

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

Date: **March 25, 2018**

Location: **ONLINE**

Meeting: **#3**

 **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: 2:46 PM Eastern, 1:46 PM Central**

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

 **Secretary Roll Call: 3/25/18**

**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
- √John Soderland - Beer City Representative

**ABSENT:**

 **Introduction of Guests:**

√Bill Timmann – LVC Vice-President

 **Reading of the Minutes:**

(Byron)

3/25 -

 **Presidents Report:**

(Larry)

3/25 – Not much to report. Applied for another job so would no longer be an Institutional Locksmith if accepted.

 **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.

2/11 – Jim Butman sent Jim Swift the 2017 New Jersey tax statement to fill out and pay.

3/25 – (Reference Jim Swift's e-mail) The MINK Chapter will send the amount we have collected so far. Larry Bowman will contact Kevin Piper for GLC funds. Don O Shall has some to send in.

Balance today \$1,900.00 roughly.

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-imbursements

3/25 – \$1,200.00 check received from GLC.

 **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 11<sup>th</sup>?

Possible factory tour another evening

1/14 – Meeting with chapter next week to set up classes, ect.

2/11-

3/25 – Wes McKinney and Tom Hojnacki working on classes and scheduling. Tuesday, Wed. and Thurs. classes, Expo Thursday night with snacks and finger food. GLC is planning on the Conference to pay for itself with travel and other expenses being on the persons attending including Board Members.  
Wednesday Night Board Meeting. No Banquet planned at this time.

 **ILCP and other Certifications:**  
(Don, Tom, Dan and Kevin)  
3/25 -

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

2/11 –

3/25 -

**ILCP On Line**

3/25 – Sold 1 Study Guide

 **Website:**  
(Byron)

Don has been keeping it updated. No physical changes have been made.

2/11 – Byron Jones may have some help from a new I. T. person where I can sit with him and go through all the steps needed to do what I have not been able to do.

3/25 -

 **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.

2/11 – No Progress

3/25 -

 **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.

2/11 – Mike Jones would like to see the membership list and know all responsibilities.

Larry Bowman suggested placing the Membership under the Executive Only area of the Website. It would then be available to all Executive members as needed and a single source to keep updated.

Dan McGlynn sent it out to this group on One Drive but no one got into it. I asked that it be sent to my home address to open it.

Larry Bowman nominated/appointed the position to Mike Jones. The vote was unanimous.

Byron will help him get started.

3/25 –



## **Chapter Reports:**

### **Beer City**

John Soderland reports they are going to attend a Brewers Game this year, 6 members renewed, They have sent renewal notices several times.

### **GLC**

Kevin Piper reports they have a couple of new members. A golf outing is being planned, July 27th. Master Lock will be doing the April meeting. They have the Carpenter's Training Center for another year.

### **LVC/DVC**

Mike Homan reports this month was cancelled due to weather again. It is rescheduled for April and will Dilbert Heistand will present from Stanley Best. They have possibly 7-8 paid members currently.

### **MINK**

Larry Bowman reported they met with Stanley Reps, Edelman Lyon, for dinner and drinks at a Country Club.

### **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.

2/11 – Larry Bowman made contact with Allegion and Stanley.

Byron Jones found an older list and will send that list, with some newer contacts added, to Larry Bowman.

Larry Bowman suggested the following amounts:

Large - \$2,500.00

Med - \$1,500.00

Small - \$750.00

Anything less will be Associate Member price and be considered as such.

3/25 – Local vendors will fall under the chapters as an Associate Member at \$140.00 this year. There was discussion of the National Sponsors.

Larry Bowman will send three forms, one with each price, to all Board Members.

Byron will re-send his latest remake of 2016 Sponsors to Larry Bowman and Jim Swift.

## **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.

2/11 – Larry Bowman thought the only position needed right now might be someone to do the Newsletter on a regular basis. This is important to advertise our Corporate Sponsors. This is about the only thing we can offer them.

3/25 -

### **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 O Shall 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.

2/11 –

3/25 – A motion was made to send all boxes to Jim Swift. This passed unanimously.

 **Good of the order:**  
(Larry)

 **Next Executive Board Meeting:**  
April 29, 2018 at 2:30 PM Eastern, 1:30 PM Central

**Adjournment:**  
3:58 PM Eastern, 2:58 PM Central, after 1 hour, 12 minutes

Submitted by:  
ILA National Secretary  
Byron D. Jones  
bdj