

ILR BOD MEETING
Wednesday, January 10, 2018

CALL TO ORDER by Harvey at 8:03 ET

Attendees

ILR BOD & Staff		
Harvey Pool	President	Present
Linda Hayes	Vice-President	Present
Ron Wilkinson	Secretary	Present
Mark Smith	Treasurer	Present
Sean Hart	Member at Large	Absent
Kristy Brown	ILR Executive Director	On leave of absence
Susan Hannah	ILR Operations Manager	Present

Others in Attendance

Name	Role	Purpose	Time
Norris Berg	Gathering Co-chair	Gathering Update	8:10-8:30

SET DATE FOR THE NEXT MEETING – February 7, 2018

GATHERING UPDATE – Norris Berg

- Concerned about lack of communications with previous chair.
- Plans are well underway and they have begun soliciting for sponsorships.
- It is time to begin discussions on venue for 2019. A review of the data appears to show that the anticipated savings from moving to Waterloo were not realized.
- Feels that we need to continue moving forward on getting new shows.

OFFICE REPORT - SUSAN

- Susan will contact Steve Auld to draft our IT agreement with him.
- The BOD agreed to continue charging \$100 for individual e-blasts for members.
- The Pack Llama Trail Association (PLTA) has approached ILR about adding their certification information on the ILR registration certification. Linda moved and Ron seconded to authorize the programming to include the PLTA certification information on ILR certificates with cost to be paid by PLTA (to be determined after checking with the programmer) with updated registration certificates available at our regular reissue certificate price. Passed unanimously.
- Susan shared possibilities that have come to her attention to fill the positions on the committees still open following the election in December.
- Susan shared her interest in representing ILR at March Madness, The Gathering, Western Championship, and Eastern Championship. The BOD agreed to discuss inclusion of funding during its budget discussions.
- Susan shared her concern that we need the Guideline changes completed quickly, then get them printed, so we can get them out to the Judges committee for their

open book test. Sean has reported earlier that he is working with Kristy on getting that done.

SECRETARY'S REPORT – RON

- Minutes of December 6 meeting were approved by email.

TREASURER'S REPORT – MARK

- It looks like 2017 was a very positive year for ILR. We are up in all accounts.
- Ron expressed concern that our summary statements for the SD do not reflect the true cost of the SD since all of the personnel and office expenses are being charged to General ILR accounts. Others recognized the same concern. We will approach the bookkeeper about reflecting those costs in a more accurate manner.
- See attached financial summary.

ILR COMMITTEE REPORTS

- No committee meetings to report

OLD BUSINESS:

- SD Guidelines Update for 2018 – Sean and Susan
 - Ron will contact Sean to determine how soon they will be ready to go out.
- Pack llama ban in Alaska – Linda
 - A general information e-blast has gone out to all ILR members sharing information and concerns about the recent BLM ban on pack llamas in Alaska.
 - Board members will provide feedback to Linda on her draft of a letter on behalf of the ILR BOD expressing concerns about the ban and use of inaccurate and incomplete information in their decision.
- 2017 Gathering financials – Mark
 - Mark shared his concern that the financial information is so generalized that it is difficult to determine what is working well and what needs to be changed.

Harvey moved and Ron seconded to move into Executive Session. Passed. Executive Session ended approximately ten minutes later.

- Linda moved to appoint Norris Berg as sole chairman of The Gathering committee. Seconded by Mark. Passed unanimously.
- Results of SD Committee elections for 2018
 - Judges Committee– Fran Soukoup – 5 year, Steve Auld – 1 year
 - Fleece Committee - Joy Bishop-Forshey – 5 year, Paul Hastings – 2 year
 - Performance Committee – Jason Fehrenbach – 5 year
 - Appointments still to fill on committee positions
 - Superintendents Committee – 5 year term
 - Halter Committee – 5 year term and 1 year term
 - Youth Committee – 5 year and 1 year term
 - Ron moved and Linda seconded to appoint Amanda Wick and Denise Fehrenbach to five-year terms on the Superintendent and

- the Halter committees respectively. Passed unanimously
 - Ron mentioned that there may be an additional opening on the Fleece Committee but the resignation has not been received yet.
 - Board members need to consider nominations for the other open positions and if possible confirm by email ASAP so committees can get organized for 2018.
 - Susan will contact committee chairs and request that they hold meetings to select chairs and secretary this month. The new chairs will need to set up new call-in number for committee through Free Conference Call. USA
- RMLA llama books
 - Harvey moved, Ron seconded to purchase 100 books at \$10 a piece and agreed to offer to store the remainder of their inventory if they will pay shipping. Passed unanimously.
 - Books will be made available to members at a discounted price.

NEW BUSINESS:

- Missing show results and UAP awards for 2017
 - Susan is working with superintendents to get the last remaining results entered for 2017 shows.
 - She will notify everyone of the deadline for individual entries for UAP as soon as all show results are entered.
- 2018 ILR Budget
 - Will be finalized during the next month. Discussed including a travel budget for Susan to attend the four big ILR shows, plus to attend the Pedigree Livestock conference in the 2018 budget.
 - Discussed better ways for tracking more accurate distribution of income and expenses for accounting purposes.
 - For financial accounting the BOD agreed to distribute personnel and office expenses on a 35% split to SD and 65% to General ILR for 2018.

REVIEW OF ONGOING ACTION ITEMS:

Item	Responsible persons	Status
Investigate option for increasing ILRSD Shows	SDMC	Ongoing
Consider how to invigorate the Pot of Gold program	Harvey	Ongoing
Keep in contact with the Andresen Group	Steve and Kristy	Ongoing
Have Fiber Marketing Committee provide marketing recommendations to the BOD, consider additional members to be more geographically diversified	Ron	Ongoing
Work with CCC and AOA to	Ron & Sean	Waiting for AOA Board

include AOA into the CCC upon their BOD approval and modify systems accordingly		approval
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UAP – include youth specific categories to the UAP	Linda	In progress
Begin creating process flowcharts and timelines 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

ADJOURN:

Linda moved Mark seconded to adjourn at 10:58 ET. Passed.

Ron Wilkinson, Secretary

Attachment: Financial Report

Approved by email vote

INTERNATIONAL LAMA REGISTRY, INC.

Profit & Loss

01/08/18

January through December 2017

Cash Basis

	Jan - Dec 17
Ordinary Income/Expense	
Income	
4099.0 · Undesignated Items	13.74
4001 · Deposits on Account	82.42
4010 · ILR-SD	
4010.1 · Gathering	
4010.2 · Gathering Show Fees	4,510.00
4010.3 · Gathering Sponsorship	2,545.00
4010.1 · Gathering - Other	31,705.83
	38,760.83
Total 4010.1 · Gathering	
4020 · ILR-SD Donations	
4020.6 · Western Championship	280.00
4020.1 · Designated Donations	225.00
4020 · ILR-SD Donations - Other	265.00
	770.00
Total 4020 · ILR-SD Donations	
4025 · ILR-SD Fundraisers	
4025.1 · ILR-SD Clinics	5,200.00
	5,200.00
Total 4025 · ILR-SD Fundraisers	
4030 · ILR-SD Memberships	7,953.55
4035.1 · ILR-SD Show Fees	13,259.60
4010 · ILR-SD - Other	2,794.99
	68,738.97
Total 4010 · ILR-SD	
4050 · ILR	
4050.1 · Member Services	
4050.2 · ILR Donation	-12.00
4050.3 · Lama Misc Transactions	2,607.00
4050.5 · Lama Registrations	28,412.55
4050.6 · Lama Transfers	22,966.53
4050.7 · Screening Fee Income	500.00
4050.8 · DNA Testing	
4050.9 · FTA Cards	232.50
4050.11 · UC Davis - Rootball	3,805.00
	4,037.50
Total 4050.8 · DNA Testing	
4050.13 · Membership Dues	31,088.58
4050.1 · Member Services - Other	20.00
	89,620.16
Total 4050.1 · Member Services	
4050 · ILR - Other	620.00
	90,240.16
Total 4050 · ILR	
4071 · Contract Work	
4071.1 · AMLA	24.00
	24.00
Total 4071 · Contract Work	
4072 · ILF	-20.43
4075 · Interest	13.79

INTERNATIONAL LAMA REGISTRY, INC.

Profit & Loss

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January through December 2017

Cash Basis

	Jan - Dec 17
4080 · Adjustments to Income	
4080.2 · NSF-Member Check	208.23
4080.3 · Refunds	291.09
4080 · Adjustments to Income - Other	-1,307.23
Total 4080 · Adjustments to Income	-807.91
Total Income	158,284.74
Gross Profit	158,284.74
Expense	
Board Expenses	
5001 · Office Supplies, Postage, Etc	1,025.65
5003 · Travel	4,144.27
Total Board Expenses	5,169.92
General ILR	
Executive Director Expenses	218.19
Software Development	
PAS Computers	390.00
Registry Manager	
Uncanny Solutions	5,040.00
Total Registry Manager	5,040.00
Total Software Development	5,430.00
5101 · CPA - Accounting	
Accounting - Review	130.50
Accounting - Tax Returns	1,000.00
5101 · CPA - Accounting - Other	2,189.31
Total 5101 · CPA - Accounting	3,319.81
5102 · Directors Liability	2,310.00
5105 · Misc	15.00
5109 · Gen. Liability	262.00
5202 · Ballots	108.88
Total General ILR	11,663.88
ILF Expense	94.35
Member Services	
5200 · Blood Testing	
The Regents of UC Davis	
Rootball DNA Tests	2,490.00
The Regents of UC Davis - Other	420.00
Total The Regents of UC Davis	2,910.00
Total 5200 · Blood Testing	2,910.00
5201 · Advertising/Promotion	
Incentive Fund	835.25
National Pedigreed Livestock	175.00
UAP awards	13.19
Web Site	
Servpure	693.96
Web Site - Other	431.52
Total Web Site	1,125.48
5201 · Advertising/Promotion - Other	3,581.47
Total 5201 · Advertising/Promotion	5,730.39
Total Member Services	8,640.39

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Profit & Loss

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Cash Basis

	Jan - Dec 17
Meridian Building	
5309 · ILR Rent & Utilities	
Cleaning & Maintenance	
Cleaning Person	550.00
Total Cleaning & Maintenance	550.00
Phone	
Charter Communications	1,198.44
Total Phone	1,198.44
5309 · ILR Rent & Utilities - Other	998.70
Total 5309 · ILR Rent & Utilities	2,747.14
Total Meridian Building	2,747.14
Office Expenses	
5301 · Bank & Credit Card fees	
Paypal Fees	1,984.40
Bank Fees / Credit Card Fees	224.27
5301 · Bank & Credit Card fees - Other	150.00
Total 5301 · Bank & Credit Card fees	2,358.67
5305 · Office Furniture and Equipment	
Office Equipment	
Color Printer Ink	108.00
Sharp MX-5111n	441.92
Total Office Equipment	549.92
Total 5305 · Office Furniture and Equipment	549.92
5306 · Office Supplies	218.42
5307 · Postage and Shipping	
Stamps.com	166.90
US Postal Service	2,435.45
5307 · Postage and Shipping - Other	804.25
Total 5307 · Postage and Shipping	3,406.60
5308.5 · Taxes & Licenses	160.00
5314 · Labor	
Exec Director DD Fees	15.75
Executive Director Wages	10,812.50
Gross Wages	35,051.13
Payroll Taxes	4,002.82
Worker Compensation Insurance	949.39
Retirement Contribution	969.42
5314 · Labor - Other	262.00
Total 5314 · Labor	52,063.01
Total Office Expenses	58,756.62
Pot Of Gold Payment	225.00
Show Division	
Clinic Expenses	
Judges Clinic	3,508.61
Total Clinic Expenses	3,508.61

INTERNATIONAL LAMA REGISTRY, INC.
Profit & Loss
January through December 2017

	<u>Jan - Dec 17</u>
Gathering	
Gathering - Misc. Expenses	6,370.94
Gathering Programs	418.79
Gathering Travel	3,389.69
Gathering-Premiums	3,285.00
Gathering Judges' Fees	3,743.00
Gathering Ribbons	5,287.30
Gathering Venue	15,465.40
Gathering - Other	777.13
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Total Gathering	38,737.25
ILR-SD Awards	
ILR-SD trophies	254.29
ILR-SD Awards - Other	3,000.33
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Total ILR-SD Awards	3,254.62
ILR Contract Services	150.00
4001.2 · ILR-SD member insurance	860.00
5400 · Committee Expenses	
Fleece Committee	65.65
Judges Committee	
Guidelines Book	264.00
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Total Judges Committee	264.00
Total 5400 · Committee Expenses	329.65
Show Division - Other	225.00
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Total Show Division	47,065.13
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Total Expense	134,362.43
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Net Ordinary Income	23,922.31
Other Income/Expense	
Other Expense	
Paypal Disputed Items	0.00
99999 · Ask Client/Accountant	-4,871.60
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Total Other Expense	-4,871.60
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Net Other Income	4,871.60
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Net Income	<u><u>28,793.91</u></u>