

AGENDA
ILR BOD MEETING
Wednesday, June 8, 2016 - 8:00PM ET

CALL TO ORDER at 8:02 ET by President Sean Hart; Adjourned at 11:20 ET

Attendees

ILR BOD		
Sean Hart	President	
Linda Hayes	Vice-President	
Debi Garvin	Secretary	
Harvey Pool	Treasurer	
Ron Wilkinson	Member at Large	

Others in Attendance

Name	Role	Purpose	Time
Susan Hannah	ILR Operations Manager	Office Update	8:00-9:30
Mary Jo Miller	Gathering Chair	Gathering Update	9:00-9:15
Matt Rector	Executive Committee	EC Update	8:05-9:00

SET DATE FOR THE NEXT MEETING – July 13, 2016

EXECUTIVE COMMITTEE UPDATE – Matt – 8:04-9:00

The Gathering 2017– Matt informed us that the Committee would like to change the venue of the Gathering 2017 from Mason City to the Cattle Congress at Waterloo. A cost comparison was conducted of 4 venues and it was determined that the Waterloo facility would be comparable to the Mason City location but the facilities are nicer. Mary Jo and Matt would like to move the location. Pam Jensen would like to honor our contract with Mason city since it has already been signed. The Executive Committee would like to recommend we move the 2017 Gathering to Waterloo. Debi moved that we approve the Executive Committee’s recommendation and offer to pay the Mason City facility the deposit that they were not requiring until after the Gathering. Linda seconded and the motion carried.

Roles and Responsibilities of the Executive Committee – Matt presented a proposal to better define the Roles and Responsibilities of the ILR Executive Committee (see attachment 1). Debi motioned that we accept the Roles and Responsibilities document as written by the Executive Committee. Linda seconded. Ron asked for discussion and clarification about the role and responsibilities of the Executive Committee. Debi explained that the reason this committee was formed was to take care of the business and management aspect of the Show Division. Harvey suggested that all Governing Board members be required to serve on the Executive Committee. Ron and Linda indicated that the Executive Committee would operate better with only representatives of the

Governing Board and selected other volunteers. Matt also indicated that the Show Division was still quite young and that we are still working out the direction and management of the Show Division. Susan also indicated that she had been working on some metrics for the Show Division and would try to find them and forward them to Matt. More discussion was held regarding where the committee would best fit and what name we should give to this group. Matt added clarification to the roles and Sean called for a vote – motion carried.

GATHERING UPDATE – Mary Jo – 9:00-9:15

The Gathering Committee is still getting entries and is currently at 208. There is a little over 20,000 in the checking account with another 7500 due. As of two days ago, it looks like income will be about 28,000 with projected expenses of 23,000-24,000, which includes premiums and door prizes, along with certificates for ALSA numbers, free ILR registrations and transfers, etc. Currently premiums are being paid through 3rd place.

WEBSITE REPORT – Steve – graphic design stage is close and we will begin reviewing content in about 3 weeks

OFFICE REPORT - SUSAN - 9:15-9:30

We have the end of year financials from the bookkeeper and will print them to take to the Gathering. The office help will be able to work more hours this summer and Susan will be starting her on data entry which will free Susan up to do other things. Susan will be gone for the Gathering and out of the office July 5-7.

PRESIDENT'S REPORT – Nothing to report

SECRETARY'S REPORT –

Organizational Documents – will be modifying the organizational documents

Motions approved via email vote

Purchase of Past BOD member plaque for Karen

TREASURER'S REPORT – Harvey

Main Account

Month	Beginning Balance	Credits	Debits	Debits Adjusted for Savings date of transfer	Ending Balance
Dec 15	10,093.48	14,429.13	5218.58		19,304.03
Jan 2016	19,304.03	9432.62	15,480.13	6980.13	13,256.52
Feb	13,256.52	8825.43	6027.53	7527.53	16054.42
Mar 16	16,054.42	9291.00	7524.92	7524.92	17,820.50
Apr	17,820.50	11,544.57	8607.14	8107.14	20,757.93
May	20,757.93	10,016.00	8126.22	8126.22	22,647.71

Petty Cash

Month	Beginning Balance	Credits	Debits	Ending Balance
Dec 15	322.65	899.95	790.37	432.23
Jan 2016	432.23	1000.00	930.41	501.82
Feb 16	501.82	0	356.94	144.88
Mar 16	144.88	2215.00	1891.45	468.43
Apr 16	468.43	500.00	369.98	598.45
May 16	598.45	500.00	780.94	317.51

ILF

Month	Beginning Balance	Credits	Debits	Ending Balance
Dec 15	3810.38	.06	0	3810.44
Jan 2016	3810.44	500.07	50.00	4260.51
Feb 16	4260.51	38.77	0	4299.28
Mar 16	4299.28	11.41	0	4310.69
Apr 16	4310.69	500.07	500.00	4310.76
May 16	4310.76	7.44	0	4319.75

Savings

Month	Beginning Balance	Credits	Debits	Ending balance
Dec 15	45,201.27	2.28	0	45,203.55
Jan 2016	45,203.55	10,000.00	0	55,203.55
Feb 16	55,203.55	0	0	55,203.55
Mar 16	55,203.55	2.73	0	55,206.28
Apr 16	55,206.28	2000.00	0	57,206.28
May 16	57206.28	1500.00	0	58,706.28

Gathering

Month	Beginning Balance	Credits	Debits	Ending Balance
Mar 2016	100.00	9322.10	32.43	9389.67
Apr 16	9389.67	1060.00	2771.25	7678.42
May 16	7678.42	6060.00	341.20	13,397.22

Harvey clarified that we have been putting 1500/month into savings to cover for rent. Linda made the motion to move the money into savings to catch up what we had committed. Debi seconded motion carried.

VICE PRESIDENT'S REPORT – Linda – clarification was needed to establish the difference in roles between the Governing Board and EC. Matt has come up with the recommendations. In the best interest of ILR and the ILR –SD is accepting the recommendations of the EC and the VP of ILR will now be the chair of the Governing Board.

COMMITTEE REPORTS (reassign committees and responsibilities)

- IT- Debi – the website is coming along as planned
- CCC- Sean/Harvey – the CCC will be having certification classes at the Gathering and demonstrations

- Pot-O-Gold – Debi
- UAP – Linda
- Promotions and Marketing – Debi -see attached report (appendix 2)
 - Debi made a motion to approve the merit program for fleeces to be run under the ILR. Linda seconded – Motion carried. An eblast will be sent out

NEW BUSINESS

EXECUTIVE SESSION CALLED FOR BY DEBI - began at 10:22 ended 11:00.

Harvey motioned to pay Paul to update the old website with Superintendents and Executive committee names. Sean seconded – motion passed

OLD BUSINESS

Action Items 6/8/2016

Item	Responsible persons	Status
Send out eblast explaining the role of the Executive Committee	Debi	
Bring financials to the Gathering	Susan	
Take Iwantallama promotional items to the Gathering	Debi	
Prepare verbal treasurers report and high end document for the Gathering	Harvey	
Modify organizational documents (job descriptions and duties) to reflect 2016	Debi	
Change the By-laws to reflect the changes; post to website and have copies available at the Gathering	Susan	
Write explanation about Championship Shows	Debi	Check with Executive Committee
Work with Kim to clean up books of old accounts	Harvey	
Have Susan tell Paul to update website with Superintendent and Executive Committee	Debi	
Inform Niki that Merit fleece program has been approved by the BOD as an ILR UAP program	Linda	
Work on wording for guidelines change to incorporate EC suggestions	All	
Move “catch-up money into savings	Harvey	

Action Items from 5/11/16

Item	Responsible persons	Status
Look at the website to comment on design	All BOD members	Done
Inform Tim of election results	Sean	Done
Get concrete numbers on CD rates and possibilities of moving money in savings to the CD	Harvey	Done
Get a year end summary and financial statement from Kim to send to PLAA and also to present people at the Gathering	Harvey and Susan	Done
Find out if Kim Schechinger can head up and organize the CCC exhibition and certifications at the Gathering	Susan	Done
Change the By-laws to reflect the changes; post to website and have copies available at the Gathering	Susan	Not yet done
Write explanation about Championship Shows	Debi	Check with Executive Committee
Ask ALSA for audio tape of joint meeting	Sean	ALSA no longer has the tape

Respectfully Submitted,

Debi Garvin, ILR Secretary

Attachment 1

Responsibilities and Role of the ILR Executive Committee

In an effort to add clarity and definition to the role of the ILR Executive Committee, we as a group would like to present this proposal to the Board of Directors for discussion and approval.

ROLE

The role of the Executive Committee is not to be a micro-manager of the individual committees that comprise the Governing Board, but rather to fill the gap that has been created in regards to management and promotion of the Show Division.

Responsibilities

- 1.** To manage the Show Division budget which will be allotted by the ILR-Board of Directors and to track the metrics of ILR-SD show records.
- 2.** To promote The Gathering National Event and other ILR-SD Championship shows across the country as the Show Division grows and matures.
- 3.** To provide support to the ILR-SD Governing Board in an advisory capacity and to help resolve conflicts or issues as they arise.

It is the proposal of the Executive Committee that the Chair of the Executive Committee does not serve as the chair of the Governing Board. In an effort to return control of the Governing Board to a member who has been elected by the greater ILR membership, we propose that the Chair of the Governing Board be the Vice President of the Board of Directors. Currently the Vice President serves as a non-voting adviser to the Governing Board. In our proposal the Vice President could still be a non-voting member, but take on the role of Chair because the role is generally limited to setting meeting dates, running the meeting, and taking notes.

Respectfully Submitted,

The Current Members of the Executive Committee are:

- Darrell Anderson
- Pam Jensen (GB Member)
- Matthew Rector (GB Member)
- Lisa Robinson
- Lauren Wright (GB Member)
- Sandy Auld (GB Member)
- Jerry Ayers
- Linda Hayes (BOD Liaison)

Attachment 2

ILR Promotions and Marketing Committee

Meeting was held on May 31, 2016 via conference call. In attendance were Ron Wilkenson (ILR BOD member) Kristy Brown and Debi Garvin (ILR BOD member. Ron was briefed on the activities of the committee over the past year and updated on the I want a llama advertising and website. The following decisions were made:

We are ordering 4 more banners – two for people to take to events and two to have for sale should someone (or an organization) want to buy one.

We are ordering business cards for the website to hand out at functions.

We are looking into a promotional item to give to people who place ads on the web site

We are continuing the ¼ page advertising in American Livestock. Magazines will be available at the Gathering.

We will be working with the fleece committee on their marketing/promotions effort in fleece shows to utilize the Danish merit system (in addition to show placings) to help market fleeces. The fleece committee wants to be able to print some type of certificate to staple the Danish system ribbons to for an overall achievement award which can be entered into the UAP system.

We are going to be seeking a few new volunteers and would especially like someone who is interested in promoting the fleece aspect of llamas. Kristy Brown will be contacting Pamela Tait and Ron will contact Larry McCool.

We will be rewriting the educational brochures. Kristy is going to do the first one on packing. The goal is to make these a single sheet and then also provide references to other websites (specifically ICI) for more information.

We will be promoting the website at the Gathering and offering a special promotion. If anyone advertises in June, it will be good for the remainder of this year and all of 2017. The rates will be the same as last year at \$40.00 for the first listing and \$20.00 for additional listings.

We are also going to be looking at other ways to market and promote our animals.