

Institutional Locksmiths' Association Board Meeting

January 16, 2010

Meeting Called to Order at 09:25 AM by President Jack Walder

Quorum was established by President Jack Walder

The Pledge of Allegiance was led by Bob Gress

In attendance: President Jack Walder, Vice-President Tara Williams, Secretary Karen Strohmeier, Non-Voting Directory Bob Gress (also representing Delaware Valley Chapter), Director Dan McGlynn, Director Wai Ng, Director Victor Lewis, Director Kurt Kloeckner.

In communication via video link: Treasurer Rick Duskiwicz, Director Ron Frei

Absent and Excused: Director Don O'Shall

Guests: Jim Swift of Beer city Chapter, Greg Koonce of Olde North State Chapter, Bob Schuetrumpf of Delaware Valley/Lehigh Chapter, Pete Dinschel of Great Lakes Chapter.

Reading of Minutes: Secretary Karen Strohmeier read the minutes and they were approved.

Report of the Nomination Committee/Election: Ron Frei (via web camera) reported that Kurt Kloeckner was added as director for a one year term. Dan McGlynn and Karen Strohmeier were re-elected, and Jack Walder was elected president.

President's Report: Jack Walder reported that he had attended the Clark Trade show on November 7th. It was well attended by commercial retail locksmiths. He met with Ken Stier of Prince Georges' Institutional Locksmiths to consider rejoining our association as Vice Members. Ken Stier seemed very interested in that. While at the Trade Show four new members were signed up, and two individuals took the ILCP.

There is interest in establishing a chapter in the Northern Virginia area.

ILA Magazine has agreed to become the official Magazine of the Institutional Locksmiths' Association. We also have established a new advertising program with ILA Magazine for better exposure to in-house subscribers.

Jack reported meeting with the North Carolina Licensing Board to present the ILCP for consideration as a valid exam to meet the NC statutes for Institutional locksmiths. This would allow Institutional Locksmiths in NC to acquire their license without needing to take the NC State mandatory exam.

Jack re-negotiated the Chicago conference to meet the agreed budget for the 2010 educational expo. The food minimum is now \$5000 and room rates are \$99 per night, with the conference ending on Friday night. Jack signed the agreement with the hotel.

The Web cam beta test was a success, and he is expecting to save future traveling expenses during the year.

Jack is currently working on a survey to send with the April ILA newsletter issue. This is to target directors of facilities and security to create awareness of the Association and our purpose, and benefit for their physical security specialist.

The February NCLC Trade Show is in Charlotte, and ONSC is registered and will have a complimentary booth. They are offering the ILCP. Other shows include: March; Clark in IL, Intermountain in CA, Texas LAA. May: Clark in IN June: Intermountain in CO. August, ALOA. September DHI in Chicago. October ILA.

Jack has been in contact with a company called Association Perks. Board members received a packet via email. There is no cost or obligation to the Association. There are no penalties, and we only lose revenue if a member chooses not to use it.

There has been renewed interest in restarting the Baltimore/DC chapter. Jack is in conference with Dave Amore, Terrence Branch, and Bill Fowler. It has been mentioned that this may be as early as February. Jack has also been in contact with Chris Bragg at the Savannah School. Ken Person of Peterson Tools wants free advertisement in exchange for teaching classes.

Expectation of the Board: Jack asked that each of us review the Policy section1: Duties of all Executive Committee Elected and Appointed Position: General Summary. Each executive member in attendance read their duties. Jack wanted each of us to be mindful of what our job descriptions are.

Treasurer's Report Rick gave via web cam. A copy of the register report is filed with the minutes.

At this point the President moved that Bob Gress stay on as a non-voting board member. The motion passed unanimously.

Membership Report: Victor Lewis reported the data base shows 345 members with the following breakdown: Beer City 19, DVC 126, GLC 168, ONSC 34, NY Vice 10, Corporate 18, and Associate 48. A report is filed with the minutes. Victor would like to see somebody else take over membership as this is his last term as director. He asked we all keep this in mind.

Website: Victor Lewis reported that all is accurate on the web site to his knowledge. Filed with the minutes is the budget of \$120 per year and the current passwords. Website statistics shows visitors have steadily increased. Victor does not currently have all the information for all the corporate

members, so the site only shows 16. He will clarify and take care of the situation. There is a chat forum which links over, but it is not currently monitored.

Newsletter: Ron Frie (via web camera) reported that everything is ready to go for the next Newsletter. He can put one out in April as soon as he gets the Presidential Pennings. Jack will send this out within a week. The newsletter must be to Victor by mid-February for editing and to the printer.

By-Laws and Policy: Dan McGlynn reported that some verbiage needs to be added about manufacturers and slander. Medico was interested in advertising and asked if we had a policy on Political/Non-Political or Non-Offensive statements. There is an escape clause in the newsletter. "The opinions expressed in the newsletter.....etc." This might need to go into policy. It was brought up at this point that the minutes be presented to the board members no more than 30 days following the meeting rather than 15 days prior to the next meeting. Also, by-laws should be under the Secretary's responsibility. The next question was who should get these minutes? It was determined that each board member and each President or representative for each chapter should receive them. The purpose of bringing the representatives to the meeting is to promote cohesiveness. Also, any email correspondence should be printed and placed with the minutes. Only final votes and changes need be recorded. The Policy manual will be maintained by the secretary. The policy may need to be revisited to allow web conferencing. This is a by-laws issue and will need to be changed there. A lengthy discussion ensued. It was suggested that the parliamentarian be consulted on our policy and by-laws.

2010 Conference: Kurt and Pete reported that the Lisle/Naperville Hilton has our credit card information, but no charges have been placed on it as of yet. It is only being used as a guarantee. A floor layout was passed for members to review. There are shuttles available, but not free. The Food menu has not been established. Flyers will be printed for free by the Carpenter School. Simple K has committed to offer a half day class. Classes need to be established by the board. Hafele is a possibility for a class. Cary Sprit has a K2 hinge that can be a hands-on class. Conference information should start going to Victor for posting on the web. A Blue print reading class, basic locksmithing class, and a safe resetting class were all suggested.

It has been suggested that a package rate for classes and meals be developed, then charge at least \$35 for each half day class, and \$70 for full day classes if somebody does not wish to purchase a package. Kurt will be asking for sponsorship for classrooms, etc. as there will be no tradeshow this year.

Recess called at 11:40

Meeting called to order at 12:00

2011 Conference: Tara reported that at the February 13th board meeting a location will be determined. Ally Walpert will then find the best arrangements for the location. There will be no trade show, and it will be the first or second week of October.

2012 Conference: Jack is proposing Queens in New York, but hold on a weekend so those individuals who do not get paid for education may attend. Trying a Friday Saturday Sunday meeting. From 2012 on,

try to get into the chapter areas. West Coast is calling for chapters. Instead of going to manufacturers, go to Clark for an ILA conference. The decision makers are not the ones coming out to the shows and Manufacturers are hesitant to sponsor because of it. Further discussion was tabled.

The idea of Regional Mini conferences came up. These next three conferences need to be self funded and the profits go into a budget for smaller local conferences to increase membership and training.

Upcoming Shows

Intermountain Security conferences Phoenix AZ February 3-5, Los Angeles March 11-13, Denver June 23-25, Salt Lake City August 18-20, and Las Vegas November 9-11.

North Carolina Trade Show February 13th in Charlotte

Clark Show Northbrook IL, March 10-13, Burlingame, CA June 10-12, Anaheim, Ca October 5-9

Texas Locksmith Association Security Expo March 16-20

2010 IDN Hardware Trade Show March 18-20th in Detroit, MI

ISC West Las Vegas NV march 23-26

ALOA in Orlando FL August 1-8

Adjourned for lunch at 12:47

Meeting called to order at 1:10

Unfinished Business:

Analyses of 2009 Trade Show. The expenditures for the trade show are attached to the minutes. Net loss for the conference was \$7,825.34. Most of the loss was from making sure there was enough food, and then there were no shows from vendors. This resulted in a loss of around \$4,000 to \$5,000.

Establish education conference committee: Looking for individuals from within the chapters to assist with this committee. Could reimburse them the conference registration as an incentive, or have one member from each chapter designated to help establish the education and gathering the classes, and funneling this back to the board. Put the offer out to get half off the registration for the conference or dues free for the next year.

2010 Education Classes: What classes to offer, cost to attend, cost for sponsor/class instructor?

The following classes were offered up as suggestions: blue print reading, OSHA class, master keying, closer hardware, compx, safe recombining, continuous hinge, car opening, access control troubleshooting, MARKS servicing class, detex exit devices, rixson, IR exit device basics, morse watchmen. We need to make it mandatory for them to submit a syllabus for the class. There may be a lab fee associated with some of the classes. There can be a package price and there can be a per class

price. Those lab fees can be incorporated into the package price. What do we charge for the manufacturers so they can have a time in the back of the room for displaying items? There are enough distributors in Chicago so the cost may be minimal. \$200 for a captured class is not a bad price. \$100 for a half day, \$200 for a full day to present a class.

Projected number of attendee's: Vegas had 45 attendees, 2007 had 65 attendees, and 2005 had 55. A total of 75 attendees for 2010 would be fantastic.

Method of advertising, projected cost to advertise: The school would be willing to print black and white for free. ILA magazine will have advertisement in each issue. Sending a post card about going to the particular website could be cost effective. Advertising should start in May.

Trade Mark issue: Around \$825 for a search and filing charge. A lengthy discussion followed. The discussion was tabled.

Meeting dismissed for break at 2:40

Meeting called to order at 2:52

Yearend Audit Status: Not done at this time. The committee has 60 days from January 1st. When the audit is done, it will be sent out via email.

Projected financial working budget for 2010: Rick will have a cost run after the bills are all done for this conference.

New Business:

Re-visit By-laws: A discussion ensued about additions to Policy regarding questions about "slander, politics in the news letter. We should consider and discuss additions/amendments to the By-laws regarding web cam board meetings, and voting/declaring them recognized and legal.

Jack moved the logo and name be trademarked. 5 ayes and 1 nay.

ILCP/Education

We need to establish an ILCP/Education Committee: There should be a minimum of three individuals to oversee testing, eligibility, and timely return of test results. Perhaps involve the Manufacturers to provide material for testing and sponsoring customers who they think would benefit. Update and revise the Study Guide. Find interested members from chapters to be a part of this committee, to provide back up for don. Include a check box on the ILCP application for ILCP Certification to be recognized in ILA publications. If it is not checked, the results would automatically be announced. They should consider what will need to happen to create NEW ILCP certifications. Establish a time frame to accomplish. Cost projection for investment of ILCP, ex: remote testing, new study guides, educational curriculum, printing, advertising, time, etc. Early nomination by chapters for Scholarship program, and

establish ILCP certification for State Licensing issuance. As a board we need to speak with members in the chapters to step up and assist with or take over the duties of education program. This needs to be a committee of at least 5 individuals. The basic test needs to be updated. A study guide needs to be written. Dan McGlynn and Pete Dinschel will be willing to help.

Membership:

We need to reestablish a membership committee. Consider offering incentive initiatives “perks” and programs. The participant goes to a merchant, presents the membership card, and takes the discount. Our Association receives a percentage of the money. Jack moved that this become a benefit for our members. The motion passed with 5 ayes and 1 nay. We need to make membership recruitment a priority. We should allocate funds for board members to travel within each geographic region to provide first informal educational meeting. Possible considerations: points towards education conference, hotel travel reimbursement for every new member sponsored, for every new member who attends classes, extra points for those sponsors for new members who take and pass CIL. Cost projection for investment allocated to membership drive 2010. Continue Associate membership with Ken Stiers of Prince George. Victor submitted a budget to indicate three trips and mailings would come to around \$5000. A bounty program could be instituted to help grow the membership. There could be a point program or an award to the annual meeting.

Chapter Reports:

Beer City Chapter: Jim Swift reported as of December there are 9 paid renewals and 5 associate memberships. September fundraiser showed a great profit. One member has been after them to hold a meeting in the Madison area in the month of May. Possibly in October doing one in the Fox Valley area. Jim Newell from Clark may assist. Spring meetings may involve Jim Heath with maverick lock.

Delaware Valley Chapter: Bob Schuetrumpf reported 106 paid members for last year. Dues notices are going out this week. January was Fried Brothers, February will be Stanley Security, March Olympus, April Kabba, May Don Jo, and off in the summer. September will be Key systems. They always have food for the members. Upcoming class in February is Basic Locksmithing, April is Blueprint reading, Safe combination class in May is not CEU certified. Buddy list for new members was established to remind them when the meeting is and what classes are coming up. This is to keep the new members coming. Victor wants to try to broadcast the general meeting for those who are too far away.

NYAIL Associate Chapter: Wai Ng sent out renewals and expects 50 regular members and 19 associate members. Meetings are set up through November and their finances are in good shape. They have 3 new vice-memberships.

Great Lakes Chapter: Pete Dinschel reported 134 regular members and 32 associate members. Renewals have been sent out and waiting on 48 renewals. Half of those are expected to renew. They gained 31 new members, 29 are regular and some of those may be going to the soon to be established MINK chapter. Two new associate members have joined. Ongoing conversations with several regular and corporate individual members should garner new members. There are usually 40 to 45 individuals

at the meetings, but Lab meeting brought in 62. They are booked until September. Hafele will be at the February meeting to present on the super smart credential. March 4 is the Fire Stop Contractors Association with construction, fire, and compartmentalization. April is Alarm Lock May is Marshall Best, June is IR AD series, September possibly Clark facility tour. The secretary is coming less frequently, so a new secretary is being sought. Membership list is sent out once a month to Board members.

Olde North State Chapter: Tara Williams reported that January 23rd will be the 1st class of the year. Membership renewals have been mentioned in the newsletter. A test is scheduled for the NCLA tradeshow. Classes are scheduled through May. Have two or three members in Georgia or South Carolina and would like to hold membership meetings.

A discussion followed to address the need of chapters working for the common cause of the association, not just for the individual benefit. Consider offering remote education/web cam/streaming video classes, offering incentives to create value, for membership, to create excitement in being a part of the ILA.

What about retail locksmiths? Do we let them in who service institutions? Should we set criteria for membership? They need to be able to show that they do work for an institution. This may help to show other locksmith associations that we are not in competition with them. We are looking for institutional people. A lengthy discussion followed.

Anything for the Good of the Order:

Web cams were distributed to those who needed them. They are still the property of the National Association. We established convenient times for by-monthly web cam board meeting. We should establish "progress Reports" from committees on status of each issue being worked on and establish dates for completion of each. We should re-establish a sunshine fund, a percentage of the dues into an account to establish an emergency fund. We should announce member's birthdays, anniversaries, births, etc in the ILA Newsletter.

Jack moved to accept Tom Gillespie as a Life Member. The motion passed unanimously.

Next meeting scheduled for February 20, 2010 at 10am Eastern 9am central, 8am Pacific Time.

Meeting adjourned at 6:00pm.

Respectfully Submitted

Karen M. Strohmeyer, Secretary