

AGENDA
ILR BOD MEETING
THURSDAY- Nov 20, 2014 - 8:00PM ET

ILR BOD Minutes 11/20/14

Date	Nov 20, 2014
Time called to order	8:05 pm Eastern time
Time adjourned	11:00 pm Eastern time

CALL TO ORDER

Next meeting date: December 18, 2014

Board members in attendance

Position	Name
President	Harvey Pool
Vice President	Sean Hart
Treasurer	Dawn Moore
Secretary	Debi Garvin
Member At Large	Karen Baum

Minutes from October meeting were approved

OFFICE REPORT – Susan

Susan brought up the fact that Sandra Reynolds had a devastating fire and suggested we put something on our Facebook page. The Board felt this was a good idea.

Susan also suggested sending out an email reminder on membership dues. Debi to resend eblast.

Tenants have moved in to Unit A. They are interested in the back of Unit C if the business expands.

Petition from a member about transferring a llama into their name was discussed. This would not be allowed by ILR policies, so petition was denied.

JCCS is closed on Thursday and Friday, so Susan suggested that ILR do payroll on Wednesday.

For some reason we do not have enough bases for all the trophies – only 14 are left. The SD Executive committee will provide suggestions for covering the cost of the bases and additional trophies as will the UAP committee. Harvey motioned we order enough bases for the remaining trophies. Motion was carried.

Further discussion involved the use of commercial vs. non-commercial animals in the UAP program. The BOD will send the recommendation back to the UAP committee and have them set a policy.

Susan got a quote from Allen regarding updating the transaction report. Harvey suggested letting Susan determine what she needs Allen to do. Susan will learn the processes and document it. Motion was made and seconded to let Susan determine what needs to be done.

John (the printer) will trade some old ILR furniture for printing that has been done.

There are 8 shows that have paid sanctioning fees that are not up yet. Susan is working on getting these up.

Nominations have closed for the Show Division. There are not enough people to fill all the positions and therefore we do not need an election. The motion was made to seat the people who have been nominated and ask the committees who still have openings to send those nominations to the BOD. Motion carried.

Debi asked that Susan contact Constant Contact and change the charge to the ILR debit card.

The BOD went into Executive session at 10:00 Eastern and came out at 10:15.

John will be doing the snow plowing for us this year. He will charge us \$65.00 for plowing the front and all of the back and \$45.00 for only the front.

PRESIDENT'S REPORT – Harvey

- Harvey suggested we ask Paul to add the non-member fees where applicable when he finalizes the PayPal payments. Dawn will call Paul so he can get the website and Pay pal coordinated.

SECRETARY'S REPORT – Debi

- **Rental Agreements** – we have renters in Unit A.
- **Constant Contact payment** – Susan is changing that to the debit card.

TREASURER'S REPORT – DAWN

- In process of transition for membership info and all financials to Quickbooks. We are going to be creating a “new company” to modify and cleanup the QB files. In the future we should be able to generate complete P&Ls from QB instead of depending on the transaction report for income.
- Dawn has set up PayPal account and will be providing information to Paul.

Balance \$7,700 in checking. All other balances are the same as the last meeting.

VICE PRESIDENT'S REPORT – SEAN

- **Executive Committee Update** – the executive committee for the SD has been formed and will consist of Darrell Anderson, Kay Berg, Phil Fiener, Pam Jensen, Jerry Ayers, and Mary Baker. Phil Fiener is going to be chairing the committee.

COMMITTEE REPORTS

- IT- Debi – the IT committee is moving towards trying to use as much commercial software as possible and is investigating commercial software for the migration of the registry.
- CCC- Debi – see report
- Pot-O-Gold – Harvey – have not met; all programming appears to be tied together and so the future and cost of modifications has to be considered.
- UAP – Sean- The UAP has submitted recommendations for the UAP. Beginning in 2015, people will have to pay \$10.00/animal for entering any info not automatically uploaded through the ILR-SD. In the future, all Top 10 points will be reviewed by the committee for accuracy.
- Promotions and Marketing – The committee is working on the I wanna llama brochure and a couple other things.

OLD BUSINESS

- Gathering liaison – Kristy will be handling the ebulletins; judges have been selected; the date is the weekend before father's Day. The Gathering will have it's own bank account this year. Karen is opposed to not having the entries going through the office.
- Clerk for Gathering – Terry Duespohl is the clerk for this year
- Paypal – Dawn has Paypal partially set up and is working with Paul to get the website compatible.
- Championship Show Update – all Shows are completed. NAILE was a success and both Harvey and Sean were very happy with the results.
- Still need ideas on promotion of llamas at fairs.
- FFA convention was a big hit and the Llama to Louisville was a huge success. The impact was felt Nationwide.
- Sean asked about including alpaca classes at ILR shows. Executive committee to research this.
- PCI Scan – credit cards have been removed from the website to deal with the PCI compliance

ACTION ITEMS

New action Items

Item	Responsible Person	Status	Comments
Add information on Sandra Reynolds fire to our webpage	Susan		
Send out membership renewal reminder	Debi		
Implement the migration to QB;	Debi, Dawn with		

Set up new company	Kristy Browns help		
Inform member re: status of their petition	Susan		
Order bases for trophies	Susan		
Inform SD chairs about nominations, and which groups need to find a member to fill the vacancies	SD committee chairs		
Inform UAP committee that the UAP is open only to "non-commercial" entities	Sean		
Contact Allen about coming in and showing Susan how to do updates to the transaction list. Susan to document procedures	Susan		
Change billing on the Constant Contact account to the ILR debit card	Susan		
Add non-member fees to website – finish Paypal with possibly a single payer button instead of programming each page – coordinate with Paul	Dawn		

October Action Items

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

Action Items from Sept meeting

Item	Responsible person	Status	Comments
Ask members for "interest only" loans (5-10k) until building sells drawing 7% interest	All	In progress	
Solicit cost for snow plowing from John	Karen	done	
Obtain debit card info from Susan and change billing for Constant Contact	Debi	Susan to do	
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; Susan to check with Allen	
Send Debi thoughts on Niki's letter so she can draft a response	All	pending	

Carryover Action Items – those marked done will be removed in the next minutes (updates received outside the BOD meeting)

Item	Responsible Person	Status	Comments
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	No responses yet
Investigate adding alpacas to ILR shows	Sean	done	Turned over to Executive Committee
Investigate the use of Paypal for credit cards	Dawn	Done	
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.

CCC REPORT

CCC Meeting Summary 11-9-14

Meeting was called to order at 8 pm ET. Those in attendance were Karen, Debi, Heidi, Jessie and Elaine.

We discussed the number of certifications issued. There are 13 animals certified in level 1 and only one of those animals has gone on to certify in level 2 according to the spread sheet provided by the ILR office. In discussing what the first priority should be the committee feels it should be marketing this great program. First step is actually a double step. We need a blast email that can reach all members with the benefits of the

certification and we need more certifiers. Elaine will prepare a draft email and send it to the committee. Jessie will put the finished product on the Facebook page. The committee will encourage people to let us know if they are willing to be certifiers and then the committee will arrange and conduct conference calls to train potential certifiers. We would still like to put together either pictures or a video. The whole committee will look through photos and they will try to get some that might work at the Pan Handle as well. Each committee member is to look at the flyer that we have and see about revising it into a brochure about the program that would be better to hand out. Next meeting is set for December 7 at 8 pm ET again.

UAP Report

Below are some of the concerns that have been expressed regarding the Universal Awards Program. We believe that most of these problems can be fixed with educating our membership and setting up a checks and balance system. We have offered some suggestions on how these problems can be addressed.

- Promote and educate the membership on how to use the UAP
Suggested solution – Have a spot under the UAP tab that is user friendly and that explains how to enter points. In the same section, highlight the rules of the program. We feel that the website has several pages that refer to the UAP program, but there is nothing that lists the specific rules or how to enter.
- Points being entered correctly
Suggested solution – There have been several instances where points are being questioned because they were not entered correctly. This program is a great tool to promote farms and individual animals, but loses its value when this is done. In order for the program to succeed, it is important to make sure everyone is on the same playing field. As stated before, we feel that the rules should be listed clearly under the UAP tab on the website. If the rules are clearly listed in this section, there needs to be information on what can be entered.
 1. We need to make clear to the membership that ILR events are automatically entered by the office so they are not entered twice.
 2. If an event is not an ILR event but is a double show with 2 different judges, the placings can be entered for each judge.
 3. If an event is not an ILR event but is offering double or triple points under that show association to promote the specific show, it is NOT to be entered as double or triple points in ILR. If one judge is judging, it should only be entered once. This has been a problem and is the biggest complaint we are receiving.
- Clarify and correct what awards are offered for Youth UAP

Suggested solution – It is our understanding that there are awards listed under the youth section that are not available to the youth. This needs to be corrected. Unfortunately, we are not aware of what is and isn't available because the website is incorrect. The website is where our members are going to go to get their information, so we need to keep it accurate and up to date.

- Communicate with the membership

Suggested solution – We all need reminders and love to be invited. We suggest sending out an e-blast promoting the UAP with the rules and deadlines clarified. We believe this should be done at least 2 times. Once around the end of November/early December and then again about 2 weeks before the deadline. For those already using the program, this will be a reminder of the rules and encourage them to start working on their points. For those that are not using it, the e-blast could be an invitation explaining the program and encouraging them to participate. We should only need one template to accomplish both things.

- Verifying points

Suggested solution – It was suggested and we agree that all top 10 UAP placing should be verified completely before announcing official placings. This is one of the complaints that was received by some members that currently don't participate in the program. Doing this will help to validate the program. A sentence such as, "The UAP Top 10 in all categories will be verified before placing become official." should also be entered in the e-blast mentioned above.