

# **Institutional Locksmiths' Association**

## **Executive Board Meeting Minutes**

**January 15, 2005**

The Executive Board of the Institutional Locksmiths' Association (ILA) met at the Holiday Inn in Newark, Delaware, with the following members present:

Thomas Negron	James Fragassi
Kurt Kloeckner	Victor Lewis
Robert Gress	John Truempy
Vernon Kelley	Don O'Shall
Karen Strohmeyer	

Also in attendance were Robert Schuetrumpf representing the Delaware Valley Chapter; James Milroy, member observer and Marykay Hamilton, ILA Staff.

Tom Negron, president, presided, and called the meeting to order at 9:15 AM

### ***Pledge of Allegiance***

Mr. Negron led in the Pledge of Allegiance.

### ***Agenda***

Mr. Negron distributed the topics for discussion. (Appendix A)

### ***Minutes from Previous Meeting***

Mr. Lewis read the topics discussed at the last meeting. (Appendix B)

Mr. Truempy made a motion to accept the minutes as read and amended. The motion was seconded and it carried unanimously.

Mr. Kelley reminded the board that it has a responsibility to properly maintain minutes of all meetings.

### ***Treasurer's Report***

Mr. Gress presented the report, with figures as of January 3, 2005. (Appendix C)

Mr. O'Shall made a motion to accept the report as read. The motion was seconded and it carried unanimously.

### ***Membership***

Mr. Negron proposed mailing once more to inactive members before doing away with the list. Ms. Strohmeyer suggested that those with phone numbers should be contacted before they are

dropped. Mr. Truempy noted that although we may have lost contact with these members we should have the means through industry contacts to track them down, if necessary. Mr. Gress would like to go over the Delaware Valley Chapter (DVC) and Great Lakes Chapter (GLC) lists to compare them with the National and make sure all are brought up to date.

Mr. O'Shall suggested the formation of a Membership Committee. Mr. Kloeckner agreed, stating the GLC has a membership committee to handle these matters. Mr. Negrón appointed Ms. Strohmeyer Membership Chair.

Ms. Strohmeyer suggested scanning National applications into the computer and starting a database.

Mr. Kelley suggested that Mr. Negrón give up responsibility for Membership in favor of handing it over to the Membership Chair.

Mr. Truempy suggested that future applications should be sent to the DVC post office box since Mr. Gress is handling sending out membership packets.

Mr. Kelley made a motion to close the Trenton post office box and have the National address be the DVC post office box. The motion was seconded and it carried unanimously.

Mr. Gress suggested to Ms. Strohmeyer that she check non-chapter affiliated inactive members first and the DVC and GLC will check their own chapter members.

Further discussion regarding streamlining Membership procedures, obtaining volunteers for the Membership Committee and choosing a database standard.

#### Corporate Members

ASSA & Medeco are the two current corporate members.

Mr. Truempy reminds the board that this is the second meeting that our corporate representative has missed.

Mr. Negrón is going to work on having more corporate members join the ILA.

#### ***Policy Manual Draft Presentation***

Mr. Kelley distributed copies of the first draft of the Policy manual. (Appendix H)

Mr. Kelley recommends that the Bylaws Committee be changed to the Bylaws and Policies Committee. No dissenting discussion.

Mr. Fragassi appoints Mr. Kelley to maintain the manual, in print and electronic form.

Mr. Kelley noted that the highlighted sections are policies that are already in effect; these can be changed with a two-thirds majority of the board.

Mr. Lewis suggests that the names of the policy's electronic files be kept with the print copy.

Discussion regarding making the Policy Manual gender neutral. Mr. Kelley will add a statement at the beginning that for the purposes of simplicity, masculine terms are used in this document.

#### Policy II Section 1 – Mission Statement

Mr. Kelley noted that the included mission statement is not from the bylaws and has not been passed by the board. Ms. Strohmeyer felt that “low cost” poses a problem. Discussion regarding a suitable rewording.

Mr. O’Shall made a motion to drop “low cost” and accept the Mission Statement as amended. The motion was seconded and it carried unanimously.

#### Policy III Section 1 – Oath of Office

Mr. Kelley noted that the board has not passed the included oath.

Mr. Truempy made a motion to accept Policy III Section 1 as written. The motion was seconded and it carried unanimously.

#### Policy IV Section 1 Spending Limitations – Part A

Mr. Gress suggested that the section regarding two signatures be removed, as the checkbook is not currently set up for two signatures. Mr. Negron suggested creating a voucher for the two signatures.

Mr. Lewis suggested: “Any single expenditure exceeding \$999.99 shall require two (2) signatures on a voucher by members of the Executive Board, one (1) of which shall be that of the Treasurer.”

Mr. Truempy suggested that an e-mail vote could be used in lieu of actual signatures, as stated later in the policy manual.

Mr. Gress then suggested the policy remain as is so that e-mail communication can be used.

Mr. Lewis made a motion to accept Part A as written. The motion was seconded and it carried unanimously.

#### Policy IV Section 1 Spending Limitations – Part B

Mr. Negron felt the \$75 limit was low. Mr. Gress recommended raising it to \$200. Mr. Negron suggested \$250.

Mr. Gress made a motion to change \$75 to \$250. The motion was seconded and it carried unanimously.

Mr. Truempy made a motion to accept Policy IV as amended. The motion was seconded and it carried unanimously.

Policy V Section 4 Member Benefits (New)

Discussion regarding sending or not sending ILA pins and copies of the By-laws in the new member packet. Mr. Kloeckner suggested the chapters handle distributing the By-laws, and then only those National members not close to a chapter would need copies mailed. Mr. O'Shall suggested including a postcard in the packet that can be returned if the member would like to request a copy be mailed.

Mr. Gress suggested adding a copy of the membership mailing list. Discussion regarding protecting member privacy.

Mr. Truempy suggested adding a Welcome Letter as item F.

Mr. Schuetrumpf suggested adding a list of members and phone numbers. Mr. Kelley pointed out that this was already decided against.

Mr. Truempy suggested including a list of current board members, their positions, and how to contact them. Mr. Fragassi suggested it be included in the Welcome Letter.

Mr. Kelley: Section 4 F "Welcome Letter, including Board Member contact information."

Mr. Fragassi made a motion to accept Section 4 as written, with the addition of F as stated. The motion was seconded and it carried unanimously.

Policy V Section 5 Member Benefits (Continuous)

Discussion about the membership directory.

James Milroy suggested taking out "upon renewal" and just phrase it as "Annually each member in good standing..."

Mr. Kelley made a motion that Policy V Section 5 should read "Each member in good standing shall receive a subscription to the ILA newsletter, Key Issues and access to the ILA website." The motion was seconded and it carried unanimously.

Policy V Section 6 Membership Information – Part C Sub i and Sub ii

No discussion; carried unanimously.

Policy VI Section 1 Duties of Officers ("preamble")

Ms. Strohmeyer brought up the issue of gender neutrality. Mr. Kelley stated that had already been addressed. Mr. Lewis proposed clarifying that there are national and chapter levels offices and that should be defined.

Mr. Gress made a motion to accept Section 1 "Preamble" as printed. The motion was seconded. Some opposed; a hand count vote was necessary.

In favor: 7

Opposed: 3

Motion carried.

Policy VI

Mr. Truempy suggested the current holders of each office have first say regarding their position descriptions before opening up to discussion.

Mr. Negron had no objections to Policy VI Section 1 Part A – The President

Mr. Kloeckner had no objections to Policy VI Section 1 Part B – The Vice President

Mr. Fragassi objected to having to record the name of the maker of each motion and the number of votes, for or against, on any vote requiring a head count or ballot in Policy VI Section 1 Part C – The Secretary. He has not done them in the past. Mr. Truempy stated that the Parliamentarian would point out when these items needed to be recorded.

Mr. Gress had no objections to Policy VI Section 1 Part D – The Treasurer.

Policy VI Section 1 Part A – The President

Mr. Lewis suggested adding "... or assign a designee" to #3. Discussion about board assignments for attending events. Mr. Kelley suggested creating a new subsection #5 for assigning a designee.

Mr. Lewis made a motion to create subsection #5 "If he is unable to attend a function he may assign a designee to attend." The motion was seconded and it carried unanimously.

Mr. Kloeckner made a motion to accept the President's duties, as amended. The motion was seconded and it carried unanimously.

Policy VI Section 1 Part B – The Vice President

No discussion; carried unanimously.

Policy VI Section 1 Part C – The Secretary

Ms. Strohmeyer started a brief discussion on the use of "concisely" and/or accurately.

Mr. O'Shall made a motion to accept Part C as written. The motion was seconded and it carried unanimously.

Policy VI Section 1 Part D – The Treasurer

Ms. Strohmeyer inquired if there is anything written anywhere that an audit is required at the end of a Treasurer's term. Mr. Truempy reminded everyone that there is provision for an audit in the by-laws and suggested adding here that the Treasurer assists with any audits and when the office is transferred to a new person.

Mr. Gress suggested also adding maintaining the association's corporate status. Mr. Truempy doesn't believe "maintain" is the proper word, as the President is responsible to the states for that. Mr. Kelley suggested, "coordinate" instead of "maintain."

Mr. Fragassi made a motion to accept the duties of Treasurer as written, with the additions of:

2. Audit will be conducted at the transfer of the Treasurer's office.
3. Will coordinate with the President the ILA's corporate status.

The motion was seconded and it carried unanimously.

#### Policy VI Section 2 – Duties of Directors and Board Appointed Positions

Mr. O'Shall noted that the "preamble" in this section should have plural pronouns; "they" instead of "he."

Discussion about adding duties of all Committee Chair positions, since ILCP Chair was included in the draft. Mr. Kelley is directed to add them for future discussion and approval.

No discussion on parts A through D; they carried unanimously

Mr. Truempy suggested adding the position of Parliamentarian, with the definition to be approved later. Parliamentarian will be Part D and ILCP Committee Chair will be changed to Part E.

Discussion on adding ALOA (and other external associations) Liaison, with the position not defined.

Mr. Truempy made a motion to accept Section 2 as written, with the addition as directed to the Chair to add the Committee Chairs and Parliamentarian. The motion was seconded and it carried unanimously.

#### Policy VI Section 3 – Dress Code

Discussion on changing wording. Add "representing the ILA" at an industry function. Examples in parenthesis to be dropped.

Mr. Kelley read for the record: "When attending an industry function as a representative of the ILA, it is the responsibility for each Officer and Director to dress in a manor appropriate for the occasion. To that end, the least formal attire worn by a Board member shall be what is considered "business casual." Some examples of which include: Golf shirt, dress or kaki pants, and shoes."

Mr. Truempy made a motion to accept Section 3 as read into the record. The motion was seconded and it carried unanimously.

#### Policy VI Section 4 – Executive Board Member Privileges

No discussion on Part A.

No discussion on Part B; two opposed.

Discussion on the number of golf shirts in part C; changed to one (1) with one opposed. Mr. Gress made a motion to accept Section 4 as amended. The motion was seconded and it carried unanimously.

Policy VI Section 5 – Number of Directors

No discussion; carried unanimously.

Policy VIII Section 1 and Section 3

No discussion; carried unanimously.

Policy IX Section 1 – Publications of Reference

Mr. Truempy asked if the publications of reference should include the LIST Council Dictionary. Mr. Kelley responded that Policy IX is “Rules of Order” and the dictionary can be included under the committee operating procedures.

No discussion; carried unanimously.

Policy X Section 1 – Committee Chairs

Mr. Truempy suggested that this section should be removed. Mr. Gress agreed.

Mr. Kelley read into the record: “Only members of the ILA in good standing...”

Mr. Kloeckner made a motion to accept Section 1 as amended. The motion was seconded and it carried unanimously.

Policy X Section 2 – Committee Chair Responsibilities – Part A

Mr. O’Shall suggested it should be “...provide and maintain...” Mr. Truempy suggested these be an addendum or included in the individual committee sections.

Mr. Kelley read into the record: “All committee chairs shall provide and maintain a committee operating standard to include in this section for reference.”

Mr. Kelley made a motion to accept as read. The motion was seconded and it carried unanimously.

Policy X Section 2 – Committee Chair Responsibilities – Part B Sub i

Mr. Gress took exception to committees having the power to have anyone they want on their committee. Discussion regarding the powers of the board over committees and committee chairs.

Mr. Kelley read into the record: “The Executive Committee reserves the right to disqualify any non ILA member of the ILCP.”

Mr. Kelley made a motion to accept the section with revisions as read. The motion was seconded and it carried unanimously.

Policy X Section 3 – Committee Member Rights

Mr. Truempy suggested wording should be that they are “permitted” to attend rather than “shall” attend. He also suggested adding that they shall attend at the request of the Chair, rather than giving them the right to attend on their own.

Mr. Kelley made a motion for the section to read, “Committee members who are not members of the Executive Board are permitted to attend only that portion of the Executive Committee meeting that pertains to the topic of their particular Committee, at the request of the Committee Chair, and shall not have a vote at the meeting. Members may attend the balance of an Executive Committee meeting as an advisor to the Committee at the President’s request.” The motion was seconded and it carried unanimously.

#### Policy XI Section 1 – Corporate Member Violations

Mr. Negron and Mr. Schuettrumpf suggested adding “or Associate” to the title of the section; all agreed.

Mr. Kloeckner suggested giving a warning before a mailing list is given. Discussion on giving a warning or not or just terminating the corporate or associate member.

Mr. Kelley made a motion to revise the section as follows:

Section title: “Corporate and Associate Members”  
Section text: “Any Corporate or Associate member found to be disseminating any Association member information (mailing list) to a third party shall have their membership terminated. Said member’s dues shall not be refunded.”

The motion was seconded and it carried unanimously.

#### Policy XIV Section 1 – Chapter Creation – Part A

Mr. Truempy felt requiring twelve (12) members to start a chapter is high; others have said only five (5) voting members are required. Discussion over whether number should be changed.

Mr. Kelley made a motion for Part A to read: “To create a Chapter, a request must be submitted to the Executive Committee that includes the membership numbers and signatures of at least five (5) voting Association members in good standing. The Executive Committee shall have the responsibility of defining the regional boundaries of all Chapters.” The motion was seconded and it carried unanimously.

#### Policy XIV Section 1 – Chapter Creation – Part B

Moderate discussion on whether these requirements are reasonable.

Mr. Gress made a motion to accept Part B as written. The motion was seconded and it carried unanimously.

#### Policy XIV Section 1 – Chapter Creation – Part C

Discussion regarding the order in which things should happen (swearing in officers, sending funds, opening bank account).

Mr. Kloeckner made a motion to accept Part C as written. The motion was seconded and it carried unanimously.

Policy XIV Section 2 – Chapter Dissolution – Part A

No discussion; carried unanimously.

Policy XIV Section 2 – Chapter Dissolution – Part B

Some discussion on meaning of the wording; chapter versus chapter members.

Mr. Kelley made a motion to accept Part B as written. The motion was seconded and it carried unanimously.

Policy XV Section 1 – Association Awards – Part A

Mr. O'Shall suggests that the President's Award should read "the individual or individuals" since he and Mr. Truempy were co-recipients in the past. Discussion regarding whether the award can or should be given to more than one person.

Mr. Kloeckner made a motion to accept the President's Award as written. The motion was seconded and it carried unanimously.

Policy XV Section 1 – Association Awards – Part B

No discussion; carried unanimously.

Policy XV Section 1 – Association Awards – Part C

Mr. Truempy did not like use of the word "educator" but could offer no better suggestion.

Mr. Fragassi made a motion to accept Part C as written. The motion was seconded and it carried with one opposed.

Mr. Gress discussed creating and maintaining a list of award recipients.

Mr. Kelley made a motion to add Section 2:

"A list of recipients of the above awards shall be maintained in this policy section."

The motion was seconded and it carried unanimously.

***Chapter Start Up Information Packet***

Mr. Kelley will review and revise the packet for the next meeting.

***Upcoming Shows***

- Master Locksmiths Association of New Jersey – March 3-5. Delaware Valley Chapter is handling coverage at the booth. Attending: John Truempy, Bob Schuettrumpf, Bob Gress, Marykay Hamilton and possibly Jim Fragassi.
- ALOA – July. Great Lakes Chapter is handling coverage at the booth. National will send the President and pay his expenses.

***Conference*****2004 Conference Report**

Presented by Mr. Truempy of the Conference Committee. Copies of the written report were distributed (Appendix D). Mr. Truempy noted there was one omission – the President’s Award recipient at the Conference was Kurt Kloeckner.

Mr. Gress suggested that the board should have a critique meeting on Saturday during the Conference.

Mr. O’Shall made a motion to accept the Report as amended. The motion was seconded and it carried unanimously.

**2005 Conference Planning**

Presented by Mr. Kloeckner, Conference Committee Chair. Copies of the request list for Conference sponsors were distributed (Appendix E). Mr. Kloeckner reported that Sargent and Yale were approached as possible co-sponsors for 2005; he is awaiting responses. IR Safety and Security is possibly sponsoring the 2006 Conference in the Chicago area.

Mr. Kelley suggests that since time is short Mr. Kloeckner should go forward with planning the 2005 Conference as he sees fit.

The Conference Committee will provide full Conference specifications in the Conference Committee Standards Manual.

***ILCP Committee Report***

Presented by Mr. Truempy, ILCP Committee CoChair. Copies of the written report (Appendix F) and the ILCP Plus Program proposal (Appendix G) were distributed.

ILCP Committee requests that the directive to roll out CJIL at ALOA be removed; the board removed the directive.

Mr. Truempy informed the board about ALOA’s proposed changes to its PRP program that will possibly include re-certification and continuing education requirements. In addition, it’s possible that ALOA will not recognize other programs that do not also include similar continuing education requirements.

Discussion regarding the reciprocal agreement – or perceived lack thereof – between ALOA and ILA. Mr. Kelley suggested that this portion of the discussion be tabled in order to complete the ILCP report. The suggestion was seconded.

Mr. Truempy points out that if ALOA passes their re-certification program in July, the ILA will be the only organization out there without a re-certification program. He proposes the ILCP Plus Program as an option for re-certification. The board was unanimous in favor of further developing the program as proposed. Mr. Kelley suggested the ILCP Chairs further research the costs involved in development of the Plus Program and report back to the board.

Mr. Truempy discussed the reciprocal agreement between the ILCP and manufacturers for promoting the program, contributing questions and/or tests to the program and possibly giving factory certification for their electives.

Mr. Truempy proposed a change in the requirements for passing the CJIL level:

80% requirement on mandatory electives

Mr. Kloeckner made a motion for a vote on the 80% requirement on mandatory electives. The motion was seconded. Some opposed; a hand count vote was necessary.

In favor: 2

Opposed: 7

The motion is defeated. Current requirement of 75% passing on all electives stands.

### ***Date of Next Meeting***

April 9, 2005 at 8:00 AM. Meeting to include the first sitting of the CJIL.

### ***Newsletter***

Mr. Thomas, Newsletter Editor, was not in attendance. Mr. Kelley reported that he mailed Mr. Thomas a packet containing almost all of the newsletters he produced as editor in print and electronic form. Mr. Truempy reported that he has an article and an ad from Jake Jakubowski for the next issue.

### ***Web Site***

Presented by Victor Lewis, Webmaster. He would like to post a generic welcome message from the President and a message from Mr. Thomas introducing himself as Newsletter Editor. Mr. Lewis also noted that our Corporate Members should be reflected on the site. Currently the page is titled "Associate" members, with logos. Mr. Lewis will make appropriate changes on the site to Committees (names, chairs and members) and add job descriptions for board positions.

Ms. Strohmeier inquired if there are job postings on the site. Mr. Kloeckner reported that the Great Lakes Chapter does have such a section if she has anything to be posted.

Mr. Truempy will be submitting a brief description for the CJIL and new test applications to be posted.

### ***Chapter Reports***

#### **Great Lakes Chapter**

Presented by Mr. Kloeckner, Chapter Representative.

- The Clark Security Show March 17-20, 2005 in Northbrook. It will include a CIL test possibly on March 19th; he will report to Mr. Truempy once the date is firm.
- Proposed that the chapter pre-pay for ILCP Study Guides as they are sent; then the chapter can keep the money once they are sold.
- Spoke to Nancy from The National Locksmith. She would like more feedback from the ILA and updates. She also has a new magazine out that is more geared towards electronics and would like to work with us on promotions.

- Received The Institutional Locksmith magazine; he thought we were supposed to have an advertisement in it but it was not there.

Delaware Valley Chapter

Presented by Mr. Fragassi, Chapter President.

- The Delaware Valley Chapter is still holding meetings and membership is growing.
- September meeting was at supplier James Doorcheck with a good turnout.
- January meeting will be a representative from Arrow, talking about their product line.
- Don O'Shall gave an Advanced Master Keying class in November that went very well.
- Our annual Christmas Party was also in November; about 35 people came. Vernon Kelley received The President's Award (Bob Gress Award) for outstanding contributions to the ILA DVC. Ruffled off were dinner gift certificates, movie gift certificates, a DVD/VHS player/recorder, donated by Fried Brothers.

***Other Business***

Mr. Negron would like the ILCP to look into Federal Government licensing. One resource is the Attorney General's Office in Newark.

Mr. Kloeckner would like Mr. Kelley to be Chair of the Bylaws and Policies Committee since Mr. Kloeckner is now the Conference Committee Chair. Mr. Negron appoints Mr. Kelley Chair of the Bylaws and Policies Committee.

Mr. Gress would like to discuss fighting Stanley Hardware's attempt to replace the in-house locksmiths. He would like to figure out what to do and who to meet with on how to fight it. Mr. Truempy is set to meet with the Executive Director of the Lock Suppliers Association in Philadelphia.

Mr. Schuettrumpf reported that ILA participation at the Greater Philadelphia Locksmiths Association (GPLA) was lacking in National representation at the banquet; the President was not in attendance, nor was anyone sent to represent the President.

Mr. Fragassi made a motion to adjourn. The motion was seconded and the meeting was adjourned at 5:00 PM.

Respectfully submitted,  
Marykay Hamilton  
ILA Staff

Accepted: \_\_\_\_\_  
James Fragassi, Secretary