

**RICHMOND DOG OBEDIENCE CLUB, INC.**  
**BOARD MEETING MINUTES**  
**May 9, 2023**

The meeting of the Board of Directors of the Richmond Dog Obedience Club took place on Tuesday, May 9, 2023 at the club building on Tomlynn Street. The meeting was called to order at 6:30 p.m.

**The following Board Members were present:**

President: Peter Lenk (2023)

Vice President: Michele Gillette (2023)

Corresponding Secretary: Merilynn Bergstresser (2023)

Training Directors: Carisa Whelan (2022/2023)

Recording Secretary: Susan Altimore (2023)

Treasurer: Rocky Altimore (2023)

Member at Large: Diane Lenk (2022/2023), Jeanette Makowskyj (2022/2023), Judi Edwards (2023/2024), Kara Kolster (2023/2024)

Board Members absent: None

The following guests were present: Dave Frazier

**Minutes of the last meeting:** The minutes of the April 2023 board meeting were approved. Judi Edwards made a motion to approve the amended minutes of the last board meeting; the motion was seconded by Jeanette Makowskyj, and passed on verbal vote.

**Report of the Secretaries:**

**Corresponding Secretaries Report:** None

**Recording Secretaries Report:** The Board approved a member request for a printed copy of the Pawprint. Discussion followed concerning where a listed of members receiving printed copies of the Pawprint should be maintained. Susan Altimore will contact Gaby Byer, our Pawprint editor.

**Report of the Treasurer:** None

**Report of Committees**

**Trials and Events:** Merilynn Bergstresser reported:

- Our Rally and Obedience trials are on June 24 and 25. Registration for trial entry opens on 5/13 at 'Showenteries.info'. Trial set up will be on Friday, 6/23 beginning at 10 am, volunteers are needed and welcome. There will be a trial committee meeting on 5/10 at 1:30pm in the Annex.

**Training:** Carisa Whelan reported:

- There was another issue with a student in a class being disrespectful. She is working on updating our club Terms and Conditions for students and members. There was discussion that an

agreement to the Terms and Conditions will be a requirement on the class registration form and Instructors should share them with student on the first night of class.

- She created a 'How to' document for entering upcoming classes on the website.
- She is looking to streamline the paperwork falling to the Training Director. Specifically making copies of class handouts and graduation certificates. Discussion followed with the possibility of bringing back the Registration Committee to handle these and other items.

**Web Site:** Judi Edwards reported:

- There has been an update to the Club website where instructors can mark their student and assistant class attendance on the website using their phone or a computer. This process provides class attendance information to the Training Director in a consistent automated format.
- Susan Altimore will assist Carisa Whelan posting upcoming classes on the website.
- There will be a Zoom call on 5/15/2023 to discuss Rally class descriptions.

**Unfinished Business:**

- ZOOM Meeting – A member requested the club resume our ZOOM meetings as our members are getting older and prefer not to drive after dark for our club meetings. Carisa Whelan will put a notice in the Pawprint concerning this issue.
- Rocky Altimore started a discussion concerning the pricing of Conformation classes. Michele Gillette made a motion that Conformation classes be subject to standard RDOC class pricing structure, effective immediately. Judi Edwards 2<sup>nd</sup> the motion. The motion passed on a show of hands with 6 members voting for the motion, 1 member opposed the motion, and 2 abstained from voting, one member had left the meeting by this time.

**Presentation of Applications for Membership:** The application of Richard Sullivan was read to the Board. The application will be presented to our membership and voted on at the June 2023 meeting.

**New Business:**

- Club doors not being locked – Recently the club doors were found unlocked on two different days. The Board discussed options for auto-locking systems; Judi Edwards will look into options for an automatic door locking system.
- Rocky Altimore started a discussion concerning the limitations of a new policy from our mass email provider. The new policy imposes an email limit which will not work well for our club usage. Rocky Altimore made a motion that RDOC purchase the WIX Email Essentials Package that allows us 500 emails a month for \$10 a month with a year of service. 2<sup>nd</sup> by Michele Gillette. The motion passed on verbal vote.

**Adjournment:** Judi Edwards made a motion to adjourn the meeting. The motion was 2<sup>nd</sup> by Kara Kolster and passed on verbal vote. The meeting was adjourned at 8:11 p.m.

Respectfully submitted,  
Susan Altimore, Recording Secretary

Minutes approved 6/13/2023