

## **AEA-BOD Meeting Summary - Old BOD July 10, 2018 9:00 am Greensboro N.C.**

**Call To Order** – 9:20 am

**Moment of Silence** -

**Roll Call** - Joylene Reavis, Andy Martin, JoAnna Stinar, Brian Smith, Jay Winslow, Dennis Anderson with Terry Turner joining the meeting on the phone. Amy Hall as guest.

**Minutes** – \* Brian motioned to accept the minutes as written. Jay Seconded. Motion carried.

**Financial Report** – \* Joy motioned to accept the Financial Report as written. Brian seconded. Motion carried.

### **OLD BUSINESS**

**Actions Taken Since Last Meeting** – 2 members approved via email vote, Spencer Bain and Vllad Cutler.

**AEA Phone Report** – Some phone calls about convention and registering. One call to be put out for AEA members - Tennessee feed store would like info on selling emu eggs & chicks. Terry will have information at next meeting.

### **2018 Convention**

**Scheduling** – Completed by Carolyn Palo Please acknowledge Carolyn Palo's project for the board this year. Maybe a note of Thanks from the 2018 board. She has been a huge help with the convention and on the oil committee

**Donations** – Donated materials have been sent to Jay Winslow, 6323 Coble Church Road, Liberty, NC 27298. Carolyn Palo will help JoAnna by making lists of all donations, so that nothing is forgotten. Make a list of \$ donor to be read at the beginning on Friday and Sat mornings as well as after lunch both days and evening festivities include businesses, state organizations and individuals thanking them for the sponsorship. Also mention them in the newsletter. Remind members that they can advertise for FREE.

**AEA Annual BOD Meeting Agenda (New BOD)** – Read last year's minutes. Introduce new members and anyone who missed the morning opening meeting

**Make agenda for Convention meeting of new board** – Check last year's minutes. New items to add to the 1st meeting of new board Tuesday July 10 include:

**AEA Certified oil as only US farmer sourced** - member request to discuss.

**website info** - Ask for capable help to maintain website using WORD PRESS.

**Facebook and Members Pages** – Encourage members to join and be active. Communication helps all members.

**Combining Regions (4,5 and 6 added to 3)** - No person stepped forward to run for Region 4,5 & 6 director. We need a solution.

**Marketing Emu Meat** – We must somehow “normalize” the eating of emu meat.

**All AEA-BOD members are expected to respond to board emails within 2-3 days** - Let board know that you will be unavailable for more than 3 days by emailing that you will be out of pocket for a certain period.

**Discuss next year's new convention dates, September 13–15, 2019** - What days beyond this will board members attend?

**Convention Committees** – We need member volunteers to help with convention committees.

**Remember confidentiality forms and code of conduct for board members.**

**Elect new officers**

**Go over expected responsibilities for new board** - Mentoring for Amy and Dennis as I am sure they still have questions. AEA Manual is on the website and the YahooGroups list under files.

**Any recommended adjustments to any forms**

**Committee lists and liaisons include**

**Set time for outgoing board members to remain on YahooGroups Board List.**

**Find good time and day each month to conduct BOD meeting.** Amy is sometimes Out of Pocket while flying so a contingency might have to be made for alternate or postponal of meeting. Terry Available most any time; mornings and afternoons also ok

**Officers choose officers by voting for President, Vice President, Secretary, Treasurer and Parliamentarian**

Terry will continue on AEA phone, oil committee and research committee, plus anything that can be done on phone

**2018 AEA Convention Committees (Chairperson listed first)** --- remind everyone of their responsibilities and duties JoAnna covering for Terry when able.

- 1.) **Convention co-chairs** – Terry / Joy / Jay
- 2.) **Hotel Liaison** – Joy / Jay
- 3.) **Registration** – Brian / JoAnna / Terry / Susan – 32 registered at this time including board members.
- 4.) **Banquet & Welcome Night Coordinator (with Entertainment if needed)** - Terry / JoAnna / Jay  
– Meal choices being finalized.
- 5.) **Speaker / Classes Coordinator / Scheduling**– Andy / Brian / AEA BOD / Carolyn Palo  
- Done
- 6.) **Decorations / Speaker Gifts** - Terry / JoAnna / JaAnna Winslow  
- Items that were previously donated for the Silent Auction will be used for speaker gifts.
- 7.) **Awards** – Dennis / Andy - Award plaques have been made.
- 8.) **Funding Coordinator** - JoAnna / Carolyn Palo / Jay / Andy  
- Donations have come in from LB Processor, Wisconsin Emu Association, Iowa Emu Association and Heartland Emu Marketing Coop.
- 9.) **Program Booklet** – Joy / Dennis / ET&T / Carolyn Palo - Almost completed.
- 10.) **Exhibit/Booth Coordinator** – JoAnna / ET&T
- 11.) **Silent/Live Auction & Raffle** – Brian / Jay / JoAnna
- 12.) **Welcome Bags** – Terry / Brian - Brian has gotten wrapped candies for the Welcome Bags.
- 13.) **Egg Art Contest** – N/A for 2017
- 14.) **Promotion & Advertising** – Andy / Joy / ET&T / Jay  
- Joy will contact Greensboro Tourism Bureau to distribute a press release.
- 15.) **Tourism** - Terry / Andy
- 16.) **T-Shirts** – N/A for 2017
- 17.) **Audio/Visual** – JoAnna / - JoAnna will look at the Audio Visual listing from the hotel and determine what we will need. Joy will pass this information on to the hotel. \* JoAnna motioned to spend \$30.00 on a power point clicker and a laser pointer. Joy seconded. Motion carried.

**2018 July Convention Guest Rooms** – All of the board's reservations have been confirmed.

**2019 Convention** – The contract has been signed. We will announce this to members at the Saturday Night Banquet. Do not share info to members until then

**Oil Committee Report** – Nothing to report. Non-disclosure and code of ethics papers are completed and ready to be signed.

**Nominations Committee** – Amy Hall is our newly elected board member.

Amy Hall  
202 Red Bench Rd  
Paris, Arkansas 72855  
479-847-0352  
[gofarm2020@outlook.com](mailto:gofarm2020@outlook.com)

**Nominations** – Discuss any possibilities.

**New Website** – Members Only section not working smoothly. BOD members asked to create new account, login and report on any problems they encounter. Smart phone screen not user friendly.

**Newsletter Status** - Next issue covers post convention and other information.

**Indemnity Program** - Information is on Members Page. Remind members that this has been done.

**US Fish & Wildlife Service Export Regulations** – Look into having emus removed from the I.U.C.N. List of Threatened Species. Emus are currently on the list of least concern. Brian is looking into this.

**Tariffs for Importing Emu Oil & Emu Meat** – New board needs to discuss further at convention.

**DNA Emu Oil Identification Alternative** – There are better ways out there. More information needed.

**Yahoo Groups** - Change to other mode? Discussion Board? New board needs to discuss this.

**Annual Membership Business Meeting Agenda** - No votes during meeting. Members, their families and employees will be allowed to attend.

Put together **AGENDA including :**

**flag salute**

**moment of silence**

**approval of minutes and treasurers report** Do we need copies printed of last years treasurer report and minutes available for distribution?

**Intro of members not at morning meeting also new members, and their guests or their farm participants**

**Meeting Facilitator** – JoAnna, as vice-president, will conduct the old board meeting and continue until officer elections are complete.

**AEA Certified oil as only US farmer sourced** - member request to discuss.

**website info** - Ask for capable help to maintain website.

**Facebook and Members Pages** – Encourage members to join and be active

**Combining Regions (4,5 and 6 added to 3)** - No person stepped forward to run for Region 4,5 & 6 director. We need a solution.

**Discuss next years new convention dates, September 13–15**

**Ask for volunteers to plan convention.** We need individuals or regions to take on task. All can be done by phone. AEA BOD cannot continue to take care of AEA business and all the convention planning responsibilities. Give history of conventions. Conventions were "state organized" in past years and the load of work is too much to make the convention as interesting as members would like without this component.

**What else should be discussed.**

**Ask members for comments**

**All research projects should be reviewed** – Never give details. Only general information.

**any new business for 2018/19 BOD**

**any thoughts, concern or comments from anyone**

**AEA BOD YahooGroup access problems** - With the use of multiple phones, tablets, etc., not all information is getting to board members in a timely manner. At the convention, we need to compile a **Master List with name, address and ALL phone numbers where they can be reached and ALL email addresses where they can send and receive board emails.** We will need to know **which address, phone number and email they want listed as a contact on the website, newsletter and ET&T board pages.** Any emails NOT on this list will be removed after a month or so.

**ADJOURN** – 11-04 am Brian motioned to adjourn. Jay seconded. Motion Carried.

Call To Order – 1:30 pm

Moment of Silence -

Roll Call - Joylene Reavis, Andy Martin, Amy Hall, Brian Smith, Jay Winslow, Dennis Anderson with Terry Turner joining the meeting on the phone.

JoAnna Stinar as guest standing in for Terry.

Introductions given.

2017 Convention BOD Minutes – \* Brian motioned to accept the minutes as written. Amy Seconded. Motion carried.

2017 Convention BOD Financial Report – \* Dennis motioned to accept the Financial Report as written. Brian seconded. Motion carried.

Printer Purchased – \* Andy made a motion to reimburse Jay \$60.00 for printer needed in BOD Meeting Room. Brian seconded. Motion carried.

## OLD BUSINESS

BOD Members Signed Code of Conduct and Non-Disclosure Agreement -

Election of Officers –

\* Joy motioned to nominate **Terry Turner for president**. Brian seconded. Motion carried. Elected by unanimous vote.

\* Dennis motioned to nominate **Brian Smith for treasurer**. Joy seconded. Motion carried. Elected by unanimous vote.

\* Andy motioned to nominate **Joylene Reavis for secretary**. Jay seconded. Motion carried. Elected by unanimous vote.

\* Joy motioned to nominate **Amy Hall for parliamentarian**. Brian seconded. Motion carried. Elected by unanimous vote.

\* Joy motioned to nominate **Jay for vice-president**. Amy seconded. Motion carried. Elected by unanimous vote.

## Committees

The first person listed is a board member and the board liaison. The second person listed is the committee chair. The president is included in all committees. Members are needed for all of these committees.

## 2018/2019 AEA Committees and Officers

### Elected Officers

- Terry Turner - **President**
- Jay Winslow - **Vice President**
- Joylene Reavis- **Secretary**
- \* Brian Smith - **Treasurer**
- Amy Hall – **Parliamentarian**
- \* Dennis Anderson
- \* Andy Martin

### Directors

- **Regions 1 & 2 combined** – Andy Martin
- **Region 3** – Dennis Anderson
- **Regions 4, 5 & 6 combined** – Terry Turner
- **At Large** – Joylene Reavis, Brian Smith, Jay Winslow, Amy Hall

## 2017/2018 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, while only a voting member may serve on the board of directors.

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 / *Andy Martin / Ngon Nguyen*
- **Awards** – Dennis Anderson / *Andy Martin*
- **Financial/Budget** – Brian Smith / *Susan Wright / Ngon Nguyen / Trevor Peterson.*
- **By-Laws/Parliamentarian** – Amy Hall / *Jay Winslow / Tony Citrhyn / Janean Parker*
- **Emu Oil Certification & Batch Numbers** – Terry Turner / *Susan Wright / Cyril Klein / JoAnna Stinar*
- **AEA Certified Emu Oil Program & Trade Rule Committee** – Terry Turner / *Susan Wright / Carolyn Palo / Ngon Nguyen / Paul Binford/ Andy Martin*
- **Research & Grants** – Dennis Anderson / *Cyril Klein / Carolyn Palo / Caleb Binford*
- **Internet & Technology (I.T.)** – Jay Winslow / *JoAnna Stinar / Ngon Nguyen / Andy Martin / Susan Wright / Amy Hall*
- **Convention** – Joylene Reavis / *Terry Turner / Brian Smith / Carolyn Palo / Amy Hall*
- **Meat** – Jay Winslow / *Ngon Nguyen / Tony Citrhyn / Amy Hall*
- **Membership** – Brian Smith / *Susan Wright / Amy Hall / Carolyn Palo / (Jody Pierce – consultant)*
- **Newsletter** – Amy Hall / *JoAnna Stinar / Brian Smith / Jay Winslow's wife, JayAnna /*
- **Nominations** – Amy Hall / *De McCleery / Carolyn Palo / Jim Glick*
- **Phone for AEA** – Terry Turner
- **Public Relations** – Joylene Reavis / *Clover Quinn / Carolyn Palo / (Sherri Schatz – consultant)*
- \* **Board Assistant** -

## Committee Definitions

**Ag/Legislative** - Keeps members aware of old, new & developing ag or legislative information through the EMUupdate, 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 (EMUupdate). 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.

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**AEA Certified oil as only US farmer sourced** - member request to discuss. Should Indian emu oil be certified? Noted that we are “the AMERICAN Emu Association” (see Mission Statement). Most people perceive AEA Certified Emu Oil as US oil. Certified Oil Seal Trademark is a premium. Ask members if they are for or against certifying foreign emu oil.

**Website Info** – Same as a few months ago. JoAnna Stinar will talk to web builder. Basics still need to be finished. Not compatible to smart phones.

**2019 Convention September 13-15** – We must set dates that board members will attend next year instead of Tuesday through Sunday. Tabled until later.

**Nominations Committee** – Amy Hall is our newly elected board member.

NOTE- The other candidate would fill in, if we need to fill a vacant board position. For region 4, 5 & 6 possibly lady in Oregon, or a fellow in Nevada might run if needed.

**Newsletter Status** – Regional subjects are needed for the September newsletter.

BOD suggested quarterly newsletters to get them out in a timely manner. JoAnna Stinar disagreed with quarterly newsletters and stated - Newsletter should continue 6 times per year vs 4 times per year.

These are the reasons:

- Communication to the members often is important to keep the AEA alive and moving forward
- most members are NOT on FB or YahooGroups
- I believe I can get newsletter out on time better by not being on the board and only on 3(+) committees and not the liaisons either
- Cost for AEA thru ET&T for the newsletters that go out to snail mail people - 6 pages folded, max # for a certain price.

(although I expect to change this thought when the IT and Newsletter committees are farther along with WORD PRESS)

**US Fish & Wildlife Service Export Regulations** – Look into having emus removed from the I.U.C.N. List of Threatened Species. Emus are currently on the list of least concern. BOD agrees, not at this time.

**Tariffs for Importing Emu Oil & Emu Meat** – It was recommended watch what’s happening. Give to meat committee for more research.

**DNA Emu Oil Identification Alternative** – There are better ways out there. Heat during processing damages or destroys the DNA.

**Yahoo Groups** – Continue as is and change to something different at a later date.

**Set time for outgoing board members to remain on YahooGroups Board List** – Andy suggested about 4 months. Revisit at September meeting.

**Master Contact List** – Names, phone numbers & email address have been compiled.

**Combining Regions (4, 5 and 6 added to 3)** – This can be done if no one steps forward from region 4, 5 & 6. It can be implemented if needed.

**2018 Convention -**

**Introductions** - Amy will introduce speakers & thank them. She will thank donors whenever we reconvene; am, pm & evening.

**Decorations** are done.

Wednesday evening fill **Welcome Bags**. Bags are to be delivered on Wednesday by tourism bureau.

Thursday evening **set-up Silent Auction**

Dennis will be **Live Auction** auctioneer

Joy will do the **50-50 Raffle** with Janean Parker.

**CBM Meeting** – JoAnna will preside.

**Find good time and day each month to conduct BOD meeting** – The board will meet the second Thursday of the month starting on – Thursday, September 13, 2018

Thursday, November 8, 2018

Thursday, January 10, 2019

Thursday, February 14, 2019

Thursday, March 14, 2019

Thursday, April 11, 2019

Thursday, May 9, 2019

Thursday, June 13, 2019

Thursday, July 11, 2019

Thursday, August 08, 2019

Thursday, September 5, 2019 (probable)

Recessed – 5:30 pm

**AEA-BOD Meeting Summary**    **Wednesday, July 11, 2018**    **9:25 am**    **Greensboro N.C.**

**Reconvened – 9:25 am**

**Advertising** – \* Andy made a motion to renew the AEA ads in Countryside magazine, Chicken Whisperer Magazine and Hobby Farm Magazine. Brian seconded. Motion carried.

**Welcome Bags** – The board opted not to purchase jerky for the Welcome Bags but, agreed that it could be sold at the AEA Booth.

**Bookkeeper Compensation** – The AEA bookkeeper is doing Executive Director duties. She is working as an independent contractor and may need more compensation. The board will revisit at the September meeting.

**Committee Code Of Conduct Forms** - The purpose was explained and the forms were reviewed.

**Responsibilities of Board Members** - Some duties were reviewed.

**Certified Emu Oil Program Guidelines & Foreign Emu Oil** – Discussed if a grace period would be needed if foreign oil is no longer approved to be certified. If foreign oil is no longer approved, we must add “as of this date only emu oil from emus grown in the United States will be certified” to the certification guidelines. The oil committee should review this and make recommendations to the board. Much more discussion needs to be made on this subject.

**Breeders List** – After discussion by the board, \* Joy made a motion that the Breeders List should be FREE to members for the next year. Amy seconded. Motion carried.

**Convention Details -**

**Go over Convention Housekeeping**

**Welcome by Jay Winslow**

**Introductions by Each Attendee**

**Pledge of Allegiance by JoAnna**

**Amy will Announce Speakers**

**JoAnna will Oversee the Annual Membership Meeting**

**Amy will Promote the Silent Auction**

**Amy will MC the Friday Welcome night**

**Joy will introduce the Entertainer**

**Dennis & Andy Will Announce the Awards**

**Dennis will be the Auctioneer for the Live Auction with Carolyn Palo Helping.**

**Joy with Janean Parker will Sell the 50-50 Raffle**

**No pictures or videos from the Farm Tour can be placed on social media.** Discussions could be filmed. All pictures and videos must be shown to Jay for possible editing.

**Discussion Board** – “Discord” discussion board is FREE. Brian will help to set it up.

**Inventory of AEA Convention Items** – Brian has agreed to look everything over and do a final inventory after the convention.

**BOD Insurance** – \* Jay motioned to renew the Board Insurance, if there is less than a 10% increase to the \$956.00 annual bill. Dennis seconded. Motion carried.

**Medical Insurance through AEA Membership** - Not feasible.

**Jay will express Terry’s apologies that she could not attend.**

**RECESS 2:00 pm**

**AEA-BOD Meeting Summary Thursday, July 12, 2018 9:00 am Greensboro N.C.**

**Reconvened – 9:00 am**

**Google AEA Membership List** – JoAnna explained how to access the Google Membership list. Brian & Susan are the administrators.

**Phone Inquiry** – Craig from a Feed Store in eastern Tennessee near Knoxville asked if it would be possible to get emu eggs and chicks to sell in his feed store?

**AEA Newsletter** – JoAnna Stinar went over the nuts and bolts of the newsletter. The format used is MS Publisher. She need someone to set-up a mail service and populate it with member’s email addresses. Emails need to be updated with each newsletter.



AEA Website – JoAnna asked the board to go onto the AEA website and login to the Members Only sections. The website was not phone friendly and those with smart phones were unable to Login.

2019 Convention Committee – president is on all committees  
(Chairperson listed first) ---

- 1.) Convention co-chairs – Amy / Joy / Jay
- 2.) Hotel Liaison – Joy / Jay
- 3.) Registration – Brian / Susan / Terry
- 4.) Banquet & Welcome Night Coordinator (with Entertainment if needed) - Terry / Jay
- 5.) Speaker / Classes Coordinator – Andy / Carolyn Palo
- 6.) Decorations / Speaker Gifts - Terry / Amy
- 7.) Awards – Dennis / Andy
- 8.) Funding Coordinator – Brian / Carolyn Palo / JoAnna /
- 9.) Program Booklet – Joy / Terry / Carolyn Palo / ET&T
- 10.) Exhibit/Booth Coordinator – Amy / ET&T
- 11.) Silent/Live Auction & Raffle – Brian / Amy
- 12.) Welcome Bags – Terry /
- 13.) Egg Art Contest – N/A for 2017
- 14.) Promotion & Advertising – Joy / Terry / ET&T
- 15.) Tourism - Terry /
- 16.) T-Shirts – N/A for 2017
- 17.) Audio/Visual – JoAnna /

Push for member volunteers.

**Recessed 11:30 am**

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**AEA-BOD Meeting Summary Sunday, July 15, 2018 11:25 am Greensboro N.C.**

**Reconvened 11:25 am**

**Retail Items Inventory -**

AEA items were gone through and inventoried. Brian volunteered to finish the inventory, since he was taking everything home with him.

**ADJOURNED - 12:50 am**