

**RICHMOND DOG OBEDIENCE CLUB, INC.**  
**BOARD MEETING MINUTES**  
**March 12, 2024**

The meeting of the Board of Directors of the Richmond Dog Obedience Club took place on Tuesday, March 12, 2024 in the Annex of the club building on Tomlynn Street. The meeting was called to order at 6:30 p.m.

**The following Board Members were present:**

President: Patti Kilcullen (2024)

Vice President: Carolyn Wilkerson (2024)

Corresponding Secretary: Merilynn Bergstresser (2024)

Training Directors: Gabby Hughes (2024/2025)

Recording Secretary: Claibourne Jackson (2024)

Treasurer: Rocky Altimore (2024)

Members at Large: Judi Edwards (2023/2024), Dave Frazier (2024/2025), Theresa Myers (2024/2025)

**Minutes of the last meeting:**

- The minutes of the February 2024 board meeting were approved by verbal vote following a motion by Patti Kilcullen, 2<sup>nd</sup> by Judi Edwards.

**Report of the Secretaries:**

**Corresponding Secretaries Report:**

- Merilynn reported the club sent flowers to Ruby diVittorio who had recently had stents placed

**Recording Secretaries Report:** none

**Report of the Treasurer:**

- Rocky Altimore reported regarding membership dues that he had reached everyone except Susan Giles to secure dues payments.  
Rocky further noted the club had several resignations; those being: Valerie Pascal, Carol Wiggins, Patty Wilmouth, Carmen Vasquez and Allison Visokay.

**Report of Committees**

**-Buildings and Grounds:**

- Dave Frazier noted that the newly clarified cleaning contract proposal for the club building (main & annex) is slightly increased to \$440.26/month. Claibourne Jackson made a motion to approve the contract and amount; motion was 2<sup>nd</sup> by Judi Edwards and subsequently approved by unanimous vote.

- Dave noted that the Annex roof continues to leak randomly – at times it doesn't during heavy rain, and other times it does. Porter Realty had a roofing company address the leaking – but it did not fix it, so they are hiring a different company. MEANWHILE, all eyes are on the Annex when it rains because we must keep an accounting of how many days we have to CLOSE the Annex. We will present this accounting to Porter in expectation of pro-rated rent for loss of use of the Annex. Continue to monitor and CLOSE the Annex – even if done proactively. If you are instructing in the Annex and must cancel a class, or if you go to the Annex to train and there is an issue with rain leaking NOTIFY DAVE FRAZIER AND CLOSE THE ANNEX. (Thank you Dave!!)

#### **-Trials and Events:**

- Merilynn Bergstresser reported that the committee has decided to reduce the Rally/Obedience trials from 3 to 2 per year and to raise the entry fee to \$31. Trials will be in June and December and will be one day/one trial of Obedience and one day/two trials (am/pm) of Rally.
- Theresa Myers reported that the FastCAT and Fun Run are on track for the weekend (March 15-17) – hoping for clear skies.
- Theresa also reported that the Scent Work Seminar (with guest instructor Silke Satzinger) has been set for April 13 at the club from 1:00 – 6:00pm. Sign up opens on March 14 with 10 working spots (\$100 members / \$125 non-members) and 10 audit spots (\$40 members / \$50 non-members).

#### **-Tracking:**

- Judi Edwards presented the financial summary for the TD and TDX tests held in early March. There were 9 entrants for TD, 4 tracks, 2 passed; 9 entrants for TDX, 4 tracks and 0 passed.
- Judi said that the committee is considering offering a package tracking test proposal to a local breed club – no further details to report at this time.
- Judges' gifts were sweatshirts with their particular breed graphic and, having had the graphic done, sweatshirts are being sold at a profit (printed with any of the select few breeds).
- Judi made a motion to donate \$50 per day to the Beverdam Ruritan Park for the use of their facility for the tracking tests. The motion was 2<sup>nd</sup> by Theresa Myers and subsequently passed by unanimous verbal vote.

#### **-Training:**

- Gabby Hughes requested authorization for two refunds. One to a Mr. Robbins who entered an underaged puppy into a class, but was notified and did not attend any class sessions. The other to a Pamela Gillham who had to withdraw from a class because her husband contracted CoVid. Refunds were authorized.
- Gabby and Dave/Claudia Frazier had raised a question regarding counting hours for awards for 100 hours of teaching. Clarification is that 100 hours of teaching is *cumulative* – that is without a time constraint. It could be accomplished in 1 year or 5 years or more. Further clarification notes that setup and takedown for teaching classes does *not* count as teaching hours.
- Gabby also noted that the club's Standing Rules list the monthly hospitality allowance at \$40 which is woefully inadequate – and therefore she requested an increase. The membership must vote on changing standing rules – so this is to be brought up for vote at the April Membership Meeting with a suggested amount of \$50.
- There was some discussion about the pace/scope of the Basic II class – no specific questions or resolutions at this time.

**-Club Email:**

- Janet Bowers is now handling general email for the club (and doing a fine job!).

**Presentation of Applications for Membership:**

- The applications of Myriam d'Souza, Lissy Bryan, and Karen Wilson were read to the Board. Judi Edwards made a motion to approve, Carolyn Wilkerson 2<sup>nd</sup>, and the applications were approved unanimously.

**Executive Session:**

- Patti Kilcullen made a motion to set the Board into Executive Session, motion was 2<sup>nd</sup>/d by Rocky Altimore and subsequently passed. It was agreed to only discuss the issue at hand during Executive Session, which began at 7:21pm. Executive session closed at 7:52pm.

**OLD BUSINESS:**

- Regarding a replacement for recently resigned Member at Large, Kara Kolster, Donna Crumpler has said she would take the position. Judi Edwards made a motion to approve Donna Crumpler as Member at Large, motion was 2<sup>nd</sup> by Theresa Myers and subsequently approved unanimously.
- Judi Edwards noted that RDOC's business competitors allow current students to access registration to the next class before opening spots to new students. This allows novice/pet dog owners/trainers to more seamlessly (EASILY) move from one level to the next. Judi made a motion that we make changes to facilitate this for PET CLASS students only; Carolyn W. 2<sup>nd</sup> the motion and it was approved unanimously. Brief comments noted that there were quite a few changes required in the website function before the process would begin, but that it IS a desired, intended function. (Rocky – the website is really a great tool –thank you!)
- Judi Edwards proposed that perhaps 50% off of class prices for members was really cutting the club's possible income too much. Patti suggested that a committee be formed to examine options, pros/cons and how we might adjust this policy. We must outline and request committee volunteers and April's membership meeting.

**New Business:**

- Claibourne Jackson informed the Board, respectfully, that she had been invited to teach Scent Work at Level Up and intended to do so. At their initial meeting, Level Up's owner told Claibourne that she values the relationship between Level Up & RDOC and did not want to harm it. Claibourne said her intent was to continue to teach at RDOC and begin teaching at Level Up as well – not stealing students – not using RDOC supplies or resources.  
RDOC's rules having changed some years ago, nothing in its policies prevents a member from teaching elsewhere and the Board members gave their blessing.
- New Banner for Annex: There is a new banner with a tagline "Inch by Inch is a Cinch, By the Yard, It's Hard" (I think I have it right) and the RDOC logo. The plan is to make a photo-backdrop corner in the Annex with the RDOC square banner and this new one. Rocky Altimore made a motion to approve; Claibourne 2<sup>nd</sup> the motion and it was subsequently approved unanimously.

**Adjournment:**

Theresa Myers made a motion to adjourn the meeting, the motion was 2<sup>nd</sup> by Judi Edwards and passed on verbal vote. The meeting was adjourned at 8:25p.m.

Respectfully submitted,  
Claibourne Jackson, Recording Secretary

Minutes approved as amended, April 9, 2024 :: CJJ