

**Minutes**  
**ILR BOD MEETING**  
**Wednesday, March 8, 2017 - 8:00PM ET**  
**Wednesday, March 15, 2017 – 8:00 pm**

**CALL TO ORDER –** meeting was called to order at 8:04 pm by President Sean Hart Meeting was adjourned 11:56 EST; meeting was reconvened at 8:00 on March 15 by VP Linda Hayes and adjourned at 10:39

**Attendees**

ILR BOD/Office staff		
Sean Hart	President	Present 3/8; Absent 3/15
Linda Hayes	Vice-President	Present 3/8; Present 3/15
Debi Garvin	Secretary	Present 3/8: Present 3/15
Harvey Pool	Treasurer	Present 3/8: Present 3/15
Ron Wilkinson	Member at Large	Present 3/8; Present 3/15
Kristy Brown	ILR Executive Director	Present 3/8: Present on 3/15
Susan Hannah	ILR Operations Manager	Joined at 8:14 pm on 3/8; Present 3/15

**Others in Attendance**

Name	Role	Purpose	Time
Matt Rector Pam Jensen	SDMC	Gathering Update Metrics Update	8:10-8:30 (3/8)
Steve Auld	IT Consultant and chair	Website and database migration update	8:30-9:00 (3/8)

**SET DATE FOR THE NEXT MEETING – April 12, 2017**

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

- **Metrics** – shows have stayed relatively even; highest year was 2013 with 43 shows and the lowest 2011 with 20 sanctioned shows. The numbers include double shows so the reported shows are actually lower than the total number of shows. Lisa Robinson has contacted the Indiana State Fair and they will be hosting a dual sanctioned show. Lisa has been approached to be the superintendent of the Indiana fair.
- **The Gathering-** not much to report; have come to agreement with joint Gathering and LFA decisions. Schedule should be ready by next week to go out

as an eblast. Judges are lined up; menu has been developed; Matt has been contacted by 4 new families and they are bringing their entire families to the Gathering.

- **Championship Shows** – no new news; Eastern is at NAILE and Western is at OFFF
- **Show Manger improvements** – Pam is working on the improvements – the main improvements will be breaking out double shows into 2 shows and having Championship shows a third show. Improvements to the Show Manger program should go forward and not wait on the database migration.
- **Increasing numbers of shows** – Susan suggested offering a discount for any organization that hosts more than one show a year. Matt suggested using some of the enticements to bring back some shows such as the Missouri State Fair and the Ozark Classic. Debi suggested waiving the sanctioning fee for any new show, and Sean suggested additional incentives. Kristy suggested that we run the numbers before offering too many incentives. The BOD recommended that we ask the SDMC to investigate options and come back to the BOD with recommendations.

#### **WEBSITE DEVELOPMENT – Steve Auld 8:40**

- The IT committees met last night regarding the systems rewrite. The committee would like to get at least a new face of the static portion of the website out. The suggestion was to at least get the main website modified and simply link to all portions that require database interface. Steve asked the Andresen group for their input and they supplied Steve and the IT committee a list for us to prioritize. Linda made the motion to have Kristy prioritize her schedule to create a new website face. Susan suggested that we ask Andresen to do it but give them a deadline of the end of this month to do the work. **Linda withdrew her motion and Ron moved to give the Andresen group to April 2 to create the public face of the new website and link to the old site for database functionality and have Steve head up the initiative. Debi seconded. Motion carried.**
- Steve and Kristy will be talking to the technical group at the Jockey Club to get another bid for migrating our database. Kristy has also been in touch with a registry software company and so is Katie. So other options are being explored to migrate our database.

#### **OFFICE REPORT - SUSAN 9:08**

- Show Division Page guidelines committee is blank. Susan suggested brining the Guidelines Committee back to clarify and rewrite some of the guidelines as there are numerous sections that are really ambiguous. She further suggested that if we do not bring the Guidelines committee back that we replace the section for

the Guidelines with the SDMC and simply clarify that they are appointed by the BOD. Chairs of each SD committee are automatically included in the Governing Board. **Ron made the motion that we change the spot for the Guidelines committee with the SDMC and change the order on the page. Harvey seconded and motion carried.**

- **Volunteers** – we have 3 people who have volunteered off of the newsletter. Discussion revolved around how many committees a volunteer could serve on. **Harvey made the motion that we approve the three volunteers for the committees they volunteered for. Ron seconded. Motion carried.**

Kim Schechinger– Pot Of Gold  
Sonja Boeff and Denise Fehrenbach - UAP

- **Merit System ribbons** – have been received and are in the office
- **Nominations Committee Update** – committee is together with Karen Baum as chair with Kat McKinney, Marian Bragg, Mark Smith, and Norris Berg. Nominations close the 21<sup>st</sup>. One person has self-nominated and will need ten people to support them.
- **Member inquiry regarding transfer fees** – Susan has discussed the issue with the member and the BOD agreed that fees need to be paid as identified on the fee schedule. Susan explained why it is critical to have two certificates for co-owners. **Ron made a motion that we reaffirm that the fees need to be paid as indicted on the fee schedule. Linda seconded. Motion carried. Susan will contact the member with the BOD decision.**
- **Protest** – Committee is together and have had a conference call and have been sent all information. The committee has voted it is a valid protest and is proceeding as necessary.
- **D&O Insurance** - Susan has been in contact with another provider who wants to bid on the insurance. This person confirmed that the D&O insurance only covers the BOD in their official BOD or officer duties and does not cover any committees. Susan has called our provider to assure it is the same interpretation. Sean will also try to reach them.
- **Championship Shows** – Western Championship spreadsheet has been submitted and payment has been made to Debby Gremmels
- **Membership Renewals** – The office used to send out invoices at renewal time stating it was time to renew and they could simply check a box as many people forget to renew. Allen can set this up and get them sent for 3 hours time. Sean suggested that Susan send a proposal to the BOD
- **Vacation Days** – Susan will be out of the office from March 23-30th

**EXECUTIVE DIRECTOR REPORT - KRISTY**

- **Guidelines** – Kristy is still working on the Guidelines and trying to add clarifications and streamline. She will send a section at a time onto the committees with how it reads currently and the rewrite. The committee would take the final change to the GB for approval.
- **Iwantallama** – all the members will be added by next week and we have two paid ads for the newsletter. All breeder promotion members will be on the site when the newsletter comes out.
- **Search Engines** – Some search engines have us on the first page of the search and some do not. Hiring a search engine firm is cost prohibitive. The most cost effective way to get higher on the search list is to have people link our page on their sites.
- **Judges/Breeders Clinic** - Mark Smith has hired Kristy to be a presenter at the breeders/judges clinic and she will also be representing the ILR at that time.

**PRESIDENT'S REPORT- Sean - Harvey motioned we go to Executive Session at 10:16 Linda motioned to come out of Executive Session at 11:51. Sean seconded. Motion carried.**

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

- Thank you to Ron for doing a good job explaining all the changes that affected the Governing Board.
- Linda asked Harvey and Ron if they were writing up the procedures for the Governing Board to go in the Guidelines. They said they were working on them
- The New Fleece Test was being distributed and is being taken.
- The protest committee has been established and they agreed it was a valid protest.
- Matt Rector brought up to the Governing Board that two BOD members had written him emails and he felt they were trying to convince him to vote a certain way.
- The issue of whether we still need a Governing Board for the SD was discussed and they consensus was yes we do.

**Linda made a motion to recess and continue the BOD meeting next Monday (3/13/2017). Ron seconded – Sean said he could not attend; Motion was changed to resume next Wednesday at 8:00 EST, and motion was carried.**

Continuation 3/15/2017 at 8:03 pm EDT - called to order by Linda Hayes VP

#### **SECRETARY'S REPORT – Debi**

- By-laws and appointment to committees – ILR committees cannot make appointments to fill vacancies on committees – the BOD must do this
- Email approval of February minutes with changes

- Email approval of the BOD minutes ratifying the GB votes
- Email approval of Sonja Boeff to the UAP
- Email motion by Harvey (2/21/2017) to reconsider the motion to validate the ILR-SD Governing Board decision that the complaint from (purged) against (purged). Ron Wilkinson called a point of order to Robert's Rules in an email dated 2/21/2017 "Unfortunately, I have call a Point of Order. The motion to reconsider must be made by someone who was on the prevailing side in the vote. Harvey was not. Also according to Roberts Rules of Order it must be made in a timely manner". Harvey then (02/21/2017) made the following motion "I move to 'rescind' the motion to uphold the aforementioned protest" – Motion died from a lack of a second.

## 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
2/28/17	19,985.74	11,447.30	15,411.37		16,021.67

### 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
2/28/17	431.00	500.00	462.16	468.84

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
2/28/17	4345.76	13.81	0	4359.57

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
2/28/17	78,299.54	7083.33	5000.00	80,382.87

### 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
2/28/2017	13,197.96	0	0	13,197.96

### Show Division

Month	Beginning Balance	Credits	Debits	Ending Balance
1/31/2017	0	650	0	650
2/28/2017	650	5280	0	5930.00

## COMMITTEE REPORTS

- **IT-Debi** – Debi went through the new website tab by tab and has sent that information to the IT committee and copied the BOD. Kristy and Steve have met with the Jockey Club and a non-disclosure has been signed. We should have an estimate in a couple weeks but it looks like they may be too expensive.
- **CCC- Debi** - Debi updated the BOD on the meeting with AOA. The members from AOA are going to draft a proposal for us working together to present to both BODs for approval. Unregistered alpacas would all participate through ILR since AOA does not have a venue for recognizing unregistered alpacas. We also discussed ordering ribbons so that the certifiers could have something to give to the participants when they pass the first level. **Linda made a motion that we order 300 ribbons for CCC not to exceed 0.25 each. Debi seconded. Motion carried. Susan will investigate the ribbons.**
- **Pot-O-Gold – Harvey** – Pot of Gold has not met. To change the scope of the program would require additional programming. However, the programming is set up for the current program. One new member has volunteered. They will meet in the near future.
- **UAP – Linda** - Two new members have been added and they will meet in the next week or two. Niki K. will be included in an advisory role. Kristy volunteered to be on the committee also.
- **Fiber Marketing- Debi** - committee has not met. Kelly Brown has volunteered to be on the committee. **Ron made a motion to appoint Kelly Brown to the fiber marketing committee. Harvey seconded. Motion carried.**

- **Promotions and Marketing –Ron** – committee has not met lately. They are still working on getting the breeder members listed on the farms. Once that is done, it will be promoted.

**Ron motioned that Kristy be added to the email list for all ILR committees. Linda seconded. Motion carried.**

#### **New Business:**

**Recording meetings** – Linda asked whether meetings should be recorded. Debi does not believe they should be recorded. Harvey said he felt that the minutes should be recorded. Ron said he has not had favorable results with recorded minutes. **Ron motioned not to have minutes recorded. Debi seconded. Ron, Debi and Linda voted yes. Harvey – no.**

**ILR-SD Liaisons** – Linda indicated she would like to be the liaison to the Judges Committee, as there have been requests to change the liaison. Ron felt that we probably should not change liaisons until the election.

**Dedication for the Gathering - Harvey motioned we dedicate the Gathering to Steve and Sue Roling. Ron seconded. Motion carried.** Kristy will call Steve and let him know the Gathering will be dedicated to him, and will also put it in the newsletter. Kristy will also let the Gathering committee know.

**Fee Schedule** - Harvey has added some suggestions to the fee schedule that Kristy and Ron put forward. Linda suggested that we look it over and make sure that is what we want to do. Kristy and Ron are going to revisit the proposed fees and take Harvey's suggestions into account. Non-breeder status was discussed and it was decided that only the person who designated the animal as a non-breeder can change the status.

**Google Docs** – Kristy would like to set up a Google Docs file system to hold all our files. There is no charge for this service. **Debi made a motion to have Kristy set up a Google Docs account. Ron seconded. Motion carried**

**Kristy's Contract** – Kristy would like to set a date for her 90-day review. This would be a second meeting in Executive session. Linda suggested we set this for Wed April 5<sup>th</sup>, but it was changed to Tues, April 4<sup>th</sup>. This date was approved by everyone.

**Old Business – see action items in Appendix 1**

**Executive Session:** The BOD went into Executive Session at 9:59. Executive Session ended at 10:39 and the meeting was adjourned

**Action Items from March meeting**



Item	Responsible persons	Status
Investigate option for increasing ILRSD Shows	SDMC	
Check with Allen regarding the issuance of invoices for dues in October. Bring proposal to the BOD.	Susan	
Develop GB procedures to go into the guidelines	Harvey and Ron	
Develop procedures regarding judges files and access to and distribution of such	Ron to contact judges committee	
Send all IT and BOD website comments to the Andresen group;	Kristy	
Monitor website development for April 2 launch	Steve	
Order CCC ribbons (300 at no more than 0.25 each	Susan	
Add Kristy to the email list of all ILR Committee	Susan	
Inform Rolflings and Gathering Committee of the Gathering Dedication	Kristy	
Evaluate fee schedule submitted by Ron and be ready to provide feedback	ILR BOD	
Set up Google Docs account	Kristy	

## APPENDIX 1

### Action Items from February

Item	Responsible persons	Status
Resend metrics information to Pam so she can start compiling information	Kristy	Done
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	To be done
Develop process to get Show Manager step by step instructions to Supers and Exhibitors	SDMC	Working on it.
Recheck with Allen about migration costs of Lama Manager	Susan	Still waiting to hear
Authorize Susan to book airfare and rooms for the Gathering	Debi	Done
Get cost estimate for attending OFFF and provide to BOD	Susan	Done – will resend
Contact Paul about setting up the SDMC and Show Superintendents page so that minutes can be uploaded	Kristy	Done –Allen did that
Make arrangements to attend NPLC	Kristy	Done
Contact the person in question about how many points can be obtained under “Beyond the Showring” for PR done at shows; modify the placings	Kristy	Done; placings were not modified
Rework the UAP beyond the Showring to include	Debi and Linda	In progress

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

### ONGOING ACTION ITEMS

Item	Responsible persons	Status
Provide metrics to ILRBOD regarding shows	SDMC	On going
Investigate a new superintendent for the Indiana State Fair	SDMC	Ongoing
Check on options for using WebEx for the ILR annual business meeting	Kristy	Pending
Renew domain names and transfer to GoDaddy	Susan	Susan to double check
Reconcile the Accountants QB reports with Harvey's reports and identify where the discrepancies come from	Kristy and Harvey	Pending
Contact persons holding sales and encourage them to complete transfer of all	Kristy and Harvey	Pending.

animals sold. Inform them that transfers will be at the owners new special rate		
Go over fee schedule and provide recommendations for modifications	Ron	Provided in March; approval pending
Solicit new members for Pot of Gold and revamp program	Harvey and Kristy	Pending
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 SDMC to look at code of conduct for all SD committee members and judges	Ron	Pending – will have by April meeting
Look into recording ILR meetings	Sean	Voted to not record meetings
Monitor website development and launch with the Andresen group	Steve Auld; Kristy	In Progress
Keep in contact with the Andresen Group	Steve	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 Gathering	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
Add photo contest photos and a section for CCC to the ILF webpage; rework the ILF webpage	Kristy with Debi	CCC photos done
Solicit members for the Pot of Gold Committee	Kristy and Harvey	Ongoing
Solicit members for the UAP committee	Linda	Ongoing
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