

Minutes August 03, 2014 online meeting

- ↪ **The online meeting was called to order at 1:07 PM Eastern time;** Pledge of Allegiance and flag presentation led by John Rendle. Roll Call was held and all officers were present; Guest Byron Jones was unable to attend; Jimmy Butman attended as DVC representative; The only new rules were a request to mute your microphone when not in actual use, and to use the chat function to indicate your vote (this allows an accurate review of the votes, which is otherwise difficult in a web meeting).
- ↪ **Vice President OShall made a motion waiving the reading of the previous minutes; Lee Rink seconded it and it carried unanimously.**
- ↪ **First agenda item was report of the Nomination Committee for Elections.**

President Piper pointed out we do not currently have such a committee for the new year, and asked Jim Swift if he would accept it again. Jim assented and the appointment was made. Its first action was to review available positions. A nomination was made by John Rendle that current DVC representative Butman become an actual Director. This was seconded by Don OShall. A unanimous vote approved it, Jim Butman will serve as Director until the upcoming elections at the national membership meeting in October, at which time he will run for his position for the following two years. A determination of other available positions was made. VP OShall was nominated to run again and accepted the nomination. Other expiring Director positions all also agreed to run again. Jim will follow up where needed.
- ↪ **President Kevin Piper gave the President's report;**

It was short, noting that all the items he would discuss were already on the agenda.
- ↪ **Treasurer's report was given by Kurt Kloeckner;**

Oral report given

 - 📁 **Update on membership cards**

Most membership cards have been sent out, with the balance to be finalized by August 12. Kurt pointed out that delays occur when too much is thrown at him, and notified the Board he is scheduled for major surgery on August 12 and will be unavailable for about 6 weeks.
 - 📁 **Update on Billing Decentralization**

Kurt reminded everyone that beginning 2015, the billing for

membership will return to the chapter level. OShall pointed out that a separate section of the Executive Only portion of the website has been set aside for each chapter to have secure online storage and access. Kevin will develop a minimum spreadsheet for use by every chapter, to be stored on the secure area. Chapters should let Kurt and Don know who will be handling the billing at the chapter level. OShall will be available to assist as needed. Also, view only online access via a password can be given to an individual or individuals as well,. Talk to Don for details or to arrange it. Kurt will have a current membership list ready for the conference in October, after which the decentralization process will begin with 2015 notices. He will also provide OShall with a preliminary list for the brochure mailing for the conference.

This area will also serve as the membership list for the Group, which is why it needs standardized. Kevin will also give each chapter President access to Constant Contact email program, which will be set up so you can choose between which chapter(s) to send information to, or to send out a general notice to all members, or a general notice to all interested individuals regardless of membership status.

Update on Member Expenses for Conference Meeting

Kurt advised everyone that the national will make their room reservations, so there will be no out-of-pocket expenses for that. Notify Kevin or Don to tell them which nights you will need. The national will also, funds being available being the contingency, reimburse for travel expenses, but that each Board member must make their own reservations and submit the receipts via US Mail. Meals and class attendance are the responsibility of each individual Board Member. This includes the \$35 banquet ticket. Board members should fill out a registration form and send it to the committee, along with payment if they are adding classes, meals or banquet. Byron and the other committee members are also covered for hotel nights.

Committee Reports

Conference Committee

Larry Bowman, Don OShall, Byron Jones

Kevin, Byron and Larry developed an exhibitor/sponsor agreement for the conference; It is posted on the website

All conference items now complete except sponsor/exhibitor list. We have added additional classes, and updated all online information.

Basic forms for the conference have been stored in a web folder and the committee sent Chip the URL so that they do not have to start from scratch again next year for the 2015 conference, and spend time re-

inventing the wheel. Some will obviously need re-done, but things such as the exhibitor agreement will require very little to update, saving days of preparation hopefully.

(www.ilanational.org/conference-2015/)

We have done a media blitz for the conference, including **Facebook** (with all forms available on **ILA Institutional Locksmiths Association**, Linked-in, **Locksmith Ledger** Online, Clearstar, and several others. We have made arrangements with Clearstar so that our ad appears EVERY time someone logs in to the site. (We also negotiated a member discount to join Clearstar. In exchange the ILA store will provide a corner of their table to an ad area for **Clearstar Security Network**.) **The National Locksmith** and **The Institutional Locksmith** magazines will be doing an article about the conference, and will feature our conference ad in every issue prior to it. We notified members of our sister organizations (SLA, GPLA, YANKEE, ILOC institutional of Canada) that they can register for classes at member prices.

OShall pointed out that we need to decide if we will print and mail the brochures as we did in the past. He gave an estimated expense of \$1045 to print and mail 600 glossy covered brochures in white envelopes using USPS First class mailing. John Cutts made a motion that we approve the funding. Tom Ripp seconded it. A vote was taken and it was unanimously approved.

Certifications Committee

❖ **IFD Committee**

Kevin stated that our own certification for this is still in development, but that he has obtained an agreement with the IFD international to allow \$400 of the \$1495 fee to come back to the ILA, with \$200 going to the national and \$200 to the member's chapter.

❖ **ILCP Committee**

Update on Online testing.

Our online testing site expires August 31, so the next year's payment is due. It paid for itself more than four times over, last year. Cost is **\$325**. Tom Ripp made a motion to approve the funding. It was seconded by Jim Butman. Vote was taken-unanimously approved.

❖ **Master Keying Certification**

Still in development phase - nothing new to report.

❖ **Certification Development Committee**

No current actions

❖ **Newsletter Committee**

Newsletters are in members only section of website, including old newsletters as they are scanned, and chapter newsletters where available.

❖ **Web Committee**

❖ **Update on ILA Store**

It is up and running, with new items being added. we have completed the move to a new web provider, with unlimited storage and bandwidth permitted. ILAnational is moved and is one with InstitutionalLocksmiths.org. Using either URL gets you the same places. The new site saves us \$87.65/year

❖ **Update on conference web pages**

It has been up and running since July 2, and is updated frequently. You may need to refresh your web browser to view the most current information. All information is both downloadable and/or viewable online.

❖ **Minutes being added to Website**

In the **Executive Only** section. Lee rink reported some difficulties with access. Don will check and fix within an hour at end of meeting.

❖ **Update on Marketing**

As mentioned earlier, we are flooding the social media with stuff about us. We also attended ALOA and were contacting the exhibitors in regard to both conference sponsorship/exhibition and corporate membership. We did not at the time know the fees for a table, nor have a corporate information packet but promised to follow up with them. One corporate member, SimpleK, approached us and said he had not paid his membership due to a prevailing rumor we were out of business, but that he would send it in right away. Clark security was given the table rate in a follow-up and reserved a table. We handed out lots of newsletters, conference brochures and some membership applications. Jim Butman suggested the national reimburse OShall for the considerable expenses of travel, hotel, booth table and chair, and shuttle. Kurt noted that to do so would put us in a dangerously low position financially. The idea was tabled pending further action once the financial impact of the conference status has been determined for this year.

Recent Office Supplies and Printing costs intended for use at ALOA,

GPLA and YANKEE, Printed out 100 each of 4 newsletters and 200 two page brochures for conference and 2 posters 24x36

\$475.52

John Cutts made a motion that the printing costs and office supplies be reimbursed. John Rendle seconded the motion. A unanimous approving vote was received.

Kurt reminded everyone we still need to work on a corporate sponsor packet. Kevin and Don volunteered to work on it.

❖ **Update on deal with Clearstar.**

They are giving us a free box ad on the log-in page to advertise the conference, and a discounted membership to join Clearstar for our members

❖ **Update on Online Meetings**

.This will be our third full meeting (not counting small committee meetings) , which as saved us about \$7500 for \$49 a month. OShall suggests paying it annually. (The way it is, he gets reimbursed just in time to pay it again).Kevin pointed out this also allows us the possibility of short monthly meetings instead of quarterly long meetings. Kurt pointed out no vote is needed, as we already approved it. He asked Don to pursue cost of annual payment. Don researched it and it is **\$468** which will save us \$120 a year. Kurt will follow up in September, hopefully before the 9/11/2014 renewal.

By-Laws and Policies Committee

Are there items needing changed in By-Laws or policies?

OShall mentioned the Chairman of the Board issue. Kurt stated there were two issues unresolved at the last national membership meeting- the question of 'work on behalf of the ILA belonging to the ILA' and another which he will have to look up. All Board members are asked to review the two documents, available in the executive only section of the website, before the next meeting and bring any concerns to it.

↔ **Upcoming Shows**

Kevin asked how much we normally budget for the shows. Kurt pointed out that we had decided on a policy of setting the decision in January for what shows we will attend so we can budget better. Last January we had no funds so none were approved for this year, although the Board can decide to cover them if it is voted to do so. But he stated the budget is very tight right now, and doing so could make it dangerously low. It was decided that although members will represent the ILA, the Board will have to decide later regarding whether any or all will be reimbursed, once we know whether the budget is balanced by this year's conference.

ALOA 2014

We garnered almost 100 new leads of institutional locksmiths, and twelve potential corporate members that OShall and Piper will follow up with once the corporate packet is updated. Total actual expenses: \$991.67 (break-down and receipts available)

GPLA 2014

OShall and Rendle will attend; Booth will show DVC banner. OShall noted they reached out to welcome Lehigh Valley following the close of the DVC Board. Total estimated expenses: \$804 (break-down available)

YANKEE 2014

Butman and OShall to attend. National banner will be displayed. ILCP is being offered. Total estimated expenses:\$861.10 (break-down available)

↔ **New business**

Educational conference 2015

Must be set in stone by June 15,2015

Training course options

Being worked on

 **Promotional mailing**

Held pending results of conference 2014

↔ **Set time and date of next meeting**

Sunday August 24, 2014 2 pm eastern time, 1pm central

Meeting Adjourned at 5:52 pm Eastern time.