

**2017 July Board Meeting  
Of The Board of Directors Of The  
Institutional Locksmiths' Association  
Minutes**

Date: **July 13, 2017**  
Location: **Best Western Hotel Lehigh Valley, Pennsylvania**  
Meeting **#2**

 **Meeting Rules:**

*Establish Quorum - Yes*

*The Board meets as a committee of the whole.*

*The President appoints all committee members except Standing Committees and is Ex-Officio of all committees.*

 The **President calls the meeting to order** at **7:15 PM Eastern**

 We recited the **Pledge of Allegiance**

 **Secretary Roll Call:** **7/13/2017**

**Attendees:**

**Officers:**

- ✓ **President - Kevin Piper**
- ✓ **Vice President - Larry Bowman**
- ✓ **Secretary - Byron Jones**
- ✓ **Treasurer - Don OShall, ILCP Co-Chair**

**Directors and Others:**

- ✓ **Bob Akin - Director**
- ✓ **Jim Butman - Director, LVC representative, DVC representative**
- ✓ **Jim Swift - Director**
- ✓ **Dan McGlynn - LVC Representative**

**ABSENT:**

**Mike Jones - Director**  
**Cynthia Andrews - By-Laws Committee Chair**  
**Gregory Brockway – LVC Secretary**  
**Ken Lierz - MINK representative**  
**John Soderland - Beer City Representative**  
**Tom Ripp - ILCP Co-Chair**

 **Introduction of Guests:**

**Mike Homan – LVC President**  
**Bill W. Timmann - Guest**  
**Bill E. Timmann – LVC Vice-President**

### **Reading of the Minutes:**

Bypassed due to informal nature of this particular meeting.

### **Presidents Report-**

Jim Butman put together a great Conference. (Applause) He had a large vendor turnout for the Expo. A total of 25 Vendors were present. He had the room full of tables and was trying to make room for more. One of the Assa Abloy display trucks was in the parking lot.

Kevin asked if it was OK with everyone if he used an informal meeting in order to get things accomplished and discuss what needed to go to the next Board Meeting. It was agreed this was OK tonight. No argument or dis-agreement.

### **Treasurer's Report-**

Jim Butman to look at Conference revenue and report later after all the information is in.

Don O Shall reports the Current Balance is \$5,322.12 on the books.

Don had to forgo the Treasurer's duties around Easter. Since Jim was handling Conference costs and receipts, a check for \$4,495.00 was sent to the LVC Treasurer in order for Jim to take care of Conference costs. With this check written, the ILA National account is \$827.12.

The ILA National Website has been paid and has two years left before Re-Payment. The ILCP Hosting Website needs to be paid \$300.00 for this year.

\* The members voted and approved a check to be written for Don to pay this site.

Don O Shall had several expenditures out of pocket he has not been reimbursed for. These included several months of paying the ILCP site \$19.95 a month and Postcard mailings for the Conference. The receipts totaled \$273.40 owed to Don.

\* The members voted and approved a check to be written for Don to pay for these expenses.

### **Committee Reports:**

2017 National Educational Conference in Bethlehem, Pennsylvania

We were all disappointed in the lack of local Institutional Locksmiths taking advantage of what we had to offer. Jim had good classes set up but very few came to take them.

The Best Western was given a check for \$500.00 in June in order to complete this contract. At this point, we assume it was held, not cashed, and will be used toward our total bill.

Jim received and deposited \$3,665.99 prior to the Conference. During the Conference, he collected an additional \$2,505.00 that needs to be deposited. Both of these receipts added to the \$4,495.00 sent from ILA National gives a new total of \$10,665.99 in the LVC Treasury.

Now for the Conference costs:

The Hospitality Room Food and Drink cost \$171.37. The Hospitality Room itself was sponsored by a Vendor so no cost to us.

The Meeting Rooms were \$250.00 each day. There were four (4) classrooms for 3

days. An additional room was used for the Expo and the Banquet. This brings the Classroom expense to \$3,500.00.

We had a total of 17 Overnight Room Nights at \$103.40 each with all taxes in. That totals \$1,757.80.

The banquet total expense was \$914.40. We charged \$45.00 per person to attend. The Banquet was more than paid for by the attendance. It was a good crowd.

The total bill for food and miscellaneous charges, such as equipment, taxes and fees, has not been figured by the hotel yet since we don't check out until tomorrow (Friday).

## Annual Membership Voting

### **President:**

Kevin will not run. He will step down at this time.

Larry Bowman volunteered. Bob Akins made the motion and Larry was voted unanimous.

New this year, Kevin Piper will be Larry's backup person. Both will keep in contact so they both know where National stands at all times.

### **Secretary:**

Byron Jones will stay in another term. Larry Bowman motioned and the vote was unanimous.

Don O Shall will be the backup person. Byron and Don will share notes and information on what each may be working on.

### **Treasurer:**

Don O Shall is stepping down due to health concerns. This leaves this position available for one year.

Jim Swift volunteered to take this position. Bob Akin made the motion and the vote was unanimous. Larry Bowman will be his backup and second signature at the bank. Discussion was brief about having all four officers for signatures. We all agreed to this.

### **Vice-President:**

Larry moving to President opened this position for one year.

Jim Butman volunteered to take this position. I missed the person making the motion but the vote was unanimous. Bob Akin will be his backup.

### **Other:**

Due to Don's health concerns, others need to take up all of his other functions. These are volunteer positions and not voted on.

**Byron Jones will become the Website Apprentice.** Right now, he is the most familiar with the inner workings and will take the lead looking to Don for guidance when needed. Don is the backup at this time.

**Dan McGlynn will be over the ILCP Testing.** He will work closely with Don and Tom Ripp. Byron Jones will be kept in the loop as backup.

**Byron Jones will also take the Newsletter.** I will have no more information available

to me than Don did. I will try to do something with it.

 **ILCP and other Certifications – Don, Tom and Kevin**

**Master Keying:**

CMKJ being worked on

Tom Ripp and Bill Lynk are working on this.

**Fire Door & IHC:**

This test will be ready for the July Conference

 **Website**

Above

 **Newsletter status**

Above

 **By-Law report Cynthia**

N/A

 **Membership**

N/A

**Chapter Reports – No chapter reports were given**

 **Beer City**

 **GLC**

 **LVC/DVC**

 **MINK**

 **NYAIL**

**Unfinished Business:**

**New Business**

The next meeting, we will discuss Corporate Sponsorship some more and try to finalize this discussion. We will discuss Chapter and National accounts to see where the money can do the most good. We will discuss responses, or more lack of, from our representatives and vendors and what we can offer to engage them. We will look at the remaining open Director Positions and discuss their future.

Next Meeting:

To be determined.

**Meeting end:** 9:25 PM Eastern Standard Time

7/17/17

Submitted by Byron Jones, ILA National Secretary