



**Board of Directors Teleconference
November 03, 2007
4:00pm-6:00pm (EST)**

Distributed 11/17/07

Attendance: (BOD) B. Ciszewski, C. Gulotta, M. Kline, C. Pfister, R. Shearer, W. Robinson, K. Schwartz

I. Meeting Opening

The meeting was opened by C. Pfister and B. Ciszewski. C. Pfister noted that D. Tomsy is in possession of all the organization's financial files and has access to the Wachovia bank accounts.

D. Moran prepared notes and asked B. Ciszewski to read them into the minutes. W. Robinson suggested that since D. Moran was not present to answer questions pertaining to the notes that they instead be attached to the minutes.

II. Welcoming of New Members/Seating of Officers

M. Kline: Motion: To appoint W. Robinson President; Seconded by C. Gulotta. Vote: C. Gulotta, M. Kline, R. Shearer, K. Schwartz (Yes).

M. Kline: Motion: To appoint K. Schwartz Secretary; Seconded by C. Gulotta. Vote: C. Gulotta, M. Kline, W. Robinson, R. Shearer (Yes).

C. Gulotta: Motion: To appoint M. Kline Vice-President; Seconded by W. Robinson. Vote: C. Gulotta, K. Schwartz, W. Robinson, R. Shearer (Yes).

R. Shearer: Motion: To appoint C. Gulotta Treasurer; Seconded by M. Kline. Vote: M. Kline, K. Schwartz, W. Robinson, R. Shearer (Yes).

III. Recognition of Outgoing Board Members

The Board thanked B. Ciszewski and C. Pfister for their numerous contributions to the organization. The meeting continued with the following in attendance: C. Gulotta, M. Kline, R. Shearer, W. Robinson, and K. Schwartz.



IV. New Business

- Letter of thanks to those who participated in election
- Review General Membership Meeting agenda & logistics
 - Preliminary BOD initiatives – goal setting/timeline
- Organizational Process Policies
 - Contract Negotiation & Signing/RFP Process

M. Kline: Motion: To Contracts can be negotiated and signed by Board members of MAPACA, however, any contract estimated to be \$3,000 or above must have an RFP, except Jubilee related contracts; Seconded by C. Gulotta. Vote: C. Gulotta, M. Kline, W. Robinson, R. Shearer, K, Schwartz (Yes).
 - Handling of Old Records

K. Schwartz: Motion: W. Robinson to speak to vendors regarding the scanning of previous hardcopy MAPACA documents; Seconded by M. Kline. Vote: C. Gulotta, M. Kline, W. Robinson, R. Shearer, K, Schwartz (Yes).

 - Handling of Electronic Records on Website: *Outstanding item: The Board still needs to determine policy for the handling of information stored on the MAPACA website (e.g., meeting minutes).*
- Committees
 - Board priorities for committees: Refer to “November 21 Board Teleconference” section below.
 - Board liaisons to committees
 - AOBA Affiliate Congress – MAPACA role & representative
 - W. Robinson to be the MAPACA representative.
- Schedule Membership Meetings & Board Teleconferences for Year

M. Kline: Motion: MAPACA membership fee to be \$100 per farm; Seconded by C. Gulotta. Vote: C. Gulotta, M. Kline, W. Robinson, R. Shearer, K, Schwartz (Yes).
- November 21 Board Teleconference

It was agreed the Board would complete formal goals, milestones, and associated budgets for each committee so they can be announced in the January newsletter and presented to the membership at the next general meeting. The associated timeline for these activities follows:

- 11/19 BOD Teleconference: Committee liaisons ask necessary questions to prepare and finalize their plans.
- 12/19 BOD Teleconference: Committee liaisons to discuss their committee goals, deliverables and requested budgets. To be distributed to the Board 1 week in advance of the teleconference (12/12).



- January Newsletter: Committee budgets and plans to be approved by BOD by January 15. Our finalized committee plans for the year will be outlined in the newsletter. This is timed to coincide with our membership renewal period.
- Vet grant program scope revision
 - Alpaca seminar near U-Penn vet school (next steps).
- 2008 Jubilee
 - M. Kline and R. Shearer to serve as co-liaisons for the 2008 Jubilee.
K. Schwartz: Motion: Future Jubilee's to have co-liaisons to the Jubilee with at least one of those persons having 1 years Jubilee experience. ; Seconded by C. Gulotta. Vote: M. Kline, C. Gulotta, K. Schwartz, W. Robinson, R. Shearer (Yes).
 - 2008 Jubilee Auction – go/no go decision
M. Kline: Motion: Move to not have 2008 Jubilee auction. Seconded by K. Schwartz: Vote: M. Kline, C. Gulotta, K. Schwartz, W. Robinson, R. Shearer (Yes).

VI. Close of Meeting

M. Kline: Motion to close meeting. Seconded by C. Gulotta: Vote: M. Kline, C. Gulotta, K. Schwartz, W. Robinson, R. Shearer (Yes).

Next teleconference scheduled: November 19, 2007 (7PM-8PM)