

Board Meeting Minutes 2010 Q3

Large Black Hog Association

July 17, 2010

Present: Kay Wolfe (President), Rima Kittley (Vice-President), Brian Wright (Secretary), David Dalan (Treasurer), Linda Weems, Anthony Keisling, Richard Pomeroy

Absent: Brett and Stephanie Antaya, Cathy Cox

Guests: None

Proceedings

- Meeting called to order at 8:00 p.m. by Kay.
- Last meeting's minutes were approved.
- Treasurer's Report was provided. There is \$5638.09 in our bank account.
- Registrar's report was provided. We now have 547 registered hogs in the database and 104 LBHA members, with several registration and membership applications awaiting processing.
- Committee Report - Outreach/Event: Not available. Tabled to next meeting.

Open Items

1. At a previous meeting it was agreed that Brian would transfer duties pertaining to management of paper checks and filing of documents. Dave stated that he was ready to receive checks from members and handle scanning into the Registry database. He was going to proceed with the purchase of an appropriate scanner. Brian and David discussed method of notifying Brian when payments were posted so that Brian could proceed with associated registrations.

Post meeting note: Brian has changed the mailing address for payments on the website for members to David's address. Members should use that address when making payment by check.

2. A special Board election was held in the last quarter to fill the seat left open by Gregg Wetterman's resignation. As a result Richard and Liz Pomeroy were elected; Kay and the entire Board welcome them and look forward to their assistance.
3. At a previous meeting it was decided that the Board would develop a standard handout for use at events to draw attention to the Large Black and the LBHA. Rima and Richard will work together to continue developing this for Board approval. Board members were asked to provide any examples they like to Richard.

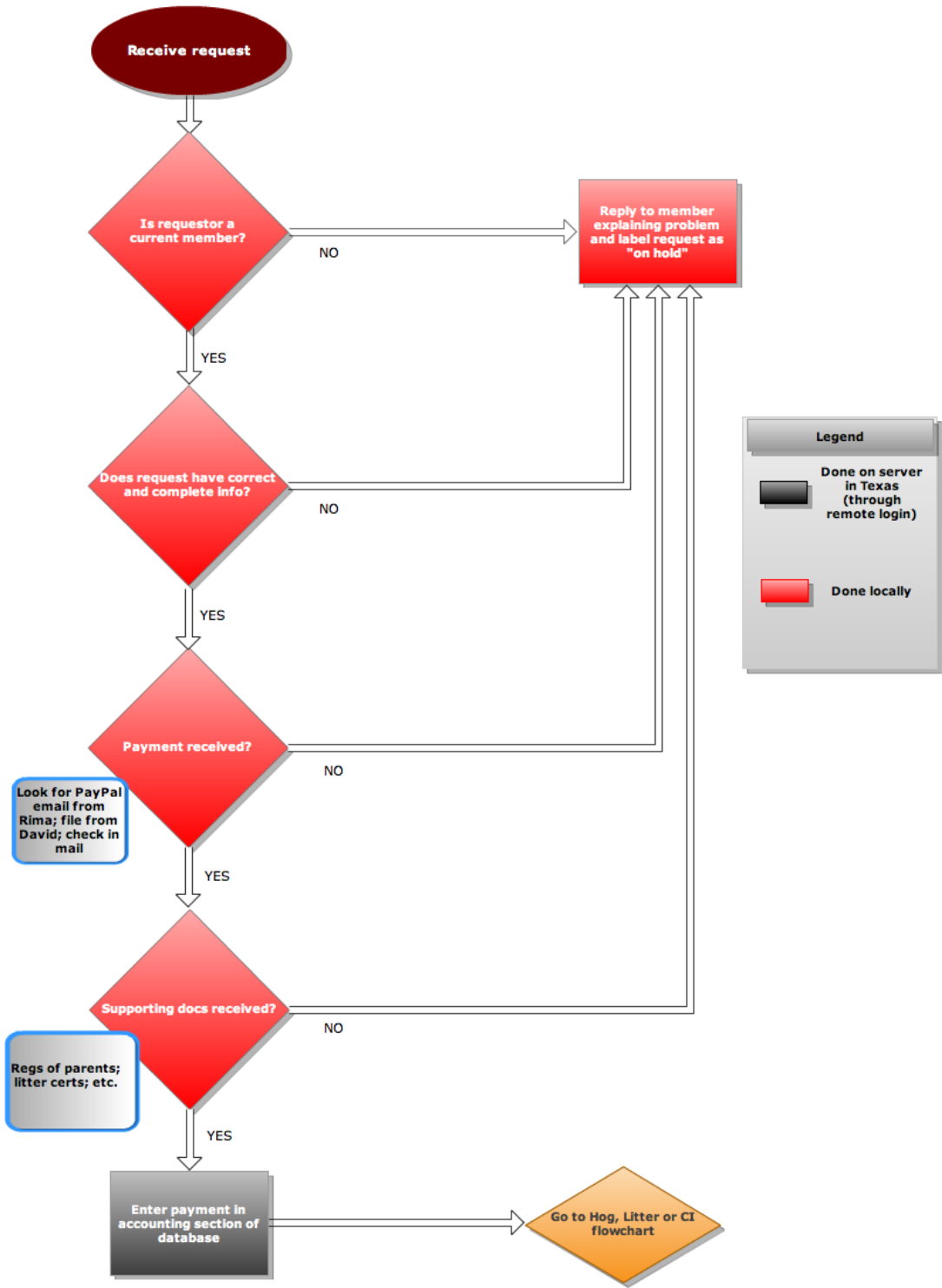
New Business

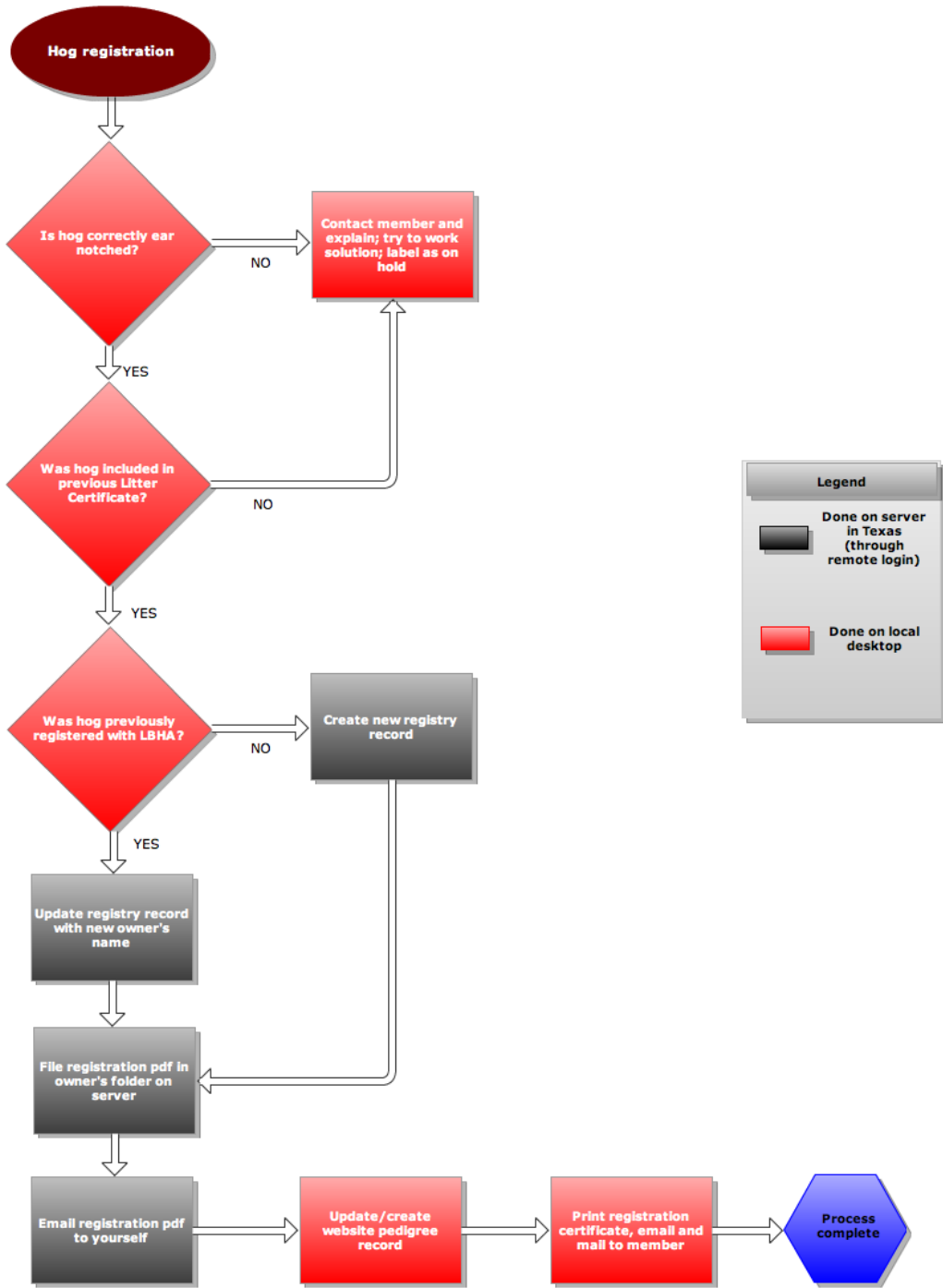
1. A member previously requested use of the LBHA logo to display on his website. The official logo is proprietary and can't be used by members but the Board agreed to create a "Member's Logo" for member's use. Richard agreed to be responsible for developing samples for Board approval.
2. Concern was expressed for the delay in Brian (as the Registrar) completing requests from members. Brian outlined the process that he uses to complete the various tasks and the problems and issues that caused the long delays. Kay requested and the Board agreed that they would develop options to speed up the Registrar process and will meet to decide which options to take. Some of the options could include improvement and automation of the data input process, outsourcing the registration process to the ALBC while still retaining the ability to provide CI calculation, pedigree display and other services to the members, and partition of the Registrar's duties to multiple volunteers. Richard stated that, with his extensive experience in coding, he should be able to significantly improve the data input process by developing automated interfaces between the various software programs we currently use. He, Brian and Rima agreed to manage that. While a decision was not made on partition of the Registrar's duties pending further meetings, Rima suggested that the website Moderator duties, since they were not part of the Registrar duties, could be transferred to another member to relieve Brian of that workload. Brian agreed to contact the ALBC to learn the requirements of outsourcing the registration workload to them.
3. Richard and Liz had previously researched new pedigree information from the Canadian Large Black hog registry and provided it to Brian for possible inclusion in the LBHA registry. Richard presented this to the Board and they discussed the possible value and harm that it might bring. This was tabled any decision on importing the records. Brian agreed to work with Richard on verifying the integrity of the data and will brief the Board at the next meeting.

Note: Kay stated that she was very pleased with Richard's addition to the Board; due to his unique experience with computer technology and visual arts he can provide significant help as we continue to rely on software for much of our work.

- Meeting adjourned at 9:26 p.m.
- Minutes submitted by Secretary, Brian Wright.
- Minutes approval pending.

Attachment: Flowcharts of current Registration process.





Hog registration

Is hog correctly ear notched?

NO

Contact member and explain; try to work solution; label as on hold

YES

Was hog included in previous Litter Certificate?

NO

YES

Was hog previously registered with LBHA?

NO

Create new registry record

YES

Update registry record with new owner's name

File registration pdf in owner's folder on server

Email registration pdf to yourself

Update/create website pedigree record

Print registration certificate, email and mail to member

Process complete

