

**RICHMOND DOG OBEDIENCE CLUB, INC.**  
**BOARD MEETING MINUTES**  
**February 13, 2024**

The meeting of the Board of Directors of the Richmond Dog Obedience Club took place on Tuesday, February 13, 2024 at the club building on Tomlynn Street. The meeting was called to order at 6:45p.m.

**The following Board Members were present:**

President: Patti Kilcullen (2024)

Vice President: Carolyn Wilkerson (2024)

Corresponding Secretary: Merilyn Bergstresser (2024)

Training Directors: Gabby Hughes (2024/2025)

Recording Secretary: Claibourne Jackson (2024)

Treasurer: Rocky Altimore (2024)

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

The following **guests were present:** Cristol Klevinsky

**Minutes of the last meeting:**

- Patti Kilcullen made a motion to approve the minutes of the last board meeting; the motion was seconded by Rocky Altimore and passed by verbal vote. Thus, the minutes of the January 2024 Board of Directors meeting were approved as amended.

**Report: Agility Trial:**

- Agility Trial Chairperson Cristol Klevinsky submitted a projected financial budget sheet for the upcoming March agility trial. She informed the board of several points regarding fees, judges, facility rental and finally, her hope to be able to step down from being Agility Trial Chairperson after this year.

**Visitor to Obedience Trial:**

- Mary Ann Massie contacted Patti concerning a woman planning to come to the Obedience trial this Sunday with her service dog. Mary Ann will not be at the trial, but Trial Chair, Teri Frick, is aware as are the Board members. This should cut off any confusion at the outset and stop any disruption, should it occur. The woman has been instructed that the dog must be held – may not be on the floor – during the trial. Patti said any disruption by the dog will result in the lady being asked to take the dog out.

**Report of the Secretaries:**

**Corresponding Secretaries Report:** none

**Recording Secretaries Report:** none

**Report of the Treasurer:**

- Rocky Altimore reported 30 members still have not paid dues and reminders would be going out this week.

- Rocky reported that Reade Johnson had asked about reimbursement for printing costs incurred for run-throughs. Printing costs are usually not quantifiable (and not reimbursed); however, Reade has an account with HP that keeps track of printing. The Board decided that with the billing from HP, Reade should submit an expense report and be reimbursed this one time. Going forward, now that the club has a new printer, members are invited to use it for club printing. Members may also continue to use their own printer and supplies, however; no reimbursements will be made.
- Gabby Hughes requested approval to issue a refund for class sessions for two dogs. A couple and their dogs attended the first class, however; the dogs were so unruly that the instructor told the people that more basic training was required. Gabby made a motion to issue a prorated refund, Judi Edwards seconded the motion and it was carried by verbal vote.

### **Report of Committees**

#### **-Buildings and Grounds:**

Dave Frazier has many ongoing items and reported as follows:

- Our cleaning contract with Jan Pro Cleaning is up for renewal and Dave needed to know if the Board wanted to make any changes to the cleaning requirements or schedule. After some discussion, all agreed that no changes are requested and that the services provided could continue as in the past. Written contract will be presented and signed.
- RDOC now has a contract with EMC Mechanical to service and maintain our heating/air conditioning/plumbing. A copy of the contract and proof of liability insurance is in the office.
- Further to the Annex toilet saga, Dave presented the estimate and recommendation from EMC. The recommendation is replacing the existing toilet with a pressure flushing toilet for \$1232.00. After some discussion Board members dismissed the option. Going forward, we will use the Annex bathroom and IF/WHEN the toilet overflows, we are to photo/video, close the door and contact Dave Frazier immediately. Porter Realty can then come to examine the issue with Dave.
- Dave had begun the process of getting engraved nameplates for the annual award winners and needed approval to also procure a new plaque to add space for more names. Merilynn Bergstresser made a motion to approve purchase of a new plaque and the engraving of 2023's three nameplates for a total not to exceed \$300. Motion was 2<sup>nd</sup>'d by Theresa Myers and carried unanimously.
- Dave made a motion to purchase a 2<sup>nd</sup> poop-bag station for the grassy area at a cost not exceeding \$200. Judi 2<sup>nd</sup>'d the motion and it carried unanimously.
- Dave noted that the roof leak in Annex had been fixed but a few days ago, there was water leaking down onto the electrical panel in the Annex. Oddly, when Dave observed the spot again in the rain just days later, it was not showing signs of leaking. Watch for leaks – photo/video and report ASAP – particularly if water is coming down onto the electrical panel.
- NO PARKING in front of others' garage doors!!

- Kitchen fridge or freezer: We need to load the freezer and refrigerator with something – bag(s) of ice for the freezer and perhaps drinks or water in the refrigerator would be helpful. It’s easier on the unit if it has items to keep cool...it will run less.
- Dave Frazier noted he had requests from a few club members for a PA system for the club meetings since it’s difficult to hear. Judi said she was prepared to visit Crutchfield’s soon to get their recommendation for a modern, workable system and will bring a proposal once she can make the trip.

**-Demonstration:**

- Judi Edwards noted that the club has not had a presentation since Covid. There is a new veterinary rehab specialist in Richmond and Judi recommended the club invite him/her to speak to the club. Judi and several others have used this vet for their animals’ physical rehabilitation and have been pleased with the results.

**-Trials and Events:**

- Merilynn noted that it was difficult to find volunteers for the Rally Trial this weekend. Considering reducing the number of trials from 3 to 2 each year.
- Theresa Myers reported that planning for the FastCAT (March 15-17) is on track. She noted we will also be offering AKC FIT Dog and considering including AKC Fetch in September.

**-Tracking:**

- Judi Edwards reported that for the Tracking Trial (March 2-3), we do have a good entry and planning is on track. She also extended an invitation to the Board members to come to the Saturday night dinner after Saturday’s portion of the tracking trial. Dinner is at the Beaverdam Ruritan Club building – bring your own dishes and water/beverage. Judi said the Board is always invited but has never attended.

**-Web Site:**

- Judi Edwards clarified that the purpose of RDOC’s website “front end” is to present the club face to the *public*. The home page is not a bulletin board for members-only information.

**-Training:**

- Gabby Hughes reported that there was a complaint that needed to be addressed in an Executive Session.

**Executive Session:**

The Board went into Executive Session for about 30 minutes after which the regular Board Meeting resumed.

**New Business:**

- Theresa Myers proposed that Silke come and do another Scent Work seminar at the club and noted that Silke was willing. Theresa will continue with choosing a date and organizing the seminar as Board members supported the idea.
- Kara Kolster handed in her resignation as Member At Large. Board members will make efforts to find a replacement promptly.

**Presentation of Applications for Membership:**

- The application of Anita Elliott was presented to the Board. Dave Frazier made a motion to approve the application, Theresa Myers 2<sup>nd</sup>'d – application for membership was approved unanimously.

**Adjournment:**

- Rocky Altimore made a motion to adjourn the meeting, motion was 2<sup>nd</sup>'d by Judi Edwards; motion was carried and the meeting was adjourned at 8:45 p.m.

Respectfully submitted,  
Claibourne Jackson, Recording Secretary

Minutes approved March 12, 2024