

MINUTES
ILR BOD MEETING
Wednesday, Feb 8, 2017 - 8:00PM ET

CALL TO ORDER – 8:05 pm by President Sean Hart Ajournd AT 11:35

Attendees

ILR BOD/ED		
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	Written report

Others in Attendance

Name	Role	Purpose	Time
Steve Auld	IT Consultant	IT Update	
Matt Rector Pam Jensen	SDMC	Gathering Update Metrics Update	

SET DATE FOR THE NEXT MEETING – March 8, 2017

SDMC UPDATE – Matt Rector/Pam Jensen – 8:10-8:30

- **Metrics** – Pam did not get the information from Kristy. Kristy will resend so they can start on some metrics; Pam updated us on what shows are not yet paid and what results have not been entered.
- **The Gathering** – Meal is being finalized; eblasts are ready to go and flyers are being made. Judges were approved via email response by the BOD.
- **Championship Shows** – the sponsorship of \$1,500 for the Championship Shows have been approved. The money is specifically to be used for special awards. OFFF and NAILE have agreed to host the shows again this year. Sean asked if the SDMC was willing to take on more Championship Shows and Matt indicated they were. Indiana State fair has expressed interest in hosting a Central Championship Show. Discussion ensued about the name of the Championship show and why we established them. The Championship Show has helped increase numbers in the West but the numbers at NAILE have been down for the past two years. Harvey brought up the idea again that event should stay on the Calendar of Events for a couple years instead of dropping off on a yearly basis. Harvey would like shows to stay on for 13 months.

- **Show Manger Issues** – Pam has asked Karen Miller to enter some animals using Pam’s animals. Karen has created a Master with step-by-step instructions for using Show Manager. Karen determined that using the entry form of the superintendent is easier than the exhibitors form.
- **Appointment of new SDMC at large member and new recommendation** – Ron indicated the ILR-SD election timeframes make it difficult to have continuity within the SDMC because the GB supplies the member and we have a couple months of lag time. Ron suggested that the SDMC terms align with the BOD terms so that the outgoing GB members continue to serve even though their GB term is up. Ron made a motion for the SDMC members to serve from July 1-June 30 so they do not change right before the Gathering or on January 1. Ron further proposed to clarify the terms of the SDMC members so that the terms would be staggered terms. Ron motioned that the follow term limit dates be set for Darrel and Lisa – 2018; new at large members would run through 2019; GB representatives that are no longer on the GB as of Jan 1 would end their term on June 30th of that calendar year . Harvey seconded. Motion carried.

Ron made a motion to appoint Tor Sorenson to the at-large member for the SDMC with a term running through 2019. Harvey seconded and motion carried.

WEBSITE REPORT – Steve 8:30-8:45

Website – Steve Auld/Kristy Brown – Kristy has sent the comments on the website back to the Andresen group. We need a little more functionality to connect the databases and connect them. Kristy is in continual contact with the Andresen Group.

Database Migration bid updates – all bids are way too high, so that avenue is probably not an option. Susan was going to ask Allen what it would cost to migrate Llama Registry to Registry Manager but it is not known if she has heard back from Allen.

OFFICE REPORT – SUSAN

- Ron made a motion we have Susan attend the Gathering. Linda seconded and motion carried.
- Debi brought up the idea of Susan going to OFFF; the BOD needs to determine the cost; motion was tabled until we can get final numbers on what it would cost.
- The guidelines are at the printer and as soon as they are printed will be sent to the judges. The cost of each copy is \$25.00.

EXECUTIVE DIRECTOR REPORT - KRISTY

- Guidelines are on the website
- Kristy would like to maintain the Master and do all updates. The guidelines need to be reformatted as several versions of software have been used. Ron made a motion to have the ED be in charge of maintaining and updating the guidelines. Linda seconded. Motion carried.

- Kristy asked about taking over setting up and entering shows into Show Manager as she is now a salaried employee. Linda felt that ILR has so much work to be done that Kristy's time is more valuable spent elsewhere. It was decided to have Karen Miller keep entering the shows.
- There are currently no categories to upload the Show Superintendents Committee or the SDMC minutes. Paul can make the changes for \$180.00 per page (\$360 total). Ron moved that we have Paul add the categories to the website. Motion carried.
- We have received good feedback on the single weekly eblast with a lot of topics. This is the format we will use from now on.
- Kristy did a survey of the fee structures for other registries and ILR appears to be right in the middle. She also researched new ideas for fees and informed the BOD of some of the ideas used for other registries
- National Pedigree Livestock Council (NPLC) annual meeting is May 1-3 in Texas. Kristy would like to go to the meeting and represent ILR. Debi made the motion to send Kristy to NPLC in May using already designated funds. Linda seconded. Motion carried.
- Kristy is working on the "allaboutllamas" website and posting new documents. She will be starting on "Iwantallama" next week.
- Allen never finished the programming to be able to look at the "beyond the showring" entries by anyone other than the person entering the results and the office.
- Kristy brought up that some people are counting PR activities while at a show. Linda and Debi indicated that we should not count activities at a show for the "beyond the show ring" activities. Harvey and Sean disagreed and thought they should be awarded something if they are doing PR type work at a show. Ron indicated that he had mixed feelings on the issue. Linda amended her motion to state that any PR activity at a show should be only a single entry (3 points). Ron seconded. Harvey and Sean voted yes, Debi voted no. Motion carried.
- Kristy developed a timeline of ILR activities.
- Kristy developed a chain of correspondence document to clear up how the communications should be handled going forward.
- A Guidelines change form was developed by Kristy as a PDF change form. Debi will be sending this out with a tentative agenda for the GB meeting. GB members will be required to have these forms to Linda by Friday for distribution to the GB for discussion on Monday.
- Kristy will be going to the Gathering with animals and will have handlers available to show her animals. She will be representing ILR but we will not have to pay her expenses as she will be there with animals.

PRESIDENT'S REPORT- Sean

Website eblast – went out on Monday

VICE PRESIDENT'S REPORT – Linda

Governing Board Update - Linda sent an email out asking the BOD to explain why we modified the GB procedures at the GB meeting on Monday, Feb 13. Ron volunteered to offer the explanations.

Change in fleece committee liaison – Debi volunteered to be the liaison to the fleece committee. Sean said he would like to be the liaison and Harvey agreed. Will be discussed under new business

Secretary for GB for 2017 – Debi will be the secretary for the GB

SECRETARY'S REPORT –

Votes via email

- Approval of minutes from January
- Formal approval of email motion to accept judges for the Gathering as presented by the SDMC
- Ratification of appointees to SD committees

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	5480.13	13,256.52
Feb 16	13,256.52	8825.43	6027.53	6027.53	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	6607.14	20,757.93
May 16	20,757.93	10,016.00	8126.22	6626.22	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	7664.51	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
Dec 16	6527.48	9473.94	11,128.23	6961.57	4873.19
Annual	19,304.03	115,073.50	129,504.31	89,920.56	4873.19
1/31/17	4873.19	20,190.60	5078.05	5078.05	19,985.74

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	318.76
Dec 16	318.76	1315.00	1033.99	599.77
Annual	432.23	10,030.00	9862.46	599.77
1/31/17	599.77	1000.00	1168.77	431.00

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
Dec 16	4345.61	.07	0	4345.68
2016	3810.44	1035.24	550	4345.68
1/31/17	4345.68	.08	0	4345.76

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	1500.00	70,545.88
Nov 16	70,545.88	8583.33	5000.00	74,129.21
Dec 16	74,129.21	4170.33	0	78,299.54
2016	45,203.55	33,095.99		78,299.54
1/31/17	78,299.54	0	0	78,299.54

Gathering

Month	Beginning Balance	Credits	Debits	Ending Balance
Mar 2016	9322.10	100.00	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	3653.40	9602.32	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	0	0	13,203.69
Nov 16	13,203.69	0	0	13,203.69
Dec 16	13,203.69	0	5.73	13,197.96
Annual	9322.10	41,130.50	28,032.54	13,197.96
1/31/17	13,197.96	0	0	13,197.96

Show Division

Month	Beginning Balance	Credits	Debits	Ending Balance
1/31/2017	0	650	0	650

Harvey made a motion to pull the \$5,000 for the Show Division account out of the main account and not the saving account. Linda seconded. Motion carried.

COMMITTEE REPORTS

- IT-Debi – Kristy and Steve updated
- CCC- Debi – AOA has contacted us about the CCC. Debi brought up expanding CCC to work with AOA and make the CCC a joint program if approved by the AOA board. Debi will take this to the CCC to work out a plan
- Pot-O-Gold – Harvey and Sean - nothing
- UAP – Linda and Debi– no new members. Linda needs members
- Fiber Marketing committee – Debi and Linda The fiber marketing committee has sent three articles to Kristy for posting. The Lamas organization will be holding an Open fleece show at the Montpelier fleece show.
- Promotions and Marketing –Ron and Debi – Breeder members are being added to the Iwantallama webpage at no charge

New Business:

Sean – Sean expressed concern with the fleece committee fleece test. There was an item posted on a members Facebook page criticizing the questions on the ILR fleece test. Sean felt the question was inappropriate and said the fleece test should have gone through the judges' committee, which it hadn't. (NOTE: It was later determined that the fleece committee sent their test to the chair of the judges' committee and it was sent out by the judges committee). Ron indicated that the proper place for this type of question should have been at the end of the test as a survey question. Discussion continued about how to

rectify the situation. Debi made a motion that we ask the judges committee to take a look at the question #11 on the fleece test to determine its appropriateness. Ron seconded. Linda – no (she feels the question is okay); Sean – yes; Harvey – yes. Sean will contact the judges committee to have them review the fleece to make sure the questions are appropriate, especially question #11.

Executive Session: Ron called for an executive session at 11:06. Executive session out at 11:15.

Old Business – see action items from January below.

New Action Items

Item	Responsible persons	Status
Resend metrics information to Pam so she can start compiling information	Kristy	
Check with Allen to see if we can program the calendar of events so that items do not drop off until 13 months after they are finished.	Susan	
Develop process to get Show Manager step by step instructions to Supers and Exhibitors	SDMC	
Recheck with Allen about migration costs of Lama Manager	Susan	
Authorize Susan to book airfare and rooms for the Gathering	Debi	
Get cost estimate for attending OFFF and provide to BOD	Susan	
Contact Paul about setting up the SDMC and Show Superintendents page so that minutes can be uploaded	Kristy	
Make arrangements to attend NPLC	Kristy	
Contact the person in question about how many points can be obtained under "Beyond the Showring" for PR done at shows; modify the	Kristy	

placings		
Rework the UAP beyond the Showring to include CCC and have a more reasonable allocation of points	Debi and Linda	
Introduce ILR SD GB to the new format and system for submitting committee updates and guideline changes	Kristy	
Move 5K from main account to SD account	Harvey	
Work with CCC and AOA to include AOA into the CCC upon their BOD approval and modify systems accordingly	Debi	
Ask for UAP and PotOGold volunteers in the next weekly eblast	Kristy	
Contact judges committee about fleece test	Sean	

Action Items from January (anything marked “done” will be removed for the next agenda).

Item	Responsible persons	Status
Provide metrics to ILRBOD regarding shows	SDMC	Pam evidently did not get the information from Kristy. Kristy will resend
Investigate a new superintendent for the Indianan State Fair	SDMC	Ongoing
Appoint vacancies on the ILRSD committees	Pam to supply SDMC with names and desires; SDMC to appoint and ILRBOD to ratify	Done
Check on options for using WebEx for the ILR annual business meeting	Sean	Pending
Get a bid from Allen allowing for duplication of shows so double shows can be listed as two distinct shows	Susan	Done
Renew domain names and transfer to GoDaddy	Susan	
Change agent of record for the ILF account to Ron and	Susan	Ron provided information to Kim. Done

provide information to Kim		
Ask Allen for bid to create a link to our website on electronic invoices that are automatically sent out from the office	Susan	Done
Determine whether Susan is going to the Gathering and let her know	ILR BOD	Done
Create a bi-monthly newsletter; solicit advertising	Kristy	Done
Get Kristy access to servers in office	Steve and Kristy	Done
Get Kristy access to the ILR QB account	Susan and Kristy	Done
Reconcile the Accountants QB reports with Harvey's reports and identify where the discrepancies come from	Kristy and Harvey	Pending
Collect and consolidate comments regarding the new website	Kristy	Done
Transfer \$5,000 from savings to the new SD account to get it started	Harvey	Done – will be transferred from the Main account
Contact persons holding sales and encourage them to complete transfer of all animals sold. Inform them that transfers will be at the owners new special rate	Kristy and Harvey	Need to vote on a rate. Will table to next meeting.
Go over fee schedule and provide recommendations for modifications	Ron	Next meeting
Look at the beta page of the website and get comments to Kristy;	BOD and IT committee	Debi and Linda sent comments
Research other registries and provide BOD information regarding transfer and registration fees	Kristy	Done
Inform CCC that they are approved for up to \$25.00 for stamps for ribbons	Debi	Done
Solicit new members for Pot of Gold and revamp program	Harvey and Kristy	Pending
Go over UAP points and	Debi, Linda and Kristy	Done

procedures; verify entries that have been entered for beyond the showing		
Check with Allen and find out why we can no longer view what people have entered for beyond the showing	Kristy	Done
Have Fiber Marketing Committee provide their marketing recommendations to the BOD and inform them they can add members to be more geographically diversified	Linda and Debi	Ongoing
Ask judges committee to look at Code of Conduct and see if it should include social media	Sean	Done and they haven't answered back
Ask SDMC to look at code of conduct for all SD committee members and judges and	Ron	Pending
Order ribbons for the merit system for fleece	Susan	Done
Look into recording ILR meetings	Sean	Pending

Ongoing Action Items

Item	Responsible persons	Status/update
Monitor website development and launch with the Andresen group	Steve Auld; Kristy	In Progress
Revisit PotOGold and how to invigorate the program	Harvey and Kristy	In progress
UAP – include youth specific categories to the UAP	Linda	In progress
Talk to SDMC about the Indiana State fair hosting the Central Championship Show	Sean	In progress
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	Ongoing

Create timelines for all ILR activities and who is responsible	Kristy	Ongoing
Solicit members for the Pot of Gold Committee	Kristy and Harvey	Ongoing – Kristy to send eblast
Solicit members for the UAP committee	Linda	Ongoing – Kristy to send eblast
Coordinate with Allen to get all information needed for database migration	Susan	Ongoing
Contact members of the Pedigree Livestock group to determine what databases they are using	Kristy	Ongoing
Gather issues with Show Manager and “wants” for 2017, including automatic duplication for multiple shows.	SDMC	Ongoing