

# American Dexter Cattle Association BOD Conference Call

September 9, 2019 - 7 pm CDT

President – Lesa Reid	* Youth Dir - Elissa Emmons	Region 7 – Jennifer Hunt
Vice Pres – Kimberly Jepsen	* Parliamentarian - David Jones	Region 8 – Danny Collins
IPP - Jim Woehl	Region 1 – Skip Tinney	Region 9 – Kim Newswanger
Secretary - Carole Nirosky	Region 2 – Laaci Louderback	Region 10 – Patrick Mitchell
Treasurer -	Region 4 – Becky Eterno	Region 11 -
Registrar - Jill Delaney	Region 6 – Jeff Chambers	* Region 12 – Terry Sprague
Webmaster - Ray Delaney		

\*designates member absence

## 1. Treasurer Task Force Report – Lesa Reid

- Two bid proposals were received from CPA accounting firms. Both firms offered proposals for complete outsourcing and for setup/training/oversight. Proposal totals are estimates based on review of ADCA documents and time spent observing ADCA registrar. Increased workload would affect these estimated proposals.
  - i. Option 1 – Outsource - proposals ranged from \$14,450 to \$18,650. Both firms would require an inhouse treasure to complete tasks not included in the proposals.
  - ii. Option 2 – Hire an inhouse treasurer and use a CPA firm to setup QuickBooks, train, oversee and prepare taxes– Proposals ranged from \$6,825 to \$4,550. Stipend for inhouse treasure not included in this total.
- Discussion was held about the pros and cons of outsourcing everything to a CPA firm verses having an inhouse treasurer.
  - i. Jim Woehl – An inhouse treasure would be needed regardless of the option chosen.
  - ii. Jeff Chambers - During the transition period, procedures could change if the ADCA acquires new software containing financial aspects. Cost for using a CPA firm could be expensive if accounting procedures change again within the year.
  - iii. Skip Tinney – QuickBooks is the only thing we need to do permanently in any of these proposals. The options for using an inhouse treasurer or CPA firm could be revisited yearly if needed. Both firms will offer training and oversight as needed to ensure accounting entries are done correctly during the change over from excel files to QuickBooks.
- Jim Woehl made a motion for the BOD to use an inhouse treasurer and obtain the proposal of \$4550 from Cinda Rodgers to setup QuickBooks, train, oversee as needed and prepares taxes for a maximum of one year. The BOD will revisit in one year and evaluate. Stipend for inhouse treasurer to be determined by the BOD. Pat Mitchell seconded this motion.
  - i. Roll call Vote – Skip Tinney yes, Laaci Louderback yes, Becky Eterno yes, Jeff Chambers yes, Jennifer Hunt yes, Danny Collins yes Kim Newswanger yes, Pat Mitchell yes, Jim Woehl yes. Motion passed unopposed.
- Skip Tinney will contact Cinda Rodgers and Jim Smith to start the process. Training for Carole Nirosky will be arranged with Cinda once QuickBooks is setup.
- Jim Woehl thanked the Treasurer taskforce for their time and effort.

## 2. Registration Software Taskforce (RST) – Jeff Chambers

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- This taskforce completed the first draft of the Request for Proposal (RFP) for the Registration and Membership Management System (RMMS). The BOD was asked to thoroughly review the document and provide any input to the taskforce by September 25, 2019.
  - The Registration Software taskforce would like to be placed on the agenda for the October 2019 BOD meeting to get a decision for final approval of the RFP.
  - The proposal would then be ready to send out to vendors in November.
  - Jim Woehl recommended, and the BOD agreed, for Jeff Chambers to be the contact person listed on the RFP.
  - The Centrix Software extraction was good, but we still need additional information. Jill Delaney and Susan Smythe are working with Centrix to obtain that data.
  - Lesa thanked the taskforce for their hard work and accomplishments.
  - Becky Eterno asked how many companies would be receiving the RFP. Jeff said 5 companies have been targeted so far but we will also be doing a public posting in case there are other companies interested in submitting a proposal.
3. Marketing and Advertising Committee report – Danny Collins
- The committee is exploring new ways to help the membership market their Dexter animals and products.
  - The BOD asked Danny to have the committee define some of their ideas and bring them back to the BOD for further consideration.
  - Lesa will reach out to Ranch House, the company that is building our new website, for advice on implementing some of the ideas presented.
  - Danny is looking for more volunteers to work on the Marketing and Advertising Committee.
4. Other Thoughts –
- Lesa Reid asked the BOD to approve the purchase of a new printer for the registrar. The current printer is outdated and not functioning correctly. Expected cost is \$550 to \$600 including cost.
    - i. Pat Mitchell made a motion, Danny Collins seconded, for Jill Delaney to purchase a new printer. Pat and Jill will work together to research the best printer option for her to purchase. The motion passed unopposed.
5. New Business –
- Historical Committee - Jeff Chambers
    - i. The historical committee has met for a second time and one thing that was discussed was gaining access to documents currently stored in the ADCA storage unit in Missouri. Jim Smith is the only person with a key to the unit. The BOD agreed that Skip Tinney could obtain an additional key from Jim Smith for the historical committee.
  - Member concerns brought to the attention of Jeff Chambers
    - i. Members were not aware of the change to the by-laws, regarding the President and Vice President not having to be on the BOD to be eligible for those positions. The inquiring member was concerned former BOD members were not contacted about the VP opportunity. By-laws posted on the ADCA website are outdated.

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- Jeff recommended an announcement be made about when and why the change to the By-laws took place. Lesa will contact David Jones and make sure By-laws are updated on the ADCA website. The BOD agreed that it needs to communicate clearly when changes to the By-laws are made.
  - ii. Committee lists are incorrect on the ADCA website.
    - Kimberly Jepsen will review and make sure updated committee list is posted on the ADCA website.
  - iii. Concerns that UC Davis and Texas A&M forms are not current on the ADCA website.
    - Kim Newswanger will review and make sure correct forms are available on the ADCA website.
  - iv. Member suggestion to create a Membership Engagement Committee - a standing committee of the BOD to look at ongoing outreach and listening sessions with the members.
    - Board members expressed agreement that looking for improved communication between the board and membership would be good. Since Regional Directors, not committees, are charged with directly communicating with the members, the board suggested looking for different solutions involving Regional Director communication instead of creating a committee.
    - Danny Collins suggested regional directors holding quarterly meetings via conference calls or skype and invite members to participate and talk about their concerns. Turbo Bridge can be setup for regional directors to use for member meetings, contact Jim Woehl to setup.
    - Members are urged to contact their regional directors with any questions or concerns.
6. Budget Meeting – Jim Woehl
- The BOD will meet Tuesday September 17, 2019, 7:00pm central
7. Final thoughts –
- Becky Eterno asked if anything was happening with members who volunteered at the AGM to be on the Logo taskforce.
    - i. Lesa Reid explained that the Logo taskforce has already met and included those volunteers. The taskforce is currently working on things that came out of the last meeting.
  - Skip Tinney – suggested the back of the registration certificate be changed to a different statement that is more reflective of the first owner policy. Lesa asked Jill to review.
  - Danny Collins suggested creating how to videos for genotyping and registration.
  - Kimberly Newswanger thought the First owner policy is difficult to find on the current website.
    - i. Following discussion, Lesa asked Jill to make sure First Owner Policy info is listed on the Registration Page.

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- Pat Mitchell asked if 2019 Lifetime Members had been contacted about their awards following the AGM. Announcements were made but no personal contact and the BOD agreed that we dropped the ball on this. Lesa will contact all recipients of this year's honor.

Meeting concluded at 8:46

Submitted by Carole Nirosky