Gem City Dog Obedience Club
Board Meeting
December 5, 2011

Location: GCDOC Building

Date: December 5, 2011 7:00 p.m.

Board Members:

Krista Anthony	Gayle Ingram	Kathy Roberts
Mary Beam (absent)	Carole Lenehan	Roberta Rupert
Cheri Davis	Ronalee McKnight	Jennifer Scott (absent)
Lori Genaw (absent)	Maggie Melton	Elaine Stoermer
Curt Givens		

I. Welcome and Call to Order

Kathy Roberts called the meeting to order. She had emailed a number of items to the board members including an article "Strong governance: A nonprofit's recipe for success" which is about transparency in governing. She said that during her term as president she would strive to have the board document their actions as much as possible so any questions that arise can easily be answered. Kathy does the club taxes and offered to share that information with any board members that are interested.

II. Reports

a. Secretary (Gayle Ingram)

Cheri Davis moved to accept the minutes of the October 3, 2011 board meeting as amended. It was seconded by Krista Anthony and passed unanimously.

Gayle distributed a summary of board member attendance for the 2010-2011 Club Year. According to the Standing Rules board members are expected to attend at least 2/3 of the board/membership meetings. It was agreed that a committee be formed to review and recommending updates if needed to the Standing Rules and Bylaws. Kathy Roberts, Cheri Davis, Mary Beam (previously), and Gayle Ingram volunteered to serve on this committee. Gayle will track down or create an electronic version of the documents for editing.

Gayle distributed a final version of the "Request for use of Gem City Dog Obedience Club Property" form which incorporated comments made when it was presented at the October 3rd board meeting. Cheri Davis moved to adopt the form. It was seconded by Curt Givens and passed unanimously.

Storage of records was discussed. Currently there is no central location to keep past minutes, insurance policies, leases, service agreements (e.g., trash) and other pertinent club records. Carol moved that Gayle Ingram be given permission to spend up to $250 to purchase a four-drawer, locking, file cabinet. Curt Givens seconded the motion which passed unanimously.

b. <u>Treasurer</u> (Elaine Stoermer)

Checking	$25,361.39
Savings	$44,269.22
Total	$69,630.61

Elaine reported that she has received the treasurer's material from Tami Woodrow (past treasurer) but has not had the opportunity to reconcile all the checks yet. She is in the process of sending out address change cards so invoices come to her. She is also identifying who is in possession of the club credit cards and who have access to the credit card number to make purchases. She distributed a form she created to document when purchases are made. It will identify who makes the purchase and the purpose for the purchase. Receipts must be attached.

A discussion ensued on the club phone. When someone calls the club number they get a voice mail. Registrars check the messages and handle the ones pertinent to them and forward any other calls to Carole Lenehan. The registrars are listed in the front of the club directory.

Ronalee McKnight moved to accept treasurer's report. It was seconded by Cheri Davis and passed unanimously.

c. Membership (Krista Anthony, chair)
Krista reported that Amy Runyon, past Membership Chair, had sent out letters to club members who were listed as "Family" that the club would no longer offer a "Family" membership status. Those with "Family" memberships would be changed to "Household" members. The "Family" membership has allowed adult children living outside the member's residence to use vouchers. The reasoning behind this was that adult family members living outside the home should purchase Individual memberships. After reviewing both sides of the issue Krista Anthony moved to leave the Family membership status as currently defined, allowing immediate family members to use vouchers whether or not they reside in the member's home. Curt Givens seconded the motion which passed unanimously.

Krista distributed a list of members, including a number of instructors, who have not paid their dues. She will send out individual emails tomorrow notifying them that dues paid after December 1st must include a $10 late fee. Members who have not paid by January 1st go to "inactive" status and must pay a $100 reinstatement fee.

Kathy Roberts asked the board to revisit its policy on issuance of vouchers to volunteers working at two-ring trials. The committee that reviewed the voucher policy in 2009 did not recognize the different level of work involved for two ring trials vs. one ring trials. Prior to the re-vamping of the policy, two-ring trials received double vouchers. The "extra effort" vouchers were also eliminated in 2009. Members who served on the committee which reviewed the voucher policy stated that the difference between one-ring and two-ring trials was not discussed by the committee and agreed to revisit the current policy and determine if any recommendations for change is warranted.

Krista Anthony distributed a Voucher Trial Report which she proposed be completed following each trial. This form will identify how many vouchers were distributed to volunteers. Volunteers would initial the form confirming that they did receive them. Carole Lenehan agreed to be the contact for UKC trials.

d. Registrar (Carole Lenehan)
Carole distributed a comparison of 2011 and 2010 statistics and determined that the club's numbers had remained steady. Total registrations were down only seven dogs from 2010 to 2011. The largest differences were in Jan/Feb (increased by 20) and Oct/Nov (decreased by 19).

Carol informed the board that several invoices have been received from Rumpke for the porta potties at the Land. The increased billing is a result of having units brought in for special events and then removed. Members considered the possibility of bringing in four units in April (two on each side of the ring) and leaving them until November. Kathy explained that the issue that arises is servicing the units at the far side of the ring because often the land is too wet for their trucks to go over there. Maintenance on the units needs to occur before 8 am during trials or in the evening. Carol will request a quote from Rumpke for having four units for the entire training season (3 in front and 1 in back). Members also discussed the possibility of installing gravel or concrete pads for the units.

There was a complaint about the condition of the building following the MvPTa General Meeting on Saturday, December 3rd. This was their graduation party. The president of the association was notified and she was very concerned because they very much appreciate being able to use our building for their meetings. Carole brought in cleaning people and billed MvPTa.

e. Obedience (Ronalee McKnight)
Ronalee reported that she is holding a meeting next week (Monday at 6:30) with the obedience instructors. She is also working with the registrar. If Thursday classes are small they may look at other use of that time. She asked members to invite anyone who is interested in being an instructor to the meeting.

f. Agility (Maggie Melton)
Maggie reported that the AKC trial for June has been booked. The pavilion in Springfield is not currently available. They are trying to move the other event so we can have it there. The Premium for the February 25-27, 2012 premium will be out this week. The Session 1 class registration form should be released later this week.

Maggie reported that she needs to buy new chute fabric. AKC has changed their regulations so the chutes need to be shorter. They are currently 8 foot but need to be shortened to 6 ½ feet. She requested permission to use the credit card to make a purchase the fabric for four new chutes at a cost of $70 each ($280). Kathy Roberts suggested that we cut down the old chutes for use in classes and only use the new ones at trials. The board agreed but wanted to be sure that there was enough flare left on the old chute fabric to be safe.

g. Conformation (Jennifer Scott)
Jennifer was absent so there was no report.

h. Earth Dog (Curt Givens)
Curt reported that the November earthdog tests in November were a success. Everyone loved the Caribbean food vendor so they have lined him up for the June tests as well. They are moving the November trials in 2012 a week earlier. Between now and June they must rebuild two dens. They have been in the ground for ten years and have developed a mold issue. He has talked to a couple of lumber people who informed him that there is no way to avoid mold in this situation. Curt also reported that the earthdog group is in favor of cutting the path along the perimeter of the woods. A few of them will tie surveyor tape along the path they plan to cut. They will install gates in the earthdog fencing. It was suggested that he coordinate with Mark Garlikov.

i. Operations (Kathy Roberts)
Kathy reported that the damaged lock plate on a building at the Land has not been replaced yet. They need to go to a lock shop for the proper parts and will do so soon. Per the earlier discussion, she suggested the club consider putting a pad under the porta potty (concrete or gravel) in the spring so it has a better base.

There was a suggestion that the club look into a security system for the buildings at the Land. Rick Roberts, Mark Anthony, and Curt Givens will investigate this and make a recommendation to the Board.

j. Sunshine (Cheri Davis/Joyce Osborn)
Cheri reported that Joyce has sent a number of cards and flowers to members who lost family and beloved pets.

k. Publicity/Public Relations (Cheri Davis)
Cheri reported that she has formed a Public Relations Committee but it has not begun to meet yet. Cheri has been distributing $10 off coupons for puppy classes to local shelter groups. She has also taken them other materials to include in the packets given to people when they adopt a rescue. It was noted that there really doesn't need to be a Rescue Certificate since all rescue dogs receive discounted class prices.

l. Store (Roberta Rupert)
Roberta reported that the store has received a new supply of collars and leads. Ronalee asked that she have a good supply of pinch collars for her students. Roberta said she just received 50 and will set them back for Ronalee.

III. Continuing Business

As in the past, there was a very good turnout at the Dayton Children's Parade. The weather was perfect and Gene Bashor did another outstanding job organizing the people and dogs at the event.

IV. New Business

Incident: Kathy Roberts reported that there was an incident at the building following the end of the Advance Beginner's Obedience Class on November 3. She distributed a packet of materials including an Incident Report and witness reports. Wendy Brewer was bit in the hand trying to break up a fight between her dog Sydney and Rosemary Smyth's dog Izzy. The class instructors, Nancy Beeman and Roberta Rupert, reacted calmly and handled the situation very well. Ms. Brewer did get transported to Miami Valley Hospital for treatment. Because Ms. Brewer stuck her hand into the dog fight, the board felt there was no reason for disciplinary action. It is documented as an accident so no additional action is necessary unless there is another incident with the dogs. Kathy Roberts requested a copy of the insurance policy to review any stipulations related to accidents on the property.

Inventory Asset Form: Kathy Roberts presented a form she proposed the club utilize to maintain records of its equipment. The form would contain pertinent information, as well as a picture and location. The Board agreed that all capital items with a value of $500 or more should be inventoried, and all other items with a value of $250 or more should be inventoried. Kathy will draft a policy for review at the January meeting.

Rental of equipment. Kathy Roberts has received a request for rental of the UKC equipment in September 2012 for the Belgian National Trials. Krista Anthony has agreed to transport the equipment to the Clermont Fairgrounds. We have not rented the UKC equipment in the past because it is so fragile. The GCDOC UKC equipment is in the process of being repaired. There would need to be a formal rental agreement signed which includes proof of insurance in case of damage or loss. Krista will make a list of all the UKC equipment and bring to the next meeting. Action on this request was TABLED until January.

GCDOC Annual Banquet. The date for the banquet has been set for Saturday, February 11th and the theme this year is "WoofStock". The snow date is February 18th. Maggie Melton requested help with the awards.

Open House. Kathy Roberts suggested that the club hold another Open House. The one that was held shortly after the club remodeled several years ago was a huge success and did boost membership. Marra Wollpert has agreed to chair the event. Discussion on this idea was TABLED until January.

Budgets. Kathy Roberts will create a budget worksheet for each of the directors to complete. It will be a simple template so all the budgets are in the same format.

V. Next Meeting

According to the GCDOC website the next meeting will be held at 7:00 p.m. on Monday, January 2, 2012, at the building.

VI. Adjournment

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

Respectfully submitted,

Gayle L. Ingram Kathleen L. Roberts

Gayle L. Ingram, Secretary   Kathy Roberts, President