

TCOTC Board Meeting, November 10, 2015

Meeting called to order at 7:03pm by Karen Radford

Members present: Barb Yanish, Christina Pilon, Jane Jacobson, Judy Dove, Julie Heaton-Hill, Kate Anders, Karen Radford, Mary Steinbauer, Mary Verness (arrive mid-meeting), Nanette Malcomson, Steve Dent, Corrie Barrows, Scott McKenzie

Members absent: Carin Offerman, Steve Voeller,

Officer & Staff Reports

Office Manager Report:

New system is up and running – still working out kinks. Everything going well. Almost all sign-ups are now done on-line.

Treasurer's Report:

Mary is still working to get the right level of detailed reports out of MindBody. Can we increase details about agility classes?

Kate moves to approve, Christina Seconds – 8 - yeas (Karen, Kate, Julie, Corrie, Judy, Mary S, Steve D, Christina), 0 – no, motion carries

Department Head Report:

Trying to understanding why numbers go up and down. Regarding class minimums: Tier 2 classes need 3 students, basic classes need 4 students minimum to run – and 48 hours-notice will be provided to students.

The new carts are in the rings and are ready to go.

Tracking trial went well.

Update from Anne – looking at replacement options for instructor who is leaving, Katina is helping with puppy agility, and someone is mentoring.

Steve D reported a positive interaction from members about the club.

New Member List:

Christina moves to approve, Judy Seconds: 8 yeas – 0 no, motion passes

Unfinished Business

Incident Report Procedure – Steve D

New flow chart documents the process. Few updates needed and vote will follow soon via e-mail.

Drinking Fountain/Outside Water – Steve D

Two of three quote have been received – table for next meeting.

MindBody Integration Update – Janna, Kate, Corrie, Nanette

Corrie will have meetings soon with staff and a follow up with desk staff. The new I-Pad uses a Mindbody App and so there may need to be additional training or the office computer may need to be moved. Corrie will also be pricing credit card scanner for computer rather than ipad as a way to handle potential future issues with credit card chips.

Action Item: Corrie will meet with Mary about Mindbody reporting issues

Meeting entered closed session at 8:15pm.

Lessons Learned Discussion - Karen

Managing Director Investigation Team – Karen

Kate Moves to approve proposal from the Managing Director Investigation Team, Julie seconds. 9 yeas (Mary S, Mary V, Christina, Julie, Judy, Corrie, Steve D, Kate, and Karen) – 0- no, motion passes

New Business

Nominations - Karen

3 people up for re-election – Christina, Mary V, and Karen. Steve D has an interested party – Judy Galbraith. Barb would consider running if she is needed. Scott is considering running. Julie may not be able to stay on the board in 2016 but is

willing to continue to work with Ben on the newsletter.

Action Item: Judy will be the point person for interested parties and will create questions for candidates.

Bylaws Update – Steve D.

The bylaws say we need to have 9 board members and that any changes to our bylaws must be approved first by the membership and then by AKC. Steve suggests we reduce the board from 9 to 7 and maintain 2 alternates for 2016. For 2017 reduce by another 2 positions to get to 5 board members and 2 alternatives. Other bylaws updated needed on a variety of topics including how we calculate membership, and discipline policies.

Action Item: Steve D, Julie, Karen, Kate will work on creating a draft of updated bylaws.

Business Item

Item Discussion

Actions Taken

Future action items

Steve D moves to adjourn. Meeting adjourns at 8:55pm