

**ILR BOD Minutes 10/09/14**

<b>Date</b>	<b>October 9, 2014</b>
<b>Time called to order</b>	<b>8:30 pm Eastern time</b>
<b>Time adjourned</b>	<b>12:30 am Eastern time</b>

**Next meeting date: Thursday, October 30**

**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 (joined at 8:30)</b>
<b>Secretary</b>	<b>Debi Garvin</b>
<b>Member at Large</b>	<b>Karen Baum</b>

**Other persons joining the call – none – Susan was invited but has a prior engagement for the evening.**

**Email discussions and votes since last meeting:**

No email votes have been taken since the last meeting.

Minutes from the previous meeting were approved via email.

**Presidents Report – Harvey Pool**

- **Fee Schedule change** - Motion made by Debi and seconded by Karen to get an e-blast out immediately offering a lifetime membership and adopt the proposed new fee schedule. With the lifetime membership, \$100.00 will be targeted to go into the general account as 2015 dues and the remaining \$1400 will go into an account to be drawn out at \$100.00/year. Registry fees will remain the same for all members in 2015; non-member fees have been established.
- **FFA Convention** – Harvey has \$1875.00 donations so far including the match by ILF to take the Llamas to Louisville. He is going to post one more time to the Llama Marketing Group asking for donations.

**Secretary Report – Debi Garvin**

- Building listing – We have lowered the price to \$339,000. Fred thinks he may have an interested party.
- 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. Karen made a motion to solicit a member to put \$10,000.00 in an Escrow account to cover paving and be paid at 7% interest until the building sells. The money will only be used for paving with excess being used to pay down the line of credit and will be repaid when the building sells. Debi seconded, motion carried unanimously.
- Ron Tripett – the BOD voted not to lease the back property to Ron Tripett. Debi will contact Ron and let him know the BOD voted against allowing him to park the vehicles on our property and he needs to remove them immediately.

- Photocopier leasing – we can purchase the printer we now have when it comes off lease which will be substantially cheaper than leasing. We can pay it off over the next 12 months. Motion was made to buy the printer and motion carried.
- Constant Contact – Debi would like to not have to keep paying the monthly fee for Constant contact. It needs to be charged to a credit card. Debi emailed the bank about getting a credit card with our bank account and has not heard back. It was decided to use the debit card for these charges.

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

- The newest computer in the office is working fine and Dawn has remote access finally. The bank account is at zero as we have had virtually no income this month. There is a balance of 45,172.80 on the line of credit. Account balances are as follows: Savings \$200.00; Petty Cash \$125.00; Money Market \$4,139.00.
- The BOD went into Executive session at 9:47 and came out at 9:50.
- Cashflow is worse this time of year as registrations are reduced and memberships have not come in. Adjustments need to be made by the BOD.
- None of the per animal fees from August or September shows have been paid.
- For some reason, there have been no “per animal” fees collected by ILR for the month of September or October, although there were a lot of shows in September.

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

- Sean asked for all BOD members who have not voted on the outstanding items to vote on them so he can get the information to the committees.
- Sean spoke to Norris today and confirmed he had accepted the role of Superintendent for the Gathering. Terry has agreed to clerk the show and work with Norris. Mary Jo and Kristy will be helping and George Clements will be in charge of performance. Norris has the committee in place and has put together a tentative list for judges and options. He asked that Dawn be his liaison for the Gathering. All monies for next years Gathering will go into a dedicated account.

#### **COMMITTEE REPORTS**

- IT- Debi – see attached summary report – the IT committee feels that ILR would be better served to use as many commercially available programs as possible and try not to rely on self programming. They will be developing user requirements for upgrading the registry database.
- CCC- Karen – no report; Sean will call Elaine to see what is going on
- Pot-O-Gold – Harvey – nothing has been done due to programming concerns
- UAP – Sean – Lisa Robinson indicated it would be virtually impossible to double-check all the results input into the UAP, as it would be very labor intensive. They have not had a formal meeting, but Lisa is trying to get a cross section of people across the country.
- Promotions and Marketing – Sean – there has not been a committee meeting. Members are working on updating brochures for the FFA convention.

#### **OLD BUSINESS**

- Paypal – the IT committee recommends that we move credit card transactions to Paypal. Debi made the motion that as soon as we get in a better financial position to move all credit card. Harvey seconded. Motion carried. Debi will ask Paul again what the cost is and also what the cost would be to change the membership form and information on the web to allow for lifetime memberships.

**NEW BUSINESS**

- **Snow plowing** – Karen to get a bid from John to keep our property plowed.
- **Show Manager** – Harvey has gotten a lot of complaints about Show Manager not working. Fixes to show manager are costing us a significant amount of money. Most of the issues we are having with programming and the website involve the show division. Dawn informed the BOD about a program called “show works”, which is a web-based program and has full integration with Microsoft office. Harvey suggested giving the task to the Governing Board to figure out. The Governing Board would be responsible for looking at the Show Division, programs and come back to the ILR BOD with some recommendations. Sean is going to come up with a task list for this group to work from.
- **Incentive Fund and UAP** - Both the incentive fund and UAP are ILR (not SD) programs and UAP costs ILR a lot of money without bringing any in, while the Incentive Fund requires substantial recordkeeping. Suggestions were made that we consider eliminating both programs. One thought was to not eliminate the UAP but rather charge a fee for self-entering animals for shows that are not ILR-SD shows. Harvey made the motion to charge a \$10.00 fee per animal annually contingent on programming costs. Sean seconded, motion carried.
- Since generally only been two or three people have participated in the Incentive Fund the thought to cancel the program was raised. Harvey suggested that Sean contact the people most involved in the current program to come up with a document to explain (in laymans terms) how the Incentive Fund works, how payouts are determined, and how the fund can be self-sustaining. Once the BOD has the information they will make a decision regarding the future of the program.
- **ILR SD fees** – Suggestion was made that we raise the per animal fee to \$5.00/animal/show. Debi suggested having the new Show Management Executive committee evaluate the fees. This committee will need to receive an estimate of how much money it costs to actually run the Show Division. The SD Executive committee will respond to the BOD.
- **Transaction report vs. Quickbooks** – need to evaluate using Quickbooks instead of the transaction report to track income
- **Niki’s letter** - (BOD will send individual comments so that a response can be drafted)

**New Action Items**

Item	Responsible person	Status	Comments
Send eblast re lifetime membership	Debi		
Post one more time re FFA convention to Llama Marketing group	Harvey		
Ask members for “interest only” loans (5-10k) until building sells	All		

drawing 7% interest			
Create template for interest only loans	Harvey		
Send email out on GB elections	Debi		
Contact Paul regarding a change to using PayPal for online payments and website changes regarding fees	Debi		
Inform Ron that he cannot park vehicles on the ILR property	Debi		
Solicit cost for snow plowing from John	Karen		
Inform office supply that ILR would like to purchase the copier/printer	Debi		
Obtain debit card info from Susan and change billing for Constant Contact	Debi		
Inform Susan that the top priority next week is getting shows posted live so the per animal fees can be collected; make sure she is able to do this	Harvey		
Call Elaine regarding CCC and what is happening	Sean		
Ask Steve if he can program the transaction report account for non-member fees, lifetime memberships and any Special promotions	Debi		
Establish a SD Executive committee to evaluate all aspects of the Show Division and how to budget the SD budget and possible replacements for Show Manager	Sean		
Ask Steve about the possibility of creating a system to only allow people who pay an annual fee to upload their own points into the UAP; ILR-SD points would continue to be uploaded automatically	Debi		
Send Debi thoughts on Niki's letter so she can draft a response	All		

**Action Items from September meeting**

<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>	Done	
Order envelopes	<b>Susan</b>	<b>Done</b>	
Walk Jerry step by step through lama Registry	<b>Susan</b>		
Check on banners for Louisville	<b>Susan</b>	<b>Done</b>	<b>They are in Iowa</b>
Send email out on GB elections	<b>Susan</b>	<b>Partially done</b>	<b>Susan has forwarded the eblast from last year to Debi; Debi to modify and send out in a couple weeks</b>
Contact Paul regarding a change to using PayPal for online payments and website changes regarding fees	<b>Harvey</b>	<b>Debi to recheck through IT committee</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>Done</b>	<b>Although Fred initially indicated he would set up the tour, he later called back and said it was probably not feasible.</b>
Post to Llama Marketing Group to request individual donations of \$5.00 to market llamas in Louisville.	Debi	Done	

**Carryover Action Items – 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>
Look into options for having SD year end winners on web	Sean	Tabled depending on finances	
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>
Investigate adding alpacas to ILR shows	Sean	Ongoing – Sean to approach Show Division committee	
Continue to work with FFA about bringing llamas to the FFA Convention	Harvey	Done	Continuing

**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	IT has recommended doing this	Still being investigated; Steve says it's a good idea and it should cut expenses. Will need to have additional programming
Create Facebook posts for the ILR page	Sean	Is working on it; everyone is encouraged to post	
Ask promotions committee about updating the I want a llama webpage	Sean	Done – Steve is working on it.	Committee is focused on updating the brochures; Steve is working on I want a llama.
Contact Carol Reigh regarding who to contact about discrepancies in parentage	Karen	Done	Carol is sending blood sample on cria.
Review ILF webpage and start modifications.	Karen	In progress - pending	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	Tabled until 2015	
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	Dawn will call her again
Contact SD Committees about sending documents electronically to Susan for archiving; talk to Susan and possibly Allen about setting up electronic archives	Debi/Dawn	Will contact after files have been set up on office 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.

## IT SUMMARY REPORT

**Thursday, Sept 25 9:00 Eastern time**

**In attendance - Steve Auld, Kristy Brown, Dawn Moore, Debi Garvin**

**New Computer (how to set up – virtual access, etc.)** – Steve suggested using the Microsoft virtual desktop program that he had recommended earlier when we get the new computer in (note – both computers from Tiger Direct crashed on Jerry). Jerry will contact Dave once the computer arrives to get it networked.

**Lama Manager (who is going to do any fixes and trouble shooting – can we figure out how to allow members to print certificates)** – The programming and code for Lama Registry is all over the place with over 130 pages of code. There is no way to figure out what executable files are linked to what code, so any change made could corrupt another part of the database. Right now we just have to patch work what we can.

**Registry Manager** – Registry manager feeds from Lama Registry and like Lama Registry has a lot of code that is not documented anywhere. A completion of this program would probably be cost prohibitive since someone would have to figure out the code since we did not have adequate documentation and programming standards when it was written. However, Steve has some of this figured out and has written macros to provide us a current ILR and ILRSD membership list.

**Quickbooks** – Jerry will load QB back on his Laptop and try to get it up to date. Once the new computer arrives, QB and Office will be transferred. Jerry will get a jumpdrive for backup to make sure we don't lose input like we did when the second computer crashed.

**Show Manager** – We will need to continue to use Paul to trouble shoot. The issues will probably be the Registry Manager and Show manager interfaces and how everything appears on the web.

**Upcoming election** – using simple election – the IT committee agreed this is the best option.

**Hardware management** – Dave is on board to assist and troubleshoot hardware issues; he will come in as a contractor when we need him.

**Developing user requirements for new registry databases or modifications to Registry Manager** – the IT committee will begin developing user requirements for the registry database – these will need to be a compilation of all end users (owners and office staff).

**Evaluation of the website and database to see whether we can streamline (what can we do away with that can make things easier)** – as time allows we will be going through the website and making a list of any items that are either under utilized or not needed. Although a small portion of the membership may use these, we do not charge enough to keep all the “bells and whistles” going.

**FoxPro programmers** – trying to find FoxPro programmers to update the database will not work. Jerry is a programmer and so is Steve and the problem is the numerous tables and how the code is written. Any programmer will meet the same frustrations Steve and Jerry have experienced.

**Changing fees** – Steve thinks he has found the fee table to be able to go in and change the fee structure. I told him nothing would need to be done immediately as all changes are for 2015. However, we probably need to get this done ASAP so we can start a membership drive.

**Direction for ILR systems (patches and how to keep current software running)** - right now we simply have to patch and try to make things work. It will not be cost effective to migrate Lama Registry to Registry Manager as Registry Manager will then need to be migrated. It appears that ILR will be much better off utilizing as much commercially available software as possible. There are several registry programs out there that we will be looking at once the user requirements are developed. In addition, all finances should be tracked through QuickBooks and eventually an evaluation of using Quickbooks for all owner accounts will be made. If finances are separated from the registry, finding a new registry database will be much easier. However, Dawn indicated that some of the registry programs she is looking at have the financial part included. By using a commercial program, the developer will be responsible for all the migration and trouble shooting.

**PCI Compliance** – we are out of PCI compliance again. The IT committee agrees with the BOD that we need to use Paypal for all credit card and online transactions and eliminate the need for PCI compliance.

**Possible meeting in Kalispell** – once we get the user requirements developed and obtain bids, we may meet in Kalispell so the committee can look over the equipment in the office and also meet with Paul.