

TCOTC Board Meeting, June 9, 2015

Meeting called to order at 7:05pm by Karen Radford

Members present: Steve Voeller, Julie Heaton-Hill, Kate Anders, Corrie Barrows, Christina Pilon, Mary Steinbauer, Mary Verness (arrived after the Treasurer's report) , Karen Radford, Steve Dent, Judy Dove,

Members absent: Nanette Malcomson, Barb Yanish, Carin Offerman

Officer & Staff Reports

Office Manager Report

Office going well, we are both very busy trying to keep up with day to day and getting the new system up and running but so far it is going well. The Board authorized me to spend up to \$2000 for i pads, etc for new system. After shopping around, I got everything for less than \$600! It is all in the building and ready for people to be trained on it in the very near future!

Treasurer's Report

Nothing notable about report. Mary also brought up questions about sales tax on some rentals and Mary and Christina are working to get additional information from Lawyers. It does not look like we need to pay sales tax on memberships. *Kate moves to approve treasurers report, Christina seconds – 9 (all) yeas (Corrie, Karen, Kate, Christina, Judy, Steve D, Steve V, Mary S., and Julie). Motion passes*

Department Head Report

Jane is updating the welcome letter from the board and it will include the house rules (collar policy, etc.). Jane plans to start working on the lobby and creating plans for overhaul.

New Member List

Christina moves to approve, Judy seconds. – 10 yeas (all), motion carries

Unfinished Business

MindBody Integration Update – Janna, Kate, Corrie, Nanette

Data conversion is complete. We are now entering data in both old and new system as we finish learning the new system and prepare for training in desk staff.

Performance Review Tool – Steve D, Karen R

The concept of performance review was discussed in both obedience and agility staff meetings. The form was not shared. Karen continues to seek feedback on the form.

Incident Report Procedure – Karen

Mary V. presented about the incident report process and form at the agility staff meeting. There was a request for a phone in the Annex. Mary will put up a list of all the different lead staff on for each day/evening.

Action Item: Karen sent out the draft of the form to the board and is requesting feedback.

Financial Model Update - Karen

Karen has updated the financial model and now needs to populate it with the most current data collected by our volunteer Mary Hartman.

State Fair Planning – Mary V

Got some good feedback from Steve. Mary will have a mock-up for next meeting.

Lease Negotiations – Mary S

Nothing new. Mary sent out a copy to the board and there will be no changes to the current rent rate for the next three years.

Drinking Fountain - Christina

Christina worked with a student who is also a plumber. 3 options: opposite side of the kitchen, back where there is shelving by the Agility wall, or between the two bathrooms. He's working on a quote now and will get back to us. He suspects between the two bathrooms will be the cheapest. He would have to take down the wall to the unisex bathroom

to access the plumbing to the sink. Do we want chilled water or normal water? Most of the cost difference would be in the water fountain unit rather than the install.

New Business

Potty Area Upgrade – Mary S

Landlord is willing to pay for half of the cost to do this project.

Action Plan: Karen, Steve D, and Jane will work together to refine the current proposal to clarify it. We are eager to work with the landlord to find a workable solution and are interested in attempting to get the project done yet this season.

Meeting with Allison Wagstrom at Non-Profit Assistance Fund – Steve D, Karen

Karen reviewed her notes summarizing her and Steve's first meeting with Allison.

Action Items: Next meeting Christina will present an accountability ladder. Steve D. will pull together information about power mapping.

Special Member Meeting - Karen

Date set for Thursday 6/18 at 8:15. Steve V. will chair the meeting.

Business Item

Item Discussion

Actions Taken

Future action items

Christina moves to adjourn. Meeting adjourns at 9:15pm