

SUPERINTENDENTS COMMITTEE MEETING
May 19, 2016

The meeting was held via conference call (641/715-3580; 867283) at 7:00 p.m. EST with the following committee members in attendance: Mary Jo Miller, Karen Miller, Cathie Kindler and Sandy Auld. Unable to attend were Terese Evenson and Harvey Pool.

We went through the remainder of the guidelines starting with when entries are received and completed the line-by-line review.

Changes to be made to guidelines:

1. Add that ILR emails a copy of any entries using the show manager to the superintendent (Section 17).
2. Sandy informed us that ILR-SD is now requiring a blank entry form to be emailed to ilr@lamaregistry.com so this was added to Section 13.
3. We discussed health certificates and it was decided to add the following sentence to the rules: *All exhibitors should have their vet check with the State Vet to determine any other health requirements, such as TB testing, microchipping, etc., that are required in the state the show is in.* This makes it the exhibitor's responsibility to be sure they are compliant with the state laws. A new exhibit 4 is attached.
4. Susan Hannah from the ILR registry has requested that we add to the guidelines that on youth entries, the youth ID # needs to be listed in the handler line if the youth is not the owner of the animal. Mary Jo suggested that we show both the youth's name with their ID # in parentheses. This was added to Section 17 (c).
5. It was also suggested that we change the words Back Numbers to Animal Show Numbers. This was done throughout the guideline.
6. Karen clarified Section 18 (i) that these were items the superintendent should mention at the exhibitors' meetings.

Once these guidelines are reviewed by the committee, Karen will send Sandy a final copy. Sandy will send to the executive board for their approval. Then it will be put on the website. Sandy will go through the forms already on the website to see if we missed any that should be included in this guideline.

Sandy also agreed to work on a time frame checklist so new superintendents will know about what items need to be done at which times of the year before the show. She will also work on a list of duties for each staff member of the show.

We decided to table the show manager instructions until the new program has been released.

Due to committee members also being involved in The Gathering/LFA Futurity, Sandy will send out an email after those shows with some dates for the next meeting. The meeting adjourned at 7:40 p.m.

Karen Miller, Secretary