

AEA Board Minutes Monday ~ December 12, 2016

Call to Order - 6:04 pm (central)

Moment of Silence

Roll call - JoAnna Stinar, Terry Turner, Carolyn Palo, Joylene Reavis, Betty Lou Cauffman & Jay Winslow
Guest – Susan Wright

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

12-06-16 Minutes

Treasurer Position – a.) Betty Augustine thought the board was in violation of the by-laws by allowing Susan to continue paying bills after Betty Augustine was elected as treasurer and complained about not having a debit card for the AEA bank account. (Betty was not set-up to pay bills for almost 2 months after the convention and was not set-up to receive automatic payments from the AEA website. Susan's bank would not give a debit card for the AEA account. Susan used her own credit card as did the previous treasurer)

New Treasurer - An ~~new~~ AEA member, Doug Forrer, Pennsylvania, is a CPA. Susan will send contact information for Doug to Betty Lou. Betty Lou will contact him. If he is receptive to becoming the AEA treasurer, Betty Lou will have him talk to Susan.

(Doug is not a new member.)

Treasurer's Report - * Terry motioned to accept the treasurer's report as written. JoAnna seconded. Motion carried.

OLD BUSINESS

AEA Phone Report - Not a lot of calls this month. There was one call yesterday asking about raising emus.

Treasurers Position - Betty has called Dough Forrer. He has not returned her call. Other suggestions were Trevor Peterson from LB Processors or someone from ET&T. Joy reminded the board that anyone taking a board position, must be a member in good standing for 1 full year before they take office.

Terry asked if a contracted (paid) bookkeeper could generate a check and then the treasurer could print it out, sign it and mail it. Susan answered that it could be done but, the board would need to purchase a second user package for QuickBooks.

The treasurer must be an AEA director and should have QuickBooks knowledge or be willing to learn in order to use it at conventions for sales, new memberships and donations.

Betty Lou indicated that her bookkeeper would be interested in being a contracted bookkeeper for the AEA.

Susan was also interested but, she would no longer be able to be on the oil committee if she took this position

It was agreed that we need to fill the treasurer's position as soon as possible.

Actions Taken Since Last Meeting – No votes taken since the last meeting.

American Oil Chemist Society (AOCS) Membership Dues - Dues are \$875.00. Have a called Cyril – Cyril suggested that the AEA use this money instead to work towards obtaining grants through the National Sheep & Goat Industry Improvement Center. He is working with Senator Grassley (IA) to have emu included in this upcoming bill. *Terry motioned to NOT pay the American oil Chemist Society (AOCS) dues for this year. Carolyn seconded. Motion carried.

Oil Committee – Nothing to report. A meeting will be scheduled for sometime next Monday to finalize a new application.

Parliamentary Committee – Janean Parker will be added to the Parliamentary Committee.

Nomination Committee – Terry will talk to Marcia after the first of the year about nominations.
3 director positions are up for election in 2017 –

Joy- at large (she will run);
Terry – region 4,5 & 6 (she will run);
Carolyn – region1 & 2 (she will NOT run).

A treasurer will be appointed and will be up for election in 2018.
Terry will send a copy of the Nominations Timeline to the board.

Newsletter – 2 issues are almost ready to go out before the end of this month. Terry reminded us that a newsletter MUST go out in February to call for nominations.

Financial Review – It has been decided that we do not need a full blown audit. Betty Lou will check on costs for future reference.

* JoAnna motioned that we have a periodic review of the AEA financials. Terry seconded. Motion carried.

Susan's Rebuttal – Susan has sent her response to the AEA board. It is an excellent response. Copies of Marcia's letter and Susan's letter will be sent to the Parliamentary Committee for review. Susan has asked that her response not be shared with anyone other than those listed above. She will redraft her letter and then it can be shared with others.

Jay suggested seeing what the parliamentary Committee says. If nothing inappropriate is found, we should send a letter with signature receipt. Tell Betty Augustine that since the board has reviewed her concerns and found no wrongdoing, this case is closed.

Betty Lou will get with Susan to write a letter to Marcia in response to her letter.

Another complaint is that Susan is still acting as treasurer. Susan is on the Budget & Financial Committee and she is filling in until a new treasurer can be found.

Conflict Resolution – Susan suggested that the board create an official procedure to resolve conflicts in the future and that it be added to the Policy & Procedures Manual. It can then be presented to the members as an addition to the by-laws. Susan sent an attachment for Conflict Resolution as an example.

Treasurer Duties – Susan has a copy of what the treasurer duties are. She will send a copy to the BOD-AEA YahooGroups list.

Branson Tour Packages – Branson tourism has recommended 1st Class Shuttle Service for packages for stays in Branson. They will shuttle from Springfield to Branson, include hotel, shows and tours of the area, if wanted, and then return to Springfield at an appointed time. She will get back to Joy by the first of the year with several options.

Website - JoAnna will talk to the web builder and will have a report for the board. Everything that is on the old website will be on the new website only updated, fresh looking and user friendly.

NEW BUSINESS

ADJOURN 8:05 pm (central) * Carolyn motioned to adjourn. Joy seconded. Motion carried.