

Institutional Locksmiths' Association

Executive Board Meeting Minutes

January 21, 2012

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

John Truempy, President
Tara Williams, Vice President
Kurt Kloeckner, Treasurer
Dale L. Bowman, Secretary
Rick Duskiwicz, Director
Dan McGlynn, Director
Wai Kin Ng, Director
James Butman, ILA-DVC
Representative

Don O'Shall, Director
Larry Bowman, MINK Chapter President
James Swift, Director
Bill Smith, Beer City Chapter Representative
Lee Rink, Director
Pete Dinschel, Director
Kevin Piper, Great Lakes Chapter President

Also in attendance: Marykay Hamilton, ILA Staff.

President John Truempy presided and called the meeting to order at 9:12 AM.

Agenda

The meeting Agenda was distributed electronically in advance of the meeting (Appendix A).

Establish Quorum

Mr. Bowman confirmed that there was a quorum.

Swearing in New Officers

Jim Swift was sworn into the ILA Director, National position by Tara Williams, ILA VP, National.

Minutes from Previous Meeting

Mr. Truempy made a motion to accept the minutes as corrected. The motion was seconded and carried.

Correspondence

John Truempy received an inquiring about membership rights from a member of MINK. Question became, "*Who retains a membership? Employee or company?*" Institutional locksmith paid for membership with their own money, but worked for a company that was listed as an associate member. Kurt Kloeckner and John Truempy confirmed that the membership follows the individual member, not the company. John Truempy proposed a change to the current processing for recording membership check payments. When Kurt receives payment for membership dues, he will start marking the records with a "P" if dues are paid by personal check or with a "C" if dues are paid with a company check.

John Truempy received several emails from Stan Interactive offering online training courses. John Truempy asked the board if this is something the Association should pursue. Kurt Kloeckner made the recommendation that Stan Interactive's link be placed under the "Education" link on ILA's website. John Truempy will pursue a link sharing agreement with this company first.

Kurt Kloeckner received correspondence from an insurance carrier looking to offer members of the ILA additional information and offers on life and health insurance premiums. It was suggested that the best way to distribute this information to membership is through the Chapter Presidents. Chapter Presidents could then provide their local Chapters with the details of the offer and contact information if they wanted to pursue it further.

Actions taken between the Board Meetings

- Rick Duskwicz sent notification of his resignation to ILA President John Truempy on October 24, 2011.
- John Truempy nominated Jim Swift to fulfill Rick Duskwicz's remaining term as Director. Vote was called for to elect Jim Swift to ILA Director Position on October 27, 2011. 8 YES votes received from the ILA Board. Jim Swift was elected ILA Director.
- National Expenses approval to bring in the Chapter Representatives to the January Board Meeting. Motion was initiated by John Truempy on October 25, 2011. Motion was voted on by the Board - 3 officers, 4 Directors, 4 chapter presidents, and 1 chapter rep all voted yes. Motion carried on October 27, 2011. So the motion carries.

Treasurer's Report

Presented by Mr. Kloeckner at the membership meeting. Mr. Kloeckner also provided a year-end financial report (Appendix C). A third of the membership dues have already been paid.

President's Report

No report was given at this time.

Membership Report

Mr. Kloeckner presented the membership report. New members since last report at General Membership Meeting are as follows:

- Total of 3 new Corporate Memberships: Kaba-Ilco, ETI Products, and GCC Supply Company, LLC.
- Total of 5 new Associate Memberships.
- Total of 67 new regular members for the year 2011.
- Total of 3 new regular members for this year so far.

Dan McGlynn requested that in May or June of each year, the Membership Committee should notify/remind delinquent members of the need to pay their dues. Information would be sent to the local chapters to be communicated to chapter members. Mr. Kloeckner agreed to this idea.

John Truempy requested that the membership list be sent to the President and Secretary periodically. Mr. Kloeckner agreed.

Mr. Kloeckner made note that PPR has not renewed their Corporate Membership.

Corporate Membership notices go out in March. Total count of Corporate Membership is 21 companies.

Chapter Formation

John Truempy reported that there are two groups that are currently trying to form: Baltimore/DC/VA, and Ohio. Dale Bowman is pursuing the formation of the Baltimore/DC/VA group, and Victor Lewis is pursuing the Ohio group.

Kurt Kloeckner reported that Tom Rip is trying to form a chapter in the Madison, WI area. This brings up a concern from the Beer City Chapter since they are relatively close to Madison. No paperwork or hard considerations have been made to create the Madison, WI chapter yet.

The local Clark Security Products branch is looking to start a chapter in their area. Mr. Kloeckner has provided Clark team members with information on how to form a chapter as well as membership forms. John Truempy will follow-up with Clark Security/Denver to get the status, as well as identify the next steps, that will make this initiative successful.

Publications- Web Site

No report was given at this time. Kurt Kloeckner mentioned that web fees have been paid.

Publications – Newsletter

John Truempy asked each member at the last board meeting to send in an article. Only 1 article was received so far. The association still struggles with getting articles for the newsletter. Mr. Truempy has decided not to name a newsletter editor. Instead, the newsletter will be treated as a “committee of the whole.” Mr. Truempy again asked everyone to send in an article for the newsletter.

Mr. Kloeckner proposed that a newsletter editor be appointed. The editor will collect stories from each of the local chapter newsletters and assemble them for the national newsletter.

John Truempy will be the chair for the newsletter since no chair has been appointed. Mr. Truempy stated that his goal is to have 4 newsletters this year. Mr. Truempy now has 3 articles to produce newsletters.

Mr. Kloeckner also made note that there are no corporate advisers for the newsletter as of yet. Mr. Truempy will contact loyal corporate members to see if they would be willing to advertise in the newsletter this year.

Mr. Truempy mentioned that ALOA is now producing an Institutional issue. The ILA really needs to set-up its newsletter initiative. It was suggested that an editorial schedule for the newsletter be produced.

Discussed advertising for non-corporate members. Suggestion was to raise each advertising pricing tier by \$500 for any non-corporate member who wishes to advertise in the ILA newsletter.

John Truempy provided the best way to reach him by email. If it's important, use the @penn address. If it's not important, use the @gmail address. Either way, always copy Marykay. Or, contact Tara Williams too.

ILCP

Pete Dinschel reported that a new chair for the ILCP committee needs to be appointed. John Truempy asked Pete Dinschel if Tom Rip was on the LCP committee. Peter replied no.

Conference 2011 Committee Report

Tara Williams presented the 2011 ILA Conference 2011 Report. Mrs. Williams has created a Conference Manual with meeting notes, sample letters, and other information pertaining to the planning of a national conference. It will be helpful to the 2012 Conference Committee. It was recommended that Mrs. Williams keep the manual for future reference.

Dan McGlynn is the Conference Chair for the ILA Conference 2012. Tentative dates for the conference are: October 24 – October 27, 2012.

By-Law and Policy:

John Truempy gave all in attendance a copy of the most current policy manual. Mr. Truempy cited Policy 12: Section 2: Policy Manual Review, of the policy manual for review by the board. There was a motion to vote on postponing the review of the policy manual until the next board meeting. It was a unanimous vote in favor of moving the policy manual review until the next board meeting. Mr. Kloeckner suggested that each board meeting take the policy manual and go through it on your own to make changes, and then bring it back for board review at the next meeting.

Dan McGlynn, committee chair for the By-Law and Policy committee, asked for any proposed changes to the Policy manual. There were no Policy issues that have been brought up in the last 12 months.

Chapter Reports

- Great Lakes Chapter – Kevin Piper reported that the chapter is working on updating its website. 2 meetings, with classes, have already been scheduled for this year. Mr. Piper reported that member: Rich Crnich, Director GLC, was very sick and asked that ILA National send a get-well gift. Mr. Piper reported that having the “Key Issues” newsletter up-to-date would be extremely helpful to promoting events, classes, and important association information.
- Delaware Valley Chapter– Mr. McGlynn reported that the first general meeting of the New Year is this Monday. Working on conference and classes. Pete Dinschel offered to continue supporting the printing of the conference manuals, and newsletters. Mr. McGlynn would like the National Chapter to strengthen communication and support for ILCP testing. John Truempy suggests that these suggestions be pushed to the ILCP committee.
- Beer City Chapter – Bill Smith reported that the chapter has been quite active lately thanks to Jim Swift. Mr. Swift is coordinating baseball game activities with the membership to support the chapter. Last year, Mr. Swift was able to make the chapter about \$600. Same activities are planned for this year. It’s a great source of revenue for the chapter. Plenty of classes are being offered to members. The most recent class was a Detention Hardware. Several classes are scheduled in the next few weeks. Not having a lot of attendance coming from Madison. The chapter is having a tough time enrolling these attendees as members. The chapter is in talks with local ALOA chapter to work closer with them. Mr. Smith says membership

attendance at meetings right now is low, but hopes to increase that soon. Mr. Swift will be pursuing some manufacturers and distributors for training classes at the chapter level. John Truempy to provide Mr. Swift with factory contacts, such as, BEST.

- Olde North State Chapter- Mrs. Williams reported that Rodney Eubanks, the chapter representative could not make the meeting. Rumor has it that Mr. Eubanks may be retiring from N.C. State soon. Mrs. Williams said there will probably be a new chapter representative at the next meeting. The chapter was not had many gatherings since the conference. The chapter has a meeting next weekend at Duke University where elections will be held, and new ideas, activities, and strategy will be discussed. There are now 3 chapter members that are on the National board. Chapter is looking for ideas for fundraising activities. Meetings are rotated to accommodate members with geographical challenges. A plan will be developed to enhance this even more this year.
- MINK – Larry Bowman reported that the chapter’s goal last year (2011) was to get members certified with the CIL designation. This initiative was successful. Focus on ILCP program really enhanced activities at the chapter, at many different levels. The focus for 2012 is to get members certified with the CJIL designation. Classes are scheduled for each month. Each meeting is geared toward a specific elective. Goal is to have an ILCP sitting this year. This exam dates have not been scheduled. The chapter has had success with fundraising through raffles and door prizes. Moving meetings around to accommodate members in geographically challenges areas (Topeka). Mr. Bowman reported that his chapter would like to see more support from ILA National by providing additional study materials on ILCP electives, and asks that elective questions reviewed, and reevaluated. Proposed that ILA offer elective specific classes. Offer ILCP elective test after the class.

Invitation to NYAIL to Report

- NYAIL – Rick Duskiwicz reported that as of December 2011 NYAIL has 32 members. Dues notices have not gone out yet, and expect that a few members will probably drop off. Notices will go out in February. Mr. Duskiwicz reported that the chapter has 22 Corporate Members. The chapter wants to hold/host a CCTV class soon. Mr. Duskiwicz asked the board if they knew of a person or company that could offer CCTV classes. Several were provided. NYAIL would like to host an ILCP certification exam in their area this year.

Trade Show Attendance Report

No report was given at this time.

Upcoming Trade Shows/Conferences

Pete Dinschel provided a list of upcoming industry tradeshows. There was a discussion on the ILA exhibit space at the ALOA show. Does the association pay for an exhibition space? John Truempy suggested that a committee be formed to manage tradeshow attendance. Kurt Kloeckner was assigned to chair a committee on tradeshow participation, based on available finances. Mr. Kloeckner agreed to chair this committee. Mr. Kloeckner will identify the 2012 tradeshows and conferences that ILA should participate in this year, and provide that list to John Truempy. Mr. Truempy will forward the selections to the board for a vote. Criteria:

- Select those that will attend and represent ILA at the booth (booth typically given to the association).
- Also work in the ILCP exam moderation too. The member that travels to work the show will also moderate the ILCP exam at that location.
- Require that an ILCP test/exam should be given at every tradeshow.

The association should really look at exhibiting at the ASIS Trade Show this September in Philadelphia, PA. The attendees to this show are usually the bosses of most of our membership.

Mr. Kloeckner also explained the fees associated with processing membership documentation, such as membership ID cards. Mr. Kloeckner also explained that he feels the lapel pins are a benefit to the membership, and that the pins should continued to be distributed.

Mr. Kloeckner mentioned that there are new rules for “non-profits” in terms of reporting revenues and account balances.

Current Business before the Board**Fire Door Inspection Program:**

John Truempy reported that there has not been much new activity on this program since the last report. The program is still under development. Mr. Truempy reported that Ronnie Eubanks has been added to the committee, and he will become the chair. The Fire Door Inspection Program will eventually be an ILA Exam. The classes for the program will be up to the local chapters. The only responsibility of the committee would be to ensure that the material covered on the test is covered during class.

Kurt Kloeckner made the following motion:

“I Kurt Kloeckner the ILA National Treasurer and Membership Chairman make the motion that all businesses done or handled under the ILA Association is the sole property and owned only by the ILA Association and its members. All money that is collected or to be collected on these businesses is 100% the property of the ILA Association and is not the property of any individual or group of individuals this includes all ILA testing, books, materials, etc.”

- Pete makes a second to that motion
- Motion carries.

Dan McGlynn suggested that this be put in the policy manual, since a motion is only valid for the year. There was discussion on whether or not this should go in the policy manual, or in the By-Laws. Kurt Kloeckner mentioned that this discussion should be tabled for now, and brought up under “new business” in the future.

John Truempy will have current, and future, ILCP test authors and contributors sign a waiver so that material developed to help support the ILCP program are the property of the associations, not that of the author.

ALOA:

John Truempy reported that he met with Tom Demont 3 times the prior month before the email that was sent in regard to the ALOA/ILA partnership. Mr. Truempy noted that he had met with David Lowell several times before the meeting with Mr. Demont, and at that time, was very close to working out a mutually beneficial partnership with ALOA. Mr. Truempy reported that the ALOA Board found out about Mr. Demont’s proposal at the same time the ILA Board found out about it.

At this time, Mr. Truempy has not replied back to Mr. Demont with an answer to ALOA’s offer. The offer will be rejected when Mr. Truempy replies back to Mr. Demont. Mr. Truempy asked the Board if we were willing to negotiate with ALOA on their offer. The Board advised against it at this time, but would like to address the ILA partnership/relationship with ALOA in the future.

Kurt Kloeckner brought-up the fact that one of the reasons why the ILA association was looking to ALOA for a partnership was to get their assistance with membership mailings/correspondence (dues processing, invoicing, membership cards, etc...). Mr. Kloeckner suggested that creating a centralized P.O. Box for association correspondence would be best. Mr. Kloeckner thinks this will greatly enhance membership communication and benefit the association as a whole. Mr. Kloeckner noted that there are too many delays processing mail correspondence (receiving/shipping).

Mr. Truempy communicated the cross-over/shared membership data between ILA and ALOA. The percentage of ILA members who are also ALOA members is more significant than originally thought. About 65% of ILA membership is also part of ALOA’s membership.

Rick Duskiwicz and Kevin Piper suggested that ILA put together a benefits brochure highlighting the top 10 benefits of being an ILA member. Mr. Piper suggested that we go to the local membership and have them provide the reasons why they are ILA members and why they continue to support the association. This piece would be used to target new members, as well as communicate the value of ILA to facility/operations managers, in hopes that they will support their people involved in the trade, and thus membership in the ILA. Don O’Shall suggested that

the Board also target institutions across the country with this piece of communication. The benefits brochure will be created by Dale Bowman.

Life Membership:

John Truempy stated that the only person authorized to start an electronic motion is the President, or Chairman. Mr. Truempy has received 2 letters requesting Lifetime Membership in the ILA. Those members are:

- Jim Lindquist
- Tom Hojnacki

Mr Truempy started a motion to give these two members Life Membership in the ILA. Motion was seconded by Kurt Kloeckner.

- Motion carries

ILCP:

Motion presented by Kevin Piper to add a letter/note of explanation to each ILCP participant's file that is not complete (proper documentation/paperwork) stating that original documentation destroyed by fire/explosion.

- Members of board make a second to the motion.
- Unanimous vote. Motion carries.

Kurt Kloeckner made another motion:

"I Kurt Kloeckner the ILA National Treasurer and Membership Chairman make the motion that on all ILCP testing that is graded by the ILCP committee needs to be checked and reviewed again by two Executive Board members that are not from the same chapters."

- Kevin makes a second to the motion.
- 3 votes yes: 3 votes no. Motion defeated

Other Business:**Victor Lewis:**

John Truempy mentioned that Victor Lewis is the longest serving Director ILA has ever had. Mr. Truempy stated that Victor left the Board without any recognition for the years of service provided. Mr. Truempy suggested that the Board honor Victor Lewis by offering him the honorary title of Director Ameritas of ILA-National. Mr. Truempy is also going to offer Victor Lewis an open invitation to all Board meetings during Mr. Truempy's 2 year term. The policy manual would need to be changed, and if voting rights were given to this new position, the By-Laws would need to change too.

- Kurt Kloeckner seconds the motion.
- 1 opposed – Dan McGlynn
- Everyone else voted YES.
- Motion passed

Bill Smith made the recommendation that Victor Lewis be given a plaque at one of the ILA functions this year. Kurt Kloeckner will develop a special membership card, similar to a lifetime member card to give to Victor Lewis.

Annual Financial Report:

Annual financial reports from committee with standing approval for spending have been an issue. Mr. Truempy would like the committee chairs to develop an operating budget for the year, a then present that budget to the Board for approval – each year. Budgets will need to be revised each year. If approved, that will be the committee's operating budget for the year.

Kurt Kloeckner suggested that there needs to be a better way to categorize ILCP expenses/budgeting. The question was asked, "which category does ILCP expenses/budgeting fall into?" Further discussion on this will be required at another date.

New Member Services:

Mr. Truempy challenged the Directors to bring in an idea for a new or improved membership service that can be provided to the ILA membership. Email these ideas direct to Mr. Truempy. Mr. Truempy will keep a list of ideas, and then discuss implementing into the committees they apply to.

ILCP Study Guide:

Kurt Kloeckner asked John Truempy about the ILA purchasing the ILCP Study Guide from him. Mr. Truempy said it could be discussed. Pete Dinschel asked if Mr. Truempy would donate the ILCP Study Guide. Mr. Truempy declined. Kurt Kloeckner asked Mr. Truempy to come up with a price for the guide.

Next Meeting Date and Location

Kurt Kloeckner suggested that the next Board meeting should be rotated geographically to the different chapter areas. Mr. Truempy suggested the next Board meeting should be held in Baltimore, MD. It was suggested that the spring Board meeting should be held in the conference host city in order to investigate hotels and conference center locations in the area.

Discussions of dates in April to hold the Board meeting were discussed. The Board decided that Saturday, April 14 2012 in Baltimore, MD would be the next meeting date.

The meeting was adjourned at 5:17 PM.

Respectfully submitted,
Dale L. Bowman, CML, CJIL, CPP
ILA Secretary

Accepted: _____
Dale Bowman, Secretary

Appendix A

**Institutional Locksmiths' Association
Executive Committee Meeting Agenda
January 21, 2012**

1. Pledge of Allegiance
2. Introduction/Welcome Guests
3. Roll Call/Introduction of Executive Committee Members
 - Establish Quorum – Dale Bowman
 - Swearing in of any new officers
4. Reading of Minutes from last meeting – DB
5. Correspondence- DB, KK
6. Action taken and passed between meetings
7. Treasurer's Report – Kurt Kloeckner
8. President's Report
9. Committee Reports
 - Membership – KK
 - Corporate Membership – KK
 - Chapter Formation -
 - Publications
 - Website
 - Newsletter
 - ILCP – Pete Dinschel
 - Conference
 - 2011- Tara Williams
 - 2012
 - By-law and Policy – Dan McGlynn
10. Chapter Reports
 - Great Lakes
 - Delaware Valley
 - Beer City
 - Olde North State
 - MINK

11. Invitation to NYAIL to Report

12. Trade Show Attendance Report

- GPLA
- Yankee
- DHI

13. Upcoming Trade Shows/Conferences

14. Current Business Before the Board

- ALOA
- ILCP problem (executive session if needed)
- Fire Door inspection program
- Life Members

15. New Business

- Victor Lewis
- Annual financial report from each Committee with standing approval for spending.
- New members services
- New Chapter services

16. Next meeting date location

17. Anything for the good of the Association