

# minutes taken by Secretary Kris Wright

## NCPA Meeting Minutes

**April 16, 2012**

In attendance: Pres- Leeann Stearns

VP- Philip Carlson

Sec-Kris Wright

Treas-Gabby Osborn

Youth co-Jody Carlson

Board members: Doris Galewick, Sue Smallbrook, Tracy Goschke

Absent: JJ Crile, Chris Tamayo

Discussed fee amounts for annual dues and categories

Decided upon: Junior \$8

Individual \$12

Partnership \$15

Family \$15

Supporting \$40

Noted that Chris Tamayo has joined in addition to a supporting membership from Julie Bailey

Discussed setting up a bank account

Sue and Philip will look into getting a tax id number for the club

Discussion regarding finding a location to hold the 2013 show, knowing that Shasta District Fairgrounds location is very expensive

Ideas: 84 Lumber Building?

Convention Center? (probably expensive)

Empty Circuit City Building?

Old Meeks Location near KFC on Cypress?

Leeann will research Tehama County locations.

Discussion regarding if holding the show outside Shasta County could become an issue for the 4-H portion of the show. Decided unlikely to be an issue as it's open to 4-H'ers from all counties.

Discussed event insurance

Future issues to decide upon: 1 or 2 day event

Banquet details, should proceeds go to the club or should

Banquet be handed over to another organization?

How will NCPA interact with the 4-H club (finances, labor, etc)

Discussed awards with input from Sue stating that she is not able to make awards for the NCPA show like she does for the 4-H show. Concerned about where manpower would be coming from when the 4-H parents are already maxed out with commitments.

Leeann assured the group that she knows many adults in the poultry community that would be willing to help get the first NCPA show up on it's feet.

Website needs to be updated with meeting times/ info and minutes. Club secretary will handle.

Next meeting to be April 30<sup>th</sup>, 6pm at same location (Anderson Round Table Pizza)

Deadline to present bank account info and Building info at next meeting.

**April 30<sup>th</sup>, 2012**

In attendance: Pres- Leeann Stearns (via telephone)

VP- Philip Carlson

Sec-

Treas-Gabby Osborn

Youth co-Jody Carlson

Board members: Sue Smallbrook,

Absent: JJ Crile, Chris Tamayo, Kris Wright, Doris Galewick, Tracy Goschke

Due to low attendance, decided informal meeting, as not enough for a quorum

Discussed adding to bylaws that 2/3 attendance will make a quorum

Discussed rental buildings for show. Tehama County Fairgrounds has good rates.

\$330 per day 1200 people capacity Auditorium bldg 60x85

Tyler Jelly Bldg 70x200

Event insurance: 3 day/\$1 million policy \$200 per event (better choice)

\$600 per year

Philip and Gabby will open a North Valley Bank account. They will be the 2 authorized signers on the account.

Minutes – change place of biz to 2370 N St Anderson 96007

Email roster needed

Meeting reminders needed

Jody will call officers

Susan will call board members

Requesting Chris Tamayo be available by phone for meetings

Phone attendance is acceptable

End meeting 7:26pm

Next Meeting June 25<sup>th</sup> at 6pm Round Table Pizza Anderson

**minutes taken by Secretary Kris Wright**  
**NCPA Meeting Minutes**

**June 25, 2012**

In attendance: President- Leeann Stearns

VP- Phillip Carlson

Secretary-Kris Wright

Treasurer-Gabby Osborn

Youth co-coordinator-Jody Carlson

Board members: Doris Galewick, Sue Smallbrook, and Chris Tamayo via telephone

Meeting called to order 6:09pm

Phillip reported on what was needed to set up a bank account with North Valley Bank.

Moved, voted, and approved that the club bank account will be with North Valley Bank, with VP Phillip Carlson, Treasurer Gabby Osborn, and Secretary Kris Wright as legal signers on the account.

Noted that it will take 2 of the 3 signers to make a withdrawal or write checks on the account.

Dues collected to date total \$156. (\$110 in checks and \$46 in cash)

Noted that Phillip will deposit the funds this week as he is completing set up of the account. Funds handed over to Phillip for deposit.

Kris shared receipt of email from new member inquiring about her membership check not cashed as of yet. Secretary Kris will respond with an update of the clubs progress.

Moved, voted on, and approved that the Wright Family will receive a 4 year family membership in exchange for paying for the monthly website fee until 2013 because of the clubs limited start up funds.

The club will commence paying for the website in January 2013 at a rate of \$60 per year.

Moved, voted on, and approved that the show date will be the last weekend in March.

Discussed and tabled the following:

Length of first show. Consensus was maximum 2 days. Set up and coop in on Friday. Show, coop out, clean up and break down on Saturday.

Thus only needing to rent the venue for 2 days.

Show venue (Tehama County Fairgrounds) can provide tables. Phillip will verify amount of tables the grounds have available.

Phillip will research and report back what is needed (how much of a deposit) to book the show dates for the location.

Discussed materials to use to line tables under cages. Possibly rolled roofing  
Material could be donated.

Possibility of using Subway as a food vendor for the show.

Discussion of entry fees (exhibitor fees, bird fees, youth fees, etc)

Discussed numerous choices of potential judges

Sue suggested a NorCal flyer be made to post at local businesses, and also a business card type hand-out with the website info.

Sue showed an example of a solicitation letter that the HPFA uses for their shows.

Discussed fundraising and what funds are needed for: venue rental, event insurance, judges, judge's accommodations, awards

Meeting adjourned at 7:20pm    Next meeting date August 13<sup>th</sup> 6pm Anderson Round Table

**minutes taken by Secretary Kris Wright**  
**NCPA Meeting Minutes**

**September 17, 2012**

In attendance: President- Leeann Stearns

VP- Phillip Carlson

Secretary-Kris Wright

Treasurer-Gabby Osborn

Youth coordinator-Jody Carlson

Board members: Tracy Goschke and Sue Smallbrook. Available via telephone if needed: Chris Tamayo and Doris Galewick

Treasurer's report: Current balance \$156

No deposits, no debits since last meeting

Long discussion regarding estimates of show costs in order to decide how much money would need to be borrowed (if any) for the first show year.

Was decided that Leeann would request \$700 from her contacts to cover the rental of the venue (\$330 per day).

Chris Tamayo will donate the ABA sanctioning fee. He is also working on club meets.

Sue will continue to work with the Hampton Inn in hopes of them being the sponsoring hotel.

Jody volunteered to look into other potential hotels in the Red Bluff area as a back up.

Open show judge will be John Monaco. He has agreed to judge in exchange for expenses (gas, room on Friday, and food).

Possible showmanship judges: Dr. Bradley, Teresa Renwick, Gary Agjamian?

Awards discussion: was concluded that 4H will handle the 4H awards, Norcal poultry club to cover the open and youth show awards.

Estimated amount of 2" ribbons needed per Leeann: 500 1<sup>st</sup>, 500 2<sup>nd</sup>, 200 third

All agreed certificates could be made for Best of Class and Reserve of Class and

big rosette ribbons could be awarded for section champions.

A rough figure of \$175 was suggested as the ribbon/awards budget. Additional research will be conducted to report back at next meeting.

Club members will keep their eyes open for Best and Reserve of Show awards ideas.

4H will pay for their own judge and will retain the activity fee and bird fee per 4H entrant.

Discussed the exhibitor fee and the youth fees. Was concluded to model the fees after the HPFA shows.

Tracy volunteered to make up a donation flyer for Leeann to take to the shows she's attending.

Some items needed for the show: shavings, water cups and cage liners.

Snack bar discussion. Phillip pointed out that the fairgrounds will want 20% of sales if that number is bigger than the building rental fee, in lieu of the building rental fee.

Phillip will talk to Annette about the potential snack bar issue, since the snack bar proceeds had been donated to a troop's organization in the past.

Next meeting: October 15<sup>th</sup> at 6:30 pm

Adjourned at 8:11pm

**minutes taken by Secretary Kris Wright**  
**NCPA Meeting Minutes**

**October 15, 2012**

Called to order at 6:40pm

In attendance: VP- Phillip Carlson  
Secretary-Kris Wright  
Treasurer-Gabby Osborn  
Youth coordinator-Jody Carlson

Board members: Doris Galewick and Sue Smallbrook.

Leeann Stearns absent due to CHICKEN POX (available via telephone)

Treasurer's report: Current balance \$406 includes a \$250 donation from Keller Farms.  
(Possibility of a \$700 loan from Leeann's friends at a future date.)  
\$102 deposit has been paid to Red Bluff fairgrounds to secure  
building for show date by Phillip (needs to be reimbursed)

Sue confirmed that the Judges hotel rooms will be comped by the Hampton Inn in exchange for being listed in the premium book as the official hotel for the show.  
She will look into a couple other hotel options to list in the premium.

Confirmed John Monico will judge for gas money and a room.

Gary A. for the 4H show (4H club will pay his expenses)

Leeann still needing to contact Dr. Bradley as an option for 4H showmanship.

Doris is willing to judge a couple showmanship classes if needed, if someone will  
Cover the APA table for her. (Linda Park?)

Fairgrounds: RV parking available \$25 w/hookups, Tent camping \$10

Phillip will reserve 100 tables and 60 chairs from the fairgrounds for our use.

Moved, voted and approved to charge \$20 for vendor tables, and \$10 for sale cages

Moved, voted and approved to have Jeff Osborn's Anderson High School class run the snack bar and split profits with NCPA

Discussed finding a lumber mill to donate shavings.

Sanctioning: Chris Tamayo taking care of ABA fee, Doris handling APA fee. Who is looking into club meets?

Premium book: Sue is putting together, needs copies of business cards from sponsors and advertisers.

Discussed awards costs, will report at next meeting real costs for ribbons.

Discussed entry fees again. Exhibitor \$3, \$3 per bird, \$6 double coop, youth fees and activity fee?  
Most likely will copy the HPFA fee schedule. Need to get a copy of HPFA premium to Sue for reference.  
Meeting adjourned 7:50pm Next meeting November 19, 2012 at 6:30 pm Round table Anderson

# minutes taken by Secretary Kris Wright

## NCPA Meeting Minutes

### November 19, 2012

Called to order at 6:50pm

In attendance: VP- Phillip Carlson  
Secretary-Kris Wright  
Treasurer-Gabby Osborn  
Youth coordinator-Jody Carlson

Board members: Doris Galewick, Tracy Goschke, and Sue Smallbrook.

Treasurer's report: Current balance \$406

Discussed the premium book with Sue

Agreed to model the show rules after HPFA's

Will there be a health inspection? Tabled until Leeann returns

Everyone agreed a breeders raffle would be a good idea.

Confirmed George Wold's shop class at Anderson High School will run the snack bar, proceeds to be split between NCPA and the High School group.

Decided on ribbons with a cardboard back for the open show. Members are still researching pricing and companies, although no one has specifically been assigned the duty.

Discussed schedule of events. Suggested times for coop in were 3pm-9pm Friday and 7am-8am on Saturday.

Discussed age groups for youth showmanship and activities.

Phillip knows someone that we can get tar paper from to cover the cage tables.

Jody agreed to follow up on getting a donation of shavings.

Meeting adjourned sometime after 7:30pm. Next meeting December 17, 2012 at 6:30 pm Round table Anderson