Kline for the GIRCOM research study.
  - Chuck moved to support with \$1000 with the stipulation that those dollars will be earmarked specifically for the study, and that they will be returned to MAPACA if the study does not go forward, with a timeframe in which those dollars will be returned. Kim seconded. All were in favor.
- AOBA Veterinary Forum:
  - Kristie said that this request forwarded from AOBA was not a funding request. They are only asking for our support and that we send the information out to the membership. Ken moved to forward the information to the members. Chuck 2nded. All were in favor.

#### **VI. Bookkeeper (Chuck, Kristie and Terri):**

- Chuck said the current bookkeeper's contract is up at the end of July 2009. MAPACA is to pay him through July. He will transfer the QuickBooks file online, will update the bank with new check signers, etc. We can either retain the bookkeeper to do taxes or retain a new accounting firm. Kristie asked that we be sure Dennis turn over all files.
- Terri will work with Chuck to get the new bookkeeper, Stephanie, set up.

#### **VII. Nominating Committee update (Ken):**

- Ken said we have four nominees to date, but we still need at least four more and asked for suggestions on ways to get more candidates.
- Kristie suggested e-mails to potential candidates first before "cold calls."
- No further discussion

#### **VIII. Miscellaneous items for discussion:**

- Terri – membership committee: Terri asked if we can approach each MAPACA member state affiliate to provide one member as a volunteer for the MAPACA membership committee. Suggestion was made that we need to work the request carefully to not appear as if we are "stealing members" from the affiliates. Kristie suggested that Randy work with Sarah to come up with a written request to the affiliates that will be brought back to the BoD for review at next meeting. No further discussion.



**IX. Close of Meeting:**

- Kim moved to close the meeting, Randy seconded. All agreed. Meeting closed at 7:45 p.m.