

RICHMOND DOG OBEDIENCE CLUB, INC.
BOARD MEETING MINUTES
September 12, 2023

The meeting of the Board of Directors of the Richmond Dog Obedience Club took place on Tuesday, September 12, 2023 at the club building on Tomlynn Street. The meeting was called to order at 6:31 p.m.

The following Board Members were present:

President: Peter Lenk (2023)

Vice President: Michele Gillette (2023)

Training Directors: Carisa Whelan (2022/2023)

Recording Secretary: Susan Altimore (2023)

Treasurer: Rocky Altimore (2023)

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

Board Members absent: Merilynn Bergstresser and Jeanette Makowskyj

The following **guests were present:** Donna Crumpler

Minutes of the last meeting: The minutes of the August 2023 board meeting were approved. Rocky Altimore made a motion to approve the minutes of the last board meeting; the motion was seconded by Michele Gillette, and passed on verbal vote.

Report of the Secretaries:

Corresponding Secretaries Report: Merilynn Bergstresser sent an email to the Board with her report since she would not be at the meeting. She reported cards were sent to members and donations were sent to the Morris Animal Foundation for:

- Kimberly Osmonson for the loss of her Setter, Flora Lu
- Christy Nilo for the loss of her Great Dane, Malcom
- Cristol Klevinsky for the loss of her Golden Mulligan

Recording Secretaries Report: None

Report of the Treasurer: None

Report of Committees

Trials and Events:

- Michele Gillette reported the VST test is on track with paper work being completed. The test is on January 7, 2024.
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Training: Carisa Whelan reported:

- The Basic training program is in the process of being revised based on survey responses and will be less focused on trial ring procedures.

- Gabby Hughes is creating a template for a ‘Welcome to class email’ for instructors to send to their students when a class session is starting.
- Instructor guidelines are also being revised.
- The Virtual Happy Hour is being well received and positive outcomes are happening.
- Instructor Training for Puppy and Basic classes is being developed and planned to bring these programs up as soon as possible.
- Donna Crumpler to lead the train the trainer training sessions.

Web Site: Judi Edwards reported the new website is very close to being finished. There will be ZOOM meeting training for specific users soon.

Unfinished Business:

- Peter Lenk started a discussion concerning the current open Training Director position with a term ending 12/31/2024. He has spoken to Gabby Hughes and Margaret Van Cleave concerning this position. Margaret Van Cleave has agreed to accept the open position.
 - Judi Edwards made a motion that the Board appoints Margaret Van Cleave to the open Training Director position, with a term ending 12/31/2024, effective immediately. Rocky Altmore 2nd the motion and the motion passed on verbal vote. Peter Lenk will contact Margaret Van Cleave tonight.
- Peter Lenk reported the building door key and lock subject is still pending a solution.
- Judi Edwards made a motion to present to the membership at the October 2023 meeting that RDOC hold General Membership meetings on odd number months, January, March, May, July, September, and November, and have Board meetings on the even number months, February, April, June, August, and October. This will require changes to the club Standing Rules and By-Laws:
 - **Standing Rules:**
 - Section 4(a), General rules, reads: Membership meetings shall be held on the first Tuesday of each month, with the exception of the December meeting...
 - Proposed Change: *Membership meetings shall be held on the first Tuesday of every other month, **on the odd numbered months.***
 - Section 4(h)-General rules: Regular Board meeting shall start at.....on the second Tuesday of **each month**
 - Proposed change: *Regular Board meeting shall start at.....on the second Tuesday of **each even numbered month***
 - **By-Laws:**
 - Section 5: Nominations: During the month of **June** the Board shall elect a Nominating Committee....
 - Proposed change: *During the month of **July** the Board shall elect a Nominating Committee*
 - Section 5(a): The committee shall nominate one candidate for each office.....and make a report of all acceptances and declinations to the Board and to the Corresponding Secretary in writing by the **August** Board meeting
 - Proposed change: *...in writing by the **September** Board meeting*

- Section 5(b): During the month of **August**, the Corresponding Secretary shall mail each nominee notification of his selection
 - Proposed change: *During the month of **September**, the Corresponding Secretary shall mail each nominee notification of his selection*
- Section 5(d): A record of acceptances and declinations shall be incorporated in the notice for the **October** meeting. Those declining a nomination cannot be renominated.....
 - Proposed change: *...incorporated in the notice for the **September** meeting*
- Section 5(e): Additional nominations can be made from the floor at the **October** meeting.....
 - Proposed change: *Additional nominations can be made from the floor at the **September** meeting*
- Electronic meeting participation may be available. The motion was 2nd by Kara Kolster and passed on verbal vote.

Presentation of Applications for Membership: None

New Business:

- Kara Kolster made a motion to allow the Va Federation of Dog Clubs and Breeders to hold their annual meeting in the RDOC main training space on 11/12 from 9am to 3 pm. The motion was 2nd by Judi Edwards and passed on verbal vote.
- Peter Lenk opened a discussion concerning the lack of emergency lighting in our buildings. Recommendations and estimates are needed. Peter will contact Dave Frazier to request he set up a meeting with a club representative, our landlord and the local Fire Marshall for possible solutions.
- Peter Lenk shared our neighbor D. A. M. Fine Carpentry let him know they believe a member or someone participating in one of our classes backed into one of their vehicles. D. A. M. Fine Carpentry has installed outdoor cameras around their building.
- Peter Lenk is working on improvements to the potty area.
- Peter Lenk received an email letting him know our member; Pat Speas is very close to getting an Agility title with Pickles that very few Agility competitors achieve. The club rules were reviewed and Pat Speas is eligible to get a club reimbursement of \$100 if she chooses to get her picture made for the club wall.
- Judi Edwards made a motion to resume tracking classes for the season with a price increase to \$120 for members and \$200 for non-members. The motion was 2nd by Rocky Altimore and passed on verbal vote. (*This is a price increase of \$10 for members from the amount we voted on last month – August. See motion under Training Committee report in August BOD minutes*)

Adjournment: Carisa Whelan made a motion to adjourn the meeting. The motion was 2nd by Kara Kolster and passed on verbal vote. The meeting was adjourned at 7:58 p.m.

Respectfully submitted,
Susan Altimore, Recording Secretary

Minutes approved as 10/10/2023