

TCOTC Board Meeting (11/9/21)

Tonight's Recording Secretary Volunteer - **Meera Kannan**

Meeting called to order at: 7:06 PM

Members present: Anne Schenk, Joyce Carson-Rioux, Tonni-Sue Keinz, Marsha LeDuc, Anitra Francis, Meera Kannan, Jane Jacobson, Mary Steinbauer, Chris Mosley, Corrie Barrows, Anne Scanlon (joined at 7:15 PM), Karen Radford (joined at 7:30 PM)

Excused Absences:

Officer & Staff Reports

Managing Director's Report – Anne Schenk –20 minutes

Score card summary (monthly surveys):

Class fill rate back up to 90%, new memberships slightly down but that tends to ebb and flow and depend on if we are starting new sessions, renewed memberships up and met target, total membership for the year increased a bit → no issues with memberships

Members that volunteer remains steady at 5.5%

63% facility usage rate - makes sense with Camp K9 and events occurring

Member satisfaction stays within the high 80-low 90%

Successful live stream of the obedience and agility trials - generated more interest on social media, working on setting up live stream for future trials → now that live streaming has been figured out, shift discussion to how it could be expanded or be capitalized on

Jim Shea memorial service - multiple TCOTC members attended

A few people have mentioned doing "something" to honor Jim - sponsoring an award? Anne is meeting with Wendy Olson and Jim's wife on Thursday to discuss options, could tie in with the yearly award ceremony

Holiday season - typically staff is given a small gift around the holidays, usually dog toy/treats and human chocolate treats → can continue with this tradition or consider an alternative

Question from Chris concerning any update on additional space? No movement on that currently, space that current landlord had available was not going to work for the club

New Member List – Anne Schenk – 2 minutes

Marsha motions to approve, Joyce seconds, passes unanimously (Joyce, Marsha, Tonni-Sue, Meera, Anitra)

Treasurer's Report – Mary Steinbauer - 5 minutes

Nothing new - standard report

Anne and Mary are going to start working on a budget in the next month and hope to have something to share by mid to late December

Adjusting such that at each meeting we will review the previous treasurer's report to allow enough time to complete the report → Meaning at December meeting, board will review October numbers

Staff Report –

Chris Mosely – 5 minutes

ACT test scheduled for 12/18 - Marsha will lead → test for ACT 1 only

Storage area next to star room was cleaned up by Chris and volunteers, items by the entrance are free to members, will be moved to the dumpster at end of week

Instructor reviews: 4 out of 14 have responded to the call for completing the reviews, once all reviews have been received, then sit downs will be scheduled

Jane Jacobson – 5 minutes

Scheduling obedience in classes in January and February - December basic classes full and some Tier 2 classes, classes continuing to fill quickly

Starting 11/22, Laura Wadby will have a series of mini classes as the drop-in classes were not getting many students for that late hour

Obedience trial in October went well - competitors were happy with it, but the trial secretary failed to mention that ribbons would be unavailable. Adjusted to use some ribbons on site and scrambled to get the ribbons that were needed. Small trial - not sure if that was due to having to wear masks or because people wanted to come to the city. St Paul's trial was also small and also required masks. All 3 judges were from out of town, so unfortunately money was lost. Next year's trial has local judges.

Working with AKC to find a date in mid May for another obedience trial, one show each day (Sat & Sun)

Staff evaluations: 8 of 11 completed, should be able to complete the rest soon. Evaluations are scaled - max number is 88. A couple in the 60s, three in the 50s and a couple lower ones. Plan to have discussions with the instructors next Monday in lieu of the staff meeting to discuss evaluations, but would like to be able to give them what their wage would be starting January 1st. Also looking at the graduation rates from each instructor's class.

Camp K9 Report from Vanessa Niemi - 5 minutes

No report shared as of yet. Joyce will ask for Vanessa to send in writing and then will be shared with the board via email.

New Business

Minutes of last board meeting - 3 minutes

Marsha moves to approve, Anne Scanlon seconds, motion passes unanimously (Marsha, Anne, Joyce, Karen, Tonni-Sue, Meera, Anitra)

Performance Review for Executive Director Summary - 5 minutes - Joyce

Review went well, discussed the complications of COVID and the variables that added to the position

Marketing was an area that everyone felt was weak - was difficult with COVID but also a committee is needed to help assist Anne, much of the review looked at how we could assist Anne so that she could do more managing

Anne also discussed building the brand awareness and member retention

Anne attended HR course to learn more about how to develop employee handbook and employee files, employee handbook could then be adjusted to become volunteer handbook

Volunteer involvement needed - maybe would be easier if paid staff could do grunt work and volunteers do the "fun stuff", recruiting volunteers can't happen until information is in place to explain what the ask is, more ways to recognize members and ways they contribute to club

Everyone mentioned that club looks cleaner and nicer - Anne mentioned that having a handy person to have on board to help fix things as needed

As for what would be helpful, Anne would like help with researching purchases and investigate 3 options and make a recommendation to Anne, getting a marketing committee together that has at least one board member and then other members with skills, help with recognizing member's achievements, one task Anne does not like is generating report card

Areas were scored out of a 5 point range:

Strategic Planning 4.7

Finance 4.7

Marketing 3.8

Communication 5.0

HR 4.5

Facilities 5.0

Overall positive review - main theme was how we could get Anne more help

Covid Policy/Present Situation update - report from covid subcommittee - Anitra, Anne Scanlon, Joyce - 2 minutes

COVID numbers were looking better but they have increased again and COVID rates high

Covid Policy/Mask Policy Discussion - 10 minutes - should policy change for trial situations?

Anitra has shared that people have inquired as to what the parameters are to remove mask policy - what is the threshold? Corrie also feels it would be helpful to have parameters set on when the mask requirement would be lifted and share that with members - should be public information.

Some renters (flyball teams) are not wearing masks when in the building - what is the consequence for these renters? How will these renters be addressed?

Enforcement of mask policy is difficult. **For now, mask policy will remain and the policy will be revisited in December.**

More than masks, the majority of questions from members is about whether or not an additional person can attend.

Next steps would be asking staff how they would feel about having multiple handlers come to classes - could also ask how they would feel about voluntary masks. Also, poll should ask if they would still be willing to teach if handlers increase or mask requirement removed. This information to be shared at next board meeting to help with decision making. **Anne Schenk will draft a poll for staff and assistants to complete.**

Need for Events Person/Help with setting up trials - 5 minutes - how to proceed given the fact that the 2022 budget will be difficult to project yet the need is upon us.

Anne shared that there is a Camp K9 instructor (Taylor) that is reliant on Camp K9 for their livelihood. Camp K9 is still being developed and is not yet a reliable source for getting all the desirable hours. Holidays are making it difficult to schedule dogs for Camp K9. Taylor also providing private consults through the club and working to build up their skills. There are weeks where there is not enough Camp K9 work and not enough hours. Anne has spoken with them about the possibility and willingness to do

other work at the club. They are committed to TCOTC and dog sports and would be willing to take on additional tasks.

Based on this, Anne proposes that Taylor takes on some of the additional tasks to help when there are not enough Camp K9 hours for the week. On weeks when there are enough hours from Camp K9, Taylor would be willing to still take on additional hours to continue working on event tasks (trials, seminars, etc.).

- Corrie mentioned that Taylor could also potentially help with rentals
- Jane would also like Taylor to be an instructor at the club

Karen's reminder - TCOTC does not owe anyone full-time work. However, we have always needed someone to lead event logistics. Karen proposes that we set up a temporary position for 6 months to allow Taylor to investigate the job requirements and see how they could contribute.

Proposal that lays out what the time frame and expectations would be for Taylor - Anne Schenk will work on this.

Plan to honor Jim Shea who taught conformation classes at TCOTC for many years - 10 minutes

- should the club send a memorial gift to SamUrgency (organization that rescues Samoyeds and also provides medical assistance for Samoyeds in need) or should members do this individually/independently?

Club to make \$100 donation and then allow members to donate as they wish - Marsha moves to approve this proposal. ***Motion approved by Meera, Anitra, Marsha, Joyce, Anne, Karen, Tonni-Sue.***

Unfinished Business

Update on Progress of Instructor Pay Review - Anne Schenk - 2 minutes

Progress report given by Chris and Jane during their reports earlier in meeting.

More info coming out from Anne about the nosework trial.

Actions Taken

Future action items - December recording secretary volunteer is Meera

Marsha moves to adjourn. Meeting adjourns at 9:23 pm.