

MINUTES
ILR BOD MEETING
Wednesday, Dec 14, 2016 - 8:00PM ET

CALL TO ORDER – 8:02 by Sean Hart Adjourn 12:01

Attendees

ILR BOD/ED	Role	
Sean Hart	President	present
Linda Hayes	Vice-President	present
Debi Garvin	Secretary	present
Harvey Pool	Treasurer	present
Ron Wilkinson	Member at Large	present
Kristy Brown	ILR Executive Director	present
Susan Hannah	ILR Operations Manager	Absent – written report provided

Others in Attendance

Name	Role	Purpose	Time
Steve Auld	IT Consultant	Update on website and database migration	9:11-10:00
Matt Rector/Pam Jensen	SDMC	Update on SDMC	8:10-8:45

SET DATE FOR THE NEXT MEETING – January 11, 2016

SDMC UPDATE – Matt Rector/Pam Jensen – 8:10-8:45 – there has been no meeting since September. They will be meeting in January.

Metrics – need to look at what shows have been lost and which ones have been picked up and where we can create new shows. Kristy indicated she should be able to extract the data and help with analysis.

The Gathering – the committee had another meeting and will have the survey out next week. The survey will be sent out and expected to be back in January. The main issue is what type of judging system we are going to have, and when and how to have the dinner. The decision of whether to have a combined dinner with LFA was discussed. Matt will probably be coordinating the dinner and will come back to the BOD with a plan. Matt has all the ribbons that were left from last year and will be inventorying them. They already have two or three vendors lined up.

Championship Shows – OFFF would like to keep the Western Championship Show, as it was a great success. The Eastern Championship Show went very well also in spite of the fact that ALSA Nationals was the week before. The sale helped increase attendance.

Harvey would like to hold the Eastern Championship next year. Ron asked if there is anyway to have the results of the Championship shows stand alone rather than being lost in the results of OFFF and NAILE. Harvey suggested having someone re-enter or duplicate the shows to create a stand alone Championship Show. Debi motioned that we have Susan investigate duplicating the OFFF and NAILE shows to create a stand alone Championship Show. Linda seconded. Motion carried.

Show Manger Issues – Ron asked if there was anyway to duplicate a double show so that it shows up as two different shows. Matt has some comments from people who had issues with Show Manger. Debi will send Matt the information from the last Show Manager query and issues.

SD elections and candidates – only two people volunteered to run for the election, one for the Youth and one for the Fleece committee. The committees needing replacements are the halter, performance, superintendents, and guidelines. Harvey suggested offering the position to the person coming off the committee if they hadn't served the two terms yet. The ILR BOD will appoint any replacements for the committees.

WEBSITE REPORT – Steve 9:11-10:00

Database Migration – we have received one quote for about 200K from one vendor which is obviously out of the question. Susan had a webshare with one vendor today to look at the applications. Steve indicated there are over 25 applications in the zip files and it is unclear whether or not we use all these files. The zipfiles Allen has supplied are not adequate to be able to migrate everything. Steve will be drafting up something to send to Susan so she can try to get the information we need from Allen.

Website – Steve asked the Andresen group about the status of their efforts and where they are at with it. They indicated it would be ready in January. However, there have been numerous missed deadlines. Kristy informed Steve about the group that did our website refresh several years ago and stated she would reach out to them and get a quote to refresh the website and possible make it more content management friendly. Kristy also indicated she would reach out to some registries to query what they are doing and how they are handling their registry databases. Kristy will be getting the Andresen group information from Steve so she can contact them.

OFFICE REPORT (from Susan Hannah - written report) and financials from Kim)

Debi, Ron and Linda have commented on the Christmas Card and Office closure eblast. Kristy indicated that she had not gotten the card, so it was forwarded to her. Linda motioned we have a separate email for office hours and a separate one for the Christmas cards. Harvey seconded. Motion carried.

The judges committee will be sending out reminders to the current judges to get their dues paid. Harvey suggested that we begin sending out weekly membership reminders regarding ILR memberships, SD memberships and judges fees.

As we only had 2 nominations for the ILR-SD committees, there was no need to hold an election. Betty Moe as nominated for the fleece committee, and has accepted the nomination. Jessie Munson was nominated for the youth committee, and has accepted the nomination. The nominating period has closed and in the positions open for the youth and fleece committees, the candidates are running unopposed. There were no nominees for the other committees. In lieu of the expense of an election where the outcome is already determined, the candidates will be appointed to the committees for which they were nominated. The ILR Board will appoint the remaining committee openings, and the new members will be announced at a later date.

Our 'Facebook Featured Farm of the Week' has had a good response.

Please consider ILF providing a High School Scholarship for one of our Youth Members. This does not need to be decided on right away, but let's think it through and see if it's something we could offer. This may also be a great way to bring in more donations to ILF.

2017 Guidelines should be to the office soon

I sent out the bank signature cards to Sean last week, with addressed envelopes to send onto Debi and Harvey. The bank would like them back ASAP.

Shows outstanding for 2016. Below please find the list of the shows that are not up on our website.

Oregon Flock and Fiber Festival (OFFF)-this show has been up but has been taken back down to make some corrections. I expect it will be back up shortly.

Tulsa State Fair

The Big E

Fulton County Fair (Karen Miller has for processing)

Minnesota State Fair

Indiana State Fair

State Fair of West Virginia

Durham Fair (Karen Miller has for processing)

North American

2016 shows that have still not paid the per animal fee,

Oregon Flock and Fiber Festival (OFFF)

Mt. Baker Fling

Virginia Classic

Fall Harvest

Spokane County Interstate Fair

EXECUTIVE DIRECTOR WELCOME, NEEDS AND THOUGHTS – KRISTY

- Kristy asked whether the ILR is still a member of the Pedigree Livestock Association and that if so, she would ask them about their registry databases.
- Kristy has bought a computer and is looking into a phone with a Montana address.
- Kristy will be going through the website and make sure that all of the forms and guidelines on the website are current.
- Kristy will be working with Kim for QB access
- Kristy will be taking over posting minutes from the committees and also sending out the e blasts
- She is going to be looking at refreshing the ILF website also, and contact the company that refreshed our website last time.

PRESIDENT'S REPORT- Sean

- Sean has not sent out an e blast yet. He will write a letter to go out in an e blast. He will send it to Kristy to send out.

VICE PRESIDENT'S REPORT – Linda

- **Protected names** – how long do they get to keep the name. Linda indicated that we need to not reuse protected names because they have a significant meaning. Ron said we should go by our current rules and revisit this later. In review of the current rules it was determined that ILR has not allow “protected names” since the registry moved to Kalispell. Protected names could never be used in a llama’s name. However, Breeder IDs are a different issue. **A Reserved Breeder ID is what ILR currently offers.** Breeder IDs must be purchased and can be used in the middle of a llamas name, but cannot be used by anyone other than the breeder at the beginning or end of the name. Once a breeder has reserved a Breeder Id it is theirs permanently.. The info on a Reserved Breeder ID can be found on our website at <https://secure.lamaregistry.com/registry-services/breeder-identifier.php>, and in the policy book on pages 13 and 14. If a person purchases a bred female, they can use the breeder ID of the breeder. ILR does not require written permission from the breeder to do so. Kristy stated there has been historic precedence to use Reserved Breeder IDs for animal in utero.
- **Procedure to be used when someone leaves a call** – For clarity and transparency, Linda suggest that when someone goes off the call for an extended

time that should be reflected in the minutes. Debi moved that when someone is off the call for an extended time, it should be recorded in the minutes. Linda seconded – motion carried.

- **General meeting procedures** - Information needing to be discussed at a meeting should be sent out at least 48 hours in advance when possible. Everyone is responsible to make sure they have reviewed the pertinent information and be ready to discuss it.
- Linda motioned we give Zoie a Christmas bonus, Debi seconded and the motion passed. Ron motioned that we give Susan a Christmas bonus. Linda seconded. Motion carried.

SECRETARY'S REPORT –

- Approval of minutes from November
- Obtaining a QB license for Kristy
- Vote on USAHA (United States Animal Health Association) membership – Ron moved we pay the dues and appoint Kristy as our representative to USAHA. Linda seconded. Motion carried.
- Harvey suggested that we renew our membership in the Pedigreed Livestock registry association. Harvey moved we renew our membership to the National Pedigree Livestock Council (NPLC). Ron seconded and the motion carried. Kristy will be the representative.
- Kristy need to be added to the ILRBOD and Governing Board groups.

TREASURER'S REPORT – Harvey

Main Account

Month	Beginning Balance	Credits	Debits	Actual expenses (adjusted for money transferred to savings)	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 16	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 16	17,820.50	11,544.57	8607.14	8107.14	20,757.93
May 16	20,757.93	10,016.00	8126.22	8126.22	22,647.71
June 16	22,647.71	10,484.01	16,182.90	11,182.90	16,948.82
July 16	16,948.82	6569.00	9747.84	7764.51	13,769.98
Aug 16	13,769.98	8273.03	8409.53	6326.20	13,633.48
Sept 16	13,633.48	7926.50	10,689.72	6523.06	10,870.26
Oct 16	10,870.26	5845.00	12,431.85	12,431.41	4283.41
Nov 16	4283.41	17,392.37	15,148.30	6564.97	6527.48

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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
June 16	317.51	2000.00	1680.70	636.81
July 16	636.81	500.00	606.39	530.42
Aug 16	530.42	500.00	680.55	349.87
Sept 16	349.87	1000.00	768.67	581.20
Oct 16	581.20	0	380.98	200.22
Nov 16	200.22	500.00	381.46	462.64

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	4318.20
June 16	4318.20	.07	0	4318.27
July 16	4318.27	.07	0	4318.34
Aug 16	4318.34	10.08	0	4328.42
Sept 16	4328.42	.07	0	4328.49
Oct 16	4328.46	.07	0	4328.56
Nov 16	4328.56	17.05	0	4345.61

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	57,206.28	1500.00	0	58,706.28
June 16	58,706.28	5000.00	0	63,709.19
July 16	63,709.19	2083.33	0	65,792.52
Aug 16	65,792.52	2083.33	0	67,875.85
Sept 16	67,875.85	4166.66	0	72,045.88
Oct 16	72,045.88	0	1,500.00	70,545.88
Nov 16	70,545.88	8,583.33	5,000.00	74,129.21

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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
June 16	13,397.22	21,035.00	14,262.84	20,169.38
July 16	20,169.38			14,220.46
Aug 16	14220.46	0	16.77	14,203.69
Sept 16	14,203.69	0	1000.00	13203.69
Oct 16	13,203.69			13,203.69
Nov 16	13,203.69			13,203.69

The budget committee will have a 2017 budget to the BOD in January for approval.

COMMITTEE REPORTS

- **IT** – Steve gave the website update and we are looking at options for database migration and the website.
- **CCC- Debi** – will work with Kristy on getting the photos on the ILF website
- **Pot-O-Gold** – Harvey – nothing to report
- **UAP** – Linda – need to find additional people to be on the committee
 - Cheating on UAP and how to best monitor it
 -
 - Ordering ribbons for the fleece UAP merit system
- **Llama Fiber Marketing Committee** –Linda – this is a new group that is an off-shoot of the ILR-SD that will be responsible for promotion and marketing of llama fiber. Linda made a motion to approve ordering the ribbons for the Merit System. Second by Ron. Motion carried
- **Promotions and Marketing** –Ron – the committee recommends that all Breeder members of ILR get a free listing on the “I want a llama” web page. Additional listings will be at \$20.00. In addition, a page will be create that includes all llama organizations in the US. Ron moved that all breeder members get one free listing on the I want a llama website. Linda seconded. Motion carries. This promo will be advertised in the membership e blast.

NEW BUSINESS

- Harvey suggested that we start recording our minutes. Sean will ask Matt how to go about getting the cards recorded.
- Discussion was held regarding the Governing Board decisions on Monday, that are required to be ratified by the ILRBOD. After very careful review of our

Guidelines and the circumstances surrounding the complaint, the Board determined that it was inappropriate to waive the complaint fee and that this was a complaint over the behavior of a judge so the rules for review of a judges behavior and possible sanctioning should apply. Therefore, the BOD voted to veto the actions of Governing Board in regards to waiving the \$200 fee and formation of an external review committee and has referred the matter back to the Judges Committee. Ron made the motion that the BOD veto the two actions described above. Harvey seconded. Roll call vote was taken: Ron yes; Harvey yes; Sean yes; Debi yes; Linda (as Chair of the Governing Board) abstained. Ron made a motion that the BOD ratify the decisions made by the Governing Board at their October meeting. Linda seconded. Motion carried.

Action Items from December

Item	Responsible persons	Status
Investigate how to get metrics out of Show Manger and/or the database for the SDMC;	Kristy	
Communicate with SDMC regarding the dinner at the Gathering	Ron	
Determine hosts for 2017 Championship Shows and inform the appropriate people	SDMC (Ron as liaison)	
Check with Karen to see if she can duplicate the Championship Shows and have them stand-alone for the current fee of \$75.00	Susan	
Gather issues with Show Manager and "wants" for 2017, including automatic duplication for multiple shows.	SDMC	
Send Matt and Pam all the information for the last show manager fixes	Debi	
Contact all chairs of the SD committees to inform them of the election and vacancies for 2017.	Linda	
Draft letter requesting all information from Allen regarding the databases to	Steve and Kristy	

provide to Susan		
Coordinate with Allen to get all information needed for database migration	Susan	
Contact the Andresen group re update on website, etc and introduction of the ED	Kristy	
Contact members of the Pedigree Livestock group to determine what databases they are using	Kristy	
Send listing of shows still outstanding and those that have not paid to Matt and Pam	Debi	Done
Create a letter with eblast to go out to membership regarding the database	Sean	
Create a separate email regarding office hours	Susan	
Inform Susan about Christmas bonuses so she can ask Kim to cut the checks	Linda	
Renew membership for the two critical associations as indicated in the minutes; Kristy will be the ILR Representative	Kristy and Susan	
Add Kristy to the ILRBOD and ILRGB group emails; Create an ILR email address for Kristy	Susan	
Create budget for 2017 for presentation to the Bod at the January meeting	Harvey, Ron and Sean	
Add photo contest photos and a section for CCC to the ILF webpage; rework the ILF webpage	Kristy with Debi	
Add fleece educational section to ILF webpage	Kristy with the fleece marketing committee	
Order ribbons for the merit system for fleece	Susan	
Solicit members for the Pot of Gold Committee	Kristy and Harvey	
Solicit members for the UAP	Linda	

committee		
Create new membership eblast which includes a free listing on the Iwantallama page for all breeder members	Kristy with Susan	
Look into recording ILR meetings	Harvey	
Inform GB that the ILRBOD vetoed the protest issues and recommend the issue be referred to the Judges Committee	Linda	
Develop template for all GB committees to use which must be sent to the GB at least 48 hours prior to the meeting	Kristy to develop; Linda to send to GB	
Inform GB that October motions were ratified	Linda	
Create timelines for all ILR activities and who is responsible	Kristy	
Begin creating process flowcharts for ILR Activities (i.e. how guideline changes are sent to the GB, approval, ratification, viewing of all changes prior to implementing, etc.	BOD and Kristy and Susan	

Action Items from November

Item	Responsible persons	Status
Ron to contact both finalists for the Executive Director position and draft a contract for the new ED	Ron	Done
Harvey to provide correct numbers for the treasurers report so minutes can be published	Harvey	Done
Susan to confirm the taxes and all paperwork necessary was filed for the ILF	Susan	Done

Steve to solicit bids and options for both migrating the database and redesigning the website	Steve	Done
Draft eblast regarding status of website	Sean to draft and send through Linda for comments	
Kristy Brown to draft grant proposal and forward to the BOD. She will be working with BOD members and Susan to get details and needs a point person from the BOD	BOD and Susan	Done
Monitor website development and launch with the Andresen group	Steve Auld; Sean	In Progress
Draft eblast regarding status of website	Sean to draft and send through Linda for comments	In progress
Keep in contact with the Andresen Group	Steve	In-progress
Revisit PotOGold and how to invigorate the program	Harvey	In progress
UAP – include youth specific categories to the UAP	Linda	In progress
Talk to EC about the Indiana State fair hosting the Gathering	Sean	In progress