

**ILR BOD Minutes 10/30/14**

<b>Date</b>	<b>October 30, 2014</b>
<b>Time called to order</b>	<b>8:04 pm Eastern time</b>
<b>Time adjourned</b>	<b>11:00 pm Eastern time</b>

**Next meeting date: TBD**

**Board members in attendance**

<b>Position</b>	<b>Name</b>
<b>President</b>	<b>Harvey Pool</b>
<b>Vice President</b>	<b>Sean Hart (joined at 8:30)</b>
<b>Treasurer</b>	<b>Dawn Moore</b>
<b>Secretary</b>	<b>Debi Garvin</b>
<b>Member At Large</b>	<b>Karen Baum – did not attend had a vet emergency</b>

**OFFICE REPORT - Susan**

John has shown interest in some of the older office furniture. Susan suggested we trade the furniture for the printing cost if John is still interested. Harvey made a motion we trade John for the printing we owe him. Dawn seconded and Debi voted yes. Susan to get ahold of John.

Susan brought up the fact that the transaction report does not balance and it appears that Steve and Jerry are not able to figure out the source code to change the transaction report so that the invoices print correctly. The IT committee has recommended moving all finances to Quickbooks. The board is exploring option of how to make the updates to the ILR programs while we are transitioning.

Susan has been inputting show results and billing the Shows for the per animal fees. Everything is proceeding as scheduled and we are getting per animal fees in.

The new tenants have signed a lease and will be moving in shortly. Susan will be getting the paving deposit to the county.

There still appears to be an issue with a youth members points. Susan is working on this and will take care of it.

Lifetime memberships are coming in. This information is being held by the office.

The Gathering has been moved off of Fathers Day and will now be the week before Fathers Day. Debi will send an eblast to “Save the Date”.

**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.

The BOD went into executive session at 6:30 and came out at 6:40.

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

- **Fee Schedule change** – The IT committee needs to come up with a plan to transition finances to Quickbooks, change the credit card information to PayPal provider Jerry with user requirements. Debi made a motion to stop taking credit transactions over the web until we can transition to PayPal.
- **FFA Convention** – The Llamas at the FFA were well received and a lot of the FFA-ers were taking “selfies” with the llamas and posting photos on Twitter and other social media. Harvey was referring people to breeders all over US as the kids come from all over the US and some are even there Internationally. Harvey intends to repeat this next year and will be looking for breeders to help participate. Harvey started to print out the I Wanna Llama booklet online and when he started reviewing it saw that it was very out dated and not applicable. Harvey will have the promotions committee working on updating all this information.
- **Website** – with the information on the I Wanna Llama website, Harvey found that the current website is extremely outdated and all brochures are very out dated. Sean will contact the Promotions committee to see if they can simplify and update the I Wanna Llama booklet and the website.

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

- Building listing – Debi made the motion to take the building off the market due to inactivity and the time of year. Harvey seconded the motion. Motion carried.
- Property Management – The doggy daycare has signed a lease on Unit A. An ILR member has loaned ILR the money for the paving as an interest only loan at 7% interest, with the principle due in 2017.

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

- Dawn will be making a check out to Llamas to Louisville from the ILF.
- The bank account is at about \$5,000.00 and we have 2-3 thousand in bills to pay. We will begin to be getting rental income in from Unit A. 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 (ILF) is \$4,139.00.

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

- Sean is having difficulty finding a chair of the Executive committee. Although people have volunteered to be on the committee, finding a chair has been difficult. Sean is finalizing the committee members.
- Next Governing Board meeting is December 3<sup>rd</sup>.

### **COMMITTEE REPORTS**

- IT- IT committee will be working on a transition plan to QB and will provide instructions.
- CCC- Karen – no report; Sean will call Elaine to see what is going on
- Pot-O-Gold – Harvey – committee will come to the BOD with a plan.
- 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. The BOD will investigate how to

best go about uploading shows.

- Promotions and Marketing – Sean – there has not been a committee meeting. Members will be tasked to update and modify the website. Sean and Harvey will talk to people next week.

**OLD BUSINESS**

- Paypal – Dawn will work with Paul to get credit card information switched to Pay Pal..

**NEW BUSINESS (meeting was adjourned prior to new business)**

**New Action Items**

<b>Item</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Comments</b>
Contact John about trading office furniture for printing	Susan		
Work on getting transaction report updated	Susan		
Develop plan for migration of finances to Quickbooks	Debi with IT committee		
Contact youth member about award discrepancy	Susan		
Send eblast about Gathering Date	Debi		
Set up Paypal account and work with Paul	Dawn		
Contact promotions committee about updating the I Wanna Lama brochure and webpage	Harvey and Sean		
Inform Paul to take credit cards off the website ASAP	Debi		
Send eblast to membership re credit cards	Debi		
Contact youth members about UAP award program	Susan		
Appoint Chair of the Executive Committee	Sean		
Inform Fred we are taking the building off the market	Debi		

**Action Items from Prior meeting**

<b>Item</b>	<b>Responsible person</b>	<b>Status</b>	<b>Comments</b>
Send eblast re lifetime membership	Debi	done	
Post one more time re FFA convention to Llama Marketing group	Harvey	done	
Ask members for "interest only" loans (5-10k) until building sells drawing 7% interest	All	In progress	
Create template for interest only loans	Harvey	done	
Send email out on GB elections	Debi	done	
Contact Paul regarding a change to using PayPal for online payments and website changes regarding fees	Debi	done	
Inform Ron that he cannot park vehicles on the ILR property	Debi	done	
Solicit cost for snow plowing from John	Karen	Pending – Karen was not on call	
Inform office supply that ILR would like to purchase the copier/printer	Debi	done	
Obtain debit card info from Susan and change billing for Constant Contact	Debi	Not yet done	
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	done	
Call Elaine regarding CCC and what is happening	Sean	Pending – will talk to Elaine next week	
Ask Steve if he can program the transaction report account for non-member fees, lifetime memberships and any Special promotions	Debi	Done – in progress	
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	Done – chair to be appointed	
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	pending	
Send Debi thoughts on Niki's letter so she can draft a response	All	pending	

**Action Items from September meeting**

**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	

**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	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.
Review ILF webpage and start modifications.	Karen	In progress - pending	Working on it
Contact ALSA BOD members about a face-to-face meeting with ILR BOD.	Sean	Harvey is working on this	
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.