

ILR BOD Minutes 7/10/2014

Date	July 10, 2014
Time called to order	8:15 Eastern time
Time adjourned	11:15 Eastern time

Next meeting date July 24, 2014 8:00 pm

Board members in attendance

Position	Name
President	Harvey Pool
Vice President	Sean Hart
Secretary	Debi Garvin
Treasurer	Dawn Moore (joined at 8:35)
Member at Large	Karen Baum (joined at 10:30)

Other persons calling in

Title	Name	Reason for joining the call
IT Consultant	Steve Auld	IT Update

IT Update – Steve has access to the virtual machine and is working on installing FoxPro. Steve has a membership that he is allowed up to 5 licenses. He interviewed a candidate yesterday for the IT Administrative Assistant. The interview was very positive and Steve had given us a written update. The candidate has experience in all the software we use in addition to Quickbooks and has a degree in accounting.

Steve updated us a bit on the hardware and computers in the office. The computers are antiquated and, according to Susan some belong to Allen.

The BOD went into Executive session at 8:38 and came out at 9:00.

Email discussions and votes since last meeting

Item	Discussion	Outcome
Merlene Anderson asked the BOD for permission to use photos from the ILR database to create pictorial pedigrees	It was felt by several BOD members that this could be a win/win for all parties involved, as it will bring attention to the ILR database and what can be done with it. The price charged by Merlene for these certificates is minimal and she is doing these more as a service to the llama community. Since we do have a statement on the website about use of ILR materials, it was decided that we should vote on and issue a specific statement giving Merlene access to the database to create these certificates.	Motion was made by Harvey Pool as follows: "Merlene Anderson has the express approval of the ILR BOD to use the ILR photos and database to offer this exclusive value added certificate for ILR members". Debi seconded. Four votes for, Karen voted against. Motion carried.

Groundskeeper for ILR facility	Susan has gotten bids from two lawn maintenance groups to keep the grounds of the ILR sprayed and mowed. Ken Hannah has offered to mow and spray for the lowest bid received only to mow.	Motion was made and passed to hire Ken Hannah to mow the grounds and keep it sprayed for weeds.
Dar's grievance	The State of Montana upheld Dar Wassink's grievance against ILR. Dar had filed a grievance to be paid for all potential vacation that would have been earned during the calendar year of 2014. The ILR responded that we paid Dar for all accrued vacation but were not paying her for unearned vacation. Since Jan Wassink (former ILR Registrar) never had a formal policy on vacation pay, the State of Montana ruled in favor of Dar Wassink. Therefore, ILR owes Dar Wassink for all vacation days that would have been earned had she worked until December 31, 2014, resulting in an additional amount of \$2388.78 owed to Dar. We have also received the attorney bill for fighting the grievance and it currently totals about \$3700.00.	The BOD felt that since the original grievance was upheld and we didn't have any newer information to present, we would probably lose the appeal. In addition, due to the attorney fees already incurred, we did not want to spend more money on the attorney. The total amount ILR will have to pay for the grievance was \$2388.78 . Two money orders were issued to Dar – one for the penalty and one for the vacation pay (minus applicable withholding fees).
Allen's time*	It was discussed among BOD members that requiring (and therefore limiting) Allen to be in the office one day a week was not productive or member friendly. The membership (and especially the SD) would be better served by authorizing Allen to work 8-10 hours per week. These hours would be spaced over the entire week, resulting in a more immediate response to members. Allen has stated previously that he could address all "non-hardware" issues remotely.	Harvey called Allen and informed him the BOD is not concerned of where his physical location is, but rather would prefer that issues be addressed as they arise instead only one day a week. Allen will be in the office to address any hardware issues or if the Operations Manager needs him on-site.

Minutes from June 19th meeting had been approved via email. The above items were formally approved.

* From July 10 forward, Dawn will be responsible for setting Allen's hours and approving/creating the task list.

Presidents Report – Harvey Pool

- Potential new hire
Harvey called the candidate this afternoon and was very impressed.
- Harvey spoke with FFA and they said that they would work with us to get some complimentary space at the National FFA Convention in order to have live llamas and be able to do some obstacles. Harvey has talked to several people about volunteering to host the booth and to also bring in some animals.
- Harvey would like to set up a page to help get donations to "Bring the llamas to Louisville". This page would be set up to take donations. Dawn is familiar with these types of sites and will be checking into them and will let us know. Harvey is going to create a page and have Paul build a link to it. Sean also said he is familiar with "Go Fund Me", and suggested using that.

Secretary Report – Debi Garvin

- Building listing – Although the price of the building has been reduced to \$399,000 we still have had no offers and no interest.
- Property Management – Sharmon has secured the lease from the Printing company but not the sewing center. She has advertised Unit A in the front and also the back area where ILR is. She is awaiting confirmation on the sewer repair to have the contractors come in and fix the bathroom. Sharmon has had some interest in the rental units.

- Allen has uploaded the Constant Contact lists with a general list, ILR membership list, and SD list.

Treasurers Report - Dawn Moore

- Dawn has Quickbooks access on the virtual machine and will start inputting data and getting a better handle on the financials.
- Signature cards have been signed. Harvey will be getting cards to sign. The President, Treasurer and Secretary will sign all accounts. Debi and Dawn already have signed.

Vice President Report – Sean Hart (Governing Board Chair)

- Performance committee is working on Novice wording.
- Next Governing Board meeting is August 12. Harvey will double check on these dates.

COMMITTEE REPORTS

- IT- Report was given by Steve. Dawn will be the new BOD representative.
- CCC- Debi BOD Rep; Karen is a member
 - Email was sent to committee about having a meeting and moving forward.
- Pot-O-Gold – Harvey
 - No changes are going to be made until programming costs are identified.
- UAP – Harvey is current BOD member, Sean was added, Sean will be BOD rep.
 - Lisa Robinson has agreed to Chair the UAP committee. No further update.
- Promotions and Marketing – Sean and Dawn are now on the committee
 - Harvey would like to have the Youth and UAP brochures redone. Emphasis is on FFA and membership. Sean suggested that Colleen Riley help with this committee and has talked to Darrell about it. Harvey asked Mark Smith to also be on this.
- Fiber promotion and Marketing - Debi and Dawn
 - Larry McCool is the chair. This committee is just being formed. Debi will contact Larry.

OLD BUSINESS

- Contact with ALSA BOD -Harvey has contacted Kitty and she will be calling him back. He has invited ALSA and LFA to meet with us about promoting llamas and possibly helping with the FFA convention.
- I want a llama page - This page is in dire need of upgrading and updating. The Promotions and Marketing committee will take care of this.
- Murray Fowler Bench – The President of LANA called Karen and they will get together on the possibility of sending an e bulletin about donations. The bench will cost \$2500.00
- ILF - Allen said the site was up but no one has looked at it. Marian Bragg is willing to work on this. Karen has also talked to Dawn Anderson about serving on the committee. Karen has talked to the Morris Foundation about whether we can recognize donors with a 501(c)3. Karen is going to follow up on this and see what can be done with a 501(c)3.
- Webupdater – Kristy Brown has agreed to update minutes on the website and has also volunteered to add the Constant Contact e bulletins. Although Allen gave her access to the minute portion of the webpage, he has not yet given her access to the e bulletin portion or the committee lists. While in Kalispell, Dawn and Debi asked him to please give Kristy access and instructions to e bulletin and committee sections of the webpage.
- Employee manual - Full time employees are considered those working 40 hours a week. Benefits will be spelled out for full time employees. Benefits for persons working less than 40 hours will be negotiated and attached as an addendum. We also need signatures of acknowledgement.

NEW BUSINESS

- PTLA has contacted us about hosting the PTLA. They will be getting back to us.
- Karen indicated that Constant Contact has a survey option. It was decided to send out a short survey about the Gathering.
- Board calls are being done using FreeConferenceCalls from now on. This service is free and the numbers remain static. Each committee chair will be encouraged to set up their own numbers.
- After discussion of the qualifications of the person who answered one of our employment ads, a motion was made by Karen to offer him a position as a part-time IT administrator pending finalization of the employees manual and a meeting with Susan. Debi seconded, motion passed unanimously.
- The BOD will begin requesting the staff to keep time cards on various tasks so that we may better allocate salaries and overhead costs to the various divisions within ILR (SD, Registry, Building). This will also help us going forward in the modernization of the Registry database and identifying hours spent on programming vs. routine administrative items vs. trouble shooting. Sean also indicated that for legal reasons we need time cards on all employees.

ACTION ITEMS

NEW ITEMS	Responsible Person	Status	Comments
Inform Susan we need to start tracking time in the office and what tasks that time is spent on (major categories). Since Allen is already providing a task list, we only need exact hours on each task for him.	Harvey		
Contact Carol Reigh regarding who to contact about discrepancies in parentage,	Karen		
Inform Susan about Jerry and let her know he will be stopping by to meet her and check out the office. After meeting with Susan, talk to Jerry about a job offer.	Harvey		
Look into option for soliciting donations on line for "Help send the llamas to the FFA convention". Start a fund raiser.	Dawn with Harvey		
Double check on meeting date for next GB meeting. Let BOD know.	Harvey		
Contact Larry McCool to help organize the fiber committee for ILR.	Debi		
Contact LFA and Kitty about organizing a conference call between ALSA, LFA and ILR.	Harvey and Sean		
Contact ALSA, LFA and the Fiber Coop about helping Sponsor llamas at the FFA	Harvey		
Create survey re: the Gathering	Debi		
Review ILF webpage and start modifications.	Karen		
Get information regarding Murray Fowler bench at the zoo.	Karen		
Find out from Morris Foundation if Wall of Memories is legal for a 501c3 corporation	Karen		
Update employee manual with benefits for 40 hour employees.	Debi		
CARRYOVER			
Call Paul and find out what programming is needed for a reduced new member rate.	Harvey	Harvey will send Paul an email about what we need	
Check with George Clements to assure he is a current SD member in order to be on the Performance Committee	Karen	Not done yet	Harvey said the list he got indicated George was not a member

Check with Allen to see if there is any way to easily tell if certifiers have paid their current dues.	Harvey	Not yet done; Allen has enough on his plate now.	Will bring this up at the next CCC meeting.
Touch base with LFA about 2015 Gathering	Harvey	Have not done that yet. Was waiting on the new ALSA BOD.	Harvey to contact LFA. ILR is open to dates and simply wants a date that works for everyone.
Contact ALSA BOD members about a face-to-face meeting with ILR BOD.	Sean	Sean was waiting for the new BOD to be seated.	Sean will contact the new ALSA BOD.
Contact Niki for input on I want a llama page and possibly providing photos	Dawn	Not yet done	
Provide Dawn with comments about the employees manual	All	Not completed	Debi to add verbiage and route to BOD members
Contact SD Committees about sending documents electronically to Susan for archiving; talk to Susan and possibly Allen about setting up electronic archives.	Sean and Harvey now Dawn	Need to develop a format for ILR electronic files and also for archives. Dawn to check on Google Docs for storage for committees and also ILR.	
Completed action items from June meeting			
Find out when sewer repair person will have the piping fixed so Unit A can be put on the rental market	Harvey	Done	Work is supposed to start on Monday July 14.
Send Constant Contact information to Susan	Debi	Done	Susan is now listed as the account owner, with the main email address ilr@lamaregistry.com
Upload email mailing lists to Constant Contact profile	Susan	Done	Original email list was 4600 names and contained a lot of bounces. He recently uploaded a general list, member list and SD list which are of valid emails.
Inform Allen of BOD expectations for next week; let him know status on server payment	Harvey	Done	Will try to pay by end of July
Contact Dawn Anderson and Marian Bragg about working on the ILF website and committee	Karen	Done	

Respectfully Submitted,

Debi Garvin, ILR Secretary