

# AEA-BOD Meeting Minutes      Monday ~ March 13, 2017

## Call To Order

## Moment of Silence

**Roll call** - JoAnna Stinar, Terry Turner, Carolyn Palo, Joylene Reavis, Betty Lou Cauffman & Jay Winslow, Brian Smith  
Guest for part of the meeting – Susan Wright

**Minutes** - \* Terry made a motion to accept the minutes as written. Carolyn seconded. Joy abstained. Motion carried.

**Financial Income & Expense Statement / Financial Position Statement** - \* Joy motioned to accept the financial reports as written. Carolyn seconded. Motion carried.

Brian is transitioning into the treasurer's position.

## OLD BUSINESS

**Actions Taken Since Last Meeting** – 3-05-17 Kayden Broyles was approved for junior membership.

\* 3-04-17 Carolyn motioned to amend the wording to "send the reply to Marcia Huddleston, sender of the email, only; this will not include Betty Augustine". Joy seconded. Motion carried.

\* 2-23-17 Joylene Reavis made a motion to lower the low end range for C16:0 (Palmitic) from 18.5% to 17.5% with the maximum remaining at 25%. Terry seconded. Motion carried.

**AEA Phone Report** - Getting calls asking for information on raising emus. Some children are calling, along with their parents, asking questions.

**Bookkeeper** - The BOD discussed Susan Wright filling the bookkeeping position. \* Brian motioned to hire Susan Wright as the American Emu Association (AEA) bookkeeper under a 1099 contract @ \$20 per hour for approximately 10-15 hours per month. JoAnna Stinar seconded. Motion carried

The board agrees that to prevent a possible interruption of transitional flow when treasurers change and to allow the bookkeeper access to all records, the president, treasurer and the bookkeeper will have signatures listed on all AEA bank accounts.

**Newsletter** - Next newsletter is due out tomorrow.

**Nominations Committee** – Region 1 & 2 nominee found – Andy Martin, Alabama.

**Oil Committee** - Susan is working on an ebay trademark infringement.

## **Parliamentary Committee - By-Laws Changes**

**Removal of Board Member** - Suggest changing By-Law Section 4.10 E to match By-Law Section 6.3 B.

- By-Law Section 4.10 E - ~~At any Directors' meeting a two-thirds (2/3) vote of all persons then serving on the Board is necessary for removal.~~
- By-Law Section 6.3 B - Any Officer or agent elected or appointed by the Board may be removed at any time with or without cause by the affirmative vote of a majority of the whole Board. \* Brian motioned to change 4.10 E to match 6.3 B. Jay seconded. Motion carried.

**Treasurers Duties** - Suggest additional information be added to By-Laws Section 6.8 Treasurer. \* Joy motioned to add the following information to Section 6.8 Treasurer.

### **The current section reads:**

*By-Law Section 6.8 D Treasurer - At the expiration of his or her term of office, the Treasurer shall deliver to his or her successor all books, money and other Association property in his or her charge, or in the absence of a successor, he or she shall deliver such properties to the President.*

### **Suggested change in Green:**

Section 6.8 D Treasurer - **Unless otherwise instructed by the board of directors** at the expiration of his or her term of office, the Treasurer shall deliver to his or her successor all books, money and other Association

property in his or her charge, or in the absence of a successor, he or she shall deliver such properties to the President. **A reasonable time frame to complete the transition shall be determined by the board of directors. The outgoing treasurer, or a board appointee, will act as interim treasurer and oversee the smooth transfer to the new treasurer.**

Jay seconded. Motion carried.

**International Members** – Suggest removing International members from voting by removing By-Laws Section 3.1 A 2 - General International membership: *A person or family who is active or planning to be active in raising, producing and/or selling the emu or emu products. Each International Member that is a family shall designate its choice of 1 (one) voting representative on its original membership application and shall give written notification to the Association of any change of the designated voting representative.*

and adding International Members as a new addition to By-Law Section 3.1 B as #7.

Jay will write this up and present to the board on the AEA-BOD YahooGroups list for review.

**2017 Convention** – Speakers added are Springfield Tourism Bureau and JoAnna Stinar will do a new website walkthrough.

Terry will send list of speaker ideas and contacts from the Springfield Tourism Bureau to Carolyn.

JoAnna is working on the donation letter and forms for the convention.

2017 Convention Registration Form has been posted to the AEA website.

Need to discuss decorations and speaker gifts at next meeting. Check the number of emu coffee mugs that are left. Committee members are Terry, Jay & Betty Lou.

Tourism Bureau will supply bags for Welcome Bags.

**2018 Convention** – Requests for Proposals (RFPs) have been updated and will go out later this week.

Familiarization Tour (FAM) for Knoxville, TN invitation was explained. Joy will attend April 6-7.

**Branson Tour Packages** – No response. Tour package is cancelled.

**Website** - JoAnna reported that it is being worked on. She has some changes to submit and has asked for input from Jay, Susan and Joy or any board member who has a suggestion.

## NEW BUSINESS

**Walter Bishop** – Long time AEA member and past director, Walter bishop, passed away last September. Current address needed for condolence letter.

**American Oil Chemist Society (AOCS) Membership** - Doreen from AOCS called and talked to both Cyril Klein and Susan. Doreen reminded them that by renewing their membership, the AEA will be listed in their member directory. Cyril highly recommended that the AEA renew their membership. \* JoAnna motioned to renew the AEA's AOCS membership for \$875 annual dues but, to no longer finance a booth at the AOCS Annual Convention. Joy seconded. Motion carried.

**LB Processor - 1099** – LB Processors asked if they would be getting a 1099 tax form. Susan is looking into this but, believes that they are the ones who should be sending the AEA a 1099 form.

Katy also had questions on how the Certified Emu Oil Fees are being spent.

Susan will reply with the following, "The fees are used to pay to renew trademarks, police the AEA trademarks for infringements, finance certified emu oil research and to pay for any legal fees incurred.

And, for the future, in initiating this fee the AEA foresaw the need to eventually have to pay someone to oversee this program.

**Non-profit Status** – Matt Gullick found an older document online from the Texas Secretary Office stating that the AEA was "inactive". Brian and Susan will look into this.

**Membership** – SGS Farm, Gary Smith, CLE Elum, WA has no web presence. Terry will contact Tony for more information Joy will send the application notice to Terry.

**ADJOURN - 8:45 pm** - \* Carolyn motioned to adjourn. Joy seconded. Motion carried