

**2018 January Board Meeting
Of The Board of Directors Of The
Institutional Locksmiths' Association
Minutes**

Date: **January 14, 2018**

Location: **ONLINE**

Meeting: **#1**

 **Meeting Rules:**

Established Quorum -

January 14th, 2018 - Five (5) Officers and Directors, or six (6) Officers, Directors and Chapter Representatives will make up a quorum.

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: 2:54 PM Eastern, 1:54 PM Central**

 The **President** led the **Pledge of Allegiance**

 **Secretary Roll Call: 1/14/18**

Attendees:

Officers:

- √President – Larry Bowman
- √ (Co-President) – Kevin Piper
- √Vice President – Jim Butman
- √Secretary - Byron Jones

√Treasurer – Jim Swift

Directors and Others:

Bob Akin - Director

Mike Jones - Director

Cynthia Andrews - By-Laws Committee Chair

Gregory Brockway – LVC Secretary

√Mike Homan - LVC President

Ken Lierz - MINK representative

√Dan McGlynn - ILCP Co-Chair


√Don O Shall – Ex-Officio for training and help


√Tom Ripp - ILCP Co-Chair


Excused - John Soderland - Beer City Representative

ABSENT:

 **Introduction of Guests:**

 **Reading of the Minutes:**
(Byron)
Approval – Unanimous

 **Presidents Report:**
(Larry)

 **Treasurer's Report:**
(Jim S.)

\$13.95 to be reimbursed to Don O Shall.
1/14 Correction - \$402.22 to Jim Butman + \$6.65 for the flash drive for Larry =
\$408.87 Total to be reimbursed.
There has been nothing from GLC yet.
1/14 – Current Balance is \$785.88.
We can now accept Visa, MasterCard, Discover and American Express.
Jim Swift received \$245.00 on a card from Barry Clark, Formerly Old North State
Chapter. He paid membership for 2017 and 2018 and took the CIL test.

ILA Mailing Address
PO Box 84, Butler, Wisconsin, 53007


2017 Conference Financial Report
*LVC Balance from the funds provided by National for the Conference is \$805.43

Payments and Re-imburements
1/14 –

 **Committee Reports:**

1. 2018 Conference
(Kevin)

Holiday Inn – Elk Grove Village
October 9-11
Post card at the next meeting, Don worked on it a little
The room fee has already been set at 89.00 per night.
Evening Expo on the 11th?
Possible factory tour another evening
1/14 – Meeting with chapter next week to set up classes, ect.

 **ILCP and other Certifications:**
(Don, Tom, Dan and Kevin)

CMKJ is being worked on by Tom Ripp and Bill Lynk.

Fire Door & IHC is being worked on by Kevin Piper
Kevin Piper reports it will be completed by the end of January.
1/14 – On target for the end of the month

ILCP On Line
1/14 – One new CIL test

 **Website:**
(Byron)

Don has been keeping it updated. No physical changes have been made.
12/3 National website domain name needs updated, moved to proper ISP, and card on file changed for renewals. \$13.95 per year, although sometimes they only charge it every three years, based on past experiences. We also need to change the card on file for actual websites for national and ILCP storage.

TO AVOID CONFUSION AND ALLOW PROPER BUDGETING:

The ILA has two website hosting fees, three domain name registration fees, one meeting software fee, and one testing site fee.

The ILA has two websites:
one for the public:
www.institutionallocksmiths.org
one for the storage of ILCP confidential files:
www.ila-resources.com

On about the 15th of March of each year the main website renews, but it only actually bills every third year. In 2014, we asked for a discount and they gave us 3 years for \$142.56 for it. They billed us \$0 for 2015 and 2016 respectively. In 2017, We did not ask for a discount and paid the full rate of \$214.20 for the next three years. We will be billed \$0 in 2018, and again in 2019. On or about March of 2020, we will either be billed at the going rate or can ask for a discount, which they usually give us.

On about the 30th of April of each year the ILCP Committee storage website renews, but it only actually bills every third year. In 2013, we asked for a discount and they gave us 3 years for \$148.20 for it. They billed us \$0 for 2014 and 2015 respectively. In 2016, We asked for a discount and paid the rate of \$178.20 for the next three years. We were billed \$0 in 2017, and will be again in 2018. On about April 30th of 2019, we will either be billed at the going rate or can ask for a discount, which they usually give us.

The ILA protects three name variations against others pretending to be us:
www.ilanational.org
www.institutionallocksmiths.org
www.institutionallocksmith.org

Theoretically, we ought to be billed \$13.95 a year for each of these, but they give us one free every year with the website hosting, so it would be \$27.90 a year. However, and I never question it, they have only been billing it once every three years also. If they continue to do this, I would suggest not asking why. But better to budget for it and not be billed than be billed and not prepared.

The ILA licenses meeting space at:
www.gotomeeting.com
for \$468 a year. This year, for some unknown reason, they seem to have billed us tax on it also. They never did before. I believe this falls due in October each year.

The ILA licenses testing site:
www.classmarker.com
for ONE of THREE options:
monthly with limit of 400 credits per year (average 8 credits per actual test) for \$19.95/month
or
monthly with limit of 1000 credits per MONTH (average 8 credits per actual test) for \$34.95/month
or
annually with limit of 1000 credits per MONTH (average 8 credits per actual test) for \$325/year, usually discounted to \$300/year
As long as we do not let it actually expire, all our records and tests stay active, regardless of which option we use at each renewal.

Hopefully, having this information explained like this, including dates and costs; this will allow us to better budget for it and avoid surprises and crisis moments.

There are no bills currently falling due. Don O Shall paid the \$13.95 annual fee to register the domain name of ilanational.org and hopes the Board will vote to reimburse this.

 **Newsletter status:**

(Byron)

Nothing is currently being written.

When available, a hard copy should be mailed to all Corporate Sponsors.

Each individual Chapter will vote on how to receive the Newsletter.

Printing and mailing costs have always been a negative factor.

Kevin Piper will check with Lorie Simon of GLC who expressed an interest with writing.

Don O Shall offered to help.

1/14 – No progress on this.

 **By-Law Report:**

(Cynthia)

 **Membership:**

(Jim S.)

Larry Bowman asked about New Membership Materials.

Kevin Piper will ask Kurt Kloeckner to send the templates he currently uses to all chapters so they can change them to their own.

Jim Swift has a few ILA pins and blank Blue Certificates used for new members.

He will find out for sure for the next meeting what he does have.

There is possibly another box he has to go through.

1/14 – One member renewal. No templates from Kurt received by anyone.

(Moved from the New Business section 1/14) - New Member Packets.

Who needs to take care of the packets when we get new members?

Will it be Chapter or National level?

The consensus is it should be at the National level since new memberships go to the National Treasurer. No vote taken.

We do not currently have a Membership Committee or anyone over Membership.

Byron will ask Mike Jones, Director, if he would do this. He would be the person putting together the Membership Packet and mailing it to all new members. He would need the materials.

Jim Swift will need to copy any new applicant's information to him.

 **Chapter Reports:**

Beer City

Training has been set up for Feb and March.

GLC

They are setting up training for this year. They are finishing the Golf Outing Planning. It should be set up next week. Memberships were mailed out.

LVC/DVC

Their first meeting is on Wednesday. Memberships were sent. The next meetings are scheduled for Feb 22nd and March 23rd.

MINK

They are setting up the planning meeting for the year this Saturday. Byron will remind Ken to send membership.

NYAIL

Unfinished Business:

(Larry)

1. (2016) Corporate Membership-

*Larry is going to try to redo the Corporate Membership Application removing the explanation of charges and setting a 3 tier fixed price as follows:

Large Multi-Business Umbrella Corporations - \$2,500.00

Large Nationwide Corporations - \$1,000.00

Smaller Nationwide or Local Single Business - \$500.00

1/14 – Kevin will check with Kurt. Don says it is on ILCP (blue or green) flash drives.

Larry will look.

Larry will send forms to the Corporate Contacts as soon as he finds the information.

Byron will forward the list of Corporate Contacts from Jim Butman to Larry.

New Business:

(Larry)

1. We will look at the remaining open Director Positions and discuss their future.

(Not discussed yet)

1/14 – We did discuss the downsizing of these positions by not filling them over the years. It was getting too expensive to pay to bring everyone to a conference and meetings. There are only two (2) filled positions right now.

Although a different position, it could remain under this heading.

The Chapter Representative was questioned today as well. There are only two (2) filled positions right now.

2. The store needs a new home for shirts and caps.

Don cannot physically process individual orders anymore.

There are 3 boxes about 40 lbs. each.

There are possibly 50 shirts and 20 baseball caps in the boxes.

Shirts - \$36.00 to \$46.00 each

Baseball Caps – \$15.00 each

Don Oshall will get a price for shipping the 3 boxes to Jim Swift.

We will vote whether to approve this next meeting.

1/14 – No new information.

Good of the order:

(Larry)

Next Executive Board Meeting:

February 11th 2018 at 2:30 PM Eastern, 1:30 PM Central

Adjournment:

3:58 PM Eastern, 2:58 PM Central, after 64 minutes

Submitted by:

ILA National Secretary

Byron D. Jones

bdj