

Gem City Dog Obedience Club

Board Meeting

January 2, 2012

Location: GCDOC Building

Date: January 2, 2012 7:00 p.m.

Board Members:

Krista Anthony
Mary Beam
Cheri Davis
Lori Genaw
Curt Givens

Gayle Ingram
Carole Lenehan
Ronalee McKnight
Maggie Melton (absent)

Kathy Roberts
Robertta Rupert
Jennifer Scott
Elaine Stoermer

I. Welcome and Call to Order

Kathy Roberts called the meeting to order and welcomed everyone to the first meeting of 2012.

II. Reports

a. Secretary (Gayle Ingram)

Curt Givens moved to accept the minutes of the November 4 and December 5, 2011 board meetings. It was seconded by Lori Genaw and passed unanimously.

b. Treasurer (Elaine Stoermer)

Checking	\$32,953.07
<i>Outstanding checks</i>	<u>- 3,564.15</u>
	\$29,388.92

Money Market Savings	<u>\$44,269.22</u>
Total Cash Accounts	\$73,658.14

She noted a Chase credit card statement of \$346.90. She added that there was a large bounced check from the agility equipment auction but Maggie is working on this. Most membership dues have been collected. Elaine distributed a revised form which should be used by members when turning in receipts.

Mary Beam moved to accept treasurer's report. It was seconded by Jennifer Scott and passed unanimously.

Elaine was directed to pay the Rumpke invoice that was for the additional portable toilets during the ASCA trial. Carole has done some research per the board's instructions and has determined that it would be more cost effective to keep four portable toilets at the Land from April 1st through November 30th instead of requesting extras for events due to the cost of delivery and pickup.

Carole Lenehan made the motion that the Club rent four portable toilets (3 regular and 1 handicapped toilet) from April 1st, 2012 through November 30, 2012 and install a permanent pad before next April. Curt Givens seconded the motion which was unanimously approved. It was agreed that the rental fee for groups renting the facility for events would be increased by \$50.00 a day to cover the extra cleaning of the toilets. The rental agreement will be revised to reflect this change.

Elaine noted that the DP&L bill for the Valley Crest address (The Land) is higher than the bill for the building on Springfield Street. This seemed odd to her. Members noted that it is possible the Valley Crest property may not have the meter read regularly so it could be estimated. Elaine will watch it over the next several months.

It was noted that there is no budget set up for the annual banquet. In the past the event generally makes a small profit. This year's caterer will be Christophers.

c. Membership (Krista Anthony, chair)

Krista reported that she has sent emails to all members who have not paid their dues. Anyone who has not paid their dues will not receive awards. She is starting to work on the new Club Directory. She is contacting people to confirm their member information.

It was noted that several years past there was a Membership Meeting held in February. The Board agreed that the Banquet is now being held in lieu of a regular Membership Meeting.

A question was raised about vouchers for the board members. It was agreed that board members should receive vouchers for the hours they spend attending the board meetings. Vouchers are generally distributed in November and June.

d. Registrar (Carole Lenehan)

Carole reported that no one has signed up for the Novice Obedience class in Session 1 of 2012. Current Session 1 registrations: 35 – Puppy, 25 – Beginner, and 9 – Advanced Beginner. Lori commented that Advanced Beginner numbers may be going down because in the past members were required to go through Advanced Beginner Obedience before they could register for agility classes. Cheri noted that the club now offers Foundation classes to prepare puppies and older dogs for agility classes. It was agreed that discussion on this matter should be tabled until Maggie Melton, agility director, is present.

Carole asked the board how she should respond to the request from Dr. Susan Fife to hold a Canine Conditioning & Core Strengthening Class at the GCDOC building. Mary Beam had concerns that Dr. Fife is not certified in animal rehabilitation and may be a distributor of the FitPAWS equipment. Other board members use the FitPAWS equipment and were interested in what Dr. Fife is offering. Carole was directed to get more information. *[Following the meeting Dr. Fife provided more information and though emails the board agreed to rent the facility to her on Sunday, February 19th. Information about the class was placed on the Yahoo List and registrations go directly to Dr. Fife.]*

e. Obedience (Ronalee McKnight)

Ronalee reported that she has had requests for an instructor course. Although class registration numbers are currently low, she will wait until after the session begins to make any decisions on combining classes because there are always some people who show up the first week without pre-registering.

Elaine reported that she will be holding mini-classes on Mondays beginning the end of February or early March to introduce students to the new AKC signs. She will charge per session. The class is only for people who are familiar with Rally. She will post information on the Yahoo list.

- f. Agility (Maggie Melton)
No report.
- g. Conformation (Jennifer Scott)
Jennifer reported that the confirmation show went well. There were some issues with the judge which may result in the necessity to get a new judge next year. A decision will need to be made soon since the paperwork must be submitted around March.
- h. Earth Dog (Curt Givens)
Curt reported that he is about to submit the application for the June test. One of his usual judges cannot make it so he is looking for a new judge. The November test dates will be changed to the first weekend in November. If the weather permits, this weekend Curt plans to do some work on the dens.
- i. Operations (Rick Roberts)
Kathy reported that Rick will be installing a lock plate on the Lenehan building at the Land. Kathy met with the building cleaning crew last Saturday and they will vacuum and set up the tables for the banquet. They are trying to get help to deep clean the floors. Kathy asked everyone to spread the word to members to avoid leaving food around the building. It is attracting mice.
- j. Sunshine (Cheri Davis/Joyce Osborn)
Gayle read the list of cards and flowers that had been sent during November and December to members who had lost pets and family members. She also shared the list of people who had ordered memorial stones, those who had been offered stones, and those who have been offered stones but not yet responded.
- k. Publicity/Public Relations (Cheri Davis)
Cheri reported that the turnout of club members at the Children's Parade the Friday after Thanksgiving was once again a huge success.
- l. Store (Roberta Rupert)
Roberta reported that pinch collars have arrived. Other items will be in stock before classes begin.

III. Continuing Business

- Mike Kacik and training on the website has been scheduled for the February board meeting.
- Inventory Asset forms. Kathy Roberts distributed a "Club Provided Fixed Asset Management Policy" and a form to be used for inventory purposes. Fixed assets were defined as those tangible assets of the Club with a useful life in excess of one year and an initial cost equal to or exceeding \$250. All computers, TV's and VCR's are identified as "controlled" assets. Board members were asked to share any information on distributors of asset tags with Kathy so she can order them. Since Kathy has much of the information on purchase price of many of the items, she will begin completing the forms.
- Agility Equipment Rental. The Club received a request for rental of the UKC equipment in September 2012 from Susan Gears for the Belgian National Trials. This issue was tabled at the December board meeting. The only two items they wish to rent are the Sway Bridge and the Swing Plank. Mary Beam explained that the GCDOC UKC equipment is ten years old and every time it is moved it needs to be

recalibrated. Susan had made a similar request several years ago but the board decided not to let the equipment be removed. Krista Anthony has agreed to transport the equipment to the Clermont Fairgrounds. She noted that the UKC venue is struggling and this rental could be very helpful. It was agreed to table this discussion until Maggie Melton, agility director, is present.

- **Calendar Items:**
 - The board scheduled two work days. A work day at the building was scheduled for March 24th and a work day at the Land was scheduled for April 28th.
 - The 2012 Responsible Dog Ownership Day was scheduled for Sunday, September 9th from 1:00 – 4:00 p.m. Lori Genaw and Cheri Davis agreed to co-chair the event.
- **Banquet.** The Woofstock Banquet is scheduled for Saturday, February 4th. The banquet committee will be meeting later this week. The floor will be cleaned prior to the banquet and the building will be closed on Friday the 3rd for setup. The board agreed to offer free banquet admission to the three board members whose terms ended in 2011: Tami Woodrow, Rick Roberts and Amy Runyon.

IV. New Business

- **Budgets.** Kathy Roberts will be working with Elaine to provide budget work sheets. If anyone has a problem with the application she can input their figures.
- **Strategic Planning.** Kathy Roberts announced that she would like the Club to develop a Five Year Plan. She believes this type of plan would help the board to work better. She noted that the ten year lease on the building will end in 2016 and decisions will need to be made before that. Lori Genaw suggested board members should visit other clubs to get ideas on what improvements GCDOC might want to consider. Kathy stressed that it is important that we have the membership involved in the discussions and decisions. She would like to ask for volunteers at the April Membership Meeting for people to serve on our Strategic Planning Committee. Kathy reported that she will explore whether this might be a project that could be taken on by Leadership Dayton with a limited financial commitment from the Club.
- **Bad Weather Calls.** It was explained that the club president, Kathy Roberts, makes the decision to cancel classes due to bad weather. Registrars and instructors will make calls and send emails to students to notify them of the cancellation. There will also be a notice sent out on the Yahoo list and posted to the GCDOC website.

V. Next Meeting

The next meeting will be held at 7:00 p.m. on Monday, February 6, 2012, at the building.

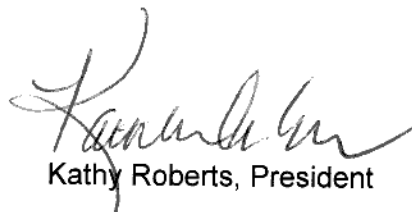
VI. Adjournment

Gayle Ingram moved to adjourn the meeting at 9:20 p.m. Krista Anthony seconded and the motion passed unanimously.

Respectfully submitted,



Gayle L. Ingram, Secretary



Kathy Roberts, President

JANUARY FINANCIAL SUMMARY (1/2/12)

Elaine M. Stoermer

Chase Checking

\$32,953.07 (bank balance 12-30-11)
- 3,564.15 (Dec.'11 outstanding checks)

\$29,388.92 (balance 12-30-11)

Bounced/NSF check: Barga - \$575.00 (A-frame/auction) + \$12.00 fees

Money Market

\$44,269.22 (Bank balance 12-05-11).

Chase credit card statement	\$346.90	11/03/11 K-Mart®	\$ 9.13
		11/04/11 Groceryland	\$ 12.12
		11/16/11 Tuffy Brooks	\$ 25.65
		12/03/11 AKC(W)	\$ 100.00
		12/03/11 AKC(W)	\$ 100.00
		12/03/11 AKC(W)	\$ 100.00

Dec. 14, 2011 statement (11-04-11 to 12-03-11)

Total Cash Accounts \$ 73,658.14

Deposits: \$9,410.34 by EMS

Includes: **CCC checks totaling \$6,665.11**

Agility Auction: \$2,428.48

Separate deposits	Membership:	\$	357.00
			165.00

GEM CITY DOG OBEDIENCE CLUB

PURCHASES

Name: _____

Address: _____

Purchase:

Authorized by: _____

Amount:\$ \$ _____

Method _____

Venue _____

What: _____

Date: _____

Receipt attached.

GEM CITY DOG OBEDIENCE CLUB

PURCHASES

Name: _____

Address: _____

Purchase:

Authorized by: _____

Amount:\$ \$ _____

Method _____

Venue _____

What: _____

Date: _____

Receipt attached.

Club Provided Fixed Asset Management Policy

Gem City Dog Obedience Club, Inc. (The Club) shall maintain a fixed asset management policy. The fixed asset management system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with the principals of accounting used to prepare the Club's Income Tax Return and adequate insurance coverage. Fixed assets are defined as those tangible assets of The Club with a useful life in excess of one (1) year and an initial cost equal to or exceeding Two Hundred and Fifty Dollars (\$250). All computers (including monitors and printers), TV's and VCR's shall be identified as "controlled" assets that, although they do not meet all fixed asset criteria, are to be monitored in the fixed asset management system.

The fixed assets to be monitored shall be classified as follows:

1. Land
2. Buildings
3. Leasehold improvements other than buildings (i.e. parking lots/fencing/flooring)
4. Machinery and equipment (to include agility and obedience equipment)
5. Computer Equipment/Electronics
6. Software
7. Construction in progress

Fixed assets that are leased/purchased and assets which are jointly owned shall be identified and recorded in the fixed asset system. The administrative guidelines outlined in The Club's Standing Rules shall be used to ensure proper purchase, transfer and disposal of fixed assets as defined in this policy.

The following information shall be maintained for all fixed assets:

1. Asset number
2. Description including source (purchase or donation)
3. Asset classification (i.e. land, building, equipment, etc.)
4. Location (site, building and room)
5. Date of purchase
6. Purchase price
7. Serial number and model number
8. Estimated life of asset
9. Disposal or trade-in of asset

Gem City Dog Obedience Club, Inc, Asset Record		Item Description: 2 HP 1505 Laser Jet Printers	Item Number:
Purchase Date:		Insert Photo Here	
Purchase Price:			
Source:			
Location:			
Expected Useful Life:			
Salvage Value:			