



MINUTES OF THE BOARD MEETING Held November 13, 2022

**Location: Oklahoma Cattlemen's Association
2500 Exchange Ave
Oklahoma City, OK 73108**

Attendance:

Directors

Kurt Hamburger, President
Dick Shulanberger, Vice President
Angela Landwehr, Sec/Treas
Jeff White, (Ex Officio)
Brenda Fowler, SW District Director
Jeff Henrichs, At-Large Director
Sean Ison, At-Large Director
Dr. Gary Updyke, NE District Director
Audra Williams, SE District Director

Others

Danea Ison,
Litt Fowler, Guest
Janet Noland, Guest
Buddy Robertson, Guest
Aaron Williams, Guest

Call to Order – November 13, 2022

On November 13th, President Kurt Hamburger called the Board Meeting to order with all directors present.

Minutes

Angela Landwehr asked for any amendments to the prior meeting minutes. Audra Williams moved to approve the prior meeting minutes; Jeff Henrichs seconded the motion. Motion carried. It was noted that the financial statement presented had been tabled and will need to be resolved at the next annual meeting.

Financial Report

Janet Noland, CPA was present at the meeting to provide additional information regarding the gaps in the financial statement information received. Significant misstatements were identified during the prior meeting. Janet Noland explained that there was also a financial statement dated 6/30/2022 that had been generated. Angela Landwehr explained that this statement had not been provided to the Board for review. Janet Noland, CPA agreed to send at a later date. Janet Noland, CPA also explained that the total of \$12,464.16 of suspense items were items needing classification. Clarification on various expenses were discussed and corrections made. Brenda Fowler agreed to provide copies of checks to Janna for further clarification as well as a list of 2023 dues paid at the annual meeting to Michelle Helm.

Discussion was held regarding the Schulanberger Fund and Washington Mutual Fund account. Janna Noland, CPA indicated that both of those funds have been recorded on the financial statements at cost basis (original investment). She indicated that she does not receive those statements but has old statements. After review, it was determined these funds were held by Capital Group American Funds. Mention was made of the possibility of transferring the dividends and interest from this account back to the general fund. This item was tabled until the next meeting. Janna explained that she believed the Schulanberger Fund was originally established as a scholarship fund but that she was aware of a \$300.00 cash withdrawal from this account made in error. She explained that she believed it should have been

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withdrawn from the general fund and a correction needs to be made. Jeff White indicated that he found an envelope with cash in it at his home and he believed that might be that cash. The certificate of deposit is held at ACB Bank in Cherokee, Oklahoma. Jeff White indicated that the CD matured on November 5, 2022 with a balance of approximately \$4,700. Recommendation was made to have all cash accounts in a single financial institution. Dick Schulanberger made a motion to redeem the certificate and move the funds back to the general fund. Jeff Henrichs seconded the motion. Motion carried.

Conversation ensued regarding the income received from Cattlemen's Congress (CC) with clarification made that OKSSA received 1% of the gross sale proceeds and an additional \$10.00 per entry for each Open Show and Pen Show entry. Jeff White indicated reimbursement funds from the American Simmental Association (ASA) had been received from the CC Sale social hour. He also noted that no cost share funds had been received from the American Simmental Association (ASA) for registrations to date. Jeff White indicated he had forwarded the request for these funds some time ago.

Angela Landwehr posed a question to Janna Noland about recent tax returns and whether status was current. Janna Noland indicated she had not filed tax returns for the Association in years. The Association's 501c3 status is currently unknown. Aged outstanding checks were discussed and it was determined that those would no longer be tracked when the account was moved to a new bank.

Receivables from the 2022 Directory ad sales have not been tracked. Steps are being taken to try to recover information from previous Executive Secretary, Dawn Ann White's laptop. Normally these ads are billed and collected from January thru March each year. Janna Noland indicated that nothing had been posted but there may be some contained within the suspense account. It was determined that a business card sized ad cost is \$125, quarter page is \$150, half page \$250 and a full page ad is \$450. Auctions of front cover/back cover and junior pages were discussed and tabled.

The Oklahoma State Bank accounts were discussed and it was determined that one account functioned as the general operating account and the other account is the Schulanberger Fund Account. It was determined that the general fund account ending in xxxxx7395 should be amended to include signers Michelle Helm, Executive Secretary, Kurt Hamburger, President and Jeff White, Ex Officio. The Schulanberger Fund signers are to consist of Dick Schulanberger, Vice President and Michelle Helm, Executive Secretary. Bank statements should be routed to Janna Noland and Michelle Helm. The use of software programs such as QuickBooks were discussed. Michelle Helm presented information on QuickBooks online subscription at \$42/mo. for 5 users. Board agreed to this expense.

Jeff Henrichs asked about separation of junior dues and senior dues with separate accounts. After consideration, it was determined that this item should be tabled until a better grasp was gained on the financials.

Executive Committee Report

It was noted that we omitted to elect a fifth member of the Executive Committee during the Executive Session of Annual Meeting. Jeff White moved to nominate Audra Williams to the open position. Brenda Fowler seconded.

Fairs/Shows/Sale Committee Report

Sean Ison nominated to head this committee. Report given indicating Foundation heifer will sell again at Cattlemen's Congress sale. Entries for Cattlemen's Congress sale may be higher with sales cancelled at Ft Worth and possibly Houston. OKSSA's responsibility was discussed with possibility of ASA taking a more active role. Need a few (Sean & Michelle) to assist during CC and will need some giveaways and drink ticket sales help during the sale.

Nominating Committee Report

No update to this committee.

Membership/Promotion Committee Report

Kurt Hamburger started the conversation by indicating that all Board members should be involved in promoting the breed and recruiting new members. He agreed to head this committee. Conversation ensued regarding ideas on how to bring value to members and how to promote the OKSSA to new members. Ideas mentioned were farm show booths, current information on website and social media platforms, field days, reinvention/rebranding of OKSSA, outreach and support of members, and possible breed sales and bull tests.

Youth Activities Committee Report

Committee head to be Danae Ison, Junior Advisor. Angela Landwehr and Audra Williams agreed to assist. Committee report given by Danae Ison regarding a request from ASA to host 2024 Regional show. Danae and Sean Ison agreed to obtain additional information regarding the regional show. Danae also mentioned the Junior Christmas gathering to celebrate the season.

Performance Committee Report

Jeff White, Dr Gary Updyke and Kurt Hamburger agreed to serve on this committee. Report given regarding genomic testing and how to add value to Simmental bulls for commercial producers.

Unfinished Items

- Execution of Employment contract and subsequent forms was performed for Michelle Helm, Executive Secretary. Job description was presented with Audra Williams motioning for approval. Jeff Henrichs seconded the motion. Motion unanimously carried.
- Correction of Board terms to realign terms to three directors elected each year proposed. Jeff White made motion to reduce terms of Jeff White, At Large Director; Brenda Fowler SW District, and Angela Landwehr NW District to reelection in 2024. Dr. Gary Updyke seconded the motion. Motion carried. Audra Williams moved to extend Sean Ison's term to 2026 to allow for 3 positions to be elected each year. Jeff Henrichs seconded the motion. Motion carried.

Dick Schulanberger, Jeff White and Dr. Gary Updyke excused themselves from the meeting.

New Items

Kurt Hamburger discussed the importance of regularly scheduled meetings. It was decided to meet again on Saturday December 10, 2022 at the Tulsa Farm Show. Lifetime memberships were discussed. Buddy Robertson indicated that during his tenure it was decided to discontinue offering lifetime membership from a cash flow consideration.

OYE Breed scholarships were discussed for both purebred and percentage Simmentals. Michelle Helm to perform additional research to present to the Board.

Website and social media updates presented by Michelle Helm. Michelle indicated that her vision was a rebranding including a new logo, creation of an adult OKSSA Facebook page, obtain rights for Danae, Michelle and Angela to the OKSSJA Facebook page. Suggestions were made for improvements to the website and social media pages by the Board. The need for an Association email address was presented. Michelle Helm to setup a formal email account for the Association.

Establishment of a bank account closer to Michelle Helm was entertained. This item was tabled until a better grasp is established on the financials. Ongoing discussion and subsequent approval of a request for an Association credit card ensued.

Kurt Hamburger brought up the idea of a formal recognition for Dawn Ann White and her service to the Association. Suggestions for a scholarship at the ASA Foundation were made, publication of her obituary in the Register magazine and a recognition ceremony at Cattlemen's Congress were proposed.

There being no further business to come before the Board, the meeting was adjourned.

Angela Landwehr

Angela Landwehr
Board Secretary/Treasurer