

MINUTES
ILR BOD MEETING
Wednesday, Jan 11, 2017 - 8:00PM ET

CALL TO ORDER – 8:04 pm 01/11 adjourn 12:15 01/12;
reconvened 8:07 01/18 and called to order by Linda Hayes Vice President; Sean joined at 9:02 and took over the meeting at that point. Meeting adjourned at 10:56

Attendees

ILR BOD and Staff	Position	
Sean Hart	President	Present 01/11 Joined 01/18 9:02
Linda Hayes	Vice-President	Present 01/11 01/18
Debi Garvin	Secretary	Present 01/11 01/18
Harvey Pool	Treasurer	Present 01/11 01/18
Ron Wilkinson	Member at Large	Present 01/11 01/18
Kristy Brown	ILR Executive Director	Absent 01/11 Present 01/18
Susan Hannah	ILR Operations Manager	Present 01/11 Absent 01/18

Others in Attendance (only on 01/11)

Name	Role	Purpose	Time
Steve Auld	IT Consultant	IT Update	9:45 – 10:00
Matt Rector/Pam Jensen	SDMC	Gathering Update Guidelines Update	8:00 - 9:00

SET DATE FOR THE NEXT MEETING – February 8 , 2017

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

Metrics – Kristy will be pulling together a list of original shows and what we have lost and what we have gained – will try to break down state by state and report back to the BOD

Indiana State Fair – Matt will be approaching Lisa Robinson and others to try to find a new super; will be checking on other fairs as well.

The Gathering – Going well; LFA has gotten their committee together, and Nick H. is the LFA chair for the Gathering. Two of the three judges have been hired and the third is being contacted. Matt has met with the facilities and they want to finalize the dinner. Discussion followed concerning the role of ILR in the dinner as the ILR annual business meeting is generally conducted at that time. **Linda made a motion for the ILR to have their annual meeting outside the Gathering and let the Gathering committee do what they want with the dinner. Debi seconded – motion carried.** Lisa Robinson will be working on an eblast to send out announcing the Gathering and be coming up with flyers to put in show booklets.

Championship Shows – OFFF is going to be offered the Western Championship (4th weekend of Sept) and NAILE the Eastern Championship (1st weekend of Nov) shows. SDMC to contact them and finalize.

Show Manger Issues – the need to be able to separate double shows and championship shows into distinct shows was discussed. Allen separated the Western Championship show for us this year. The question is whether Allen can create a duplicate show easily for all double point shows or simply write a macro so that show Supers can do it for all shows. Susan will check with Allen to see if he can write a macro to be used for all shows.

SD elections and candidates – two people were elected to the SD committees – one for fleece and one for youth and they have been notified that are on the committees

Filling vacancies on the GB – the SDMC will do a search and make appointments to the various committees

Chair of the SDMC next year – Matt and Pam will continue to co-chair.

WEBSITE REPORT – Steve sent a written report and called in at 9:45. We have several domain names up for renewal and Susan needs direction on what to do. **Linda made a motion to renew all the domain names and move them to GoDaddy. Discussion took place whether or not we need all the names. Debi seconded. Motion carried.**

The bid to migrate the database is in the 85-100K range. We are still working with the Andresen group and are hoping they can complete the task so other vendors will not be needed.

OFFICE REPORT - SUSAN

Susan will take care of renewing the domain names

Paperwork has come in for the bank accounts. Matt and Harvey will be on the Gathering account.

Susan will be out of the office Feb 15-16; Mar 23-31

The agent of record for the ILF needs to be changed from Debi Garvin to Ron Wilkinson as an Oregon address is required. **Linda made the motion to change the agent of record from Debi to Ron and Harvey seconded. Motion carried.**

Susan asked about having Allen create a system where we can link a website at the bottom of invoices. **Ron made a motion to have Susan pursue this, and Sean seconded. Motion carried.**

Susan asked about whether she is going to the Gathering or not. The BOD will discuss this under the budget and get back to her. She is looking at airfares and comparing prices into the various cities.

Susan still has three shows that have not yet been submitted.

Susan updated the BOD on the shows that still owe us money.

PRESIDENT'S REPORT- Sean

Website eblast – Sean has written the eblast and sent it to Kristy to edit. Sean updated the BOD on the ruling on the judges committee. The judges committee decided not to pursue writing a policy on social media as it might impede

someone's rights. Discussion progressed on whether there should be a policy regarding social media. It was decided to ask the judges committee to revisit adding social media to the judges code of conduct and ask the SDMC to think about a general Code of Conduct for members of all SD committees, judges and SDMC members.

VICE PRESIDENT'S REPORT – Linda

Protected names – Linda sent Tami Lash an email explaining the issues on protected names.

Governing Board Update – the BOD discussed last year's removal of the ILRBOD votes on the GB and felt that perhaps the decisions has created further issues. **Linda motioned that the ILRBODs voting rights be reinstated as it was initially determined. Harvey seconded. Motion carried. It was further determined to leave the role in committees as is, with the BOD not having a vote on the individual committee. Additionally, if the chair of the SDMC is not a chair of the GB, they would currently have no vote on the GB. Ron made a motion that the chair of the SDMC be a voting member of the GB. Linda seconded, motion carried.**

Status of Guideline Committee – Since the Guidelines committee no longer has a lot of work during the year, Linda brought up the fact that the Guidelines committee may not be necessary. **Ron made a motion that the guidelines committee be eliminated and those responsibilities be shifted to the SDMC. Harvey seconded the motion. Motion carried. Sean will inform the guidelines committee that they have been disbanded and also that the four members of that committee be given the option to fill a vacancy on the other committees.**

Linda's Suggestions – the board approved Linda's suggestion of her letter to the GB chairs in an email vote this past week. The letter will be sent out to the GB chair along with Harvey's guidelines on conduct. Committees will be asked to select their chairs and secretaries and be ready for the Governing Board meeting in February.

Committee Liaisons – **Ron made a motion to rescind a vote in October 2013 that the ILRBOD serve only one term per committee and that they cannot serve on committees that overlap due to the fact that they are no longer voting members of that committee and are simply liaisons. Harvey seconded, motion carried with Linda voting no.**

Guidelines Review – most of the review for the guidelines has been done but Ron still needs to modify the wording for tonight decisions. Linda spent a lot of time editing and modifying the performance section but has not heard back from the committee chair. If those modifications are not in the 2017 version, they can be put forward for vote to be incorporated in 2018.

SECRETARY'S REPORT –

Approval of minutes from December – minutes have been approved

Use of forms for committee reports – Debi asked that all board members use a standardized form for committee updates. These will be attached to the BOD minutes.

TREASURER'S REPORT – Harvey –

Harvey went over expenditures and income for 2016 and discussed the budget for 2017. BOD members will go over the information from Harvey and put together a budget for next year.

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

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

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

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

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

Linda made a motion to suspend and continue the meeting next Wed. Seconded and carried. Meeting suspended at 12:19 am on Jan 12, and called back to order on Wed January 18.

EXECURIVE DIRECTOR REPORT

Kristy approached the BOD about issuing a quarterly newsletter every two months. It would be all-electronic and cost would be minimal. Kristy has the templates to do these and discussed advertising rate. **Linda made a motion to approve a bi-monthly electronic newsletter and generate revenue by selling ads. Debi seconded. Motioned carried unanimously.** The first issue will feature introductory pricing for ads.

Kristy got ILR signed up for the NPLC and will be the ILR representative. Susan will be helping Kristy get the membership reinstated for USAHA.

Kristy and Steve will be working with Allen to get her access to the servers in the office. Susan has sent Kristy a flash drive with the backup files from Jan and Dar's computers.

Kristy is consolidating comments for the new website. She has received comments from Debi and Linda.

Kristy's phone is set up and she has a new email address. Susan sent the phone and flash drive to Kristy today.

BUDGET

Harvey provided a 4-year comparison of ILR income and expenses. The BOD needs to figure out how to increase transfers and registrations as increasing fees do not appear to be viable option. Income from all revenue sources in 2016 paid all ILR expenses plus allowing \$ 33,000 to be placed into savings. The Show Division account has been set up and Susan has deposited the two checks from the Western Championship Show, plus the Gathering fund raiser money. **Harvey motioned that we move \$5,000 from savings to the Show Division account for SD expenses (including the Championship Shows and upgrades to show manager). Ron seconded. Motion carried.**

Harvey presented financials and suggested a budget similar to last year. **Ron made a motion to approve a budget that projects 125,000 in income with 25,000 to savings**

70,000 to office, 20,000 to general and 10,000 to Promotions and Marketing. Debi seconded and motion carried.

Harvey brought up the fact that when he sent in the transfers from his sale, he was charged a regular rate instead of the “owner’s rate”. Since he was acting as the owner’s agent, he felt he should have been given the owners special rate. **Ron made a motion that the BOD honor the \$10.00/head transfer rate for owners; Linda seconded and motion carried.** Harvey suggested we offer the sale managers a special rate for transfers so that the animals can be transferred at the time of sale. Kristy and Harvey will work on a plan to approach the various sales to explore the possibility of the sale actually paying the transfer costs of sold animals.

Ron suggested that we relook at the fee schedule and see where we might be able to adjust fees and increase registrations and transfers. Kristy is looking at what other registries are charging so we can make an assessment of our fee schedule. Kristy will present the information to the BOD once she has compiled it.

COMMITTEE REPORTS

- IT- Debi – Kristy is consolidating comments for the website; everyone needs to get comments to Kristy by Friday.
- CCC- Debi (see report at end of the minutes) – CCC wants to buy stamps to stamp ribbons they are creating from old show ribbons to give the participants something when they pass a trial run. The cost should be about \$20.00. Linda motioned we approve a budget for about \$25.00. Ron seconded and motion carried. CCC wanted to know if the photos from the photo contest could be put on the Allaboutllamas website. Kristy said it would be no problem and will email the committee to get the photos.
- Pot-O-Gold – Harvey – no news and no new committee members have been recruited. Harvey and Kristy will be looking at modifications and a possible relaunch.
- UAP – Linda – Linda would like to wait until the self-entries could be confirmed to finalize the Top 10. Kristy has an ebulletin ready to go out announcing when the last entries for UAP can be entered (January 25th). After that deadline, the committee will begin to verify the entries. Discussion was held regarding whether we should have a commercial division so that persons who receive payment for llama activities can be separated from those who do not. The programming Allen did so that everyone can see who entered what information and how UAP points were tabulated does not appear to be working. There have been questions regarding some of the points. Susan will need to check with Allen to see why we can no longer view the beyond the showing entries.
- Fiber Marketing Committee – Linda and Debi – the Fiber Marketing Committee has some great ideas about marketing fiber and recognizing farms that specialize in fiber production. They will be submitting ideas to the BOD. The committee asked whether they can expand to include representatives from all parts of the US and was told it would not be a problem.

- Promotions and Marketing –Ron – they have not met since the last meeting.

NEW BUSINESS

SD Committees – Pam is sending her recommendations to the SDMC to make the appointments for the committee vacancies. As the BOD Liaison, Debi asked Pam to do so since her committee is being terminated. Since the 2017 Guidelines had not yet been published, the new rule of having the SDMC appoint vacancies instead of the ILRBOD could not be referenced. Therefore for clarification, the SDMC will assign the vacancies, and then forward the proposal to the ILR BOD for final approval.

Nominations Committee – Karen Baum is the chair of the nominations committee and will select her committee for the 2017 ILR elections.

Guidelines – The BOD ratified the clarifications that Ron made to the guidelines, which was approved via email. Ron clarified the reassignment of the guidelines to the GB and SDMC. The motion was made to split the responsibilities of the guideline committee to between the guidelines committee “To provide a framework of simple, easy to understand rules for exhibitors and show superintendents that enhance the enjoyment of showing llamas to everyone involved” and the SDMC will be responsible to: “Maintain, annually update, and have produced a Guidelines booklet that includes sanctioning rules and Show Division policies and procedures.”

Code of Conduct – discussion was held regarding whether social media needs to be added to the existing code of conduct. If the code of conduct is going to be changed for the judges, we need to follow the guideline recommendations for changing the guidelines. Harvey suggested we ask the judges committee to look into whether the code of conduct should be revised to include social media. Sean will ask the judges committee to review the code of conduct and see if they need to add social media to the code of conduct. Ron will ask the SDMC to look at the same and see whether the code of conduct should be revised to include social media.

OLD BUSINESS – (refer to December and ongoing action items)

Action Items from January

Item	Responsible persons	Status
Provide metrics to ILRBOD regarding shows	SDMC	
Investigate a new superintendent for the Indianan State Fair	SDMC	
Appoint vacancies on the ILRSD committees	Pam to supply SDMC with names and desires; SDMC to appoint and ILRBOD to ratify	
Check on options for using	Sean	

WebEx for the ILR annual business meeting		
Get a bid from Allen allowing for duplication of shows so double shows can be listed as two distinct shows	Susan	
Renew domain names and transfer to GoDaddy	Susan	
Change agent of record for the ILF account to Ron and provide information to Kim	Susan	
Ask Allen for bid to create a link to our website on electronic invoices that are automatically sent out from the office	Susan	
Determine whether Susan is going to the Gathering and let her know	ILR BOD	
Create a bi-monthly newsletter; solicit advertising	Kristy	
Get Kristy access to servers in office	Steve and Kristy	
Get Kristy access to the ILR QB account	Susan and Kristy	
Reconcile the Accountants QB reports with Harvey's reports and identify where the discrepancies come from	Kristy and Harvey	
Collect and consolidate comments regarding the new website	Kristy	
Transfer \$5,000 from savings to the new SD account to get it started	Harvey	
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	
Go over fee schedule and provide recommendations for modifications	Ron	
Look at the beta page of the website and get comments to Kristy;	BOD and IT committee	

Research other registries and provide BOD information regarding transfer and registration fees	Kristy	
Inform CCC that they are approved for up to \$25.00 for stamps for ribbons	Debi	
Solicit new members for Pot of Gold and revamp program	Harvey and Kristy	
Go over UAP points and procedures; verify entries that have been entered for beyond the showing	Debi, Linda and Kristy	
Check with Allen and find out why we can no longer view what people have entered for beyond the showing	Kristy	
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	
Ask judges committee to look at Code of Conduct and see if it should include social media	Sean	
Ask SDMC to look at code of conduct for all SD committee members and judges and	Ron	
Order ribbons for the merit system for fleece	Susan	

Action Items from December (all completed items will be removed next month)

Item	Responsible persons	Status
Investigate how to get metrics out of Show Manger and/or the database for the SDMC;	Kristy	Spreadsheet sent to SDMC
Determine hosts for 2017 Championship Shows and inform the appropriate people	SDMC (Ron as liaison)	Pam contacted Hal and confirmed
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	Susan got Allen to do this; We will ask if Allen can simply program SM to allow duplication of shows and entries for double point

		shows.
Gather issues with Show Manager and “wants” for 2017, including automatic duplication for multiple shows.	SDMC	Ongoing
Send Matt and Pam all the information for the last show manager fixes	Debi	Done
Contact all chairs of the SD committees to inform them of the election and vacancies for 2017.	Linda	Done
Draft letter requesting all information from Allen regarding the databases to provide to Susan	Steve and Kristy	Done
Contact the Andresen group re update on website, etc and introduction of the ED	Kristy	Done
Send listing of shows still outstanding and those that have not paid to Matt and Pam	Susan	Done
Create a letter with eblast to go out to membership regarding the database	Sean	Done
Create a separate email regarding office hours	Susan	Done
Inform Susan about Christmas bonuses so she can ask Kim to cut the checks	Linda	Done
Renew membership for the two critical associations as indicated in the minutes; Kristy will be the ILR Representative	Kristy and Susan	Done
Add Kristy to the ILRBOD and ILRGB group emails; Create an ILR email address for Kristy	Susan	Done
Create budget for 2017 for presentation to the Bod at the January meeting	Harvey, Ron and Sean	Done
Create new membership eblast which includes a free listing on the Iwantallama page for all breeder members	Kristy with Susan	Done

Look into recording ILR meetings	Harvey	Sean will have to do this as the BOD meeting are on his number
Inform GB that the ILRBOD vetoed the protest issues and recommend the issue be referred to the Judges Committee	Linda	Done
Develop template for all GB committees to use which must be sent to the GB at least one week prior to the meeting	Kristy to develop; Linda to send to GB	Done. Kristy to send to Linda
Inform GB that October motions were ratified	Linda	Done

Ongoing Action Items

Item	Responsible persons	Status/update
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	Ongoing
Add fleece educational	Kristy with the fleece	Ongoing

section to ILF webpage	marketing committee	
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
Communicate with SDMC regarding the dinner at the Gathering	Ron	Working on it – the Gathering Committee is going to host the dinner with LFA

ILR Committee Reports - January 2017

Committee Name: Camelid Companion Committee

2017 BOD Representatives: Debi Garvin, Sean Hart

2017 Members: Karen Baum, Jessie Munson, Heidi White, Elaine Brovont

Update: Committee met and discussed the ribbons and stamps to buy to print out own ribbons. The stamps would cost about \$10.00 each and we would need to figure out how to get the ribbons to the certifiers for the events. The committee asked about certificates and it is my understanding that the office sends these out once the three levels are passed.

The winner and runner –up of the photo contest were announced and Jessie will post them to the facebook page. The committee was wondering if all the photos submitted could be posted on the ILF website. Next meeting is February 2.

Items for BOD vote/consideration:

Approval of ~ \$25.00 to buy stamps to create CCC ribbons

Approval of posting all photos to ILF site

Posting of the winner and runner-up to the ILR facebook page

Approval for postage to send ribbons to certifiers holding large events.