

TCOTC Board Meeting Agenda/Minutes (02/14/2023)

Meeting called to order at: 7:01 pm

Members present: Meera K., Tonni-Sue K., Anita F., Victoria K., Joyce C-R, Chris M., Jane J., Anne S., Mary S.

Excused Absences: Cally S.

Officer & Staff Reports

Managing Director's Report – Anne Schenk – Scorecard and satisfaction surveys show some improvement, Comments re ice/snow in parking lot, facility usage high even with agility trial at Fusion, agility seminar cleared about 50% revenue. Camp K9 had staff meeting yesterday: staff met each other, great group dynamic – sharing, enthusiasm.

New Member List – Anne Schenk – *Joyce moved, Meera seconded, all approved.*

Treasurer's Report – Mary Steinbauer – Mary sent proposed budget for "23. Camp K9 budget is still being worked out. Some agility equipment purchased desired. January report will be delayed a bit due to changes needed in tax deposits because of higher dollar amount. Also working on bookkeeping for direct deposit option for employees.

Staff Report – Chris Mosley, Agility Dept – Classes: Attendance is in great shape! Weaves class has not started yet, so accounting for that, we are up from 138 to 153 teams up 11%. When weaves class is back in (steady enrollment at 12-15 teams), we are up (POTENTIALLY) 15%. Total students with weaves class included: 153.

Foundations is still doing well. We adjusted the schedule this session to accommodate teams and were able to add a weaves class this session, until Foundations 1 gets back to its full size. This level is full at nearly every training facility right now.

One instructor will be on medical leave in March and will miss class. It is not certain how her classes will be covered, but this will affect number of students in March.

Trials: The January trial moved to Fusion and entries were up 12% over last year. As I've said before and now, this was a one-time circumstance. We did clear (I think) about \$2,000 (keep in mind expenses did not include out of town judge air and hotel, etc.)

Our Kirstin O'Neill seminar was a great success, filled with working spots and most of the agility staff audited. Scott is working to find a date for next year.

We will schedule an ACT weekend. It worked well to hold Standard in the Annex and Jumpers in the Ring Room. I'd be happy to conduct the "Ready to Trial" seminar the day before, since having a trial experience the next day has been successful in the past.

I am having a very difficult time finding a trial chair (or 2 co-chairs) for the May trial and we are getting perilously close to making AKC cranky as I can't get the application finished without the committee information.

I met with the Foundations staff this past weekend and we're hard at work making some changes to wording for the website and adding a week each session either as a make up class (due to weather—because we have levels, the schedule can't just adjust as easily as the ongoing class levels) or a special skills class, or a day off. Corrie has agreed to the change, and the other instructors are getting word to me (they will only need the "day off")

NOTE: After the last flyball tournament, staff noticed a sizable "slit" towards the back of the Annex floor. It appeared as though the cut was made with a sharp blade. It has been taped but may need more repair. Is there anything in the contract to hold the host responsible?

Jane Jacobson, Obedience Dept:

1. Classes continue to fill, except for Puppy Socialization and Tweeners. I'm not sure if this is due to the season of the year or something else. I will be watching this to be sure it isn't a trend.
2. We have lost 2 staff – one assistant (Leia Gravon) and one instructor (Sharon Grant). Leia now lives a long distance from TCOTC and getting here has been a burden. Sharon is taking a new job in Virginia. Her loss will be felt by the obedience department not only because of the number of classes she teaches but also because of her creativity and depth of knowledge. I am working on finding a time we can host a farewell gathering for her (Sunday, February 26th, or Wednesday, March 15th).

■ The other staff member discussed in the December meeting has been informed of the issues concerning her instructing and interacting with students at a meeting with myself and Anne Schenk on January 9th. ■

4. I continue to work with Sara Brokaw to develop an introduction to scent work class. The class is being developed to be 2 sessions of 6 weeks – Intro (no odor, learning to search) and Level 2 (introduction to odor, searching for the smell). The Intro class is almost complete, and Level 2 is under development. The proposed day would be Monday evenings at either 5:45 or 7. The maximum number of students allowed would be 6. My suggestion for the cost is \$135 per session. I would also suggest that vouchers cannot be used.
Sara is interested in becoming a certified NACSW instructor. Due to time constraints Sara was unable to join a class that started recently. However, there is another class starting later in the year that she plans on joining.

Jane asked board if board comfortable with cost of \$ 135 per 6 wk session, no vouchers accepted, and random draw process to fill class for this special class. Only members who have taken Basic Class and an approved Tier 2 class would be eligible. Joyce moved. Anitra seconded and the motion passed unanimously.

(Carol Ouhl – if new info – no new info)

New Business

Efficacy of Behavior Consults – Meera & Anne – 10 minutes

Discussion regarding process to assess behavior consults & additional continuing education costs

- Currently club has no data-based way to assess effectiveness of behavior consults. Also need to consider # sessions generally needed to achieve results.
- Unclear re covering costs for Separation Anxiety Certification \$ 3500. Could this be covered in increments after consultant begins doing consults again? (Consults stopped in November due to behavior consultant sabbatical for pursuit of separation anxiety certificate.) Behavior consultant plans to return to consults in June 2023. Non taxable education allowance permitted by law up to \$ 5K, but employee might need to be paid to qualify.
- Per 2022 Annual Report behavior consultant saw 73 clients from Jan.- Nov. '22. Total number of sessions and # sessions per client not stated.

- Discussed: board needs a clear proposal that follows guidelines. *Meera will request a proposal from behavior consultant for the board to review.*

Crate Room Use by Students – Anitra – In 2020 we limited crate room for their dog to use by non-staff due to pandemic restrictions. Anne suggested guidelines for crate room use. Bring own crate or just use crates that are there?

- Create guidelines such as: Staff may leave folded crates in crate room. Student may use a crate that is already in the crate room but not bring their own crate. You are responsible for cleaning the crate after your dog's stay is done. We are not responsible for any personal items. *Victoria volunteered to make a sign with these guidelines.*

Safety Committee Proposal – Joyce –

Proposal to purchase AED & provide CPR/AED training: Joyce presented attached proposal.

Ballpark figure for both:

\$ 1124.00 training

\$ 2000 AED, around

\$ 150 tax and that assumes a volunteer installs the wall cabinet for the AED.

Total: \$ 3274.00

CPR/AED training for 8 persons through the Red Cross:

\$ 1124 for up to 8 people (Each additional person \$ 107)

Recommended AEDs Zoll AED-Plus, Zoll AED3USB or ZollAED3

Tonni-Sue moved to purchase the AED and training and to begin the work of fundraising to offset cost. Approved unanimously.

Last minute addition – Meera - Gina Lloyd is not able to serve on board as of this pm. We have an open seat. Anne S. proposed asking Charlie Leavitt if he is interested.

Unfinished Business

Strategic Planning – Meera – 10 minutes

Selecting two dates to meet to discuss and complete strategic planning for 2023 *Meera will send out a Doodle for dates in March.*

Committee Updates – 5-10 minutes

Opportunity for committees to provide updates as needed – no new info

Working Group Updates – 5-10 minutes

Opportunity for the four groups that resulted from the brand assessment to provide updates

MindBody: Corrie, Anne, Mary and Cally – Updated MindBody account for emails and text messaging.

Certification: Jane, Vanessa, Tonni-Sue – no new info

Videos: Anne, Anitra, Vanessa – no new info

Streamlining/Progression: Anne, Karen, Joyce, Chris – having difficulty finding meeting time

Executive Director Review – Joyce – Joyce shared review information. *Meera moved that board approve a 5% raise retroactive to January 1, 2023. Anitra seconded. Motion passed unanimously. Meera will share result with Anne.*

Business Item

Item Discussion

Actions Taken

Future action items

Victoria moves to adjourn. Meeting adjourns at 9:11 pm