

Institutional Locksmiths' Association

Executive Board Meeting Minutes January 14, 2006

The Executive Board of the Institutional Locksmiths' Association (ILA) met at the Comfort Inn – Essington in Essington, Pennsylvania with the following members present:

Kurt Kloeckner, President
John Truempy, Vice President
Robert Gress, Treasurer

Dan McGlynn, Director
Don O'Shall, Director
Thomas Demont, Associate
Member Representative

Karen Strohmeyer, Secretary
Rick Duskiwicz, Director
Vernon Kelley, Director

Also in attendance were Tom Negrón, Past President, Representative for Delaware Valley Chapter, and Marykay Hamilton, ILA Staff.

President Kurt Kloeckner presided and called the meeting to order at 9:04 AM

Agenda

Mr. Kloeckner distributed the meeting Agenda (Appendix A).

Establish quorum

Mrs. Strohmeyer confirmed that there was a quorum.

Pledge of Allegiance

Mr. Gress led in the Pledge of Allegiance.

Correspondence

There was no correspondence. Mrs. Strohmeyer requested that any correspondence or copy of correspondence be forwarded to her for inclusion in the permanent files.

Policy & By-law Committee Report

Mr. Kelley presented possible policy changes to the board. The first change pertaining to the formation of Chairman of the Board was discussed. See Appendix B
Victor Lewis made a motion to accept Page 9 Section 4 subsections A, B, and C as well as Page 11 Section 3 as written. It was seconded and approved unanimously.

Next, Mr. Kelley presented changes to Page 12, Policy 9, Section 2.
A motion was made by Mr. O'Shall it passed unanimously.

Page 15, Policy 12, subsection 3 was presented. Mr. Truempy submitted a motion that the change be accepted as written. It was seconded and passed unanimously.

Mr. Truempy suggested a change to Policy Six, Page 7 Section 1 Subsection C about duties of the Secretary. A problem had arisen because a motion was made, discussion held at great length, and then the motion was withdrawn. Per our Bi-Laws, the discussion may not be added to the minutes. Mr. Truempy suggested adding a line of Roberts' Rules to clarify our stance on what should or should not be included in the minutes.

Mr. Kelley made a motion to add under the "do not record the following" section that reads: It is the Chairman's discretion to direct the Secretary to include relevant conversation about motions that are withdrawn. The motion was seconded and passed unanimously.

Mr. Truempy suggested another change to subsection C that the name of the chairman, president, and secretary or their substitutes be listed. He suggested president be removed and add chairman.

Mr. Truempy asked that a list of persons in attendance along with a list of those absent be added. Mr. Kelley made the following motion: The minutes shall contain the following listing of the persons attending followed by a list of excused or unexcused absences. The motion was seconded and passed unanimously.

Per Policy 12, Mr. Truempy directed Mr. Kelley to go through the policy manual and make necessary changes as to the wording of president versus chairman.

Mr. Kelley would like to make a term limit change to the Bi-Laws to present to the members. He will bring that to the next meeting.

Mr. Gress asked if members were to receive a copy of the Bi-Laws in their new member packet. It was decided that they would receive instructions on how to access the web site in order to download a copy of the Bi-Laws. Mr. Gress will also be checking on better packaging of new member packets to reduce damage to the contents by the member pins.

Chairman of the Board Discussion/Election

The intent of forming this position is to relieve some of the pressures of the job from the President.

Mr. Kelley nominates Mr. Truempy as Chairman of the Board. There are no other candidates nominated. Mr. Demont expressed concern that some of the power would be taken from the president. The Board concurred, but stated that was part of the idea. A vote was taken and Mr. Truempy was elected the first Chairman of the Board for the ILA.

Disposition of Executive Committee Meeting Minutes

October's minutes were presented and suggested the reading be suspended. Mr. O'Shall moved they be accepted as written, which was seconded and passed unanimously.

The July meeting audio file also contained the SHDA supplement. Mr. Truempy moved that the audio file be preserved until that supplement could be transcribed. Two-thirds vote was required. Motion was seconded and there was a show of hands. Mrs. Strohmeyer confirmed there was a two-thirds vote and the motion carried.

President's Report

Mr. Kloeckner reported on the nominee for Associate Member Represented. He presented Frank McCarthy's name for consideration. There was no discussion and a vote was called for. Mr. McCarthy's was unanimously elected for the position.

Mr. Truempy reported on the empty director's position. He presented Tara Williams' name for consideration. Mr. Kloeckner had asked if Mrs. Williams had any objections to serving and she did not. Mr. Truempy nominated Ms. Williams to fill the empty director position. There was no discussion and a vote was called for. Mrs. Williams was unanimously elected for the position.

Treasurer's Report

Mr. Gress presented the report. Copies of the written report were distributed. (Appendix C) Mr. Truempy asked for a vote to accept as written and it passed unanimously.

Committee Reports

Inactive members

Mrs. Strohmeyer reported that one inactive member has rejoined the association. Seventy five letters have been sent out to previous members, with only 4 being returned undeliverable. A letter is being drafted to send to Institutions, inviting their locksmiths to join the association.

Division of Country

As per the board's directive, several options for dividing the country for purposes of placing members in Chapters were developed. After discussion the following states are to be placed with the Delaware Chapter: Maine, New Hampshire, Vermont, New York, Massachusetts, Rhode Island, Connecticut, New Jersey, Delaware, Maryland, DC, Pennsylvania, Ohio, West Virginia, Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Arkansas, Louisiana, and Texas. The remaining states are to be placed with the Great Lakes Chapter.

Member numbers were discussed and a way to streamline the assignment of numbers will be developed.

The possibility of including Canada as part of our Association was brought up. It was the consensus that individual international citizens could join the Association individually, but chapter formation would need to take place in their own country under their own laws.

Mr. Gress shared some information that an Ed Benechek from Dunmore and Duncan would be interested in offering classes at his business and would help with hotel rooms for directors. Also, a Mr. Thibodoau was interested in getting the Yankee area started back up with ILA.

Mr. Steve McKinney's name was brought up as a good contact for starting a chapter in that area because of his history with ILA. The above information was forwarded to Mr. O'Shall for Chapter formation information.

Chapter Formation Guide

Mr. Duskiwicz presented an updated draft of the Chapter Formation Guide which is included in Appendix D. After much discussion Mr. Lewis moved that Roberts Rules in Plain English be given to each new chapter. The motion was seconded and passed unanimously.

Collection of data from potential Chapters was discussed, whether this should come as a survey after the meeting, or discussing directly with the Chapter leaders. Mr. O'Shall was given a directive by the board to evaluate both methods and make his recommendation no later than January 21st. Mr. Duskiwicz was given a directive to continue his corrections on the manual and forward to Mr. Kelley for final draft form.

Chapter Formation

Chuck Snelling of Northern Arizona was contacted because he showed an interest in forming a chapter. He had approximately 8 to 12 potential members that were also interested in the ILCP. Several board members expressed concern that this area may not be serious about following ILA guidelines for chapter formation due to a past attempt. Mrs. Strohmeyer will follow up with Mr. Snelling as well as send several membership applications to them.

Mr. O'Shall suggested an alternative method for bringing in new chapters. A patron or mentoring relationship could be established until the new chapter has grown and become stable. They may never choose to become a full chapter, but remain under Great Lakes for Delaware Valley.

Subchapters could simply be a group of members meeting together in a convenient location as long as they are sending dues to Chapter and National.

Mr. Truempy asked if members would be allowed to pick their own chapters to be mentored under.

Mr. Kelley assured us that the policy is not violated by allowing sub chapters to develop their own relationship with a chapter.

The subject of mini or sub chapters was sent back to the membership committee for development.

There are five areas considering chapter status, Milwaukee, Lehigh, North Carolina, Washington State, and Skranton.

Corporate Membership

Skipped

Website

Mr. Lewis presented the Website Committee report. Thanks to Mr. O'Shall for his help with codes and compliance on the web site. Chapter formation questions should go to Membership initially. Password will be published each quarter in the newsletter for member convenience. There have been 390,000 hits to the website, some from google, yahoo, military, and government. The President will be sending in a new letter to be posted.

Newsletter

Mr. Kelley presented the Newsletter Committee report. Four issues were published last year, and the last advertising hold up was cleared up. Thanks to Mr. Lewis and Mr. O'Shall for their support with articles.

ILCP

CLP levels are in Appendix E

Upcoming tests at Clark show in Chicago in March.

Currently 11 proctors, 103 in program, 8 CJIL, 78 CIL and 4 retakes.

There is a new policy any person failing for the 3rd time must take the test one on one with a proctor with special needs being taken into account.

It has been sent back to committee to see if there should be a retake charge, and if so, what that might be.

Ms. Hamilton was added to the ILCP committee to come into compliance because she views the tests and the scores.

Plus program for ILCP is the recertification program based on the most stringent state requirements. This is the continuing education program.

Testing request should be in at least 2 weeks prior to the test.

Report from Liaison Committees

SHDA

Mr. Demont shared a letter from SHDA on how they wish to help ILA. Appendix F Stating that money had been allotted and ILA would not have to put up any money, it was discussed to have ILA and SHDA work together with a consultant to see how ILA could become self sufficient.

SHDA believes that ILA could become very large and nationwide very quickly. Perhaps we should even consider having our own trade show, either in connection with our conference or separately.

Mr. Truempy recommended we accept SHDA's proposal. Mrs. Strohmeyer made a motion to accept the proposal, it was seconded and a hand vote was called for. With seven in favor and 1 abstained, the motion carried.

ALOA

Mr. McGlynn, Mr. Kelley, and Mr. Gress, and Mr. O'Shall attended a meeting with ALOA . ALOA offered affiliate program with ILA, and would like to make the ILA a sister organization. They offered some possible benefits from business services, such as staff, mailing of Keynotes, and promotion. ALOA did acknowledge our ILCP program, but won't recognize it unless it is a "plus" program. As the ILCP+ has already been established, this should not be a problem. Those in attendance did not feel that staff services would be appropriate at this time. Mr. Kelley did bring up that records could be centralized at ALOA.

The committee recommended ILA should continue to work with ALOA as much as possible, but the professional services are not necessary.

A vote to send Mr. Kloeckner to ALOA was tabled.

ILA Conference

2005

Mr. Trumpey reported that the 2005 ILA Conference was good and bad, but showed we could feasibly hold a conference on our own without a manufacturer/sponsor. Mr. Kloeckner felt the numbers were low because of the short notice and the fact that GLC was having their conference at the same time. The manufacturers who were involved were very pleased with the turnout and response by attendees. Two to three percent of the brochures that went out were responded to, as apposed to GLC's one to two percent.

Ms. Hamilton suggested that we might consider alternating between manufacture hosted and ILA hosted conferences.

2006

Mr. Kloeckner announced that Assa Abloy Dorr Solutions of New Haven, CT would be sponsoring the 2006 conference. Lunch and breakfast sponsors have been located, and Ms. Hiedi Pasquale will be the event manager. Mr. Kloeckner has faxed her the tentative sponsor list and list of needed rooms. Brochures should be out by April or May

2007

Mr. Kloeckner would like to see the 2007 conference held in Chicago and done by the ILA themselves. He has checked on several hotels and found one that has shuttle service to the MidWay Airport and rooms at \$92 each.

Chapter Reports

Delaware Valley

Mr. Gress reported that a couple of classes were coming up. They are trying to have a presentation on Shop Management by either Mr. O'Shall or Mr. Kelley. Mr. Truempy will be offering investigational classes. DV is also looking for some alternate meeting quarters. Turn out has been fifteen to twenty people per meeting.

Great Lakes Chapter

Mr. Kloeckner reported that there have been several requests for the CJIL testing. There will be a sitting at the Clark Trade Show. There were no December or January meetings. Membership is growing.

NYIAL

Mr. Duskiwicz reported that last year they had 55 paid members. So far this year they have 32 and expect that to increase. Mid April the group took a Sargent factory tour. They would like to have a CIL sitting possibly in April. They are trying to stimulate interest in this year's conference.

Trade Shows

GovSec Government Security Expo & Conference

Sometime in April, no other information other than it will be held in DC.

ALOA 50th

July 13-15th in Las Vegas. The President and Vice President usually go. It was suggested that the entire board attend as a show of good will as it is their 50th

anniversary. Prices will be brought to the April board meeting for further discussion. There is a possibility of having the July Board meeting at ALOA.

North Carolina Locksmith Association

There is a desire to start a chapter or subchapter in the Carolina's
Mr. Kloeckner made a motion to send somebody to North Carolina and have a table set up. The motion was seconded, voted on and passed unanimously. Mr. Truempy suggested renting a car or mini-van to take as many board members as possible.

Yankee

Mr. Gress was treated very poorly at this convention. There were multiple problems with his trying to enter the showroom floor to set up the ILA booth. There was lots of interest in ILA and interest in testing. A letter will be drafted by Mrs. Strohmeyer to bring to Yankee's attention the problems Mr. Gress encountered.

Tabled Business

Membership Applications

Chicago will be notified that they need to start using the application forms found on the Website.

The SS# should perhaps be removed but reword the application in order to provide the board with any information needed to run a background check which may include the SS#.

A motion was made to change the forms. The motion was seconded, voted on, and it carried.

Mr. O'Shall will make up the wording and send approval to Mrs. Strohmeyer

Incorporating in New Jersey needs to be done. Forms are needed to maintain corporate status. Director Kelley volunteered to be the member of residence for the forms.

New Business

It has been suggested that a plaque be made up for presentation to ALOA in honor of their 50th Anniversary. Mr. Gress moved that we provide a plaque spending no more than \$100. The motion was seconded and carried. Mrs. Strohmeyer will be making arrangements for the plaque.

It was agreed that Directors shall receive a golf shirt, however the Association is running low on shirts. The Board directed Mr. Kelley to restock. Prices on shirts will be emailed to Mr. Truempy and email vote to appropriate funds to purchase the shirts.

A motion was made by Mr. Truempy to appropriate funds to purchase ILA Decals not to exceed \$200. The motion was seconded and carried.

Mr. Truempy suggested we find a repository for our records. Suggesting either the Lock Museum or the GPLA office.

Mr. Kelley recommended changing the number of members needed to start a chapter. After lengthy discussion, Ms. Strohmeier moved to change the number from 5 people to 7. The motion was seconded but did not carry. Mr. Kelley moved to raise the number of members from 5 to 9 to start a chapter. The motion was seconded and passed with a 2/3 margin.

Mr. Truempy suggested using the "Address service requested" service from the post office. This would cost 70 cents per mail piece if it were used. The new address would be sent to us and the mail-piece forwarded to the new address. This service would be put on the Newsletters and allow us to follow our members as they move.

Mr. Gress shared his idea of the Corporate membership certificates. Mr. Gress had a basic idea, and Mary Kay said she would tweek the form a bit.

Good of the Association

Mrs. Strohmeier asked that any correspondence, old or new applications be brought to the next meeting. As she packs light, she would be able to bring these items home on the plane, saving the association postage.

Meeting was Adjourned