

American Romney Breeders Association
Agenda of Board of Directors Meeting
Tuesday, June 13, 2023 7:30 pm Eastern

Call to order and roll call. The ARBA BOD Meeting was called to order by Vice President Charlene Carlisle at 7:41 pm eastern time.

<u>Present</u> Charlene Carlisle-Vice President Marianne DiTaranto-District 1 Scarlet Lamphier-District 2 Penny Swearingen-District 3 Sue Kalina-District 4 Jeff Stump-District 6 Melissa Wubben-At Large Stephanie Booren-At Large Rick Trojanoski-At Large	<u>Absent</u> Anne McIntyre-Lahner-President Tracy Haslem-District 5
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Review of Minutes. The Minutes of March 2023 ARBA BOD Meeting were reviewed. Three typos were fixed. Penny moved to accept the revised Minutes. Rick seconded the motion. The motion carried.

Secretary's report. Ballots for Directors of Districts 1, 3 and 5, one At-Large Director and President and Vice President were mailed by June 1, 2023. So far, approximately 40 ballots appear to have been returned.

Currently ARBA has 183 members.

Other recent work includes maintenance of the membership list, communication with Associated Registries and communication with members. Rick moved to accept the Secretary's Report. Melissa seconded the motion. The motion carried.

Treasurer's report.

Wells Fargo Checking Account:	\$5,939.30
Wells Fargo CD:	\$16,083.06
Wells Fargo Savings Account:	\$5,585.04
Paypal Balance:	\$243.00
Total:	\$27,850.38

Financial documents presented to the Board of Directors are included in the appendix of this document. Sue talked through the current financial documents. Of special note, ARBA's year-to-date income is \$17,904, while year-to-date expenses are \$21,504. A section of the financial documents shows the transfer of funds in and out of the ARBA savings account,

providing accounting for the income and expenses of ARBA Juniors. Rick moved to accept the Treasurer's report. Stephanie second the motion. The motion carried.

District Reports.

District 1. ARBA members in District 1 are busy buying and selling lambs. Recent events include the New Hampshire Sheep and Wool Festival, the Massachusetts Festival and the Connecticut Festival. Participation from ARBA Juniors has been great! District 1 ARBA Juniors are getting ready for the All American Junior Show and the New England Youth Sheep Show this summer. Marianne is teaming up with a knitting mill in Brooklyn, NY to make hats and sweaters, and Marianne will share with District 1 members how the products turn out, since this might be a resource other ARBA members are interested in.

District 2. Romneys were well-represented at Maryland Sheep and Wool. Wool Pool in District 2 is not being held this year.

District 3. Fiber Festivals are in full swing in District 3. Junior ARBA members are getting ready for the All American Show in Madison, WI and other shows. Updates and discussion about the Annual meeting will take place under Old Business.

District 4. The Kalinas have been doing well at local and state-wide fiber festivals selling wool and jewelry but haven't brought Romneys to any sheep shows yet. They did particularly well selling fleeces at a festival in eastern Oregon recently. Black Sheep Gathering is coming up soon, and the Kalinas are looking forward to bringing sheep to that event. Oregon Romneys will be represented at All American. ORBA has a new newsletter editor, and the first newsletter looks great! New people in leadership roles!

District 5. No report available.

District 6. No fiber festivals planned in District 6.

Committee Reports.

Advertising Committee. The Advertising Committee is working on branding, starting with drafting a new logo. Two additional banners, one about Romney Wool and another about Romney Lamb, are also being drafted to compliment the banners created last year. The committee will discuss the possibility of putting a link to purchase banners on the ARBA website, so a group order can be put together.

AI/ET Committee. Marianne presented the new, revised AI/ET forms and a Rules and Frequently Asked Questions document developed by the committee. Sue moved to remove the highlighted text (denoting text the committee suggests should be removed) and condense the document as the committee recommends. Jeff seconded the motion. The motion carried. Minor changes to the Rules and Frequently Asked Questions documents were discussed to increase clarity. Stephanie moved to approve the documents as edited. Rick seconded the motion. The motion carried. Rick moved to approve the AI Declaration Form as presented.

Stephanie seconded the motion. The motion carried. Sue moved to approve the Transfer of Semen certificate as presented. Stephanie seconded the motion. The motion carried. The Board determined the wording should be updated to state "Ram/Semen". Rick moved to accept the form as revised. Penny seconded the motion. The motion carried.

Bylaws and Policies & Procedures Committee. Marianne discussed the workflow protocol for how the Bylaws and Policies & Procedures groups would interface within one committee. Some updates to the website have been made to reflect this workflow. The Committee has plans for continued progress in the coming months.

Education Committee. The next topic in the Education section of the Romney Ramblings will be about Testing of Codons. The Committee is also discussing ways Educational information can be updated and disseminated on the ARBA website.

Membership Committee. The printed version of the ARBA Membership Directory is permanently on hold because all quotes for graphic design and printed vastly exceed the budgeted amounts.

National Show Committee. The Committee proposed that the ARBA National Show be held each year, with a rotation that includes two years at NAILE followed by a year at the Big E, another two years at NAILE and a year at a west coast show. The Board discussed the need for member input on such an important topic, possibly at the Annual Meeting or via a survey. There were questions about funding for an annual National Show, and about Regional Shows being redundant with an annual National Show. Board members requested a written plan for the National Show rotation.

Ways and Means Committee. The Ways and Means Committee proposed increases to prices for many members' services in response to price increases made by Associated Sheep Registries. A proposed fee schedule was presented. Rick moved to accept the proposed fee schedule. Jeff seconded the motion. The motion carried.

The Committee presented a 2023-2024 proposed budget. The proposed budget eliminated some expenses included in 2022-2023, and is generally based on the last several years of income and expense data. Of note, the proposed budget includes only three editions of the Romney Ramblings instead of the current four editions. With so many Directors planning to attend the Annual Meeting in Michigan this year, the line item for Director Travel was increased. Income from membership dues, registrations and transfers was increased to balance the budget. There was a brief discussion of other potential cost-savings measures. Rick moved to accept the proposed 2023-2024 budget as amended. Stephanie seconded the motion. The motion carried. The approved ARBA 2023-2024 is included as an appendix to these Minutes.

Website Committee. The Committee met with the Webmaster for a training session. Committee members are now able to make minor edits to the website. The Committee will be

proposing some major updates to the website to increase functionality, which may require the assistance of the Webmaster.

Youth Committee. A National Romney Junior Show will be taking place at the All American Junior Show in Madison, WI. The committee has gathered participation gifts for the youth exhibitors, and a pizza party is planned. An expected 85 Romneys will be exhibited by 25 Romney youth members. In total, 725 youth exhibitors are expected to present more than 3,500 sheep at the All American. Plans are also underway for the Northeast Youth Sheep Show in Massachusetts. Overall, the support for ARBA Juniors has been great!

Old Business.

2023 Elections. Melissa and Rick will help the secretary count and verify the ballots in July.

New Business.

Annual Meeting Planning. Penny is continuing to lead planning for the ARBA Annual Meeting in Michigan this August. Penny has provided information to the Board about the hotel room block, and will resend to ensure all have the information. Please bring Silent Auction items. Directors are starting to plan side trips while in Michigan including a trip to a Christmas store and a tour of Barry's Custom Meats. Venues for the Annual Meeting and accompanying dinner will cost approximately \$47 per plate. Dates and times of the Old Board and New Board Meetings will be available soon.

Next ARBA BOD Meeting date. Tuesday, July 18, 2023 at 7:30 eastern. This will be an abbreviated meeting with only Committee Reports being discussed.

Happy Birthday, Stephanie!

Adjournment. Rick moved to adjourn. Jeff seconded the motion. The meeting was adjourned at 9:57 pm.

Appendix: Current Financial Documents.

American Romney Breeders Assn
 Budget Year July 1, 2022 thru June 30, 2023
 Date of this Report: April to date, 2023

	Budget	Year-to-Date	
Beginning Balance 7/1/22			\$28,291.67
Transfer out CD		-\$15,840.08	
Transfer out Youth Savings		-\$3,447.87	
New Beginning Balance			\$9,003.72
Income			
Registrations/Transfers/Etc.	\$7,750	\$2,962.00	
Memberships	\$4,450	\$3,615.06	
Ads - Ramblings	\$700	\$0.00	
Ads - Directory	\$250	\$0.00	
Annual Meeting & Banquet	\$750	\$0.00	
Silent Auction	\$500	\$350.00	
NAILE	\$240	\$400.00	
National Show Donations	\$1,000	\$635.00	
National Sale	\$800	\$2,530.00	
Banner Reimbursement	\$0	\$0.00	
Regional Show	\$0	\$0.00	
Regional Sale	\$0	\$0.00	
Specialty/Online Sale	\$1,500	\$0.00	
Promotional Items	\$500	\$613.89	
CD Interest	\$4	\$0.00	
Miscellaneous Income	\$0	\$0.00	
Youth Income	\$2,400	\$2,605.00	
Total Income	\$20,844		\$13,710.95

Transfer to Youth Savings		(\$3,535.00)	
Transfer back from Youth Savings			
Total Income for ARBA use to pay expenses			\$10,175.95
Expenses			
Secretary/Treasurer	\$5,200	\$4,333.34	
Associated Registries	\$2,800	\$1,581.15	
Website/Web Mang.	\$200	\$197.45	
Ramblings - Printing/Postage	\$92	\$88.56	
Ramblings - Editor	\$1,200	\$600.00	
Printing Miscellaneous	\$50	\$0.00	
Member Directory	\$300	\$0.00	
Bank Fees - annual	\$60	\$0.00	
Promotional Items	\$350	\$732.00	
Corporate Dues	\$50	\$50.00	
Dept of Justice	\$40	\$0.00	
Travel - Board	\$3,500	\$1,000.00	
Travel - Secretary	\$1,000	\$756.20	
Board Insurance	\$500	\$0.00	
Supplies	\$50	\$335.96	
Advertising	\$0	\$0.00	
Postage	\$350	\$127.98	
District Director Funds - 1	\$50	\$0.00	
District Director Funds - 2	\$50	\$0.00	
District Director Funds - 3	\$50	\$50.00	
District Director Funds - 4	\$50	\$166.00	
District Director Funds - 5	\$50	\$0.00	
District Director Funds - 6	\$50	\$0.00	
NAILE	\$800	\$490.90	
Annual Meeting/Dinner	\$750	\$0.00	
National Show	\$750	\$2,218.00	
National Sale	\$0	\$2,570.70	
Specialty Sales	\$0	\$0.00	
Miscellaneous Expenses	\$102	\$247.72	
Youth Expenses (incl \$1400)	\$2,400	\$3,913.50	
Total Expenses	\$20,844		\$19,459.46
Beginning Balance + Total Income - Total Expenses			\$3,255.21
Bank Balance as of 3/31/23			\$0.00
Book Balance as of 3/31/23			\$0.00
Difference = uncleared check, Sam \$40			\$0.00

CASH RECEIPTS 2022-2023	Approved Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Registrations/Transfers/Etc.	\$7,750	\$865.00	\$508.00	\$379.00	\$657.00	\$646.00	\$218.00
Memberships	\$4,450	\$171.17	\$70.86	\$51.19	\$172.38	\$137.00	\$366.19
Ads - Ramblings	\$700						
Ads - Directory	\$250						
Annual Meeting & Banquet	\$750						
Silent Auction	\$500		\$350.00				
NAILE	\$240				\$180.00	\$220.00	
National Show Donations	\$1,000	\$445.00		\$190.00			
National Sale	\$800		\$2,530.00				
Banner Reimbursement	\$0						
Regional Show	\$0						
Regional Sale	\$0						
Specialty/Online Sale	\$1,500						
Promotional Items	\$500	\$127.63	\$263.26				
CD Interest	\$4						
Miscellaneous Income	\$0						
Youth Income	\$2,400				\$380.00	\$325.00	\$1,750.00
TOTAL CASH RECEIPTS	\$20,844	\$1,608.80	\$3,722.12	\$620.19	\$1,389.38	\$1,328.00	\$2,334.19

Jan-23	Feb-23	Mar-23	Apr-23	May-23	June12-23	Total
\$245.00	\$206.00	\$515.00	\$352.90	\$667.80	\$42.00	\$5,301.70
\$1,606.63	\$677.44	\$857.20	\$304.06	\$183.72	\$36.86	\$4,634.70
						\$0.00
						\$0.00
						\$0.00
						\$350.00
						\$400.00
						\$635.00
						\$2,530.00
						\$0.00
						\$0.00
						\$0.00
			\$40.00	\$140.00	\$20.00	\$200.00
\$135.00	\$15.00	\$73.00				\$613.89
					\$242.98	\$242.98
			\$11.62			\$11.62
		\$0.00	\$150.00	\$360.00	\$20.00	\$2,985.00
\$1,986.63	\$898.44	\$1,445.20	\$858.58	\$1,351.52	\$361.84	\$17,904.89

CASH PAID OUT 2022-2023	Approved Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Secretary/Treasurer	\$5,200						
Associated Registries	\$2,800	\$391.10	\$187.70	\$166.35	\$88.30	\$176.75	\$194.00
Website/Web Mang.	\$200						
Ramblings - Printing/Postage	\$92						\$88.56
Ramblings - Editor	\$1,200						\$600.00
Printing Miscellaneous	\$50						
Member Directory	\$300						
Bank Fees - annual	\$60						
Promotional Items	\$350						
Corporate Dues	\$50	\$50.00					
Dept of Justice	\$40						
Travel - Board	\$3,500				\$1,000.00		
Travel - Secretary	\$1,000		\$756.20				
Board Insurance	\$500						
Supplies	\$50			\$12.00	\$5.14	\$12.84	\$12.84
Advertising	\$0						
Postage	\$350						
District Director Funds - 1	\$50						
District Director Funds - 2	\$50						
District Director Funds - 3	\$50	\$50.00					
District Director Funds - 4	\$50				\$166.00		
District Director Funds- 5	\$50						
District Director Funds - 6	\$50						
NAILE	\$800						
Annual Meeting/Dinner	\$750						
National Show	\$750		\$2,218.00				
National Sale	\$0				\$2,570.70		
Specialty Sales	\$0						
Miscellaneous Expenses	\$102				\$233.60	\$2.50	
Youth Expenses	\$2,400	\$1,500.00			\$949.50		\$64.00
TOTAL CASH PAID OUT	\$20,844	\$1,991.10	\$3,161.90	\$178.35	\$5,013.24	\$192.09	\$959.40

Jan-23	Feb-23	Mar-23	Apr-23	May-23	June12,23	Total
			\$4,333.30	\$433.33	\$433.33	\$5,199.96
\$224.20	\$116.60	\$36.15			\$439.50	\$2,020.65
	\$197.45					\$197.45
			\$46.08			\$134.64
			\$300.00			\$900.00
						\$0.00
						\$0.00
						\$0.00
\$732.00						\$732.00
						\$50.00
						\$0.00
						\$1,000.00
						\$756.20
						\$0.00
	\$124.24	\$168.90	\$62.11	\$25.68	\$25.68	\$449.43
						\$0.00
\$126.00		\$1.98			\$28.35	\$156.33
						\$0.00
						\$0.00
						\$50.00
						\$166.00
						\$0.00
						\$0.00
\$490.90						\$490.90
						\$0.00
						\$2,218.00
\$0.00						\$2,570.70
						\$0.00
\$11.62			\$44.00	\$77.00	\$30.00	\$398.72
			\$1,400.00	\$100.00		\$4,013.50
\$1,584.72	\$438.29	\$207.03	\$6,185.49	\$636.01	\$956.86	\$21,504.48

Appendix: Proposed 2023-2024 Budget

ARBA Budget for 2023-2024							
	2017-2018	2019-2020	2020-2021	2021-2022	Average	2022-2023 9 mos	Proposed Budget 2023-2024
CASH RECEIPTS							
Registrations	7,829	6,900	5,677	5,720	6,532	2,962	6,100
Transfers	2,757	3,543	2,416	0	2,179	0	-
Member Renewals	4,391	3,913	4,225	3,429	3,990	3,615	4,500
Members - New	852	175	485	0	378	0	-
Web Links/Other	598	30	0	0	157	0	-
Ads - Ramblings	350	636	760	570	579	0	600
Ads - Directory	125	75	125	0	81	0	-
Annual Meeting & Banquet	1,590	990	0	375	739	0	400
Silent Auction	375	330	0	610	329	350	350
NAILE - Open Show	320	340	60	60	195	400	500
National Show	1,080	775	0	955	703	635	-
National Sale	0	0	1,838	0	460	2,530	-
Regional Show	404	0	0	0	101	0	-
Specialty/Online Sale	0	0	0	482	121	0	250
Promotional Items	12	0	0	0	3	614	500
CD Interest	0	12	0	0	3	0	5
Miscellaneous Income	670	1,039	577	1	572	0	-
Junior Income	2,513	999	795	250	1,139	2,605	500
Junior Savings to cover exp	0	0	0	0	0	0	1,950
Banner Reimbursement	0	0	0	1,000	250	0	-
TOTAL CASH RECEIPTS	23,112	19,758	16,958	13,452	18,320	13,711	15,655

Assumptions: While ARBA is increasing fees for registrations and memberships, on both, numbers are decreasing so an increase based on historical. There is no National Show in this calendar year. Regional Show funding was eliminated. Junior Savings income is to cover Junior NAILE, All-American and misc Expenses. No new income was used to cover the Junior expenses.

Note: Income for Ramblings Ads was zero in 2022-2023 as no invoices were sent out. For budget, anticipating invoices will be sent.

CASH PAID OUT	2017-2018	2019-2020	2020-2021	2021-2022	Average	2021-2022	Proposed Budget
Secretary/Treasurer	2,500	4,315	5,200	4,296	4,005	0	5,200
Associated Registries	3,475	3,657	2,665	2,572	3,266	1,581	2,800
Website/Web Mang.	715	525	1,717	197	986	197	197
Ramblings - Printing	0	189	90	282	93	89	90
Ramblings - Editor	0	1,200	300	1,200	500	600	900
Member Directory	0	315	306	0	207	0	-
Printing - Miscellaneous	81	75	0	0	52	0	50
Bank Fees - annual	60	60	64	0	61	0	-
Promotional Items	0	151	0	0	50	732	100
Corporate Dues	0	0	50	0	17	50	50
OR Dept of Justice	0	0	40	0	13		40
Travel - Board	50	5,588	0	1,630	1,879	1,000	2,000
Travel - Secretary	700	636	0	1,638	445	756	750
Board Insurance	0	0	0	0	0	0	-
President Expenditures	0	636	0	0	212	0	-
Supplies	0	302	532	211	278	336	100
Advertising	0	227	314	0	180	0	-
Postage	245	381	454	412	360	128	150
District Director - 1	289	0	0	0	96	0	50
District Director - 2	225	0	0	0	75	0	50
District Director - 3	0	0	0	0	0	50	50
District Director - 4	0	0	0	0	0	166	50
District Director - 5	144	0	0	0	48	0	50
District Director - 6	21	0	0	0	7	50	50
NAILE - Open Show	100	890	817	939	602	491	500
ARBA Recognition	0	62	0	0	21	0	-
Annual Meeting/Dinner	0	932	0	368	311	0	400
National Show	1,090	106	0	0	399	2,218	
National Sale	2,610	5,430	0	0	2,680	2,570	-
Specialty Sales	0	100	100	0	67	0	-
Youth Futurity	160	600	0	0	253	0	-
Miscellaneous Expenses	100	55	154	125	103	248	78
Junior NAILE	0	588	449	0	346	0	300
Junior All-American	900	950	641	0	830	0	1,400
Junior Expenses	338	0	331	455	223	2,514	250
	0	0	0	0	0	0	-
TOTAL CASH PAID OUT	13,804	27,969	14,224	14,325	18,666	13,776	15,655

Assumptions: Junior total expenses are \$1950 paid by savings above, not new income.

Ramblings was decreased from 4 issues a year to 3 issues a year. Board travel may be low, not sure how many are going and the policy.

Appendix: Approved ARBA 2023-2024 Budget

Approved ARBA 2023-2024 Budget

CASH RECEIPTS	
Registrations	\$6,600
Transfers	
Member Renewals	\$5,000
Members - New	
Weblinks/Other	
Ads - Ramblings	\$600
Ads - Directory	
Annual Meeting/Banquet	\$400
Silent Auction	\$350
NAILE - Open Show	\$500
National Show	
National Sale	
Regional Show	
Specialty/Online Sale	\$250
Promotional Items	\$500
CD Interest	\$5
Miscellaneous Income	
Junior Income	\$500
Junior Savings to Cover Exp	\$1,950
Banner Reimbursement	
TOTAL CASH RECEIPTS	\$16,655

CASH PAID OUT	
Secretary/Treasurer	\$5,200
Associated Registries	\$2,800
Website/Web Mang.	\$197
Ramblings - Printing	\$90
Ramblings - Editor	\$900
Member Directory	
Printing - Miscellaneous	\$50
Bank Fees - annual	
Promotional Items	\$100
Oregon Sec of State Filing	\$50
Oregon Dept of Justice	\$40
Travel - Board	\$3,000
Travel - Secretary	\$750
Board Insurance	
President Expenditures	
Supplies	\$100
Advertising	
Postage	\$150
District Director Funds - 1	\$50
District Director Funds - 2	\$50
District Director Funds - 3	\$50
District Director Funds - 4	\$50
District Director Funds- 5	\$50
District Director Funds - 6	\$50
NAILE Open Show	\$500
ARBA Recognition	
Annual Meeting/Dinner	\$400
National Show	
National Sale	
Specialty Sales	
Youth Futurity	
Miscellaneous Expenses	\$78
Junior NAILE	\$300
Junior All American	\$1,400
Junior Expenses	\$250
TOTAL CASH PAID OUT	\$16,655

Appendix: Proposed Update to Work Order Fees Schedule from Ways and Means Committee.

AMERICAN ROMNEY BREEDERS ASSOCIATION WORK ORDER AND FEE SCHEDULE

Phone: 785-456-8500 • PO Box 231, 420A Lincoln - Wamego, KS 66547 • Fax: 785-456-8599 • asregistry@gmail.com

Name _____ Membership # _____

Address Proposal for price Website changes

City, State, Zip BOD meeting 6-13-23 Date _____

Phone # _____ Fax # _____ E-mail _____

Check one of the following: ☒ \$30.00 to Feb 28th, then \$40

☐ Senior Member

☐ Junior Member
(until age 20)
\$15.00

☐ Non-Member
\$40.00

*New prices
effective July 1st*

A. MEMBERSHIPS

Complete form for new or renewal and submit, with fees, to:

ARBA Secretary
615 Lewie Road
Gilbert, SC 29054

B. REGISTRATIONS 8 mos of age

- over 8 mos of age*
- Up to ~~December 31~~, one year after birth
 - After ~~December 31~~, one year after birth
 - Imported Animals

C. TRANSFERS

- Up to 60 days from date of sale
- After 60 days from date of sale
- Semen Transfer - Up to 60 days
- Semen Transfer - After 60 days

D. DUPLICATE CERTIFICATE

E. FIVE GENERATION TRACE BACK

F. NON ARBA REGISTERED ROMNEYS FROM OTHER DOMESTIC FLOCK BOOKS TRACE BACK

G. NAME CHANGE / CHRISTENING

- Rams
- Ewes

H. RUSH FEE (per each registration & transfer)

I. EMERGENCY FAXES (per page - not including cover)

J. SPECIAL HANDLING

- UPS Overnight Delivery
- Postal Overnight, USPS (two-three day delivery)
- Priority Mail, USPS (four-five day delivery)

K. WEBSITE LINK IN DIRECTORY (provide URL above)

L. AI Semen Collection Fee

M. OTHER FEES

TOTAL FEES FROM ABOVE\$

Previous Balance Due (please return invoice).....\$

Previous Credit Due (please return invoice).....\$

TOTAL AMOUNT DUE\$

PAYMENT BY CHECK # _____ OR CREDIT CARD # _____

EXPIRATION DATE ON CARD _____ THREE DIGIT CODE ON BACK OF CARD _____

ZIP CODE OF BILLING ADDRESS _____ SIGNATURE OF CARDHOLDER _____

All credit card transactions will be charged a 15 cent transaction fee and a 3.5% convenience fee on the total amount.

• ALL WORK requested MUST HAVE accompanying PAYMENT TO PROCESS •

*Sue, Charlene + Anne
Ways and Means*