

Gem City Dog Obedience Club

Board Meeting

February 6, 2012

Location: GCDOC Building

Date: February 6, 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

Kathy Roberts
Roberta Rupert
Jennifer Scott
Elaine Stoermer

Others Present: Mike Kasic, Joann Jozwiak, and Terri Jerkes

I. Welcome and Call to Order

Kathy Roberts called the meeting to order.

Mike Kasik, GCDOC Webmaster, presented a training and information sharing session on the GCDOC website www.gcdoc.com. He handles the software, backups, and changes to content. Last year we changed to a new central management system – JOOMLA. Before that we were using Dream Weaver. JOOMLA is located on the website and is easier to get into and update pages. The next major update will be done in March, at which time the site will need to go down for a brief time. He informed the board that he can create club email addresses if any of them prefer not to use their personal addresses for club business. It is possible to have a club address but have the emails be forwarded to several email accounts. Mike watches for spam so he gets a copy of every email that comes in. It is difficult to keep the membership list up to date. He asked that the Membership Chair forward him contact information whenever new members are approved. Mike will generate a password for new members but they can change it once they log on. Mike stated that he wants to continue to be involved with the website but turn over the everyday updates to someone else. He will continue to update the software and send out flyers. Someone else will need to create the flyers. Joann will contact Pam Green (who was doing it previously) to obtain the template. Terri's role has been to update content on the pages and post the minutes. Joann reported that she has been going to other dog club websites. Some are more advanced than GCDOC and some are more basic.

Mike recommended giving permissions to the Board Members and Directors to do their own updates to the website. He will provide the log in information to them. He has already done training with Carole. She was the person who put the Weather Advisory on the website when classes were cancelled recently. Mike reviewed the basic structure of the website. Cheri Davis will coordinate a training session. Terri had several ideas such as adding a Brags page where members could post pictures for three months by paying a \$5 fee (similar to the Brags portion of our Membership Meetings). We could also add a First Aid page or Pet Therapy page. Joann suggested an area geared to new members that could include information on how to access the building, how to sign up for classes, how to volunteer, where do you find out about upcoming events. Cheri suggested posting public relations events where GCDOC has booths or are doing demos.

Mike will email all the Board Members the log in information and additional material about the website format.

II. Reports

a. Secretary (Gayle Ingram)

Curt Givens moved to accept the minutes of the January 6, 2012 board meeting and February 4, 2012 Membership Meeting. It was seconded by Elaine Stoermer and passed unanimously.

b. Treasurer (Elaine Stoermer)

Elaine distributed three sheets of financial information: January 2012 Income, Banquet 2012 (expenses/revenue to date), and the February Financial Summary.

Checking	\$29,655.17
Savings	<u>\$44,280.48</u>
Total	\$73,935.64

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

c. Membership (Krista Anthony, chair)

Krista reported that anyone who has not paid their dues (which were due on January 1, 2012) nor responded to her emails have been removed from the membership roster. Those members who paid their dues late were assessed a \$10 late fee.

Krista distributed the current list of thirteen applicants. A number of them have been on the list for a long time so Krista has contacted them to see if they are still interested in becoming members. The Standing Rules state that applicants should be present at a Membership Meeting where they are voted on. It was noted that some applicants have found it difficult to attend the Membership Meetings. It was agreed that the Standing Rules should be amended to all the applicant to make a formal request to the Board to have someone else stand up for them if they are unable to attend the Membership Meeting.

d. Registrar (Carole Lenehan)

Carole distributed a summary of the Session 1, 2012, registrations. There are currently 144 dogs (118 in Obedience and 26 in Rally/Freestyle) which resulted in an income of \$5,137.75. She noted that in addition to the normal classes, Miami Valley Pet Therapy Association (mvPTa) will be holding classes on Tuesday's from 10:00 – 12:00 from February thru May. She reminded the board that Dr. Susan Fife's Canine Conditioning & Core Strengthening Class will be held on Sunday, February 19th. Since registrations went directly to Dr. Fife it is unknown how many have signed up to attend.

e. Obedience (Ronalee McKnight)

Ronalee confirmed that obedience/rally instructors receive the same number of volunteer hours credited as agility instructors. Elaine reported that they have confirmed judges for the September AKC obedience trial. Pam Murn will be chairing the trial and Elaine will be secretary.

f. Agility (Maggie Melton)

Maggie reported that the February AKC agility trial at the Champions Center in Springfield has 600 runs on Saturday and Sunday (with waiting lists) and 300 runs on Monday. Cheri Davis is the trial chair. Maggie explained that she had been contacted by a school who wanted to bring students to the trial on Monday. Maggie has arranged for them to work. Cheri has put an email on the Yahoo list looking for workers. More emails will be sent requesting members to come out and

wear the GCDOC colors. Set up will be Friday night. Cheri is working with Terri to create a page on the website for worker signups.

Maggie requested that the Standing Rules be changed related to the requirements for taking the Beginner Sequence of classes. She would like to require students to take a Foundation class before starting agility classes. The Standing Rules currently say "Dog must have successfully completed Obedience for Agility class or 2 sessions of Gem City Obedience classes. An evaluation may be needed to insure that your dog is ready for agility." Board members felt that while all dogs are different, more obedience and foundation work would benefit agility training. Action on this item was **TABLED** until next month. Maggie was asked to bring in the current rules and offer a suggestion on a revised policy.

- g. Conformation (Jennifer Scott)
No report.

- h. Earth Dog (Curt Givens)

Curt reported that he has his judges for the November trial. There will be a two day trial on June 9 & 10. This is shorter than usual because the Border Terriers Specialty meet the same weekend. There will be two judges. Curt will be out of town that weekend so Chris Berger will be the chair. Curt was at the Land last week and determined that the dens are fine. One does need to be replaced due to mold issues.

- i. Operations (Kathy & Rick Roberts)

- The Land. Kathy reported that Rick has installed a lock plate on the Lenehan Building door. Kathy has been in conversation with the Republic/Allied Waste regarding the dumpsters at the building and the Land. The current account will be closed and a new account opened which will result in a significant savings by rolling the Land and the building dumpsters onto one account.
- Building. Kathy reported that the flooring in the building was cleaned on Sunday. She has been doing research related to the Dandy Flooring because there have been complaints about it being slippery. She has learned that the problem gets worse when the floor is cold. To help alleviate the problem, the heater in the back room should be turned on before classes/events to allow the flooring to warm. Some other clubs with this type of flooring have flipped it over after five years. Gem City purchased and installed the floor in late 2006. Kathy will continue to investigate and report back to the Board with suggestions.

Leah Schiller, housekeeping, has requested new trash and recycling cans for outside the building. The board approved having her investigate options and provide a recommendation on what to purchase.

- j. Sunshine (Cheri Davis/Joyce Osborn)

Cheri reported that flowers and cards were sent to a number of club members due to illness, surgery, death and injury to family members, as well as the passing of dogs. A baby gift was sent to Alicia Sanders & Liam

- k. Publicity/Public Relations (Cheri Davis)

Cheri reported that we will be participating in the Pet Fair at the emergency Vet Clinic on April 28, 2012. A committee member made her aware of a "Pet Related Business Directory" and Cheri noticed that Gem City is not included. She will investigate how to be included in the directory.

Cheri moved to continue the tradition of donating two gift certificates for one year of training to the Think TV Auction. Carole seconded the motion which passed unanimously.

Cheri will be sending more emails out on the Yahoo list to encourage members to attend the AKC agility trial the end of the month and wear Gem City colors to promote the club.

Cheri inquired as to whether it would be possible to offer access to Wi Fi at the building during trials. Many clubs are now making Wi Fi available and a lot of exhibitors use it. This discussion was **TABLED** until next month.

I. Store (Roberta Rupert)

Roberta reported that the store has been selling a lot of treats and prongs to class members.

III. Continuing Business

- UKC Agility Equipment Rental. Susan Gears has requested rental of two pieces of UKC equipment - sway bridge and swing plank - in September 2012 for the Belgian National Trials. After some discussion, Lori moved to approve the rental of the equipment. The group must pay the full replacement cost of the equipment up front and will be refunded half that amount when the equipment is returned in good condition. Krista seconded the motion which passed unanimously. Krista will determine the replacement cost of the equipment and include that in the rental agreement.
- Blue Ribon Voucher Policy. Kathy distributed the "Voucher Awards and Volunteer Hours" policy with recommended revisions highlighted. After reviewing the policy the section related to double hours for special tasks was revised to indicate that double hours can only be authorized by a Board vote except as stated in the policy. Mary moved to accept the policy with the noted revision. Gayle seconded and the motion passed unanimously.

IV. New Business

- Budgets. Due to the hour, this item was postponed until next month.
- Projector for Presentations. Kathy explained that there had been problems locating a proper projector to show the Banquet Slide Show and recommended that the club purchase a projector. There should be room to securely store it in the file cabinet that is being purchased for Board minutes and records. Carole moved to purchase a projector for the club. Elaine seconded and the motion passed unanimously.
- Silver Medals. Maggie reported that the silver medals the club has been purchasing are no longer available. She presented two alternative items for consideration. Both options would provide a larger area for engraving. Carole moved that the club purchase the 2" die cast medals with ribbons for \$5.50 apiece. Cheri seconded and the motion passed unanimously.

V. Next Meeting

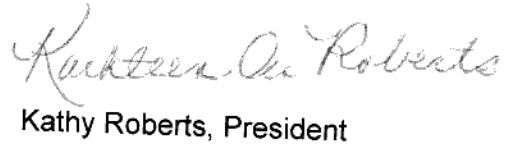
The next meeting will be held at 7:00 p.m. on Monday, March 5, 2012, at the building.

VI. Adjournment

Curt Givens moved to adjourn the meeting at 9:15 p.m. Jennifer Scott seconded and the motion passed unanimously.

Respectfully submitted,


Gayle L. Ingram, Secretary


Kathy Roberts, President

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:			

Voucher Awards and Volunteer Hours

Objective: Provide small, equitably distributed incentives for active participation in the Club's management, maintenance and profitability.

As an all volunteer organization, Gem City Dog Obedience Club has no employees. While the Organization does pay for services as needed, the Club thrives on the hard work of volunteers.

As a thank you for the services provided the Club, all members are eligible to earn vouchers that can be used to pay for class fees for all Gem City Dog Obedience Club classes and seminars¹. Some vouchers can also be used for cost savings on trial/test entries.

Vouchers are awarded in three forms: Service, Instructor and Blue Ribbon. Service, Instructor and Blue Ribbon vouchers can also be used for \$20 off the cost of club sponsored seminars (limit 1 voucher per seminar).

Instructor and Blue ribbon vouchers have all the value of Service vouchers. In addition, Instructor and Blue Ribbon vouchers may be used to defray the cost of trial/test entries (each voucher = \$20.00 value). Service vouchers cannot be used to defray the cost of trial/test entries.

Vouchers are earned as follows:

Service vouchers:

Each year², member hours are allocated to voucher awards as follows:

Annual Hours	Vouchers Earned
0-49	0
50-74	2
+25	1 for each 25 hour increment

Some volunteer jobs are performed on a regular basis and require special commitments of the volunteers. These jobs receive volunteer credit of 2 hours for each hour worked. These jobs include: land maintenance, building cleaning and clean up/tear down after a trial/test.

From time-to-time, the Gem City Board will offer bonus hours for specific tasks. Double hours can only be authorized by a Board vote except as stated in this policy

Instructor Vouchers:

All lead and assistant instructors earn 1 voucher for each class taught per session. To receive a voucher, the volunteer must complete requirements of his/her commitment by attending at least 6 of the 8 weeks of classes.

Blue Ribbon Vouchers:

Registrars and board members receive 1 Blue Ribbon Voucher per 8 week training session of service, provided the board member attends 2/3 of board meetings held throughout the year.

Cleaning Crew and Land Maintenance volunteers earn 1 Blue Ribbon Vouchers for each 8 hours worked .

Volunteers who assume leadership roles in the hosting of trials/tests earn Blue Ribbon vouchers using the following table. Each amount is per trial/test day.

Note: a trial day is defined as two (2) or more classes.

	Agility	Obedience/ Conformation	Earth Dog /Freestyle
Secretary (Per Ring for Agility)	2	2	***
Trial Chair (Per Ring for Agility)	1**	1	***
Scheduler	1	NA	***
Ring Steward/Worker Coordinator	1*	1	***
Food Chair (Per Ring for Agility)	1	1	***
Chief Course Builder	1*	NA	NA
*** Blue Ribbon Vouchers will be awarded at the discretion of the director, following the limits used for Obedience/Conformation and Agility trials/tests.			
** Off Gem City premises agility trials require additional service of managing equipment collection and ensuring transportation and set up on-site. In recognition for this extra service the Trial Chair for such event(s) earns 2 additional blue ribbon vouchers for the event.			
* One per ring. For agility trials, there is a chief course builder and chief ring steward for each ring			

¹ Seminar usage is limited at 1 voucher per seminar fee.

² Club year is October 1-September 30