

AGENDA  
ILR BOD MEETING  
THURSDAY- December 18, 2014 - 8:00PM ET  
**ILR BOD Minutes 12/18/14**

<b>Date</b>	<b>December 18, 2014</b>
<b>Time called to order</b>	<b>8:05 pm Eastern time</b>
<b>Time adjourned</b>	<b>11:15 pm Eastern time</b>

CALL TO ORDER

Next meeting date: January 15, 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>

Minutes from November meeting were approved

**OFFICE REPORT – Susan**

Susan received quotes on the guidelines booklets from two Vendors. Debi motioned that we have Great Northern printing print the guideline manuals at the bid we received. Motion carried.

Susan is looking into bases for the trophy heads we have. Debi motioned we get the bases from Trophykits.com as they will provide free shipping. Motion carried. Susan will order 30 new bases.

John the printer will trade printing for plowing. Susan will negotiate the trade.

A person came and looked at Unit C today to see about renting it. The doggy daycare person is also interested in renting the back of Unit C.

Susan is having problems with the website photos uploading. Sean made a motion to give Susan purchasing power of up to \$250.00 without BOD approval for IT support,

Susan brought up the idea of hiring an Office Assistant to work 16-24 hours per week at \$10.00/hour. Motion made by Debi to have Susan place a Craigslist ad and possibly at the Community College. Motion carried unanimously.

Some shows are still outstanding with results. Shows have to be in by the end of the year to be eligible for the UAP.

### **PRESIDENT'S REPORT – Harvey**

- Budget – Harvey wants to know how much money we have taken in in 2014. The transaction report contains only the income but does not contain expenses.
- Harvey is trying to work through the transaction report to figure out what the income is for ILR and be able to project the potential income for 2015 so a budget can be put together. Dawn will be taking the transaction report and making a more readable report for us to evaluate.
- Harvey put forth the idea of allowing the new “start date” for new members to be sometime in the fall. Dawn made a motion that for new members, any membership that is paid after September 1, 2015 will cover the remainder of 2015 and all of 2016. Harvey seconded. Motion carried.

### **SECRETARY'S REPORT – Debi**

- **Rental Agreements** – we have renters in Unit A, and someone yesterday looked at Unit C. The doggy daycare is interested in renting the back half of Unit C. We are getting monthly reports from the management company.
- Debi has taken a job with FDA and will be relocating to the Rockville, MD area, so will not be available as much as in the past for the month of January

### **TREASURER'S REPORT – DAWN**

- We are still working on trying to get Quickbooks set up for all ILR financials.
- Dawn has set up PayPal account and it is now live and working.
- Property taxes are due and will be paid. Current balance is about \$14,000 after Jan was paid in full.
- With the change to Paypal, our credit card fees should be reduced. Once we are sure there are no additional fees, we will be reducing the “credit card fee” charged to the membership. Dawn will be canceling all the merchant service contracts.

### **VICE PRESIDENT'S REPORT – SEAN**

- **Executive Committee Update** – the Executive Committee has met and sent a report to the BOD. Since the report only came today, the BOD will take some time to mull it over.

### **COMMITTEE REPORTS**

- IT- Debi – nothing to report
- CCC- Debi – photo contest has been sponsored by the CCC asking for photos involving llamas and Christmas activities. They also encouraged people to send in their certificates.
- 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 committee will be reviewing Top 10 as soon as the year ends.
- Promotions and Marketing – nothing to report.

## ACTION ITEMS

Item	Responsible Person	Status	Comments
Add information on Sandra Reynolds fire to our webpage	Susan		
Send out membership renewal reminder	Debi	done	Will send one more before Christmas
Implement the migration to QB; Set up new company	Debi, Dawn with Kristy Browns help	Being done	
Inform member re: status of their petition	Susan		
Order bases for trophies	Susan	Will be done	
Inform SD chairs about nominations, and which groups need to find a member to fill the vacancies	SD committee chairs	done	
Inform UAP committee that the UAP is open only to "non-commercial" entities	Sean	Will be done	
Contact Allen about coming in and showing Susan how to do updates to the transaction list. Susan to document procedures	Susan	done	
Change billing on the Constant Contact account to the ILR debit card	Susan	done	
Add non-member fees to website – finish Paypal with possibly a single payer button instead of programming each page – coordinate with Paul	Dawn	Paypal complete; status of non-member fees unknown	

The BOD went into Executive Session at 10:50 pm Eastern time and came out of Executive session on 11:10 pm