

TCOTC Board Meeting (8/10/21)

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

- Tonni-Sue Keinz volunteered

Meeting Started

- Meeting called to order at 7:06pm

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

Excused Absences: Vanessa Neimi

Officer & Staff Reports

- **Managing Director's Report – Anne Schenk –20 minutes**
 - Mask Mandate
 - Going smoothly
 - Other schools following suit
 - Facility
 - Mysterious electrical system issue with rear bank of lights in Annex
 - Electrician did not find a definitive cause
 - Did change switch and tighten wires
 - No report of issues from tenant upstairs
 - Capp in process of doing a periodic assessment of facility
 - May need to update electrical, etc. at some future point to keep building up to code
 - Not an immediate issue
 - Proposal sent to some from Security System Company that Capp recommended
 - Will continue to also research other options
 - Event Sales' cameras do provide some visibility to us
 - They are installing more cameras as well
 - We would like a flexible series of cameras strategically placed around building
 - Can scale up or down, depending on what our needs are
 - Many options available, including a “panic” button
 - TCOTC will participate in State Fair Demos this year
 - Agility demo only, no obedience demo
 - MN Purebred Dog Club happy that we will be participating
 - Working on logistics – schedule, equipment moving, tickets, parking passes, etc.
 - If interested, let Anne Schenk know right away
 - Demo area and parking are right next to each other for easy access and less crowd exposure
 - MindBody software replacement
 - Input gathered from power users
 - Anne will send input to club member who is helping us
- **New Member List – Anne Schenk – 2 minutes**
 - Approved - Marsha LeDuc, Seconded - Meera Kannan
 - All remaining board members approved

- **Treasurer's Report – Mary Steinbauer - 5 minutes**
 - Financials would not be ready by today's meeting time per earlier email
 - Discussion on credit card charges, credit card fees, and Venmo & Paypal
 - Last month's financials were sent out after last month's meeting
 - Karen Radford moved to approved, Marsha LeDuc seconded
 - All remaining board members approved
- **Financial Projection for Remainder of 2021 - Anne Schenk, Mary S. 10 minutes**
 - Estimated conservatively but believe we have a good projection
 - Projection assumes:
 - No additional major Covid impacts
 - Fall activities will take place – agility trial, obedience trial, tracking, etc.
 - Projection does not include some items which may provide room for growth:
 - Additional obedience classes at full capacity booked into the future
 - Behavioral Consultations
 - Camp K9 revenue
 - Price increases
 - Expenses were not forecasted, as nothing unusual is expected
- **Staff Reports**
 - **Chris Mosely – 5 minutes**
 - Two classes coming up - Julia's special skills (contacts) and Foundations 1
 - Total enrollment = 123
 - Good for summer time attendance
 - Met with Foundations crew
 - Jane and Chris met to discuss ideas
 - Bedrock backlog is filtering down
 - Log jam is now at beginner/intermediate
 - November Trial Judge Dawn Falk, trial committee set, will touch base with Kris as trial secretary
 - **Jane Jacobson – 5 minutes**
 - Basic, Puppy, Tier 2 classes going up to 9 people
 - Basic filling up through October
 - Tier 2 classes gone within a couple days
 - Observing Behaviors class started for new assistants
 - May reduce obedience trial from 3 to 2 days, as one judge may have reservations about traveling during Covid.
 - Tracking Test has 2 out of town judges - one from TX and one from OR
 - There is demand for this test, so feels we can fill this trial and cover expenses
 - May or may not be fined by AKC due to it taking so long to find judges
 - **Camp K9 Report from Vanessa Niemi - shared by Joyce - 3 minutes**
 - 8/10/21 update for Camp k-9 and behavior consults.
 - Camp k9 was busy for July. We rolled out Camp k9 FUN!, which was well received. I trained FUN! all month and trained up an associate to take over in August. We also gave away goodie bags to our loyal customers. We had 16 who had been here either since day 1 (February 1) or close to it.
 - Behavior Consults are going well. I am taking one client a week at this point, with the potential for another one or two over zoom. In future months I think we can increase marketing for this, but starting slow was definitely a good idea

for me! I am working with Anne to determine different pricing strategies for Separation Anxiety cases and if this is something we want to do.

- I am also looking into becoming certified in Separation Anxiety training. Right now the amount of cases that we are getting wouldn't warrant us paying for my certification, but with marketing this could be helpful. There is no certified SA specialist in Minnesota that I am aware of.
- Vanessa is getting some nice feedback from clients per Anne Schenk

New Business

- **Minutes of last board meeting - 5 minutes**
 - Anne Scanlon moved to Approve
 - Joyce Carlson-Rioux seconded
 - All remaining board members approved
- **Request for Additional Behavior Consult Instructor - Anne Schenk - 5 minutes**
 - Discussion on difficulty finding instructors to work part/full time daytime hours
 - Strong applicant has applied who is very excited to join
 - Has been teaching at another school and doing behavioral consults
 - Feels TCOTC is better fit than current school due to consistent values
 - Becoming certified under Certified Dog Training Professional – taking test next month
 - Wants to do Behavioral Consults in addition to Camp K9
 - Discussion on Behavioral Consultation and its Fee
 - Club charges \$100 per consultation
 - Fee is \$100 for each consult, regardless of the number of times the dog is seen
 - Already covered under our insurance - have a separate policy for consultations
 - No vouchers can be used for behavioral consultations
 - Board recommendation for Provisional Approval > revisit in 6 months
 - 75/25 fee split - Person gets 75% and club would get 25% of consultation fee
 - No formal vote needed > board endorsement only
 - All remaining board members agree
- **Review of Covid Policy** - response to reinstatement of masks, present status of distancing, presence of additional family member, concerns,
- Covid monitor task force to send proposal to board quickly so that we can respond to a fluid situation?? - **Joyce - 10 minutes**
 - Thank you for quick response to mask reinstatement
 - Regular obedience classes are comfortable - not a lot of extra people
 - Puppy classes seem pressured - two people per puppy is typical > tight
 - Do we want to go back to 1 person per dog?
 - 9 maximum puppies in class, in meeting room
 - For puppies it seems the whole family wants to be involved
 - Suggestion: reduce the number of puppies, but that reduces income
 - Suggestion: go back to 1 person per dog
 - Exception: if language or hearing impairment, or child trainer
 - Suggestion: video camera so family members can watch
 - We still have all the blue tooth cameras/microphones when we were live streaming
 - Inform them they will be on camera, not recorded, not sold
 - Anne Schenk will work on cameras

- Start with next round of puppy classes - not current ongoing classes
 - Suggestion to make this an across-the-club change > go back to only one person with dog
 - Jane will contact Corrie to get message out > 1 person per dog
 - Exception for mobility, youth handler, impairment, etc.
 - Karen - across the board, too hard to police or enforce if not
 - If Corrie can get the information out tomorrow or by Friday, start Monday for the rest of the building.
 - Anne will send announcement in newsletter
 - Corrie to send info to classes especially those starting on Monday
 - Instructors will announce in their classes this week
 - Task force to monitor Covid data and make recommendations to board
 - Joyce Carlson-Rioux, Anne Scanlon and Anitra Francis volunteered
 - Anne Schenk will also help when needed
 - Committee will come up with monitoring guidelines and recommend to board
 - Committee will also look into how to handle internal exposure
 - Who to tell, how to report, who has to know what, what do we do with that information?
 - CDC may have some info to start with
 - Put Covid as standing agenda item on future board meetings
- **Hot Weather Policy** - -We don't have one. Should we plan to close if there is a heat warning from the national weather service? Should it be based on the heat/humidity index? (Note: we do have a Cold Weather Closure Policy) - **Tonni-Sue- 10 minutes**
 - Something that will likely continue on in years to come
 - Discussion on inside vs outside temps, dew point vs. humidity, sun vs. shade, running vs. not running air exchanger, etc.
 - Board approves purchase of indoor temperature/humidity mechanisms that can be monitored externally – approximately \$500
 - Anne Scanlon moved, Meera Kannan approved to purchase 3 units approx \$450
 - All remaining board members approved
 - Gather some data and do our best with heat warnings
 - Review any data gathered at next board mtg
 - Decide on criteria after sufficient data has been g
 - Jane - also need to look at outside temperature
 - Anne Scanlon - Excel energy recommendations?
 - Mary - probably need 2nd dehumidifier for agility area
 - Anne Scanlon move, Meera approve to purchase 3 units approx \$450
 - All remaining board members approved
 - Gather some data and do our best with heat warnings
 - Review any data gathered at next board mtg
- **Climate Change Contingencies for Operation Budget** -Not only planning for closures but also investing in mitigation (or relocation) - **Joyce** - 10 minutes
 - Suggestion: due to climate change, we need air conditioning to make the building more useable, more frequently
 - Anne Schenk will talk to Capp to see if they're willing to help with improvements
- **Fundraiser** for family of Sage Van Voorhis' niece - **Anne** - 5 minutes
 - Family trying to raise \$100,000 for medical expenses

- Discussion on what was done in the past for similar charitable donation situations
- Board is cautious about setting a trend - would like to do something but not overcommit for everyone who may come along in the future
- Suggestion: send something to staff with link to GoFundMe
 - Board ok with this approach
 - Board also ok if they want to use club/facilities for a fundraiser

Unfinished Business

- **Event or other way to recognize staff including recipient of volunteer award and Spirit award - Joyce and Meera - 5 minutes**
 - Discussion on trying to hold an in-person event
 - Suggestion: a nice write up and photo in newsletter instead
 - Postpone any in-person event until Covid/variant subsides
- **Identify and vote on a new recording secretary for board - Joyce - 5 minutes**
 - Tonni-Sue Keinz took notes this time in August
 - Anitra Francis- September
 - Anne Scanlon - October
 - Meera Kannann- November
 - Marsha LeDuc- December
 - Karen Radford - January, annual meeting
- **Update on Progress of Instructor Pay Review - Anne Schenk - 2 minutes**
 - Add to next meeting agenda
- **Meeting Adjourned**
 - Karen Radford moved to adjourn at 9:08 pm.

Business Item

Item Discussion

Actions Taken

Future action items

XXXX moves to adjourn. Meeting adjourns at XXXXpm