

TCOTC Board Meeting February 11, 2020

Meeting called to order at 7:01pm

Members present: Tonni-Sue Keinz, Vanessa Niemi, Karen Radford, Anitra Francis, Melissa Dargay, Joyce Carlson-Rioux, Anne Schenk, Mary Steinbauer, Jane Jacobson

Excused Absences: Marsha LeDuc

Officer & Staff Reports

Managing Director's Report – Anne Schenk

New configuration at the front desk, Corrie Barrows is polling the front desk staff about suitability

Snow removal is going okay.

Sound panels are going up. Positive comments thus far.

Marketing: Seminar on trial stress on canines in March. We are using a Google business page optimization service now.

Admin: Hired Chris Mosley for Agility Department Head

Treasurer's Report – Mary Steinbauer

New Member List – Anne Schenk – *Joyce motioned to accept the list, Anitra seconded. Motion passed unanimously.*

Staff Report –

Chris Mosley – She will be observing classes. By April/May she will come up with a plan on dealing with departmental issues and priorities.

Jane Jacobson – Running out of space. Attendance is up. Camera Ready class did not fill.

New Business

Review of January 2020 TCOTC's Business Scorecard – Anne

Board Bios – Karen – *Anne Schenk will send out email to Board about the questionnaire for bios.*

Partnership opportunities – Anne – Should we do anything about offering discount to other organizations for partnerships? What is the other side of the partnership? What is the value to our members?

Rental cleaning – Vanessa – Should we purchase a rug scrubber? Weekend rentals pay clean up fees. Have set times that are cleaning times blocked off of the schedule. *Roll this into our strategic planning and discuss in that meeting.*

Lifetime Memberships – Vanessa – nominations discussed and voted on

Unfinished Business

Spirit Award – Karen – nominations discussed and voted on

Staff Dinner – May 17 – Karen – 6pm to 8pm. Have staff move around to different tables. Questions as ice breakers (like describe your first dog).

Karen will coordinate the food, Joyce will coordinate the social aspect

Job Descriptions – Facilities and Events – Karen

Department Heads – manage their own classroom equipment (agility, obedience, flyball)

Activities/Events Manager – manage trial equipment based on coordinating with lead person who is doing teardown (agility, obedience, flyball), equipment set-up, coordination and calendar entry. *Tonni-Sue will rewrite the*

Activities/Manager position

Facilities Manager – manage the facilities equipment, cleaning, repair/maintenance, facility vendor management, facilities set-up *Vanessa will rewrite the facilities manager position*

Business Item

Item Discussion

Actions Taken

Future action items

Tonni-Sue moved to adjourn the meeting at 9:03pm