

Alaska Vendors Association

Board of Directors Meeting Minutes

April 16th, 2009 –Ed Cullinane’s House- Anchorage, AK

Time 7:00 P.M.

Call to Order: Time: 7:04pm

-BOD Present: Ed Cullinane, Pat Perry, Jamie Allen, Kylie Clark, Mary Littlefair

-Others Present: Kevin Coe, secretary

Approval of Minutes: 3/27/09

-Who are the Sunshine Kids and what form was signed by the AVA? (Ed and Pat)

The Sunshine Kids are an organization that AVA member Larry Imm was affiliated with and needed to “borrow” 501 (c) (3) status as a non-profit for a one day fundraiser. They needed a signature from a non-profit organization’s President and treasurer. Pat and Ed signed for them and after the fundraiser Larry donated \$200 to their organization.

Pat motions to approve the minutes of the 3/27/09 meeting with the above explanation of the Sunshine Kids added as well as the dollar value of the secretary expenses for the trip to the TVSFA monthly BOD meeting last month (\$482.41). Kylie seconds the motion. The minutes are approved as amended.

Treasurer’s Report: Pat Perry

-Bank account review (Pat) Balance of \$4,039 for AVA account. Balance signed by each AVA BOD member present.

Bill and e-mail received from Britta Perry. The domain name is registered for close to 15 years (done previously by Ed). Britta paid for the AVA Go Daddy account for web hosting services for 3yrs. Britta’s final expense for the website is the second installment of the \$900 dollar charge (\$450) plus \$152.69 for web hosting services, for a total of \$602.69.

-Other Treasury Business (Pat): Jerry was last responsible to check the AVA PO Box. Kevin has the Key. Kevin to contact Jerry and see if he has and will continue to check the PO Box in Palmer. If he cannot check the box, Kevin will mail him the key and request that he have the mail forwarded to another AVA Board member’s residence (to be determined by e-mail).

Jamie motions to accept the treasurers report as presented, Kylie seconds, motion passes with no dissent.

ASF BOD Meeting Report: (anyone attend) No board member present attended, through various correspondence it has been learned that the Farm land previously under discussion for the sale will now set aside and that a separate plot of land owned by the fair will be sold instead. This resolution appears to be acceptable to all interested parties at this time.

Grievance Committee Report: (Kylie)

Grievance Committee: who is involved and what are the targeted goals?

Kylie to set up a liaison meeting with Pam and the ASF and discuss the following:

-Issues: -Trash cans on red trail: Kylie to contact TJ and see if cans can be donated to the ASF with an AVA logo on them. Kylie to discuss at liaison meeting the difficulties the ASF is having with trash upkeep and look for possible solutions. Kylie to ask Pam for permission to place AVA logo trash cans on the fair grounds..

-Credit card telephone line: Kylie still looking into telephone line feasibility.

-Portable toilets/security by Oasis: A vendors portable toilet was used by customers at the Oasis (all three walls and the door among other things) which also created a safety issue with inebriated persons wandering behind booths.

Kylie to discuss portable toilets with TJ. Possible ideas include placing several portables in a semi-hidden area behind an embankment so that vendors have privacy as well as receive a discount for purchasing multiple portables next to each other. Each purchasing vendor will still have exclusive access and the toilets will be hidden from the customers at the Oasis.

-Security issues: Kylie to discuss security issues at liaison meeting, including patrolling in appropriate areas and not entering vendor booths alone and without cause.

Old Business:

-Foraker Group: What is our plan? Pat and Ed previously attended the one free session. Foraker website lists training session dates and times. Ed to contact Foraker and schedule a personalized 4 hour advisory session, then to e-mail possible dates and times to all AVA BOD to see which day is best. Ed to also inquire if Foraker has teleconference capabilities and what the charges are (if there is a charge if we bring our own equipment).

Other upcoming training sessions: Roles & Responsibilities, May 4th

Board Development, May 18th

New 990 form for non-profits, May 26th

Any member attending the training session is to pay out of pocket and submit receipt for re-imburement.

-Food Booth Ratios: Who will follow up? (?) Kevin will scan copies of reports that Mary has faxed him and send those to all AVA BOD and John Harkey. Kevin will also ask John how his report is coming along.

-ASFA land sale (?) See ASF BOD Meeting Report above

-Website: Review (Ed and Mary)

Is the E-mail account set-up? How will it be maintained? The e-mail account was set up by Mary and the password will be forwarded to Kylie. Kylie will be responsible for checking the e-mail account, investigate automatic forwarding to all AVA BOD, and updating Board members with pertinent messages.

Kylie and Mary to follow up with Zach and see if an AVA myspace and/or facebook account has been created. If not, Kylie to create a myspace page, Mary to create a facebook page. Kevin to e-mail fair pictures to AVA BOD.

What is the Decision on Pay-Pal? Throughout the years AVA has had around sixty members, we now have less, most members pay cash, most don't even ask for a receipt, pay-pal may be good for merchandising but that is not what AVA does, pay-pal can be expensive and more work than it may be worth.

Pat Motions to not consider Pay-Pal, Kylie seconds, the motion passes without dissent, Pay-Pal is not being considered for the website.

-ADA (Kevin): Kevin had a meeting with Dave Barton of Access Alaska. Dave serves as a consultant for businesses and individuals alike regarding the Americans with Disabilities Act. Dave sent an e-mail that has subsequently been forwarded to all AVA directors including a Checklist for booth compliance, excerpts from the Act, prior case law, and other materials. The checklist and contact information for Dave Barton will be forwarded to Britta to be posted on the AVA website.

Dave stated that his consultations are confidential, he is not an enforcer of the act. The ADA is complaint driven, any individual wishing to file a complaint may. The most common complaints for booths at the fair is the "step" up into the booths and the high service counters. These can either be resolved through structural redesign or proper training of staff to serve customers with disabilities.

Each business is unique for the steps it will need to take to become compliant. All vendors are strongly encouraged to contact Dave and speak with him about compliance issues they may face and the solution to each of their problems individually. Dave will be present for set-up at the fair for two days, however he will make appointments at any reasonable date and time.

Pam will be issuing "fix-it" tickets for vendors not in compliance. Pam will be referring to Dave for compliance issues. Kylie to ask Pam how to avoid/remedy fix-it tickets. Will it be possible to have a signed checklist from Dave Barton as proof of compliance? Grievance Committie to also ask Pam at liaison meeting to refer Vendors to our website to view the checklist, contact info for Dave Barton, and questions or concerns regarding the ADA.

Jamie Allen to make comment at next ASF meeting as AVA representative voicing AVA's concern over Access Alaska/ADA issues (compliance and not being invited back to subsequent fairs).

-Newsletter (Newsletter: What will be included? What is the purpose? What medium will be used for distribution? How frequent? Who is target audience (AVA, Fair Boards, general public...)?) (Kevin)

Under events a short article on Tanana and another on the ADA to be posted on the website. Article will be drafted by Kevin and approved by all board members before being posted. This will inform AVA members of the issues the AVA is currently addressing. The article will also reference links to ADA and TVSFA website.

New Business:

-Gross Receipt reporting policy: What is it? (Kevin)

This is a form submitted at the end of each fair by all board members listing their daily gross receipts (excluding attractions). This form is supposedly used for a study on the economic impact of the fair upon Palmer. These records are lying in boxes at the fairgrounds, a court order is all it takes to request these records (from the IRS or any party involved in a lawsuit), and so far nothing has been done with these records.

The grievance committee to bring this issue up at the next liaison meeting and state vendor concern. What are these documents used for and why do we need to keep submitting this private information? If a document is being created, let us see the document. How do we end the reporting policy?

-Booth Transfer Definition: Who will follow up? (Kylie)

The ASF will be discussing this issue with an attorney for assistance in wording the policy into the vendor handbook. The AVA will also be asked for input. There is a tentative policy as it stands right now (the vendor must be a member of a vendor organization and must vend at another fair as well).

Grievance committee to inquire about this issue with Pam at next liaison meeting.

Member Comments, Issues, & Concerns:

Kevin: It has been brought to several members attention that not all correspondence is being sent to all interested parties in the AVA. From now on everyone should at the very least carbon copy all board members and alternates in on **ALL** AVA correspondence/e-mails, even if the message is only for one person. This will keep everyone abreast of the current events in the organization.

Director Comments:

Pat: New entertainment at the fair this year, lots of bands playing. Pro-Wrestling will be in place of demolition derby. This will keep the dust down for the vendors at the Purple Trail (their booths were covered in dust last year from the dirt the cars kicked up during the derby).

-Tanana: Tons of Fun Entertainment's Rock climbing wall has been moved at the TVSF. The stated reason is noise complaints from the nearby barn area, affecting livestock, (Cows etc...). This may not affect their business after a few years (Clement's Monster Truck Business went through this ordeal too and business took 2-3 years to regain). It has previously been tried to group all independent attractions together, which failed (experience of Jamie Allen). The location change requires time to regain market share.

Jamie Allen to look over report on TVSF (from March), and come up with a preliminary listing of issues and concerns to present to the TVSF and Randi (including moving vendor booths).

Time and Place for next meeting:

May 21st, 7pm, Ed Cullinane's Residence, 7232 Hunter Circle, Anchorage, AK

Motion to close: Time 9:20 pm