

ILR BOD Minutes 7/24/2014

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| Date | July 24, 2014 |
| Time called to order | 8:00 Eastern time |
| Time adjourned | 10:30 Eastern time |

Next meeting date: August 14, 2014

Board members in attendance

| Position | Name |
|------------------------|--------------------|
| President | Harvey Pool |
| Vice President | Sean Hart |
| Secretary | Debi Garvin |
| Member at Large | Karen Baum |

Dawn Moore informed us she could not attend.

Email discussions and votes since last meeting

| Item | Discussion | Outcome |
|-------------------------|--|---|
| Employee manual | The number of paid holidays was discussed and modified. Benefits were included for full time (40 hr/wk) personnel, with a notation that anyone working less than 40 hrs/wk would have benefits negotiated. | Motion carried 4 yes, Karen did not vote. Manual finalized. |
| Minutes of last meeting | Karen and Harvey suggested changes. They were made, and minutes were approved. | 4 affirmative yes; Karen had suggested a few minor changes which were done, so I assumed her vote was a yes. Karen did request additional clarifications; these were made and they were re-sent. However, the changes regarding dollar amounts of Dar's severance were not changed, as these were the numbers the BOD used to make the decision not to go forward with an appeal. |

Presidents Report – Harvey Pool

- Harvey updated us on Jerry's status and employment. Harvey has asked Allen to give Jerry access to all files. Evidently, Allen did not give Jerry access and Jerry cannot do much. Harvey made a motion to buy a new computer for Jerry since the computers in the office are so old. Sean seconded, motion carried. Harvey, Sean, Debi voted yes; Karen voted no. Karen later indicated she would approve a new computer if modifications were made that were needed for Susan's computer.
- Harvey has spoken to LFA and ALSA about having a joint event next June. Harvey has called Iowa State fair, but they have not returned the call. Evidently, the venue that ALSA is using for

their National Show may be open also. The organizations were looking at the second weekend in June, which is a week before Father's Day. Harvey will continue to work with LFA and ALSA. The facility in Park City Kansas is enclosed, which would take care of some of the weather issues.

- Steve Auld suggested we move all online payments to PayPal for all credit card fees. This would alleviate the PCI compliance issues and probably reduce overall credit card fees. Harvey to contact Paul and talk to Jerry about moving on-line to Pay Pal. (Note: The ILR treasurer, Dawn Moore, has also brought up the idea of using PayPal).
- Harvey has talked to FFA about donating some space to be able to take the llamas out and do some obstacles. He has contacted ALSA, LFA and over 20 llama organizations about joining us.
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Secretary Report – Debi Garvin

- Building listing – We still do not have an offer on the building. Property is not moving in Kalispel on this side of town. Sean made a motion to offer Fred a \$10,000 bonus if he can sell the building by October 1st. Harvey seconded. Karen and Debi voted yes. Debi will contact Fred and let him know.
- Property Management – The sewer is fixed. Sharmon has secured the lease from the Printer but not the sewing center. Unfortunately, we also received word of 30 day notice from the Printer. He will be out by September 1. Sharmon has advertised Unit A in the front and also the back area where ILR is. She is contacting the contractor to fix the bathroom. Sharmon has had some interest in the rental units. I have an email in to her and am waiting for an update.
- Karen requested some additional changes to the last minutes, which were made. The change to reduce the attorney fees is not being made.
- A survey has been developed to capture members' responses from the Gathering. Everyone needs to review the survey and get back to me by Sunday.

Treasurers Report - Dawn Moore

- Dawn did not call in, so there was no treasurers report.

Vice President Report – Sean Hart (Governing Board Chair)

- Performance committee has rejected the wording change on Novice performance and will bring up the issue on August 12th.
- Next Governing Board meeting is August 12.

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 - Sean was added
 - 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 ILR BOD committee members
 - Brochures are going to be updated. Sean is working on this. The old ILF brochures are in black and white and probably need to be completely redone.
- Fiber Committee –Debi and Dawn
 - Larry McCool is the chair. Debi has sent an email to Larry asking about the direction of this committee.

OLD BUSINESS

- Action Items (see below)
- We still need to develop a method for archiving historic documents.
- Sean brought up promoting llamas and discussion centered around how we can better promote llamas to youth and FFA as a much more economical and less labor intensive project than market animals.
- We need to update the I want a llama webpage.

NEW BUSINESS

- The Midwest now has a Championship Show. It will be at Valparaiso, IL. The Eastern Champion Show will be at NAILE this year. Discussions and considerations will be done regarding next year and the consideration of trying to obtain Sponsors was discussed.
- Harvey asked about the mission of ILF. There appeared to be some confusion among BOD members regarding the use of ILF funds to have an educational display at the FFA convention. It appears that according to the ILF website, the money is being used to educate FFA members about the versatile uses of Llamas. Both Harvey and Sean feel that ILF money could be used to help support education to FFA members and teachers.
- Debi made a motion to have BOD members respond to approval of minutes within 5 days. Sean seconded the motion. Harvey called for a vote – Sean, Harvey and Debi voted yes; Karen no – motion carried.
- Harvey has developed a website called “Llamas to Louisville”. He is looking at “Go Fund Me” to help with this or possibly PayPal.
- Sean commented on our FaceBook page. We all need to get more active and do more posting to our Facebook page. Once Sean’s business slows down, he is going to schedule more time to post to Facebook. However, everyone on the BOD and the office all have to post to Facebook. Sean was wondering why Tami’s photos were taken down.
- Promotions committee to look at I want a llama webpage.

ACTION ITEMS

| Item | Responsible Person | Status | Comments |
|--|------------------------------------|---------------|-----------------|
| Talk to Steve and Jerry about getting a newer computer in the office | Harvey | | |
| Follow-up on venues for a joint event between ALSA, LFA and ILR | Harvey | | |
| Investigate the use of Paypal for credit cards | Dawn and Harvey with Jerry's input | | |
| Continue to work with FFA about bringing llamas to the FFA Convention | Harvey | | |
| Get comments on the survey back to Debi | All | | |
| Create survey for the Gathering | Debi | | |
| Contact Fred about providing a bonus for selling the building | Debi | | |
| Create funding for sending llamas to Louisville through either Go Fund Me or PayPal. | Harvey | | |
| Find out why Tami's photos were taken off Facebook and get back with Tami | Harvey | | |
| Create Facebook posts for the ILR page | Sean | | |
| Post to Facebook about the ILR Championship Shows | Debi | | |
| Ask promotions committee about updating the I want a llama webpage | Sean | | |

| CARRY OVER | 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 | Not done yet; | Sean indicated that both Susan and Allen should be signing some type of time card to document hours worked. Jerry will need to do these also. These should be done every pay period. Susan should be counter-signing these. |
| Contact Carol Reigh regarding who to contact about discrepancies in parentage | Karen | Pending | |
| Look into option for soliciting donations on line for "Help send the llamas to the FFA convention". Start a fund raiser. | Dawn with Harvey | Harvey is working on this. | |
| Review ILF webpage and start modifications. | Karen | In progress | Working on it |
| Get information regarding Murray Fowler bench at the zoo | Karen | In progress | |
| Find out from Morris foundation if Wall of Memories is legal for a 501c3 corporation | Karen | In progress | |
| Check with Allen to see if there is any way to easily tell if certifiers have paid their current dues. | Harvey | Not yet done; Will probably see if Jerry can do this | |
| 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 | |
| Contact SD Committees about sending documents electronically to Susan for archiving; talk to Susan and possibly Allen about setting up electronic archives | 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. | |

ACTION ITEMS - COMPLETED (Will be removed in the next minutes)

| NEW ITEMS | Responsible Person | Status | Comments |
|---|---------------------------|---------------|--|
| 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 | DONE | |
| Double check on meeting date for next GB meeting. Let BOD know | Harvey | DONE | |
| Contact Larry McCool to help organize the fiber committee for ILR | Debi | DONE | |
| Contact LFA and Kitty about organizing a conference call between ALSA, LFA and ILR | Harvey and Sean | DONE | |
| Contact ALSA, LFA and the Fiber Coop about helping Sponsor llamas at the FFA | Harvey | DONE | |
| Create survey re: the Gathering | Debi | DONE | BOD members need to comment. |
| Update employee manual with benefits for 40 hour employees | Debi | DONE | |
| Call Paul and find out what programming is needed for a reduced new member rate | Harvey | DONE | It will take 2-4 hours of web programming. The bigger expense would be in the office |
| Check with George Clements to assure he is a current SD member in order to be on the Performance Committee | Karen | DONE | George is a member |
| Touch base with LFA about 2015 Gathering | Harvey | DONE | |
| Provide Dawn with comments about the employees manual | All | DONE | |

Respectfully Submitted,

Debi Garvin, ILR Secretary