

RICHMOND DOG OBEDIENCE CLUB, INC.
BOARD MEETING MINUTES
January 16, 2024

The meeting of the Board of Directors of the Richmond Dog Obedience Club took place on Tuesday, January 16, 2024 by Zoom. The meeting was called to order at 6:33 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)

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

Minutes of the last meeting: The minutes of the December 2023 board meeting were approved.

Report of the Treasurer:

Rocky Altimore reported regarding dues paid thus far for 2024 as follows:

Number of Members' Dues Paid: 82

Member Resignations: 1 (Carmen Vasquez)

Number of Members' Unpaid: 59

Rocky presented a Trial/Event Accounting Worksheet for all Trial Chairpersons to use in order to standardize and account for expenses and income for each event. Trial Chairs will be given a separate login to RDOC's website to access the template. This template has been provided to the Board members and will be rolled out to Trial Chairs for use this coming season on a test basis and subject to review. Thank you Rocky – this is a welcome addition.

Report of Committees

-Buildings and Grounds:

Dave Frazier said that after scheduling and preparing to have the toilets replaced in the main building and the annex, Woodfin refused to cover the project. This means that there is no plumbing fix – unless the Club should choose to pay for it. We could opt to only replace the toilet in the Annex.

President Patti Kilcullen inquired as to how much the plumbing project would cost the Club. Dave stated that our new plumbing/mechanical contractor, EMC Mechanical, would charge \$300 to look at the issue and quote. Rocky Altimore made a motion to authorize EMC to assess and quote, for a fee not exceeding \$500. Motion was seconded by Judi Edwards and approved unanimously.

Judi Edwards proposed that members be asked to video (to whatever extent possible) issues with plumbing, doors, heat, etc. whenever such should arise at the building. This would be of value when trying to remedy problems – a picture is worth 1000 words, as they say.

-Hospitality: February's meeting is Pizza Night! Gabby noted that she has helped our new Hospitality person with notes from the last pizza night.

-Trials and Events:

Judi Edwards gave a brief update on the Tracking Test using the new template.

Theresa Myers reported that AKC has approved the application for our March FastCAT in Hanover and the Committee is set to meet in early February.

-Training:

Gabby Hughes reported that the instructor notes and homework handouts for the new Basic classes look very good. The set-ups in the Annex for the Basic Classes are great – dividers and crates. Thank you, Gabby!

Further, Gabby requested a re-order of blue and yellow training clickers with RDOC logo to have on hand for new students. Gabby made a motion to purchase 100 of these at \$300, Judi Edwards seconded the motion and it was approved unanimously.

-Website:

Rocky Altimore reported that the website feature to send an automated email to Basic students with a survey is ready to test. Additional functions to help ensure that we make, and keep satisfied students are in the works. Such things as providing early access to registration to classes for existing students, regular emails to students, and a survey allowing for suggestions and comments are huge steps in a positive direction. (Amazing work on the website, Rocky!)

Judi Edwards commented that she believes all the new Board members now have access to the groups.io application – everyone seemed to agree.

-New Business:

Dave Frazier asked if the club is required to have a hard copy of liability insurance on file for any and all contractors to RDOC. The consensus is that yes, the club does need this for work contractors, but not for people that the club would hire to teach, present programs or hold seminars. If another club rents our facility to hold any event, they would be required to present proof of liability insurance.

Claibourne Jackson and Theresa Myers inquired about salt to sprinkle around the entrances in case of ice at the doors. There is salt available.

Dave Frazier reported that the lock on the entrance door to the main building is malfunctioning and needs to be fixed. Only one company in Richmond can do this as the locks are special; the club chose these locks hoping to keep the number of access keys under control (the keys cannot be copied). It was agreed that Dave would investigate repair of the lock and advise.

Theresa Myers recommended trying to get access to the Fenzi “Adolescent Dog Seminar” for the club’s puppy and Basic instructors. Theresa agreed to inquire with Denise Fenzi to see if group access is a possibility and if so, at what cost for how many people, etc. Subsequently, Theresa will refer this to Gabby and then recommendations could be made to the Board at the February meeting.

Rocky mentioned that it is tax time and made a motion that we retain the services of Raymond Crump to prepare and file RDOC’s 2023 tax return at a cost not to exceed \$650. Judi Edwards seconded the motion and it was approved unanimously.

Dave Frazier mentioned that we do have two blind students and one of them had noted that two of the three doors to the building had a step, whereas the third door (the “EXIT” door of the main building) has a rather steep ramp. Dave asked if the Board felt that making ramps where the step-downs are would be desirable. After some discussion, it was decided that it would not be particularly helpful as Patti and one of the blind students had said the step-down was easier to navigate than the ramp. The Board opted not to pursue at this time.

Patti Kilcullen proposed the training committee come up with ways to incentivize our instructors – after all, without the members who teach classes, RDOC could not exist.

Adjournment: Theresa Myers made a motion to adjourn the meeting. The motion was 2nd by Claibourne Jackson and passed on verbal vote. The meeting was adjourned at 8:06pm.

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Respectfully submitted,
Claibourne Jackson, Recording Secretary

Board Meeting Minutes approved 2/13/2024 cjj