

Alaska Vendors Association

Board of Directors Meeting Minutes

Feb.18, 2008- PaddleBoat Café –Anchorage, AK

Time 1:00 P.M.

Call to Order: Time: 1:20 pm

Board Members Present: Acting president Ed Cullinane, Rodney Clark, Mary Littlefair, Treasurer Pat Pollard via telephone.

Secretary Kevin Coe.

Approval of Minutes: AVA Jan meeting

Mary Littlefair motions to accept the minutes from the last meeting. Pat Pollard Seconds the motion. The minutes are accepted.

(note 2 minor changes: 1) need a bigger font for ease of reading. 2) the next meeting was changed from 7:00 pm at the Noisy Goose in Palmer on February 17th to 1:00 pm at the Paddleboat Café in Anchorage on the 18th.

Treasurer's Report: Pat

Bank account review: The balance as of Dec. 31st reads \$6,117.21
Expenses were submitted and approved

New memberships and renewals:

New Members: David & Mary Morris of Alaska Biotherapy

Changes needed to bank account – review of approved signers

Current approved signers: Pat Pollard, Rodney Clark, Larry Imm

Larry Imm to be removed as an approved signer.

Edward M. Cullinane to be added as an approved signer.

-Ed to send Pat a copy of his photo ID for the bank.

Other Treasury Business:

-International Association of Fairs Expositions (IAFE): AVA has an associate membership. The IAFE holds a convention every year in December, various AVA members have previously attended. There is a magazine that is published every two months and received in the AVA PO Box, Pat Pollard to bring past copies to the next meeting.

Annual Membership is \$195, which is approved for renewal for 2008.

-The thumbdrive with the template for the AVA membership cards was given by Ed Cullinane to Kevin Coe to keep in the secretary's notebook.

-Kevin Coe was given the membership list by Zachariah Smith and the AVA membership cards by Ed Cullinane to be labeled "VALID Sept 1st 2008." Cards to be mailed out to members after the website is cleaned up.

ASF BOD Meeting Report:

Thanks to an ASFA BOD member for his e-mail correspondence regarding the ASF BOD meetings. Reminder for all ASF and AVA members to contact Governor Sarah Palin via e-mail and urge her to budget money to help repair the Agriculture Building. The Fairgrounds were initiated with state funds and they should be maintained with state funds.

Ed Cullinane will be traveling to Juneau soon and will attempt to contact Palin and other legislators in regards to funding the Agriculture Building repairs.

Guest: No guests this meeting but we need to consider inviting Ms. Pamela Meekin.

-Pam would be happy to attend AVA meetings, also she would like us to know that there will be an increase in vendor rents this year. (Information via 3rd party source)

Grievance Committee Report:

Josh is current AVA BOD Grievance Committee Head:

Josh Gamez not present, Ed Cullinane attempted to contact him but has not been successful.

Pat Pollard's Report on the Tanana Valley State Fair Grievances:

The TVSF BOD received a letter from Pat Pollard signed by vendors located on the "prime space." The letter requested corrective action to be taken in regards to the Carnival setting up rides that block sight and access to the vendors in the "prime space," who are charged higher rent because of their proximity to the Carnival.

The response letter from the TVSF BOD, dated 11/13/07, came up with the following two decisions regarding the grievance:

- 1) The 2007 set-up of the carnival at the TVSF was not aesthetically pleasing. In the future, the set-up will be more coordinated.
- 2) The Traffic on Carnival Way (prime space) was not substantially affected by the set-up.

How should we approach this issue now?

1) All of the vendors that signed the original letter need to receive copies of the correspondence so that they know what is being done. Pat Pollard will fax Rodney Clark copies of the letters

2) A proposal for a solution should be presented to the TVSF BOD that the AVA approves of so that the TVSF has something to work with.

Other possibilities:

- 1) Make the Carnival commit their layout to paper (too late for this fair).
- 2) Ask for a credit for vendor rents for vendor affected by the Carnival layout.

Old Business:

Website updates – What changes or additions still need to be done?

The website is terrible and needs a major overhaul.

The buttons on the left hand side of the page should be as follows:

- 1) Home
- 2) Directors
- 3) About Us/Accomplishments
- 4) History
- 5) By-Laws
- 6) Discounts

The By-Laws have been given to Kevin Coe by Mary Littlefair to be scanned and posted on the website.

Kevin to go over the accomplishments with Rodney and highlight specific ones to post.

A list of current available discounts to be received from Zach Smith and added to the NAPA discount on the discount page.

Rodney Clark and Ed Cullinane to coordinate adding a free calendar to the website that can be updated by someone other than the webmaster.

The NewsLetter/News button needs to be fixed. The Articles need to be listed and dated with visible buttons.

Personal e-mail addresses for the BODs need to be added.

Kevin to call Richard Tracey and see about changes.

Liaison meeting with AAF report- Mary Littlefair

Mary Littlefair attended AAF meeting as per invitation. Pam Meekin is the president.

-Representatives from the Department of Environmental Control attended and spoke.

-Mariah from the DEC stated that they will be strictly enforcing DEC regulations this year including the following:

Hoses must be NSF, flushed, not permanently hooked up. The water system must be flushed and tested once a year.

For the Ninilchik fair, water must be boiled due to the city water supply coming from a local stream. There may be a water truck next year that will bring in water.

All food items must either come from a commercial kitchen or be prepared on site. Vendors must be able to prove this.

Starplex Security will be working on improving parking

There are potential problems for the Palmer fair this year: The Old Glen Highway will be under construction, and five more stoplights are to be installed on the Palmer-Wasilla Highway.

Dates for 2008 Fairs:

-attempt has been made to avoid date overlaps and to allow enough time for entertainers to travel between shows and have a little rest time.

Tanana Valley State Fair: August 1st to 9th Theme: “Pirates of the Carrots and Peas”

Ninilchik Fair: August 15th, 16th, & 17th Theme: “Where Pigs Fly”

Alaska State Fair: August 21st to September 1st Theme: “50 years of Statehood”

AVA Donation to 4H for the TSVF and ASF in 2008?

A thank you note and a certificate of appreciation was received from the Copper River 4H to the AVA for our \$200 contribution in 2007. Pat Pollard to check and see if we have paid for this contribution, and to send Kevin Coe a copy of the Certificate.

Pat Pollard motions to have the AVA sponsor \$200 to the 4H group at the Tanana Valley State Fair and \$200 to the 4H group at the Palmer State Fair for 2008.

Rodney Clark seconds the motion, motion passes unanimously.

-Pat Pollard will give the appropriate fair manager the money who will give it to the 4H club.

New Business:

Welcome to our newest director- Mr. John Fischback: Not Present

AVA Board of Directors training on “How to be a Board Member.”:
(discussion) led by Mary.

Mary attended a training session by the Foraker Group. They are available to train for \$100 per hour for individual non-profit groups, or seminars can be attended for a little bit cheaper. The AVA may be better served by attending only training seminars in areas it needs help in, and avoid the costs of unnecessary training. The Foraker web-site lists the schedule.

Board members are financially liable for association funds, non-profits must file 990 tax forms, and non-profits must do payroll taxes.

-Conflict of Interest issues must be avoided by making all transactions transparent.

The AVA is inherently a conflicted board, therefore all potential conflicts must be declared.

-An Indemnification Clause should be in place in the AVA By-Laws

-For non-profit taxes, Steve Mahoney is a specialist the AVA could speak with.

-A written code of conduct and ethics is needed

-The Ohio Casualty Group may offer a good price for liability insurance.

Mary Littlefair motions for the AVA to apply for membership into the Foraker Group and pay the \$100 fee. Pat Pollard seconds the motion. Motion passes unanimously.

Ed Cullinane to apply for the Foraker Group with AVA tax ID # 91-1836754

-Ed will contact LeRay Gray for the 501(c)3 forms that were filed by the AVA.

AVA membership cards printed and are to have dates added by Kevin then mailed out to the current membership. They are Vaild 2007/08. Also a note inside for members to please check the AVA website for updated information on discounts etc...

Put on hold until AVA web-site is updated.

Mary Littlefair to e-mail membership list to AVA BOD and Kevin Coe

Mar. 23, 2008 is Easter –choose another date for the next AVA meeting

Member Comments: None

Director Comments: This years ASF Annual meeting was fairly well attended.
(Discussion)

A plan based on a sound business model is needed to address the issue of food booth placement and admission. Also, a policy is needed that will help control retail booths and stop “product creep” (when a hot selling item starts off in one or two booths and ends up in all of them by the end of the show).

An AVA member has mentioned to several AVA Directors that we should have a Director attend the ASFA BOD meetings. Mary Littlefair to attend the next ASFA BOD meeting and to contact Donna Tate and have the ASFA minutes e-mailed to her.

-A liaison meeting between multiple AVA Directors and the ASFA BOD and management including Pam, Ray, Dean Phipps, and Larry needs to be set up. Ed Cullinane to attempt to set this meeting up for the first week of March, 2008.

Set Time and Place for next meeting:

Next Meeting on March 26th, 7pm at Ed Cullinane’s house (7232 Hunter Circle, 99502)

Motion to close:

Meeting adjourned at 3:53 pm