

**RICHMOND DOG OBEDIENCE CLUB, INC.**  
**BOARD MEETING MINUTES**  
**December 5, 2023**

The meeting of the Board of Directors of the Richmond Dog Obedience Club took place on Tuesday, December 5, 2023 at the club building on Tomlynn Street. The meeting was called to order at 6:31 p.m.

**The following 2023 Board Members were present:**

President: Peter Lenk (2023)

Vice President: Michele Gillette (2023)

Corresponding Secretary: Merilynn Bergstresser (2023)

Training Directors: Judi Edwards (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)

**The following 2024 Board Members were present:**

Present: President – Patti Killcullen (2024)

Vice President - Carolyn Wilkerson (2024)

Treasurer - Rocky Altimore (2024)

Corresponding Secretary - Merilynn Bergstresser (2024)

Training Director - Gabby Hughes (2024/2025)

Member at Large - Claibourne Jackson (2024/2025)

Member at Large - Theresa Myers (2024/2025)

Board Members absent:

- 2023 Board – None
- 2024 Board - Richard Sullivan

The following guests were present: Dave Frazier

**Report of the President:** President Peter Lenk welcomed the 2024 Board members and did a quick recap of the 2023 Board member changes thru the past year. Thank You Peter for your dedication and years of leadership as our President.

**Minutes of the last meeting:** The minutes of the November 2023 board meeting were approved as amended. Merilynn Bergstresser made a motion to approve the 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:** Merilynn Bergstresser reported the club sent cards and donations to the Morris Animal Foundation to;

- Diane and Peter Lenk for the loss of Phoebe and Angus.

- Jennifer Thomas for the loss of Pepper.
- Joyce Britt for the loss of Stuart.

The club also received a lovely Thank You card from Beth Goodbody.

**Recording Secretaries Report:** None

**Report of the Treasurer:** Rocky Altimore reported for November 2023:

Income	\$ 1,959.00
Expenses	<u>\$ 8,346.77</u>
Net (loss)	(\$ 6,387.77)

- Rocky commented that a net loss for the month of November is not unusual but compared to our net loss in November 2022 of (\$1,269.04), November 2023 was a low income month. The mainstay of our monthly income is registration fees from our training classes. Our Training Directors are working on scheduling more classes to increase our income but need members to help as Instructors and Assistant to be able to offer plenty of classes.

**Report of Committees**

**Buildings and Grounds:** Dave Frazier reported on;

- Possible solutions to the plumbing issue with the toilet in the Annex. He is working with the landlord for the best solution.
- Our contract for HVAC maintenance Old Dominion is coming up for renewal and other options are being reviewed. Current invoice for programming a thermostat will be paid.
- The Main building breaker box has been updated so we are no longer close to overloading one of the circuit breakers. We will pay the invoice from Hill Electric for this service.

**Training:** Judi Edwards reported;

- At the time of this meeting all Pet classes are scheduled thru the 1<sup>st</sup> quarter of 2024.
- The Train the Trainer program will continue to be refined and offered to members to get more members trained to instruct and assist in classes. Judi Edwards and Donna Crumpler will work out the details and share information.

**Unfinished Business:** None.

**Presentation of Applications for Membership:** None

**New Business:**

- President Peter Lenk shared Richard Sullivan resigned the position of Recording Secretary for 2024.
- Judi Edwards made a motion to appoint Claibourne Jackson as the RDOC Recording Secretary for the 2024 Board. The motion was 2<sup>nd</sup> by Jeanette Makowskyj and passed on verbal vote. The Recording Secretary is a one year term on the Board.
  - This change creates a vacancy in the Member at Large position.

- Michele Gillette made a motion to appoint Dave Frazier as Member at Large for the 2024/2025 Board to fill the vacant position due to Claibourne Jackson accepting the Recording Secretary position. The motion was 2<sup>nd</sup> by Diane Lenk and passed on verbal vote. The Member at Large position is a 2 year term on the Board.
- Rocky Altimore made a motion to allow Dave Frazier and other Building and Grounds committee members to review and approve a new HVAC proposal from EMC Mechanical for our annual maintenance service contract provided it does not exceed \$2,000 a year. The motion was 2<sup>nd</sup> by Judi Edwards and passed on verbal vote.
- Rocky Altimore made a motion to approve budgeted expenses for our March 2024 FCAT. Expenses are budgeted to be \$1200 for ribbons, and \$1000 for site fees. The motion was 2<sup>nd</sup> by Diane Lenk and passed on verbal vote.
- Judi Edwards made a motion for the club to purchase 4 Sensation Front Clip Harnesses not to exceed \$400 to be used in Puppy and Basic classes. The motion was 2<sup>nd</sup> by Michele Gillette and passed on verbal vote.
- Judi Edwards made a motion to purchase 2 Wobble Boards and a baby Tire jump not to exceed \$300. The motion was 2<sup>nd</sup> by Kara Kolster and passed on verbal vote.
- Judi Edwards made a motion to purchase 4 large crates not to exceed \$500. The motion was 2<sup>nd</sup> by Merilynn Bergstresser and passed on verbal vote.

**Adjournment:** Kara Kolster made a motion to adjourn the meeting. The motion was 2<sup>nd</sup> by Jeanette Makowskyj and passed on verbal vote. The meeting was adjourned at 7:53 p.m.

Respectfully submitted,  
Susan Altimore, Recording Secretary

Minutes approved as amended \_\_1/16/24\_\_\_\_\_