

**ILR BOD Minutes 9/18/14**

<b>Date</b>	<b>September 18, 2014</b>
<b>Time called to order</b>	<b>8:05 Eastern time</b>
<b>Time adjourned</b>	<b>11:38 Eastern time</b>

**Next meeting date: October 9, 2014**

**Board members in attendance**

<b>Position</b>	<b>Name</b>
<b>President</b>	<b>Harvey Pool</b>
<b>Vice President</b>	<b>Sean Hart</b>
<b>Treasurer</b>	<b>Dawn Moore</b>
<b>Secretary</b>	<b>Debi Garvin</b>
<b>Member at Large</b>	<b>Karen Baum</b>

**Email discussions and votes since last meeting**

<b>Item</b>	<b>Discussion</b>	<b>Outcome</b>
Matching funds for FFA from ILF of up to \$500.00	4 members voted yes; Karen did not vote	ILF will match donations up to \$500.00 to send the llamas to the FFA convention
Reduce the selling price of the building to 339,000	4 members approved; Karen suggested we wait until BOD meeting to discuss further	Will be discussed in regard to other finance options

Minutes from the previous meeting were approved via email.

**Office Report – Susan Hannah**

- Susan is getting complaints about the turn-around time for paperwork. She suggested sending out an e bulletin explaining that we no longer have the staff we used to have and the turnaround time would be a little longer.
- Need to order certificate envelopes. Susan suggested 5000. Sean motioned to only buy only 2500 envelopes. Motion carried.
- Susan suggested we consider square instead of PayPal, for credit card transactions. However, if Square is used all transactions would need to be run at the office. Dawn indicated that PayPal had a Pro feature that has a virtual terminal, so we could process credit cards anywhere and take on-line payments. Paul has indicated that it would cost \$1400 to make the changes. Harvey to send Paul an email regarding charges to the website and credit card processing. Also suggested we get another opinion from Steve or Jerry regarding a better easier way to take credit card payments online. Harvey and Dawn to move forward with conversion to PayPal.
- Susan suggested that since next year is our 30<sup>th</sup> anniversary, we offer a blanket \$30.00 registration for any animal over 12 months. The BOD was in favor of this idea.
- Susan indicated that there is interest in someone buying the planters. BOD told her to sell them.
- Changing fees is not as easy as the BOD thought and right now we do not have a programmer to program Lama Registry and the transaction report to lower the breeder fee or create a 5 year membership. Most of the meeting was spent discussing the programming needed and how systems within the ILR “talked” to each other and interacted, making any change quite complied. Work-arounds can be created in the transaction report for the lifetime membership, but not for other fees.

- Shows are waiting to be made live – Susan will be working on this
- BOD needs to establish procedures for GB elections.
- Need to determine whether the office is closed between Christmas and New Years.

**Motion was made leave membership fees as is – did not get a complete vote. Sean motioned to table the motion. Motion to table was carried. Roll call vote to table Sean – yes; Karen – no; Debi –yes; Dawn-yes; Harvey –yes.**

#### **Presidents Report – Harvey Pool**

- FFA contributions are coming in and Harvey just got two good contributions from organizations. We are currently at about \$1400.00. Need to keep posting to Facebook. Debi to challenge Llama Marketing Group to donate \$5.00 each which would give us enough money. Harvey would like to get as much as possible for display, such as herd sire displays, etc. Anyone having any banners or other display materials Harvey can use should contact him. We still need some volunteers to help with the booth. The dates of the convention are Oct 29-31.

#### **Secretary Report – Debi Garvin**

- Building listing – We still do not have an offer on the building. Suggestion was made to lower the price in an email. Official vote was taken and passed to lower the price to 339,000.
- The application to refinance the building was turned down. The only option now is to get a group of investors to carry the papers on the building. If this was done, ILR would pay 6-7% interest. Ideally 4 people each would put up \$50,000 for a total of \$200,000. They would be carrying the mortgage and payments would be made into escrow and the 4 people would be issued checks each month for the payments.
- Property Management – The conditional use for doggy day care is going through. However, we will have to put up a bond for the money for the paving to be done next summer.

#### **Treasurers Report - Dawn Moore**

- The new QB computer in the office is having issues and will be sent back to Tiger Direct. This will further delay Dawn having easy remote access to write checks. Critical check will be hand-written by Dawn now. Obviously, the computer issues have delayed getting the finances streamlined.

#### **Vice President Report – Sean Hart (Governing Board Chair)**

No report – due to the length of the off discussions, no items from this point down were addressed.

#### **COMMITTEE REPORTS**

- IT (discussed during office discussions)
  - Sourcecode for Lama Registry was found by Jerry, printed and sent to Steve (130 pages long)
  - Suggestion to use QB to track all income instead of transaction report – nothing resolved as it is unclear how the code works to link all records
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#### **OLD BUSINESS**

- Karen said Norris liked the idea of having the Championship class at the Gathering of all 2014 ILR

Championship Show Champions.

**NEW BUSINESS**

- Harvey suggested that for next year we have a completely separate account for gathering funds dedicated to only paying Gathering bills and having starting Capital for the following year. Although no formal vote was taken, the BOD all felt this would be a good idea.

**NEW ACTION ITEMS**

<b>Item</b>	<b>Responsible person</b>	<b>Status</b>	<b>Comments</b>
Send ebulletin about projected turn-around time for registrations	<b>Debi</b>		
Order envelopes	<b>Susan</b>		
Walk Jerry step by step through lama Registry	<b>Susan</b>		
Check on banners for Louisville	<b>Susan</b>		
Send email out on GB elections	<b>Susan</b>		
Contact Paul regarding a change to using PayPal for online payments and website changes regarding fees	<b>Harvey</b>		
Contact Fred and tell him to drop the price of the building to 339,000. Ask him if he can arrange a “broker/realtor” tour once the price reduction goes into place.	<b>Debi</b>		
<b>Post to Llama Marketing Group to request individual donations of \$5.00 to market llamas in Louisville.</b>	<b>Debi</b>		

**ACTION ITEMS from last meeting – those marked done will be removed in the next minutes (updates received outside the BOD meeting)**

<b>Item</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Comments</b>
Check with a few breeders to see if they will do a “Breeders Challenge” to send the llamas to Louisville	Sean and Harvey	Done	<b>Harvey, Dawn, Debi have contributed</b>
Once a couple breeders commit to the above, send another e blast	Debi	Done	
Forward Free Conference Call information to Governing Board members	Debi	Done	
Develop major categories of income and forward to BOD and then to Jerry to better track income	Debi	Done	
Develop new fee schedule and forward to BOD for final approval	Debi	Done	
Talk to Bank about refinancing building	Debi	Done	
Talk to Sharmon and Susan to see if we can pave less	Debi	Done	Can pave 5 spots - ~\$8500
Work with Jerry about remote access for Dawn	Dawn and Debi	Done	Has contacted person to come in and look at hardware issues
Continue researching issues with UAP	Sean		
Look into options for having SD year end winners on web	Sean		
Forward interns initial comments to BOD and Steve	Debi	Done	
Develop an idea list for easy strategies to promote llamas at fairs	All – Debi to send an eblast once we have all of these	In progress	<b>No responses yet</b>
Contact Norris about the Champion of Champions	Karen	Done	

class at the Gathering			
Check policy manual about jointly owned llamas – respond to member	Debi	Done	
Investigate adding alpacas to ILR shows	Sean		

**UNCOMPLETED ACTION ITEMS (all marked done will be removed next meeting)**

<b>Item</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Comments</b>
Investigate the use of Paypal for credit cards	Dawn and Harvey with Jerry's input	Tabled	Still being investigated; Steve says it's a good idea and it should cut expenses. Will need to have additional programming
Continue to work with FFA about bringing llamas to the FFA Convention	Harvey	Ongoing	Continuing
Create Facebook posts for the ILR page	Sean	Is working on it; everyone encouraged to post	
Ask promotions committee about updating the I want a llama webpage	Sean	Continuing	Committee is focused on updating the brochures; Steve is working on I want a llama.

<b>CARRY OVER</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Comments</b>
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	Karen has not heard back from LANA
Find out from Morris foundation if Wall of Memories is legal for a 501c3 corporation	Karen	In progress	Has put a call in

Check with Allen to see if there is any way to easily tell if certifiers have paid their current dues.	Harvey	Will put Jerry on this	
Contact ALSA BOD members about a face-to-face meeting with ILR BOD.	Sean	Harvey is working on this	
Contact Niki for input on I want a llama page and possibly providing photos	DAWN	Niki may be available after September	
Contact SD Committees about sending documents electronically to Susan for archiving; talk to Susan and possibly Allen about setting up electronic archives	DAWN	Jerry will be uploading Office to the new computer	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.