

ARPA Board of Directors Meeting
Telephone Conference Call
Minutes of December 20, 2016

The meeting was called to order on Tuesday, December 20, 2016 at 7:00 pm EST by President Dan Schmiesing.

Roll call was done. Those in attendance were Jeff Wilkins, Jim Jackson, Daniel Schmiesing, Robert Carson, Brian Fairchild, Kyle Young, James Campbell, JL Morrison and Kaye Gilbert. Guests were John Rager Finance Director and Teresa Jackson Junior Advisor. Linda Hampton was absent.

JL Morrison made a motion to approve the agenda as presented. A second was given by James Campbell. Motion passed.

Minutes from the November 16, 2016 meeting were presented. Each member received a copy via email.

Jim Jackson made a motion to accept the minutes as presented. A second was given by Bob Carson. Motion passed.

President Dan Schmiesing then asked the committees to have written reports to Kaye seven (7) days prior to the meetings so she may then send to the board before the meeting. If there are no reports, they may verbally state there is nothing to report.

The Executive Committee gave a report on Ex-Officio members of the board. The committee reported it must be put in the minutes with regards to whether the Ex-Officio had a vote on the board. Schmiesing read an excerpt from Roberts Rules of Order regarding needing to state officially who is Ex-Officio and what their voting status is.

Jeff Wilkins made a motion to put into the rules the Ex-Officio members of the board will be advisors only with no ability to vote on motions. A second was given by JL Morrison. Motion passed.

Kaye also gave the report for the Executive Committee regarding the Ask and Receive contract. A bill was received for \$480 for hosting for the year. Kaye obtained quotes for the same services from Coyote Publishing for \$175 and Barking Apple for \$239.40. Coyote Publishing could also do program changes to the website for a fee of \$75 per hour. Kaye advised the board of the "Whats New" box not being functional and written in code which didn't allow for her to do changes. Coyote Publishing quoted 2 hours to fix the box and make it accessible for her to change.

James Campbell made a motion to move to Coyote Publishing after sending a letter to the current host, Ask and Receive, as a professional courtesy. A second was given by Brian Fairchild. Motion passed.

John Rager gave a report for the Finance Committee. Dan Schmiesing noted account number 4455-National Show entries has not been enforced in the past. Beginning in the 2017 show, the rule as it is written will be enforced, which is a \$50 entry fee per head is to be sent to the ARPA office at the time of entry in NAILE.

Dan Schmiesing also asked Kaye to clarify the definition of a couple accounts for the board. He then opened a discussion that each committee submit a budget for any project they may have income and expenditures for. This include but not be limited to the Junior Committee, the National Sale Committee, and the National Banquet and Seminar Committee. This would need to be put in the rules to set the standard for future responsible spending.

James Campbell made a motion to propose all committees submit a budget to the board for approval be put in the rules with a 10% overage allowance. A second was given by Brian Fairchild. Motion defeated.

The board agreed this topic should go to the Rules & Bylaws Committee to be written and submitted to the board for approval.

The National Show committee had no report.

The National Banquet and Seminar Committee had no report.

Jeff Wilkins gave the National Sale Committee report. They have submitted a press release for the journal with more information forthcoming as available.

Teresa Jackson gave the Junior Committee report. She clarified the amount submitted to the office for the Diamond Excel award was the 2015 and 2016 awards. The National Show was also a success.

Bob Carson gave the Performance Committee report. He is seeking steers or feeder heifers for feed trials with Red Polls in his area. He will prepare something for the journal or the Red Poll Alert.

No report from the Membership Committee.

Jeff Wilkins and James Campbell gave the Grass Feeding Committee report. Discussion was had that in order to be listed on the website as a farm in the Grass Feeding Initiative, the farm must be a current member of ARPA. Discussion was held regarding updating the records and also clarify the qualifications for the Grass Fed Initiative.

Jeff Wilkins and Kaye Gilbert gave the Corporate Sponsorship Committee report. Kaye gave information regarding Zoetis. She has made contact with Zoetis to get a service contract in place once again. She also verified their budget has changed and a volume has to be promised and contracted before Zoetis will advertise in a publication. Bob Carson and Jeff Wilkins discussed the number that must be tested in order to have the comparisons done against other Red Polls. There was also discussion regarding the comparison tests done between Igentity and Zoetis. Kaye reported the Red Angus has the same problem in comparisons due to Zoetis has more markers than Igentity. She strongly recommended Zoetis for accuracy and consistency.

Kaye gave the report for the Publications Committee. Discussion is being made with regards to changing the ads structure to go back to the fee structure from a few years ago with prime spots. The committee did not have a structure to present at this meeting.

James Campbell, Jim Jackson and Brian Fairchild gave the Rules & Bylaws Committee report. Kaye had submitted a proposed rule for the duties and responsibilities of Committees. The Rules and Bylaws Committee agreed to bring to the board for approval.

Jim Jackson made a motion to accept the Committee Responsibility Rule as presented into the Rules. A second was given by James Campbell. Motion passed.

The rule for the definition of Executive Secretary Treasurer was tabled as the committee did not have a recommendation at this time due to the length of time spent on the other presentations.

James, Jim and Brian then presented two proposals for the Complete Herd Reporting rule, CHR 4 or CHR 5 as they were labeled. They then explained the major difference was the elimination of a deadline and reinstatement fees between the two proposals. CHR4 has deadline and reinstatement fees while CHR5 did not. A thorough discussion was held on the deadline and reinstatement fees.

James Campbell made a motion to accept CHR5 proposed rule as the CHR rule. A second was given by Brian Fairchild. Motion passed.

Discussion was then held on

Jeff Wilkins made a motion to put the CHR5 rule into the ARPA Rules with the proper headings. A second was given by Jim Jackson. Motion passed 8-1, with Kyle Young opposed.

Jim Jackson made a motion to change the CHR enrollment fee from \$10 to \$5 per head. A second was given by Jeff Wilkins. Discussion was held regarding the financial impact of the change. James asked Jim Jackson if it had been figured how many animals would need to be recruited in order to make up for the change in the fee. It was reported approximately \$100 would be lost if the enrollment numbers remained the same as the

current average. This means that we need 20 more cows to be enrolled to make up the difference. Kaye reported she has had 2 herds inquiring into the enrollment process. **Dan called for a vote on the motion. Motion passed 7-2 with James Campbell and Kyle Young opposed.**

Kaye Gilbert then presented the Fee Structures clarification as presented via email. It was decided Kaye would go through the line items and then a motion would be made on the entire document. Discussion on Item 1 Registration and Transfer in the Same Submission should be the cost of the registration fee and the cost of the transfer fee as shown on the document with no discount since they are two separate transactions. Item 2 Selling a Pair with the Calf needing registered should also be the cost of the registration as well as the cost of the transfer on both the calf and the cow as shown on the document. Since the calf registration and transfer requires additional work by the office and are separate transactions, it was felt no discount should be given. Item 3 Correction on Certificates was discussed. If the error is the office, the correction is done for free as has been being done. If the error is the breeder's mistake and the request is done within 6 months of the original error, the board agreed on a charge of \$10. However, if the request to correct is done after 6 months of the original error, the board agreed on a charge of \$25. These fees would cover the cost of reprinting the certificate, the mailing and the Secretary's time. Item 4 Name Change on an Animal was discussed. The board agreed that name changes would not be allowed once the animal is registered. Item 5 Recording a Foreign Animal was discussed. The board agreed this would be the equivalent of a new registration and should have the charge of the new registration. Item 6 ET Registrations was discussed. Kaye reported on the extra paperwork associated with an ET Calf. It was agreed an extra charge should be assessed. After thorough discussion on the service to the breeder, the cost of doing ET work, and the risk to the breeder, the board agreed a \$10 fee would be assessed on top of the registration at the time of the registration. Item 7 Transfers to Juniors was discussed. It was brought to our attention there had been special exceptions for juniors wanting to show an animal and the transfers to and from the original owner leading to costly transfer fees. After discussion the board agreed the transfer to the junior should be a full price. If the junior transfers the animal back to the original owner after the show season, the transfer would be free to the junior. **Brian Fairchild made a motion to accept the Fee Structure recommendations as presented and discussed. A second was given by James Campbell. Motion passed.**

Kaye then gave the status of the ABRI system and the troubles with the system for the past month. Australia had to remote dial into the computer to fix several issues. She also gave the officers report of new expenditures. After the remote dial in, the Quickbooks file had started to act up. After dealing with QB help site, Kaye had transferred the company file to her personal computer and was able to open it with no corruption. It was decided the program itself was corrupt and new software would need to be purchased. The QB software was from 2011, deeming it severely outdated in the computer world. Also purchased was an external hard drive to back up all files on the lap top. Kaye also gave an update on the IRS tax situation. Attorney is working on filing past taxes. He has given a rough draft of the application for reinstatement to Kaye. The fee will be at least \$850 to be reinstated with the IRS. That will not include his fee to get it taken care of.

Bob Carson made a motion to adjourn the meeting. A second was given by Jim Jackson. Motion carried.

Respectfully submitted,

Kaye Gilbert
Executive Secretary-Treasurer

RULE 11: American Red Poll Association Committees (10-2016)

A. Appointment of the American Red Poll Association Committees

1. The American Red Poll Association Committees as well as the Committee Chair will be appointed by the American Red Poll Association President.
2. Committee members will be appointed for a one-year period with options to continue at the discretion of the ARPA President at the next election of officers.
3. The President should provide guidance to the Committee Chair and the Committee.
4. If the President deems necessary, a committee member may be dismissed with just cause. The dismissal should be made in the best interests of the Association.

B. Permanent Committees

1. The Committees are as follows but are not limited to:
 - a. Executive
 - b. Bylaws and Rules
 - c. Finance
 - d. Membership
 - e. Publications
 - f. Performance
 - g. Promotion
 - h. National Sale
 - i. National Banquet & Seminars
 - j. National Show Committee
 - k. Junior
 - l. Chaplain
 - m. Nomination
2. The American Red Poll Association President may eliminate or add committees as deemed necessary.
3. Temporary committees that may be established by the President will be accompanied by an expected duty and responsibility upon committee membership appointments.

C. Duties and Responsibilities of Committees

1. The Executive Committee is to be comprised of the President, Vice President and Executive Secretary. The committee is to oversee all operations of the American Red Poll Association to ensure the continued existence of the breed.
2. The Bylaws and Rules Committee are to study the American Red Poll Association Bylaws and Rules. The committee will accept proposed rule or bylaw suggestions. Upon acceptance, the committee will fully investigate, research, and write a presentation to the board
 - a. Proposed rules changes are to be presented to the American Red Poll Association Board.
 - b. Proposed bylaw changes are to be first presented to the American Red Poll Association Board. If the Board approves, the proposed bylaw change is to be presented to the membership 60 days prior to the National Membership Meeting and then again at 30 days prior to the National Membership Meeting. This presentation will be in the form of journal publication, direct email, website publication, and/or postal mail.
3. The Finance Committee is to oversee the finances of the American Red Poll Association as well as working with the appointed auditor for a yearly audit of the finances. The Finance Committee chair will also receive a copy of all financials on a monthly basis from the Executive Secretary in addition to a copy of every bank statement and reconciliation.

4. The Membership Committee is to develop programs that encourage new memberships as well as retain current memberships.
5. The Publication committee will assist the Executive Secretary to develop the Red Poll Beef Journal into an outlet for Red Poll news and education as well as an avenue for Red Poll Breeders to promote their herds.
6. The Performance Committee is to highlight and promote the Red Poll breed as the only heritage breed with a performance program.
7. The Promotion Committee will develop programs to promote the Red Poll breed to all segments of the cattle industry, from the Lifestyler to the commercial cattlemen.
8. The National Sale Committee is to organize, promote and help manage the National American Red Poll Sale.
 - a. These duties include but are not limited to supervising the barn crew, stalling the cattle, collecting the necessary paperwork, hiring an auctioneer, hiring ring men, hiring a veterinarian, hiring a block commentator.
 - b. The committee will also coordinate with the facility supervisor on any special needs.
 - c. The committee will coordinate with the National Banquet and Seminars Committee on the schedule of events and logistics.
 - d. The committee will coordinate with the Executive Committee on the schedule and logistics for the Membership Meeting.
9. The National Banquet & Seminars Committee will help to organize the yearly National banquet and educational seminars.
 - a. The Seminar duties includes but are not limited to soliciting breeders and vendors for the trade show area, organizing educational seminars and speakers, additional activities for the attendees, organizing the meals for the attendees.
 - b. The Banquet duties includes but are not limited to coordinating the location of the banquet with the facility, decorations for the banquet, banquet set up as well as activities for the banquet including entertainment and fund raisers.
 - c. The committee will coordinate with the National Sale Committee on the schedule of events and logistics.
 - d. The committee will coordinate with the Executive Committee on the schedule and logistics for the Membership Meeting.
10. The National Show Committee shall help establish the rules for the National Show as well as provide the personnel to manage the show. The committee will work with the Junior Committee to coordinate the recognition of the Junior members as well.
11. The Junior Committee will work with the parent organization, American Red Poll Association, to develop programs for the benefit of the youth in the Red Poll organization.
12. The Nomination Committee will find, interview, and recommend members which are qualified and willing to accept a nomination to the Board of Directors with its implied duties and responsibilities.

COMPLETE HERD REPORTING (CHR)

1) Establishment and Purpose

At the 116th annual membership meeting of the American Red Poll Association held on November 14, 1998 a majority (76%) of the members present approved the formation of the Complete Herd Reporting (CHR) program to go into effect in 1999.

The American Red Poll Association Complete Herd Reporting program is designed to improve the collection of performance information on all active animals in the breed and to equally spread the costs of promoting the breed across all active animals in the breed. CHR uses an inventory-based fee structure or annual assessment charged on all reproductively mature animals. CHR requires the reporting of annual production and performance records on all cattle within a herd, but the responsibility of selecting which calves are worthy of registration remains with the breeder.

The CHR program is designed to capture performance data and improve the accuracy of EPDs (Expected Progeny Difference) by requiring collection and submission of birth weights (optional), weaning weights (required), and yearling weights (optional) for all the calves born in a herd each year.

While participating in CHR, it is not mandatory to register all calves; that is not the purpose of the program. CHR members are provided the pertinent information to make good management choices, based on the accuracy of the data supplied, to register your good calves and cull the others.

The EPDs of each calf, born of cows that are enrolled in the CHR program, will be recorded on the registration certificate at time of calf registration.

Complete Herd Reporting allows ARPA the ability to measure economically relevant beef production traits such as fertility, longevity, and reproductive efficiency. As the beef industry becomes more technologically driven more producers are looking at EPDs to help them in making sound purchasing decisions. The greater volume of data reported from each herd for measured growth and carcass traits enhance the accuracy of the Red Poll EPDs.

2) Major benefits of CHR include:

A) Quality; complete reporting will improve the reliability of EPDs on all Red Poll cattle by removing the effects of reporting bias.

B) Herd management tool; Complete Herd Reporting will make it possible to estimate fertility and survivability EPDs and to calculate herd-average reproduction and production management measures for within herd use. These calculations are meaningless with incomplete reporting.

3) Participation

Participation in CHR is voluntary and breeders may choose to maintain pedigree records without recording performance information if they wish. Performance registry breeders are required to maintain an accurate and up-to-date female inventory, listing all females currently in their breeding herd with

ARPA. Performance registry breeders are required to annually report calving ease and weaning weight information on the produce of every female in the inventory. Additional measures including birth and yearling weights, as well as carcass traits, can be reported but are not required. EPDs will be printed on the registration certificate. EPDs will only be reported on registered animals of CHR enrolled cows. Members who don't participate in CHR are considered pedigree breeders, choosing to waive performance recording and production of EPDs on their animals/registrations.

4) Procedures

A) In January of each year a inventory of all breeding age females in a herd that are old enough to calve that year (according to the ARPA office) will be generated and sent to all breeders. Breeders will update the inventory list by filling out this form completely. Each breeder will identify, by the use of disposal codes, those animals to be removed from inventory, adding new animals of breeding age not found on the inventory report (e.g., new purchases, leased animals, etc.), and return the completed inventory report to the national office ~~prior to the submission deadline (March 31st)~~. (ARPA members that do not join the CHR program are also STRONGLY encouraged to fill out this form to keep the herd records up to date.)

B) When ARPA members return the Herd Inventory Form, mentioned above, they can indicate if they want to enroll their herd in the CHR program or not. If they want to enroll the herd they include an upfront fee per female due to calve that year. To encourage the larger herds to participate a maximum fee is set. The office will return an updated list to the breeder along with any management information the breeder provided (breeding dates, service sires, etc.)

Payment of the annual assessment makes that animal 'active' for the following 12 months. To receive EPDs; Progeny may only be registered to dams that are 'active' during the birth year of the progeny.

C) Additional fees are required to register or transfer a calf born of a CHR enrolled cow. There is no additional fee for calves that have data reported but are not registered. There is NO requirement to register calves born to CHR enrolled cows. This data is included in the herd reports for improving the accuracy of the EPDs of the herd and the entire Red Poll breed in the USA.

D) All Management and analysis reports are provided to the CHR member on the enrolled herds at no additional charge.

~~E) A lapse/reinstatement fee is assessed to all CHR members for fees not received by the submission deadline (March 31st). This fee is assessed only if you chose to remain in CHR for that calendar year.~~

F) No fees are assessed for Herd Inventory preprinted performance worksheets, worksheet processing or for herd EPD reports. (Supplied upon request)

5) CHR Member Reporting Requirements

A) During each 12-month period one of the following **should** be received for each 'active' female on inventory:

- A calf record (regardless of whether or not the calf will be registered) with all required information, including weaning data or a pre-weaning disposal code for the calf.
- A disposal code for the female indicating that she is dead or has otherwise been culled from 'active' inventory.
- A reason code for the cow's failure to produce a calf (open, embryo transfer program, moved to the next calving season, etc.).

~~B) If a female is removed from a member's inventory by a breeder designated disposal code, and subsequently reappears in a later year, the Reactivation Fee plus the current and past annual assessments will be required to reinstate the cow even if the animal is sold to a new owner. Cattle may also be deactivated by the Association if a member's account becomes delinquent.~~

~~C) If the calf dies before weaning, the breeder is required to provide the appropriate calf disposal code plus sire information, calve sex, birth date, and mating status codes.~~

~~D) Adjusted weights, ratios, and EPD calculations are part of services received through the CHR program.~~

Fee Structures

Proposed from the Committee for Discussion

Item 1: CHR Fees (billed Jan 1, due March 31st; NO ARPA registrations or processing of performance data until CHR and service fees are paid in full and the cow inventory is received at ARPA office)

\$5/Head for all breeding age females as determined by ARPA from current inventory held

Item 2: CHR Penalties a \$25 CHR lapse/reinstatement fee (CHR fees not received by MAR31st deadline will be assessed a herd reinstatement fee if you chose to remain in CHR for that calendar year)

Request Clarification by the Office

Item 1: Registration and Transfer in Same Submission

There is confusion from the membership on whether they pay a transfer fee AND a registration fee when submitting such an entry. There is no extra step or process from the office to do a transfer at the same time as a registration. It is done in the same screen so no real additional work for the office. In the past, it wasn't always charged the same way.

If applying all fees to a NON CHR herd, it would be as follows:

\$25 (registration)+\$15(transfer) = \$40

Do we discount the transfer?

Item 2: Selling a Pair with the Calf needing registered

Again, there is confusion on what is to be done. To transfer the cow, I would think would be the cost of a transfer. However, to register the calf and transfer it, I do have to go into a separate screen to register it, but can transfer it in that same screen. I feel there needs to be a fee to do the work on the calf but the question is how much. If applying all fees to a NON CHR herd, it would be as follows:

\$15 (cow transfer)+ \$25 (calf registration)+\$15 (calf transfer) = \$55

Do we discount or eliminate the transfer on the calf?

Item 3: Correction on Certificates

No fees are on the sheet at this time. I have had at least 5 "there is an error on the registration that needs to be fixed". I do feel there needs to be a time frame split. I would suggest 6 months. If done within 6 Months, it is one fee. If done after 6 months, it is a different charge. Normally, they are asking for a reprint of the certificate too. I have seen everything from \$5-\$20 depending on the time frame. ***How much do we charge?***

Item 4: Name Change on an Animal

No fees are on the sheet at this time. I wouldn't suggest allowing a name change if there are progeny on the ground. However, most associations do have the option to change the name if NO progeny. I have seen everything from \$50-\$100. RAAA is \$100. ***How much do we charge?***

Item 5: Recording of a Foreign Animal

No fees are on the sheet at this time. From what I understand there is a process to do, therefore, I wouldn't think we could do it for free. ***Is it the same cost of a new registration?***

Item 6: ET Registrations

No fees are on the sheet at this time. This is quite a process to do. From what I have seen in other associations, this fee is usually \$10-15 over and above the normal registration fee. ***How much do we charge?***

Item 7: Transfers to Juniors

No fees are on the sheet at this time indicating what we do. Do we transfer to a junior free of charge from a family related herd? If so, it would be full price to transfer out of the junior's name regardless of who it is being transferred too?