

2016, June 26th,
National Educational Conference Committee Meeting
Of The
Institutional Locksmiths' Association
Minutes of the June 26th NEC Committee

Date: **June 26th, 2016, 1:00 PM Eastern, 12:00 PM Central**
Location: **ONLINE**

- **Meeting Start Time:** 1:05 PM Eastern
- **Pledge of Allegiance:** Skipped

- **Secretary Roll Call:**
(6/26/16) - Invited For This Conference:

Officers -

- √ President Kevin Piper
- √ Vice-President Larry Bowman
- √ Secretary Byron Jones
- Treasurer Kurt Kloeckner

Directors & Others -

- √ Don OShall, Director, ILCP Co-Chair, Webmaster
- √ Jim Swift, Director, Beer City President
- √ Jim Butman, Director, LVC representative, DVC representative
- √ John Soderland, Beer City Representative
- Greg Brockway, LVC Secretary

- **Reading of the Minutes-**
(6/26/16) – The 6/12/16 Minutes were sent with the meeting announcement.

- **President's Information:**

- **2016 Conference Discussion Points today:**

(3/6/16) Conference Vendor Payments will go to Don O'Shall's company. Any credit cards used will go through Don's Pay Pal account. He will respond with a receipt showing the funds going to the ILA NEC.

(4/10/16) – Don made a new motion to \$250.00 Member, \$350.00 Non-Member plus a \$100.00 Late Fee after a yet to be determined date.

The Motion passed unanimously.

(At Kevin's request, Byron will attach the rough draft of the scheduled classes so this can be worked on before the next meeting).

(4/24/16) – Jim Swift signed the contract with the hotel.

(4/24/16) – There are four (4) classrooms available all day Tuesday – Friday

(6/26/16) – (1) 4 hour slot is available Friday. (2) 8 hour or (4) 4 hour available Tuesday.

Testing Friday morning took 1 slot

➤ **Factory tours**

Harley Davidson

(4/24/16) – No progress on Harley – easily put together later.

Master Lock

(4/24/16) – Jim Swift talked to Master Lock Tuesday. No reply yet.

(6/5/16) – Master Lock Tour is set up. They want to know a number of people and what day. It is too early to answer these.

(6/12/16) – Ray Green is the contact - Overall response to the tour is for a Friday afternoon. Jim will confirm for 15 for the tour.

(6/26/16) – No confirmation yet.

Miller Brewery

(6/26/16) – Jim is looking into a tour here

➤ **Education**

1. **Alarm Lock has their classes set.**

(4/24/16) – There may be a conflict with the current Alarm Lock Rep. with factory training on these dates. Jim Swift will see if another is available.

(5/22/16) – Tentatively only there Thursday and Friday. No lab fee confirmation yet.

(6/5/16) – Classes are set for Thursday, 8 hours and Friday morning, 4 hours.

Jim S. will verify the classes and ask about the lab fee.

(6/12/16) – No answer yet on the lab fee. Jim will contact him again.

(6/26/16) – No Lab Fee.

2. **Kevin Piper (4/10/16) and Jim Swift are working on getting information from G. R. Zechman – Allegion.**

(4/10/16) – Only 8 hour classes offered so some scheduling may have to be re-arranged.

(4/24/16) – All Allegion classes are 8 hours which does not give us very many classes.

(5/22/16) – (Forward Kevin's e-mail)

(6/5/16) – Allegion classes are set. Scheduled are 8 hour classes on Tuesday, Wednesday and Thursday and a 4 hour class Friday morning.

3. **There is no word on the Assa Abloy Truck yet.**

(4/24/16) – Plan on it being there. Jim Swift has not heard that the truck is not coming.

(5/22/16) – Byron to send factory representative information for Assa Abloy classes

(6/5/16) – The Truck is scheduled to be there.

4. **Kevin Piper is waiting on information coming from Detex.**

(4/10/16) – Kevin reports that Detex will work with us but no commitment as to what.

(6/5/16) – No information yet.

(6/12/16) – Scott Peck – Kevin will send any information he receives mid-week.

(6/26/16) – No information yet. Kevin will follow up.

5. Stanley needs to be contacted.

(6/5/16) – Jim S. sent a question asking what Stanley had planned.

(6/12/16) - Joseph will put something together this week

(6/26/16) – Kevin will contact.

6. Kevin Piper is going to talk to the Intermountain Supplier.

(4/10/16), (6/5/16) – Kevin Piper is still working with the reps and vendors.

(6/12/16) – Nothing yet.

(6/26/16) –

7. Jim Swift contacted Phil Agius from Framon - 2-4 hour class on their products, vendor booth, Tuesday or Wednesday

(6/12/16) – The truck calendar will be set early this week. Jim will send information later this week.

(6/26/16) – The truck will be on site.

8. (5/22/16) – Retrolock will become a Corporate Sponsor and will participate in our Conference with the purchase of a Vendor Booth.

(6/5/16) – Kevin to send Jim S. contact information. Jim will contact them for classes.

(6/12/16) – They are officially a Corporate Sponsor. Jim will contact to ask for a table and classes.

(6/26/16) –

9. (6/5/16) – Added Bill Lynk for (2) 8 hr. classes. He will cover Small Format and Large Format IC Core Cylinders.

(6/26/16) – 2 Classes, Oct 5 & 6

10. Kevin will contact Natalie from Assa Abloy to see what they can do.

(6/5/16) – Jim S. left a message for Russ Anderson (factory trainer from Arizona). Kevin and Jim will work together to make sure there will not be any duplication

(6/12/16) – Natalie Van Meter – Kevin will have information on length of classes from her mid-week.

(6/26/16) –

11. Multi Lock – Tom Giovanni (?)

(6/12/16) – Jim reports they are not going to be there.

12. Kaba Ilco –

(6/26/16) – Will have classes (309) Electronic 3000 & 5000 series and (409) Mechanical 5000 series. Electronic class will have a Lab Fee of \$275.00. Minimum of 10 students required. 3 signed up to date.

The product will ship to John Soderland's Shop. It is on a pallet, 4' x 4' x 4'.

C/O Professional Safe & Lock Service, Inc.

5132 West Howard Avenue

Milwaukee WI 53220

➤ **2016 Conference Post Cards – Don-**

(4/10/16) - Don asked Kurt for an updated list of members to know that he is sending to everyone including all new members.

(4/10/16) - Kevin has several receipts he needs to get to Kurt.

(4/10/16) – The Postcards are on hold pending class schedules.

(4/24/16) – Postcards are not sent. Don O'Shall wanted to check the current membership list first. Don has over 40 returned newsletters and some were not received. We do not want a repeat of this with the postcards.

(6/5/16) – Still waiting until all classes are set before sending.

➤ **2017 Conference**

Jim Butman is meeting with Jeff Seymour Friday. Last week's scheduled meeting was cancelled due to weather.

Jim Butman was asked to contact Dave Sharpe of Fried Brothers.

(3/6/16) Friday 3/4/16 – Jim Butman went to LeHigh University. He met with Jeff Seymour, President of the LeHigh Vally Chapter, Joe Cavanaugh and Greg Brockway. Their discussion was about the use of Sands Casino and the booking of the casino. Jeff and Jim visited the casino and spoke with several managers. They surveyed the Meeting Rooms, Hosp. Suite and Guest Rooms.

They need to re-visit to see the Executive Manager who was not available that day.

Everything looks good. There is no airport shuttle service. There will be offsite classes at Assa Abloy that will need transportation.

(4/10/16) – Jim will be working with the hotel very soon.

(4/24/16) – Jim Butman has a meeting at the Sands this Wednesday at 10:00 AM.

(5/22/16) – Jim Butman met with Alissa at the Sands. He e-mailed Don the information. I will forward the e-mail.

(6/5/16) – New information sent for more classrooms. (E-mail below)

Good Afternoon Jimmy,

I apologize again for the delay in getting back to you during my travels out of the office.

I am having trouble finding availability of 4) total meeting rooms to fit the new meeting specifications you had called about. If we can adjust the event dates to a Thursday, Friday, Saturday pattern for the meeting space, we could make it work, however the proposal below will need to be revised based on the new dates.

For the guestroom rate, we can extend a rate of \$132.00 for Wednesday and Thursday, however Friday's rate would be \$179.00 for 40 guestrooms.

For the meeting space on Thursday and Friday, we can extend the \$250.00 per day rental fees for Bucks and Berks, and the additional rooms of Lehigh and Northampton at \$500.00 per room, per day. We can help you with the rental fees on Saturday and reduce to \$250.00.

If you would like to discuss further, please feel free to contact me.

Alyssa Lippincott, CHSP
Manager, Hotel Sales

Sands Bethlehem

(6/12/16) – The Sands Casino is pretty much out of this Conference. They cannot meet our needs. A new place to consider was found and is listed below.

(6/9/16) – Forwarded E-Mail from Don from Jim Butman:

Message body

Jim B will not be at the meeting this Sunday but has made much progress. He spoke to several venues and found one that looks amazingly good- good rates, good location, quality rooms, indoor and outdoor pool, bar, restaurant, catering, airport shuttle and many meeting rooms available. It is about 8-10 minutes from the Sands casino, near the routes to the ASSA training center and local lock companies such as Dorma. And ASSA has agreed to do some classes for it.

You can see it at:

http://www.hotels-rates.com/hotels_reservations/property/90775/

He also spoke with Jeff about LVC and made progress there.

Don OShall, webmaster.

(6/26/16) – Jim will meet with Sarah this week about the hotel. He will see the Meeting Rooms and Overnight Rooms this time.

This is an earlier e-mail that has the information

Good Afternoon James,

I hope this email finds you well. I have looked over our availability and we have space for next July.

The dates that we have open are **July 17th-21st 2017 or July 25th 28th 2017** for the meetings and overnight rooms checking in Tuesday and checking out on Friday. I have attached copies of our audio visual sheet, room spec sheet and our current menus for you to look over. The menus are being updated right now so we will have new menus by August this year and also our meeting space is getting renovated the end of the month as well.

I feel we our Cedar Crest, Muhlenberg, Lafayette and Moravian Rooms would be best for your group.

The **room rental on each room per day would \$250.00 plus tax and service charge**. If you are available to come in next week, Monday or Tuesday during the day all of those rooms are open for you to see as well if you would like to see any overnight rooms at well. **We can offer you a group rate of \$99.00 plus tax per night per room**. Would the guests be paying for their rooms on their own or would that that all go to a master account?

Please let me know if you have any additional questions or if next week does not work for you to come take a tour let me know and I can check other dates the rooms are open. I look forward to hearing back from you and booking your group here.

Warm Regards,

Sarah Keppel

Catering Sales Manager

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www.bethlehemsuites.hamptoninn.com

Don O'Shall made the motion to reimburse Jim's mileage – 1 Abstain (Jim Butman) – Passed unanimously.

➤ **Next Conference Committee Meeting:**
Sunday, July 10th
1:00 PM Eastern, 12:00 PM Central.

Adjournment: 2:20 PM Eastern, after 1 hour, 15 minutes.

Byron Jones
ILA National Secretary
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