

THE INSTITUTIONAL LOCKSMITHS' ASSOCIATION, INC.
Minutes of the January 15, 2011 Executive Board Meeting

PAGE 1

The meeting was called to order at 9:30 AM

Present were: Wai Kin Ng, Jim Swift, Jack Walder, Larry Bowman, Kurt Kloeckner, Pete Dinschel, Steve Engen of ONSC, Don O'Shall, Associate member Bill Powers, Victor Lewis, Rick Duskwicz
Present via webcam: Leslie Leaneagh and Tara Williams. Karen Strohmeier connected via webcam approximately 45 minutes later.

Not in attendance, but excused: Ron Frei, Dan McGlynn, and Bob Schuetrumpf

Rick declared that we had a quorum.

Pete asked Jack to mention that all that guests can participate in discussions and vote.

Since Karen had not yet connected via webcam, Jack read the October 6, 2010 minutes. Kurt stated that he wanted to make a correction, there WAS a discussion about the bylaw change. Vote on the amended minutes taken, the minutes were accepted.

President's Report - Jack

Jack stated that he attended Sturbridge, he's been in contact with Jim Harper, collected some names. Met with Bobby DeWeese, candidate for president of ALOA. Bobby asked about what ILA wanted from ALOA, Jack stated that the meeting seemed "a little cool."

Jack attended a MINK meeting and swore in the MINK officers.

He attended a North Carolina Locksmith Association and inquired about the status of the acceptance of the ILCP exam and certifications. He was told it was still "on the table."

Treasurer's Report I - Rick

Rick confirmed that everyone physically present at the meeting had copies of both the fourth quarter report and the End-of-Year report.

Treasurer's Report II - Kurt

Kurt stated that he recently opened up a new checking account for the ILA at the Bank of America for his role as the new National Treasurer. One of the main reasons he chose B of A is the number of branches throughout the country, so any successive treasurer may be able to continue using the same bank, just a different branch. He stated that he wanted to have a second signatory on the account, similar to what Rick had with Dan McGlynn. Jack will be the second signatory. This means that Jack will also be able to sign checks. It does not mean that both Kurt and Jack need to sign each check. He deposited a \$1000.00 check from the M & T national checking account from Rick last month. He was charged \$39.00 for new checks. He has already set up the incoming credit card charges to come into the new account, and has already had one come in.

Committee Reports:

2011 Conference - Tara

Tara met with representatives from the Double Tree hotel. She says that there are still a lot of details to be worked out. Rather than have the ILA pay for the daily rental of screens and projectors, she thought it would be a good idea for the ILA to purchase them. Rick asked if we would still be charged a fee if we brought our own equipment in. Tara did not know.

Pete asked about the dates, they are: October 5th for registration, 6th for classes, 7th for the classes and possibly for the banquet, the 8th for ½ day classes and the ILCP exam. Kurt asked how many classrooms?

Tara said 3 or 4. Kurt suggested that Tara inquire about the hotel accepting drop shipping of equipment and Jack asked her to inquire about whether there would be fees charged for that. Rick asked if the details about whether we would be allowed to bring our own liquor into the hospitality suite, or if not, how about beer and wine. Tara said she would ask about that.

Tara said there really wasn't a "hospitality suite" at this hotel, more like just a room. It was suggested that we use the lobby as the hospitality suite. That was generally agreed not to be a good idea.

Jack said that we needed to have most of this info by February so we could start sending out info to the membership. Pete and Kurt will look at some of the conference info and data. Pete said we must be very careful with pricing the registration fees. Kurt said there will be some lab fees for some classes. It is a 25 minute ride from the hotel to Kaba University. It was suggested that a tour could be interesting. Jack asked if we should bump up the registration fee \$25. to \$200. or maybe even \$225. Kurt said that would be needed to cover the banquet cost.

Victor suggested that the rest of the discussion be sent to the Conference Committee.

2010 Conference - Kurt

There was conference income of \$15,370.00. After expenses, there was a net total of \$837.65

Newsletter - Karen

The Winter 2011 newsletter was recalled, since it was incomplete. Rick will act as the second editor. Don will help proofread. Jack stated that every chapter board should be giving info to the newsletter editors. Info such as the newly selected Life Members and Honorary Member, as well as Life Members from past years. ILCP info can be placed in there. Jack said a much more active effort should be made by the newsletter editors to solicit articles from members and especially Corporate Members. Victor pointed out that it is actually a requirement that Corporate members provide such articles. Bill said that he could give some info for the newsletter, what do you want? Rick stated we really didn't want "puff" pieces for merchandise or equipment. Rick said that he would contact Bill.

Website - Victor

Victor said he updated several parts of the website with new info, including the new national post office box address. He uploaded updated versions of membership applications. There have been some problems with the email forwarding, especially the forward to Jack's email address. Pete stated he still had some problems. Victor said he will contact tech support. He had a receipt for web hosting to give to Kurt for reimbursement. He reiterated that since he will be stepping down later this year, we will need a new web person.

Meeting closed for a break at 10:00 AM

Meeting reconvened at 10:40 AM

ILCP - Pete

His email address for the ILCP is ilcpchair@ilanational.org. That's the one he's been having some trouble with. Pete noticed while going over the ILCP records that one person has enough credits to be a CJIL. Some electives have a high failure rate. When Pete had inquired if members wanted to have their certifications listed on the national or chapter websites, he only received a total of 4 replies. It was suggested by Jack that a check-off box be placed on all new ILCP registration forms indicating whether a member would allow their certifications to be listed. Pete agreed to do that. Don mentioned that there

might be an issue with some test-takers' names being made public after passing the test. Pete will send the GLC website the list of ILCP recipients to be published in the newsletter.

Pete created some new Proctor Guides, which contains new and updated electives. The ILCP Committee is comprised of Pete, Dan, Don and Tom Ripp of BCC.

There's an upcoming ILCP sitting at the NCLA on Feb 12 and also on October 8 at the ILA conference. We had been offered the possibility of a free booth and testing room at most of the IML locations.

Study Guide - Pete

Pete showed version 2 of the Study Guide, which was printed by John Truempy. It contains information about the electives. John still has control of the Study Guide, and holds the copyrights to it. Pete says if a new study guide is created, it should be done by Karen (who has volunteered to do it) without a current guide in front of her. It should be started with a blank slate. There was a discussion among Bill, Don and Jim regarding manufacturers' help with questions. Jack suggested possibly buying out John's interest in the Study Guide. Pete says that if that route is taken, notify Karen so she's not wasting her time creating a new one. Pete currently has 24 Guides on hand.

Membership - Victor

The ILA has 388 members - DVC: 117, GLC: 150, BCC: 20, MINK: 20, ONSC: 51, Corp: 20, Vice: 10
Kurt will be taking over Membership as of today. Kurt said he is slowly going over the lists.

Meeting closed for a break at 11:24 AM

Meeting reconvened at 11:46 AM

Bylaws - Dan

Jack stated that since Dan was absent, that we will skip the bylaws report.

Nominations - Rick

Rick said he's had two conversations about inquiring who might possibly be interested in filling the positions of president, secretary and several director positions.

Jim, Karen, Larry and Steve all stated that they would be interested in being nominated for a Director position. Rick will call Dan to see if he is interested in remaining a Director.

A mention will be placed in the newsletter about open positions and nominations.

New business - Jack

a) We need to establish a business plan for the next 5 years.

b) We need an updated mission statement.

c) We need a policy change in the duties of chapter presidents. Attending a certain number of national board meetings should be mandatory, not optional; at least one in person, and one or two via web. Karen said that we should not create a policy that we cannot afford to fund, such as the chapter presidents' travel and/or hotels. Jack and Kurt both stated that it should be required. Karen agreed that participation is very important, face-to-face may need to be only be at the conferences. Kurt and Don discussed why attendance at the January meetings is so important. Kurt said that is when the new board is meeting for the first time.

d) A discussion was started regarding pursuing a closer relationship with ALOA, with Bill, Jim and Jack being the main participants.

Meeting closed for a lunch break at 12:30 PM

Meeting reconvened at 1:30 PM

New business - Jack (continued)

The discussion about the ALOA relationship was continued, with Bill and the rest of the board participating.

Jack made a motion inquiring about whether he should officially continue the negotiations with ALOA.

Kurt seconded. A vote was taken, all were in favor.

Jack will make a phone call to an ALOA board member tonight.

e) Jack wants a part of the website to contain a section to have, "a place with parts lists" with links. Don stated that he had such a site, but the website was hit with a virus and most of it was destroyed. Jack asked Victor to put up a page with these types of links. Victor said he would do so if someone would provide him with the links. Bill said he would send Victor a good list of manufacturers' sites.

f) What has happened about the possibility of NYAIL becoming a chapter or closer affiliate of the ILA? That would require NYAIL members to pay \$15 for their first year, and \$50 every year thereafter. Wai stated that there was not much of a response. Wai will do a presentation at a future NYAIL meeting.

g) Jack thought it'd be a good idea to establish something that would facilitate former members to make a donation or contribution to the ILA. Maybe call it "Friends of the ILA" Don said that currently, we were cutting our own throats by really not allowing retirees to participate.

Rick asked Pete (because he sends out the most dues notices of anyone) if adding a line to the dues invoices asking for donations was something that would be acceptable in his opinion. Pete said he did not know, but that maybe the question should be directed to Leslie. Rick said he had directed it to Pete because of the amount of invoicing that he does.

Kurt said that he will be going through membership lists to contact former members and inquire why that have not rejoined. Rick will write something to be placed in the newsletter.

Bill stated that a request for donations to a company should have a specific number amount on them. He also said that Corporate member invoices should go out in March, NOT January, because January is too early and sometimes budgets haven't yet been established.

Pete will not send out an email blast until he receives the approval from the GLC board.

Kurt made a motion that the ILA makes up a form asking the "Friends of the ILA" to make a donation (with an explanation) to the ILA for \$250. This would go to the marketing departments of manufacturers. All voted in favor.

(NOT CLEAR WHO IS MAKING UP THE FORM)

Pete said that once the form is approved, chapters could then do something similar using that as a template.

h) Jack says that regarding the survey - the ILA mag is willing to publish the survey, but there were indications that it was too long. Rick asked if it'd be published in the paper magazine, requiring every respondent to fill out the survey, rip it out of the mag, place it in an envelope, address the envelope and place a stamp on it, and then mail it? Jack said, "Yes." Rick said that for something with no obvious benefit to the respondent, it's too much work and it simply will not work. Kurt said Pete has a great email list. Pete said he does not have the east coast on his list, for the most part.

Leslie agreed to chair the committee to look over the survey to shrink it down and weed out the questions that serve little purpose. Rick agreed to be on the committee. Jack is currently paying about \$20 a month out of his pocket to pay for surveymonkey.com

Jack created a letter to go to wholesalers, the letter needs to be tweaked by Leslie and Rick. Ideally, it should go out by the end of January. Jack has a list of wholesalers that needs to be checked over. Karen will mail the letters if she gets the mailing list. Jack will supply the list to Karen. Bill stated that we should use the ALOA directory of wholesalers, and that individual branches should be on the list.

Nancy Broukampt (sp?) of the Locksmith Ledger was upset that the ILA did this partnership with the National Locksmith. It was stated that the National Locksmith already had the Institutional Locksmith mag and it seemed to be a correct fit.

The IFDIA - the Fire Door Certification program typically costs \$1500 for the course. The ILA gets a discount, we are charged \$995.

Chapter reports:

NYAIL (Rick) - 47 members, January meeting was canceled because of the weather.

GLC (Pete, Kurt, Leslie) - 117 members, 29 Associates, 5 Corporate

ONSC (Tara) - 50 members, haven't met since November. Steve Engen will be teaching a masterkeying class. Kurt says he has 45 members, except for #170022. Rick says that was a prospective member who sent a bad check and refused to make good on it.

DVC (Victor) - 32 paid members, 14 Life Members, 117 total members, 8 associates. DVC honored Bob Gress at the December 6 meeting. Several upcoming classes are scheduled.

BCC (Jim) - 9 paid members, 15 total. 54 tickets were sold for the baseball tailgate party. There are typically 11-14 members at each meeting.

Upcoming Shows for consideration for participation:

Houston, TX, 1/19-1/23; Phoenix, AZ, 2/9-2/11; Charlotte, NC, 2/12; Lexington, KY 3/28; Las Vegas, NV, 4/5; Colorado Springs, NV, 4/21-4/23; Salt Lake City, UT, 9/23

Upcoming Meetings:

Baltimore - 1/2011, Mass - 2/2011, SC - 3/2011, Atlanta - 4/2011, visit to LSI/Lockmasters

Kurt found two additional Life Members. We also need to add Don O'Shall. Kurt will supply Rick with the complete list.

Next board meeting will be via webcam on Sunday, March 27 at 1:00 PM .

July 16 and October 8 are the next two meetings.

The meeting closed at 4:20 PM.

Respectfully,

Rick Duskiwicz

Director