

## TCOTC Board Meeting Notes (12/13/22)

Meeting called to order at: **7:02 pm**

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

**Excused Absences:** Chris Mosley

### **Officer & Staff Reports**

- **Managing Director's Report – Anne Schenk – 15 minutes**
  - No dashboard to share this time - will send out
  - Half railing along sidewalk is gone - damaged in last snowstorm
    - May have been snowplow but they have not stated so
    - Quote from CAP = \$2,000
      - May not include \$725 for additional work to mount remaining posts on metal plates
      - CAP may expect us to pay all or part of it
    - CAP recommended the snowplow people but we pay them directly
    - Railing likely needs to be there due to safety and code reasons
    - Board feels this is a landlord issue and they should pay for it
    - Anne will talk with Joe
  - CampK9
    - Is now doing its own scheduling
    - Has hired 2 new trainers
    - Getting close to filling
    - Making owners more responsible to know their dog's schedule
    - We are not charging if it's a calendaring issue
    - One client expressed her satisfaction with the program and how much its done for her dog
    - Plans: work out scheduling kinks, hire one more staff person, work on full schedule, especially over the summer
  - N Mpls Resource Center
    - Moving ahead
  - Need more ring barriers
    - Right size this time
    - Budget needed and assembly line for construction
    - Agility has been discussing taller barriers - could possibly move shorter barriers over to obedience side
    - Anne will get specs from Chris and price it out
- **Treasurer's Brief Update – Mary Steinbauer - 5 minutes**
  - Will not have a report until this weekend.
  - It will include both October and November
- **New Member List – Anne Schenk – 1 minutes**
  - Marsha moved to approve
  - Meera seconded
  - All Approved
- **Staff Report –**
  - **Chris Mosely – 5 minutes**
    - Setup crew planning pizza party 12/28
    - March Trial - judge double booked and pulled out of our trial
      - She will judge in May 2024, and is already under contract
      - Darryl Warren will now judge and is under contract
    - May 23 - and Nov 23 judges under contract
    - Karl Blakely will return in March 25
  - **Jane Jacobson – 5 minutes**
    - Have judges for Oct 23 Trial.
      - Great reputations so hoping for good entry numbers
    - Game On class
      - Both students and instructor are having a great time
    - One obedience assistant is interested in teaching nosework classes
      - Jane will help with curriculum

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- Jane asked her to look into certification - \$2,200
- Board would like her to contract to teach for a certain timeframe or certain number of classes if board pays for her certification
  - Could also have minimum number of classes over 2 years
- She has a lab, and competes in CPE and NECSW
- Will research space and time for her classes
- 4-6 Students perhaps
- No voucher class - staff will also have to pay
- Other places charge \$125-160 for 6 weeks of nosework class
  - Many nosework instructors are private contractors who rented their space
- Jane will talk more with Sarah, and come back with a proposal
- Discussed ongoing staff issues

### ***New Business***

- **2023 Budget - 15 minutes (Mary and Anne)**
  - Tonight's objective: Listen to preliminary information
  - Projections only
  - Class revenue and membership projected to stay at the same rate
  - Camp K9 projected modestly, building on energy for next year
  - Event manager working on bringing in more seminars
  - Actuals through August, substitute last year's Sept thru December, to project where we may land
  - Will have final budget ready for January meeting
- **Begin Work Toward Relocation Plan - 15 minutes (Joyce)**
  - Tonight's Objective: Brief look at website for planning a relocation.
  - Our lease expires June 30, 2025
  - Anne has found some websites which may help guide us
  - Anne will check if SCORE may be helpful
  - Anne and Mary will be busy running the business
  - Looking to develop an internal plan to manage a move
  - Karen volunteered to help put the plan together, as she will not be on the board next year
  - Charlie L has also volunteered to help
  - Cally will examine the lease more closely
  - We must give notice to landlord at least 180 days ahead if planning to stay
  - Owner is not obligated to tell the tenant if the building is being sold or rented

### ***Unfinished Business***

- **Committee Updates from work with Kesha Lien from Brickhouse Consultancy - 30 minutes (Everyone)**
  - Tonight's objectives: 1. Share where each committee is with the work at this point. 2. Encourage everyone to attend to this important work as a priority for TCOTC.
  - Sequence of Classes
    - Chris and Jane met to discuss flow of classes, so students can understand it better
    - Laura and Chris working on outcomes for all agility classes
    - Will be available on the website, and will be emailed to students at start of a class
    - Will schedule another meeting
  - MindBody Committee met once
    - Discussed issues
    - Anne has appt with our account manager on Dec. 19
      - Creating a list of items to address with her
      - What else can MindBody offer us? Can it replace other things we pay for such as Constant Contact?
      - How can we ensure we are using MindBody to maximize our business operations and client/member experience

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- Certification Committee
  - No report
- Video Snippets
  - No report
- **Board Member Nominees - 2 minutes (Anne)**
  - 2 applications received
  - Joyce will reach out to them to answer any questions they may have
  - 3 positions open
- **TCOTC Safety Committee Work Update - 2 minutes (Joyce)**
  - Committee has divided up responsibilities to research:
    - Health Emergencies Plan
    - Shelter in Place Plan
    - Evacuation Plan
    - AED purchase
  - Following Red Cross Ready Template
  - Meeting again the end of January
- **Annual Meeting Planning - 10 minutes**
  - Tonight's objective: Discuss any details for our Hybrid Annual Meeting on January 10, 2022 (*just 10 days post holiday gatherings!*) **NOTE: Info for Annual Report due to Joyce by Tuesday, Jan 3 - compiling this document takes a LONG time. Thank you!**
  - Any tech details to work out? Anne & Corrie will put it together.
  - Anne will ensure the notice goes out in a timely manner
  - The last news letter had a "save the date" article

### **Business Item**

Item Discussion

*Actions Taken*

**Future action items**

*Marsha moved to adjourn. Meeting adjourned at 8:52 pm*