

AEA Board Meeting Minutes – Wednesday AM, July 6, 2016 – Vancouver, Washington

Old AEA Board – 2015/2016

Call To Order – 9:03 AM

Roll Call – JoAnna Stinar, Terry Turner, Susan Wright, Carolyn Palo, Joylene Reavis & Tony Cythrin
Guests – Betty Lou Cauffman, Jay Winslow & Betty Augustine

Moment Of Silence -

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

Treasurers Report – Will review at Membership Meeting.

OLD BUSINESS

Oil Program – Oil committee is working on it. They will continue with board input. JoAnna will copy current list and give board members a copy of the approved certified businesses. This list changes from week to week so board members are advised to contact info@aea-emu.org for current listings. Board asked to report any infringements they might see.

Certified Oil Management Fee has brought in \$2,216.00 for this past April & May, the first 2 months that it was in effect.

AEA Phone – Averaging 5 calls per week. Questions about oil and occasionally looking for birds or lost emus.

Website Upgrade – JoAnna will check on pricing.

Jay's friend, Rodney Tyler, Village Printing, quoted \$3,600-\$4,500 for all that we asked for. \$80 per month for software and other than routine updates. An example of a website with all that AEA needs is available at www.nmbeekeeper.org.

Rodney is willing to do a webinar with the IT committee.. Suggested that new board's IT committee do more research and present a proposal to the board.

Suggested that a place for those wanting to do research be added to the website.

Breeders List – Reduced from \$50 per year to \$25.

Personal Liability Insurance – No others found. New board will review.

Membership Applications – David Olivera, Nevada, No contact yet. Not a junior. One other pending.

NEW BUSINESS

Area Representative Reports –

Region 1&2 – Nothing new.

Region 3 – North Dakota is discussing possibly dissolving their affiliation. Suggested that they could remain affiliates and join allegiance with Minnesota, Wisconsin & Iowa and conduct joint meetings while maintaining their own state associations.

Region 4, 5 & 6 – Last Washington meeting cancelled. they are inviting neighboring states to join together.

Committee Reports – Convention – 52 individuals for Banquet. Next year add space for any special food requirements on the registration form.

National Sheep & Goat Industry Improvement Center – Cyril submitted a letter for grants from 2009 for board consideration.

Select new Board President – * Terry nominated Betty Lou Cauffman for AEA president. Joy seconded. Vote by ballot. Betty Lou elected 2016-2017 AEA board president.

ADJOURN – 10:50 AM – * Carolyn made a motion to adjourn. Terry seconded. Motion carried.

AEA Board Meeting Minutes – Wednesday PM, July 6, 2016 – Vancouver, Washington

New AEA Board – 2016/2017

Call To Order – 2:00 PM

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

Moment Of Silence

NEW BUSINESS

Election of Officers - President – Betty Lou Cauffman; Vice president – Terry Turner; Treasurer – Betty Augustine; Secretary – Joylene Reavis; Parliamentarian – Carolyn Palo (Elected unanimously).

2016/2017 AEA Committees and Officers

Officers

- Betty Lou Cauffman - **President**
- Terry Turner - **Vice President**
- Joylene Reavis- **Secretary**
- Betty Augustine - **Treasurer**
- Carolyn Palo – **Parliamentarian**
- * Joanna Stinar
- * Jay Winslow

Directors

- **Regions 1 & 2 combined** – Carolyn Palo
- **Region 3** – JoAnna Stinar
- **Regions 4, 5 & 6 combined** – Terry Turner
- **At Large** – Joylene Reavis, Betty Lou Cauffman, Jay Winslow, Betty Augustine

2016/2017 AEA Committees

Board agrees that as long as a spouse, family member, partner or significant other is a member, they can serve on a committee.

The person listed after the committee heading is a board member and the liaison for that committee. The liaison sets the agenda for the committee and reports to the board. Liaison should be an active member of the committee.

Chairman is listed after the liaison and works with other committee members.

- **Ag/Legislative** – Jay Winslow / *Mike Martin / Carolyn Palo*
- **Awards** – Carolyn Palo / *Betty Lou Cauffman*
- **Financial/Budget** – Betty Augustine / *JoAnna Stinar / Susan Wright*
- **By-Laws/Parliamentarian** – Carolyn Palo / *Betty Lou Cauffman / Tony Citrhyn*
- **Emu Oil Certification & Batch Numbers** – Terry Turner / *Cyril Klein / JoAnna Stinar / Susan Wright*
- **AEA Certified Emu Oil Program & Trade Rule Committee** – *JoAnna Stinar / Terry Turner / Carolyn Palo / Susan Wright*

Wright

- **Research & Grants** – Betty Lou Cauffman / *Cyril Klein / Carolyn Palo / Marcia Huddleston*
- **Internet & Technology (I.T.)** – Jay Winslow / *JoAnna Stinar / Joylene Reavis / Betty Augustine / Susan Wright*
- **Convention** – Joylene Reavis / *Betty Augustine / Terry Turner / Carolyn Palo*
- **Meat** – Carolyn Palo / *JoAnna Stinar / Betty Lou Cauffman / Jay Winslow*
- **Membership** – Carolyn Palo / *Betty Augustine / Joylene Reavis / (Jody Pierce – consultant)*

- **Newsletter** – JoAnna Stinar / *Betty Lou Cauffman*
- **Nominations** – Terry Turner / *Marcia Huddleston / Jim Glick*
- **Phone for AEA** – Terry Turner
- **Public Relations** – JoAnna Stinar / *Joylene Reavis / Carolyn Palo / (Sherri Schatz – consultant)*
Sub Committee -
National Emu Week (N.E.W.) – Joylene Reavis
- **Standards** – Joylene Reavis / *JoAnna Stinar / Betty Lou Cauffman*

Committee Definitions

Ag/Legislative - Keeps members aware of old, new & developing ag or legislative information through the EMUpdate, e-mail list or personal contact.

Awards – Determines annual award winners and arranges for plaques. Also recommends to board potential honorary members.

Financial/Budget – Works with treasurer on financial and budget issues.

By-Law/Parliamentarian - Interprets By-Laws.

Emu Oil Certification & Batch Numbers – Handles validation of oil batches and maintains batch records.

AEA Certified Emu Oil Program & Trade Rule Committee – Approves all applications for labels, advertisements, and website use of the AEA trademarks. They review and screen Bottler and Refinery Applications and then submit them to the Board for approval. Monitor advertising, ebay, websites, and labels for the improper and illegal use of the trademarks owned by the AEA. Will follow up on any and all complaints or notifications of seal or trademark abuse. Oversees CBM Program. Liaison MUST NOT be a CBM member. Oversees the development, growth, and integrity of the emu oil industry.

Research & Grants - Recommends and oversees any emu industry research. Writes & procures grants.

Internet & Technology (I.T.) - Oversee and suggest updates and improvements for the AEA website.

Convention - Oversees, secures and maintains sites for the annual convention, which is mandated by the By-laws. Plans and organizes the annual convention.

Meat - Oversees the development and growth of the emu meat industry from farming, processing and delivery to consumer.

Membership - Builds membership. Treasurer oversees master membership list. Adds new members, updates renewals and oversees sending membership packets.

Newsletter – Oversees the writing and distribution of the newsletter (EMUpdate). An article for the AEA newsletter will be needed from each committee liaison four times per year (each newsletter). Reports - ag related - regional info - state info - local events- fairs & festivals - industry items. AEA newsletter article deadline dates: - January 31 - April 30 - July 31 - October 31.

Nominations - Secure qualified nominees from membership and BOD.

Phone for AEA – Check phone messages and respond to them or passes them to the appropriate person for response.

Public Relations - Writes and edits for approval by BOD all articles, news items and press releases.

Standards – Works to establish and maintain standards for emu industry

Board Assistant - Suggestion to add an assistant to type, print and distribute informational material at convention board meetings.

Newsletter – Committee & regional directors will be required to write something for the newsletter.
Sept/Oct newsletter material needed by September 12th board meeting.

Membership Applications – **David Olivera**, Nevada. Tony will contact.

Sherri Wilkinson, Queens Emu, Dallas, TX. Susan will process and contact her as a contributing member.

Personal Liability Insurance – * Jay motioned to look into renewing our current policy. Carolyn seconded. Motion carried.

Susan will help Betty to fill out the renewal form to receive a quote for board approval.

Hobby Farm – * JoAnna motioned to renew our Hobby Farm ad. Carolyn seconded. Motion carried.

Jay will ask Ngon to write an article about emu meat and Alpha Gal to submit to magazines we have ads in and others.

Banquet Decorations – Helium balloons & flowers or bows in the emu mugs.

Agenda Needed – Agendas will be needed for the CBM meeting, the presidents meeting & the Membership meeting.

RECESS – 5:10 PM

AEA Board Meeting Minutes – Thursday AM, July 7, 2016 – Vancouver, Washington

New AEA Board – 2016/2017

Reconvene Meeting – 9:08 AM

NEW BUSINESS

ByLaw Change – While preparing the ballot a discrepancy was found in the By-Laws. Sections 4.10E & 6.3B must match. It will be looked at further.

Certified Emu Oil Program – Suggested to review the Certified Oil Program at the 2017 convention.

Process for Certification Approval

- Must be an AEA member.
- Submit labels using Certified Oil logo
- Submit advertising
- Provide Liability Insurance with AEA as “additional insured”
- Scan & file as they come in
- Assign to committee
- Add to spread sheet as pending or approved
- Archive those no longer using the Certified Oil logo

Certified Oil Infringement – There is an AEA document on how to handle infringements.

Certified Oil Management Fee – \$0.01 per ounce for a ll emu oil that is approved for certification when refined. This is used for legal fees, trademark renewals and managing the Oil Certification Program.

Bottler & Refiner Applications – These applications must be approved by the AEA board of directors.

Membership – Carolyn will help with membership renewals.

Joy asked that presidents be notified when their state members are being archived.

AEA Office – Dietra McCleery, Texas, is the AEA registered agent for the AEA since we are a Texas based organization.

Betty Augustine’s address will become the AEA office with approval by the AEA board of directors. IRS will need to be notified once the address is changed.

AEA’s fiscal year is June 1st – May 31st.

AEA Bank Account -

* Terry motioned to officially change the AEA address to Betty Augustine’s address. JoAnna seconded. Motion approved.

* Terry motioned to authorize new treasurer, Betty Augustine, to set up a checking and savings account for the American Emu Association in her area. Betty Augustine and Betty Lou Cauffman will be authorized signatures on the accounts with only 1 signature needed to issue a check or make a deposit or withdrawal. Carolyn seconded. Motion carried.

Announcers For The Convention – Announcers were chosen for the entire convention - Terry, Betty Lou, Tony & Carolyn. JoAnna will take pictures. Dennis Anderson will be the auctioneer, Cyril & Joylene will be helpers.

RECESS – 11 AM

AEA Board Meeting Minutes – Thursday AM, July 7, 2016 – Vancouver, Washington

New AEA Board – 2016/2017

Reconvene Meeting – 11:09 AM

OLD BUSINESS

2017 Convention – The convention contract was signed by Susan Wright. Joylene will contact the Ramada Hotel and have that contract resent to be signed by the new treasurer, Betty Augustine.

Affiliate Agreement – Last updated in 2011. Need to have new agreements signed by each affiliate.

AEA-BOD Policy & Procedures Manual – Susan will send a link to the updated Policy & Procedures manual. A record keeper should be assigned to keep and update all AEA files.

Electronic Record Keeper – JoAnna will volunteer to keep and update all AEA files.

YahooGroups – Will work on getting new members online at YahooGroups AEA email lists.

NEW BUSINESS

Website BOD Info – Board information will need to be updated on the AEA website and then given to ET&T. New board members should give info on what you want posted to Susan. Betty will use the email, treasurer@aea-emu.org . Info@aea-emu.org will go to Betty Lou.

2017 Convention Committee – Chairs & committee members will need to be updated for next year's convention.

RECESS – 11:30 AM

AEA Board Meeting Minutes – Thursday PM, July 7, 2016 – Vancouver, Washington

New AEA Board – 2016/2017

Reconvene Meeting – 4:45 PM

By-Law Changes – While preparing the ballot a discrepancy found in the By-Laws. Sections 4.10E & 6.3B must match. They do not now match and the change would not make them match. Further review by the board is needed.

* JoAnna motioned to rescind the previously announced board proposal for a change from needing 2/3 vote to a simple majority in order to remove a board member from their position. Carolyn Seconded. Motion carried.

RECESSED – 5:55 PM

AEA Board Meeting Minutes – Sunday PM, July 10, 2016 – Vancouver, Washington

New AEA Board – 2016/2017

Reconvene Meeting – 11:11 AM

Fat Study.- Betty Lou will contact UW-Madison meat study researchers to see if emu fat is edible.

Membership Applications – * JoAnna motioned to approve Amu Hall. Terry seconded Motion Carried.

Susan Satnick and Fa Fairbanks need more information.

Megan from Kush Creams would like an application for herself and for each of her children.

Change Convention Dates Survey Results –

Change Convention Dates Survey Results:

Leave as it is now
Rotate June/July/August/September
July 3rd week
Summer
September/October
August 1-15
June/August

JoAnna will send question about convention dates to groups and post in newsletter.

Hotel Room Prices Results – \$115, \$119, \$125, \$130, \$160, \$200.

Background Checks For New Members – Carolyn will check into availability and cost.

NewWebsite – Jay, Betty Lou and JoAnna will bring quotes for a new website to the next board meeting on Monday, Sept.12.

JoAnna has quote from Network Solutions – Development \$4,650.00 with \$275 monthly fee for updates.

Archiving Members – Carolyn will make calls to members “before” they are archived. Betty will send Carolyn notice when members are about to be archived. Carolyn will notify state presidents.

2017 Convention – Convention committee should go over the previous convention minutes.

A blank for “Special Dietary Needs” should be added to the convention registration form.

Add 1 day registration with day specific.

Add emu farm designs and loading facilities.

AEA CDs & DVDs – They need to be reviewed and determine if any need updating.

Backyard Poultry Ad – Terry will check on cost and regional coverage.

Convention Thank You Cards - Carolyn will send “Thank You” cards to convention speakers and donors.

AEA-BOD Meeting Dates – The new board has agreed to meet on the 2nd Monday of each month starting September 12. Mark your calendars.

Joylene will send Betty Lou the “Host Code” so she can open the meetings.

RECESS – 3:34 PM

AEA Board Meeting Minutes – Monday AM, July 11, 2016 – Vancouver, Washington

New AEA Board – 2016/2017

Reconvene Meeting – 9:10 AM

National Sheep & Goat Industry Improvement Center – Terry will check further into this.

Grower vs Product Company Memberships – Growers are voting members. Product Companies are non-voting “contributing members”.

“There would be no emu industry without the farmers and growers. The product companies are supporting the emu growers by being AEA members”.

Certified Oil Program / Logo Infringement – Suggest to contract someone to manage the Certified Oil Program. Betty Lou will talk to Susan.

Retiring Board Member On Email List – * JoAnna motioned to invite retiring board member, Susan Wright, to remain on the board of directors email list for at least 3 months to facilitate the training of new board members. Jay seconded.. Motion carried.

Backyard Poultry Magazine Ad – Under ASSOCIATIONS, “Emu – the Healthy Red Meat Poultry. American Emu Association, www.aea-emu.org , info@aea-emu.org , ph. 541-332-0675.

* Terry motioned to place a one year classified ad in the Backyard Poultry Magazine. Carolyn seconded. Motion carried.

Membership Applications – * Terry motioned to approve Megan Schwarting, Kush Creams, as a contributing member plus her three children as junior members. Carolyn seconded. Motion carried.

New Website – Place on September agenda.

Membership Approvals – * JoAnna motioned to grandfather former AEA emu growers who are now only selling products so that they will retain their voting memberships. Carolyn seconded. Motion carried.

ADJOURN – 10:45 AM – Joylene motioned to adjourn the Board Meeting and the Research Meeting. Jay seconded. motion carried.