

**RICHMOND DOG OBEDIENCE CLUB, INC.
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 9, 2022**

The meeting of the Board of Directors of the Richmond Dog Obedience Club, Inc., took place on Tuesday, August 9, 2022 at the Club building on Tomlynn Street. The meeting was called to order at 6:35 p.m.

The following Board members were present:

President: Peter Lenk (2022)
Vice President: Michele Gillette (2022)
Corresponding Secretary: Rhea McCaffrey (2022)
Training Director: Valerie Pascal (2021/2022)
Treasurer: Rocky Altimore (2022)
Member at Large: Ellen McNelly (2021/2022)
Member at Large: Jeanette Makowskyj (2022/2023)
Member at Large: Diane Lenk (2022/2023)

Board Members absent: Recording Secretary: Deanne Hamilton (2022)
Training Director: Carisa Whelan (2022/2023)
Member at Large: Linda Heimiller (2021/2022)

No guests were present.

Minutes of the last meeting: On the motion of Rocky Altimore, seconded by Ellen McNelly, the minutes of the July 12, 2022 Board meeting were approved as corrected, by voice vote.

Report of the President: None.

Report of the Secretaries:

Corresponding Secretary: Rhea McCaffrey reported that

- Get well cards were sent to Betty Swenson and Sheila Denzler, both of whom had emailed their thanks.

Report of the Treasurer: None

Report of Committees: None

Unfinished Business:

- Peter Lenk reported that he had determined that the Bearded Collie Club of America wished to rent only the Club's ring gates and Obedience equipment, and not a set of mats.
- Valerie Pascal provided updates on the Pat Miller seminar, scheduled for October 8, 2022, at the Club building. Following discussion about incentivizing as opposed to rewarding current Puppy and Basic class instructors, it was determined that the

Standing Rules allow instructors to request fees be reimbursed for attendance at relevant seminars. This would apply to six current instructors, four Puppy class instructors and two Basic instructors. No future commitment to teach is required.

Presentation of Applications for Membership: On the motion of Rocky Altimore, seconded by Valerie Pascal, the Application for Membership (Reinstatement) of Donna J. Crumpler, previously a member for ten years, was unanimously approved on a voice vote.

New Business:

- Peter Lenk reported that he received an email from Willson Flohr, representative of the agent, indicating that the property owners of the Club building were amenable to a five-year extension of the existing lease, which expires in May, 2023. The proposed extension would involve a 33% increase in the rent for the first year, and a 3% annual increase in the rent thereafter. Rocky Altimore presented a lease renewal analysis, showing current and proposed yearly costs, monthly costs and increases, and a profit and loss summary (copy attached). The current cost per square foot for the Club's space is \$7.15, and the proposed cost would be \$9.50. The total square footage rented by the Club currently is 6150.

The current monthly cost for rental is \$3,664.38. The monthly cost under the proposed lease extension would be \$4,868.75. Rocky explained that based on the Club's current income, shown in the Profit/Loss statement he provided, the Club would be unable to meet the increase in rent. The Club could consider raising income by increasing class fees. Advantages and disadvantages of renewing the lease were discussed.

On the motion of Peter Lenk, seconded by Jeanette Makowskyj, the Board voted to authorize Peter Lenk to make a counter-offer of a 25% increase in the rent for the first year and a 5% increase annually thereafter. This would result in a per-square-foot cost of \$8.58.

- The Nominating Committee Chair, Gail Peters, reported to Peter Lenk that the Committee had a slate in place for the fall election. Peter confirmed that he has agreed to serve as President for another one-year term.
- The Board discussed the dysfunction of the sink in the main training area bathroom and the toilet in the Annex. A review of the lease suggests that the landlord is responsible for maintenance of plumbing. Peter Lenk will address the remediation of these plumbing issues with the agent.
- Rocky Altimore announced that he was forming a company, to be called Rock-ITS, to provide technology services, including website services and maintenance, and proposed to contract with RDOC to provide these services to the Club. Michele Gillette reviewed Article I, Section 2 of the Club's Bylaws, which states that, "Under no circumstances shall the Club pay a salary, fee, commission or dividend to any member for teaching training classes . . . The Club may purchase other goods or services from Club members with the approval of the Board." Other instances where the Club had contracted for goods or services with Club members were discussed.

Rocky presented a draft contract (copy attached) which provides in part that Rock-ITS would maintain the Club's website and do minor upgrades for \$100/month. A Website Committee of Club members would be appointed to meet with Rock-ITS for oversight and to consider future enhancements. A target date of November 1, 2022 was discussed. The issue will be raised at the September, 2022 Membership meeting.

- Valerie Pascal indicated she had received a suggestion from Susan Nepomuceno that Committee sign-up should be held during the November Membership meeting, as the meeting is typically well-attended and is also temporarily adjourned while ballots are counted. On the motion of Valerie Pascal, seconded by Rocky Altimore, the motion was adopted, effective at the November, 2022 Membership meeting.
- Peter Lenk indicated that Gail Peters, Chair of the Nominating Committee, had raised the issue of potentially limiting the terms for Club officers.

Adjournment: On the motion of Peter Lenk, seconded by Valerie Pascal, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Michele A. Gillette, Vice President
On behalf of Deanne Hamilton, Recording Secretary

Minutes approved: 9/13/22