

TCOTC Board Meeting (7/13/21)

HELP NEEDED! Need board member to act as recording secretary for tonight's meeting

Meera acting as recording secretary for tonight's meeting

Meeting called to order at 7:05 PM

Members present: Marsha LeDuc, Karen Radford, Anitra Francis, Joyce Carlson-Rioux, Mary Steinbauer, Anne Schenk, Jane Jacobson, Meera Kannan, Tonni-Sue Keinz

Excused Absences: Anne Scanlon, Vanessa Niemi, Chris Mosley

Officer & Staff Reports

Managing Director's Report – Anne Schenk –20 minutes

- Starting to look at potential alternatives to Mind Body, volunteer to help with the process to find options, Mind Body has been utilized since 2015 but lots of new software possibilities available that might be a better fit for TCOTC needs, staff has provided feedback on likes and dislikes with Mind Body, cost of Mind Body is around \$100-200 per month, changing systems will make it easier to navigate and current system will be strained if new person comes in
- Security for the building is being explored, prompted by questions from renters about security, no known incidents for TCOTC, event sales is installing cameras due to some issues, company recommended by Capp meeting with Anne on Thurs, July 15th, going to speak with company that event sales is using too, hoping to have options and costs available for next board meeting
- Projections for 2021 - attention paid to revenue, but difficult to predict considering impact of COVID on last year's numbers, overall club is doing OK and making money, question on what might happen when cold weather arrives and with potential COVID variants
- Increasing prices of obedience classes - small sizes remain and classes are filling, will help offset the increase for staff pay

New Member List – Anne Schenk – 2 minutes

- *Marsha moves to approve the new member list, Joyce seconds. Motion carries unanimously.*

Treasurer's Report – Mary Steinbauer - 5 minutes

- Approximately \$4200 in the red this month - partly due to the extra pay period, additional cost of behavioral consulting insurance
- Overall for the year around \$13000 in black
- Rent repayments end in August, so that will mean \$630 reduction in expenses

Overall Financial Picture Update - Anne Schenk, Karen R., Mary S. 5 minutes

- Covered in Managing Director's Report and Treasurer's Report

Staff Reports:

Chris Mosely – 5 minutes

- Unable to attend due to vehicle difficulties and internet issues

Jane Jacobson – 5 minutes

- Obedience classes filling way in advance - classes filled out through October
- Increase in prices should happen soon if going to happen as classes are booking months out
- Most classes are maintaining smaller class sizes, Puppy and basic classes have increased from 8 to 9, Some Tier 2 classes will also go up to 9 students but not all

- Katina has been searching for a second judge for tracking test in October and has been unable to find one, many judges not traveling at this time or have previous commitments, if no judge can be found then no tracking test this year, Anne inquired about if we are asking about judges for next year but need to determine what specific test will be happening next year
- Observer class starting in early August and is full, half of the participants are from Camp K9 so unclear if they will be willing to assist

Camp K9 Report from Vanessa Niemi - shared by Joyce - 3 minutes

- Vanessa would like to thank the board for letting her take on behavior consults. Two consults today and they went well, clients seemed pleased and will be following up via email. Three more consults scheduled in July, and then several others that were outside of her depth but referred them to other behaviorists.
- Camp K9 has expanded and Camp K9 Fun started in July, staffing issues means that Vanessa is training every day in July, current associate will be taking over Camp K9 Fun training in August, looking for an additional trainer and associate - team is growing

New Business

Minutes of last board meeting - 5 minutes

- *Marsha moves to approve the new member list, Anitra seconds. Motion carries unanimously.*

Need to develop an event or other way to recognize staff including recipient of volunteer award and Spirit award

-- could be a picnic event or some sort of virtual celebration event

-- need some board members willing to work to set this up (venue, food, find date on calendar)

- **Joyce and Meera will work on initial plans**
- Potential picnic event outside
 - Park pavilion would need to be secured sooner than later
 - Suggested options include Newell Park in St Paul (<https://www.stpaul.gov/departments/parks-and-recreation/permits-rentals/picnic-reservation-rates#Newell>), Long Lake Park in New Brighton, Seven Swans Farm (friend of Anitra who rents out farm and is dog friendly space)
- Sunday evening has been the standard due to no classes that evening
- Food - board members each contribute and dietary concerns need to be considered, Determine if reception food or full meal provided - likely dependent on time of event
- Participant number in past has been 20-25
- Past practice has been for TCOTC to cover expenses, Last event was in 2019 and expenses totaled \$300
- Potential to have event at TCOTC as most instructors are teaching there currently

Unfinished Business

Identify and vote on a new recording secretary for board - Joyce - 5 minutes

- *Meera will consider recording secretary position and report back to board*

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

- Survey of currently paid staff has been completed, particularly concerning their thoughts on vouchers, consensus is that majority believe vouchers are important part of compensation but most people redeem fewer than half of the vouchers they earn, lack of voucher use partly due to fewer opportunities to use them, survey seemed to indicate an openness to vouchers going away but would need to be replaced with increase in pay or free/reduced classes, desk staff and assistants were not surveyed - only surveyed paid staff
- Next steps: staff evaluations and then determine where they fit i.e. length of time teaching, breadth of knowledge, once we know where staff fall on scale then need to determine what pay increases look like
 - Jane completed evaluations a couple years ago - potential to compare the two evaluations to see if there are improvements for staff
- Inclusion of staff in process - what does that look like i.e. Including them in the determination process versus implementation process
- Next steps: How much will the board invest, Determining the known differentials between staff, evaluations of staff
 - Anne, Mary, Karen to connect about increase in class prices and how that can impact amount available for pay increase
 - Anne will develop initial matrix to use to gather information on each instructor

Anne Vacation Dates - August 23rd through September 3rd

Business Item

Item Discussion

Actions Taken

Future action items

Marsha moves to adjourn. Meeting adjourns at 8:31 PM.