



*International Gay Rodeo Association  
Meeting Minutes*

**IGRA September Virtual Executive Board of Directors Meeting**

**Date: September 25, 2024**

**Time: 7:00pm CDT**

**Place: ZOOM**

**Recorder: Gene Fraikes - Secretary**

**Call to Order**      **Brian Helander called the meeting to order at 7:00pm**

**Roll Call**      **Roll call taken by Secretary Gene Fraikes. Roll call sheet attached**

**Quorum**      **A quorum was present**

**Business Proceedings**

**APPROVAL OF MINUTES**

- **A motion was made by Guy Puglisi and seconded by Robert Thurtell to approve the minutes from the August 28, 2024 EBOD as emailed on August 30, 2024. There was no discussion or corrections and the motion passed.**

**ORDER OF BUSINESS**

**Order of business: Design Lab Statement of Work – Documents attached**

- **A motion was made by Robert Thurtell and seconded by Sammy Simpkins to accept and sign the documents to proceed forward with the project. Motion passed.**

**Order of business: Rodeo Management System Admin Module**

- **Brian Helander reported that the Admin Module has been tested and is ready for implementation. He stated that the Auditors need to decide on a good time to review a few of the features of the system with the developer. It was determined this would be set up in the very near future.**

**Order of business: Finals Invitation process**

- **Robert Thurtell commented that there were a few issues with the finals invitation process. Discussion began around how to help resolve these issues. Due to the**



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**virtual BOD meeting starting at 7:30pm, it was determined that we would recess the EBOD meeting and reconvene after the BOD meeting was over.**

**Brian Helander recessed the EBOD meeting at 7:30PM**

**The meeting was reconvened at 9:27pm**

**The issues around the finals invitation process were addressed during the BOD meeting, and there being no further business for the EBOD**

**Meeting adjourned at 9:27pm**

**IGRA EXECUTIVE BOARD OF  
DIRECTORS ROLL CALL  
September 25, 2024**

[illegible]

# Statement of Work (SOW) for Warehouse Pick, Pack, and Ship Operations

## 1. Introduction

This Statement of Work (SOW) defines the requirements and scope for The Design Lab to warehouse, pick, pack, and ship inventory for International Gay Rodeo Association (IGRA). The goal is to ensure efficient and accurate order fulfillment to meet customer satisfaction.

## 2. Scope of Work

The scope of this SOW includes the following activities:

- **Storage:** Proper storage of products in the warehouse, maintaining organization, and ensuring easy accessibility.
- **Picking:** Selecting items from inventory to fulfill customer orders based on order details.
- **Packing:** Ensuring items are properly packed to prevent damage during transit, including labeling and documentation.
- **Shipping:** Coordinating with carriers to ship orders to customers, including tracking and ensuring timely delivery.
- **Inventory Management:** Regular inventory counts, updates, and management to ensure accuracy.
- **Ordering & Producing Inventory:** The Design Lab will produce merchandise requested and approved by IGRA.

## 3. Deliverables

Detailed receiving reports for incoming shipments.

Securely packed and labeled orders ready for shipment.

Timely shipping reports and tracking information.

Regular inventory reports and updates.

## 4. Timeline

The following timeline outlines the key milestones and deadlines for this project:

Project Start Date: TBD

Receiving and Inventory Setup: TBD

Full Operation Start: September: TBD

Regular Reporting: Monthly

## 5. Pricing and Payment Terms

Detailed pricing for pick, pack, and ship services.

Items shipped for IGRA will be invoiced monthly at \$2.00 per item.

Items ordered online will be shipped within 5 business days if inventory is available.

Payment schedule and terms.

Invoices for warehouse operations and items ordered by IGRA are due upon receipt.

Any additional costs or fees.

Any additional shipping cost will be invoiced to IGRA once a month.

## 6. Termination of Agreement

Either party may terminate this Agreement upon 30 days written notice to the other party. Upon termination, The Design Lab will be entitled to payment for services rendered up to the date of termination. Any obligations or rights that have accrued prior to the termination date, including the payment of fees, shall survive the termination of this Agreement. All product purchased by IGRA will be available for pickup with 7 business days.

## 7. Price Changes or Adjustments of Service

The prices outlined in this Statement of Work are subject to change upon prior written notice to the Client. The Design Lab reserves the right to adjust pricing based on market conditions, changes in scope, or other factors that may impact the cost of delivering the services described herein. Any price increase or change will be communicated to IGRA in writing at least 30 days in advance. The Client will have the option to review and approve any pricing changes before they take effect.

## 8. Signatures

The Design Lab

Signature: *Rachene' Badii*

Name: Rachene' Badii

Title: Brand Growth Consultant

Date: 9/23/24

International Gay Rodeo Association (IGRA)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing below, both parties agree to the terms and conditions outlined in this Statement of Work.

# Statement of Work (SOW) for Setup of the Online Store

## 1. Introduction

This Statement of Work (SOW) defines the requirements and scope for Sebastian Matthews to build online store for International Gay Rodeo Association (IGRA). The objective is design and launch a user-friendly, visually appealing online store for IGRA that effectively showcases and sells our diverse range of products.

By achieving these objectives, IGRA will establish a strong online presence, drive sales growth, and deliver a superior shopping experience to our customers.

## 2. Scope of Work

The scope of this SOW includes the following activities:

- **Enhance Brand Visibility:** Strengthen IGRA's brand presence by providing a professional and cohesive online shopping experience that reflects our values and product offerings.
- **Increase Sales and Revenue:** Drive sales growth by offering a seamless, intuitive shopping experience, featuring efficient product search, easy navigation, and streamlined checkout processes.
- **Expand Market Reach:** Tap into new customer segments and geographic regions by leveraging the online platform to reach a broader audience beyond traditional physical locations.
- **Improve Customer Engagement:** Foster stronger connections with customers through personalized recommendations, interactive features, and responsive customer support.
- **Optimize Operational Efficiency:** Implement robust back-end systems for inventory management, order processing, and data analytics to enhance operational efficiency and decision-making.
- **Ensure Mobile Compatibility:** Design the online store to be fully responsive and optimized for mobile devices, catering to the growing number of customers who shop on smartphones and tablets.
- **Provide Secure Transactions:** Integrate secure payment gateways and data protection measures to ensure a safe and trustworthy shopping experience for all users.
- **Collect and Analyze Customer Data:** Utilize analytics tools to track customer behavior, preferences, and sales trends to continuously refine the online store and marketing strategies.

## 3. Timeline

The following timeline outlines the key milestones and deadlines for this project:

Project Start Date: September 1, 2024

Full Operation Start: September 30-October 15, 2024

Regular Reporting: Monthly

## 4. Pricing and Payment Terms

Creation of the online store which includes a) website design; b) creation & design of all supporting materials; c) creation of merchandise; d) connecting it to IGRA's account is free of charge. The platform for the online merchandise store (square, wix, etc.) will be based on IGRA's preference.

## 6. Signatures

Seb Matthews

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

International Gay Rodeo Association (IGRA)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing below, both parties agree to the terms and conditions outlined in this Statement of Work.