

Board Meeting
October 29th, 2022 @ 6:00 p.m.
Kemptville Family Restaurant

Attending: Board Members

Catherine Woolham, President; Vania Boulet, Vice President, CARO coordinator; Ian Cranstone, Facilities Director; Sandy Gummesson, Trials Director; Carolyn Heide, Treasurer, Webmaster and Trials Secretary; Erin Moore, Training Director

Coordinators: Jane Rocchio, CARO Class coordinator; Heather Esdon, IDAL Coordinator
Roxanne Harrington.

Regrets: Kristy Nyguyen, Communications Coordinator, Esther Vrieze, Membership Coordinator.

Absent: Rachel Denny, Volunteer Coordinator, Sandra Johnson, Training Coordinator.

Call to Order: Catherine called the meeting to order at 6:19 pm.

Additions to Agenda: Webmaster report, AGM date, wish list, appointment of Secretary.

Errors or omissions of Sept 26, 2021 minutes: Mentioned by Carolyn that 3 reports are missing from the minutes (Treasurer, Training and one other).

MOTION to accept minutes of Sept 26, 2021, with added reports. Moved by Carolyn, Second Ian. Unanimous. CARRIED

Errors or omissions of July 24, 2022 minutes: Mentioned by Carolyn that there was a date that has now been corrected.

MOTION to accept minutes of July 24, 2022: Moved by Carolyn, Second Catherine. Unanimous. CARRIED.

REPORTS:

Catherine suggested speaking first about the AGM. Carolyn referred to page 5 of her print out and specifically the Agenda Item involving the AGM and the Canada Not for Profit Act and possible actions to take on page 6, specifically 7.5. Discussion ensued.

MOTION The Board of Directors resolves to modify Section 5 of the By-law as follows:

5. Financial Year

The financial year end of the Corporation shall be ~~December 31~~ October 31 in each year. Moved by Carolyn, Second Ian. Unanimous. Carried.

MOTION The Board of Directors resolves to modify the second bullet of section 2 of the Code of Conduct as follows:

- The membership year ~~is the calendar year~~ begins April-1 and ends March-31. When the Board of Directors sets the date for notice to members for membership renewal, the Membership Coordinator contacts all members from the previous year to provide details of the Membership Application Form, annual fees, and the deadline which is one calendar month from the date of notice. Moved by Carolyn, Second Catherine. Unanimous. Carried.

President Report – Catherine Woolham

Catherine mentioned speaking with Corporations Canada, the Shade Cloths order and the last order for hoodies.

Vice President Report – Vania Boulet

Vania stated that she is resigning from Vice President and will not be standing for election at the AGM. She will be staying as CARO Coordinator.

Facilities Report – Ian Cranstone

Ian began with mentioning that he still had an open item with the new contacts to be completed. He stated that it will likely be the spring. He then went on to talk about storage day, and as he will be absent, Erin will take over. He mentioned his winter project of getting signs made with the Club logo for the wing jumps and adding more wing jumps to the existing (up to 36 from 23). He stated that the resin chairs need to be replaced and he will look at prices for about 12 chairs. He would like to upgrade the garbage and recycling containers, taking into account cost and the weather. He stated that the tire jumps need refreshing and he is aware that the teeter in ring 3 needs a pin. He mentioned a paint party / maintenance day in the spring. Discussion ensued about tagging equipment needing repair, and equipment in general.

Erin mentioned some concerns that arose (puppy ring gates not closing properly) which Ian will address in spring. Discussion then ensued about equipment being labelled for each ring.

Training Director Report – Erin Moore

Erin provided a report: see below. She mentioned the classes held at Taylor Road as well as future training plans. Erin shared that she had an instructor meeting on October 2, which led to a discussion about a separate document she provided (Code of Conduct updates 2022). Discussion ensued and Erin stated she will do some further edits and share version 2 in the future.

Classes at Taylor Road, spring / summer 2022

- We have completed two 8-week session of classes outside. During which we ran:
 - 7 foundations classes. 26 students participated, 11 returned
 - 8 higher level classes. 32 students participated
 - Fun matches:
 - foundations fun match held August 7th. 9 participated
 - Combination member and student fun match held Sept 24th. 2 foundation students participated. 14 higher level participated
 - 1 hoopers class is currently running. This session started in September at the fields but has been moved to Paws and Effects due to the lack of light. This class is scheduled to finish on November 7th.
- We sent out a survey to all students who participated in either a class or a workshop at P4F over this past outdoor season. The response rate was over 70% but I am not able to access the results because we are using the free version of survey monkey. With the free version only 10 results per survey are accessible. The cost for an annual membership is \$350, I do not feel this is a good value for our money. In the future I will

send out separate surveys for each class or workshop to gather the same information at no additional cost to the club.

Future training plans

- Winter 2022-2023 - Open ring time 3 hour practices at SilverDawn to be held on the 1st and 3rd Saturday of the month. Dates have been provided for November and December. If there is interest and the weather cooperates, we will continue open ring time in the new year. Cost per handler is \$10 to be paid directly to SilverDawn.
- New course for spring 2022: Ring Ready 6-week course. Each class is 90 minutes and will be taught cooperatively by 3 instructors. This course is for teams who are new to competition. We will provide a combination of verbal information about competition (what to pack, standard schedule, glossary to terms) and practical experience with past course run at P4F trials.
- Member fun match planned for early spring.
- Spring / summer 2023 workshop ideas include:
 - Maggie Bird - Focus and Engagement, Control on leash, Play & Reward
 - Dog's Line including field time
 - Beginners dog's line, for pre-starter / starter
 - Kandy Dumm
 - Jessica Martin
 - Stephane Lafonde.

Instructors

- We held a year-end instructor meeting on October 2nd which was very well attended.
- Further adjustments to the Foundations curriculum were suggested and will be implemented for the following sessions. These changes will have a snowball effect on the curriculum for the higher-level classes which will require further review.
- A few equipment related items were brought u at our year-end instructor meeting. The velcro on some blue bags still does not stick. Suggestions were also discussed for keeping the equipment properly distributed across the working rings in including tagging, this was identified as an issue making it hard for instructors to set up classes.
- Instructors have expressed concerns about students not being an appropriate fit for group classes. After many weeks of internal discussion, the training team has come up with a procedure to be followed if a student is not a good fit for group classes. This procedure includes enhanced screening at the time of registration, mitigation measures to be implemented in class and the possibility of alternate training arrangements. If the concerns still exist after the mitigation measures have been utilized then the Training Director will let the student know that they are not return to class and their fees for the remaining classes will be refunded.

In addition to this I am working on setting u a specific training lead by Megan Scott for our instructors on how to redirect or deal with negative behaviour.

The training team is asking for the support of the Board in this procedural change by updating the Code of Conduct. A separate document was provided to all Board members prior to this meeting. Suggestions for wording to be removed is shown in red strike through font. Suggestions for wording to be added is shown in green font. If it pleases the Board, I am happy to review each sentence and explain the proposed changes. I remain open to further suggestions to enhance the safety of everyone who participates in training activities at Paws 4 Fun.

- There is online Hoopers training available "OCN accredited Canine Hoopers UK, Level 1 Online" taught by Canine Hoopers UK. There is currently no governing body in Canada. I would like the club to pay for Rachel

Denny and Lauren Taylor to both take this course which would give them a teaching accreditation as well as the ability to judge hoopers trials. The cost of the course is \$225 Euros each. Given that none of the 10 current instructors have used their \$250 credit towards training in 2022 as provided for in the Code of Conduct I would like to use these funds towards paying for the course for both Rachel and Lauren. The current exchange rate from Euros to Canadian dollars is \$1.35. The approximate cost is \$304 Canadian dollars per instructor.

In return for this learning opportunity, I would like to request that both Rachel and Lauren commit to teaching Hoopers classes for Paws 4 Fun for 2023 and 2024.

Motions:

- Paws 4 Fun pay for Rachel Denny and Lauren Taylor to take “OCN accredited Canine Hoopers UK, Level 1 Online” taught by Canine Hoopers UK at a cost of \$225 Euros each.
- Paws 4 Fun purchase a set of fully adjustable contact equipment to be used to further assist in teaching new students.
- Board approve the suggested updates to the Code of Conduct as presented by the training team.

MOTION Paws 4 Fun pay for Rachel Denny and Lauren Taylor to take “OCN accredited Canine Hoopers UK, Level 1 Online” taught by Canine Hoopers UK at a cost of 225 Euros each. Moved by Erin, Second Catherine. Unanimous. Carried.

Treasurer Report – Carolyn Heide

Carolyn provided a report: see below. She mentioned there were still some expenses to come in, as well as some outstanding cheques. She stated that we were very close to breaking even which is the way it should be.

Report #1 - Treasurer

- Not taking the winter off as previously stated. It just isn't practical and there isn't that much work to do in this winter.
- Current Position Statement

Paws4Fun Agility Position Statement Oct-28-2022		
Account	Balance	Target Min Balance
Chequing	\$19,187.55	\$1,000.00
PayPal	\$2,065.88	\$500.00
Cash Box	\$596.50	\$100.00
Outstanding Income*	\$179.00	\$0.00
Outstanding Debt**	(\$2,534.28)	\$0.00
Savings	\$1,640.82	\$1,000.00
Accessible funds: \$20,135.47		
* Monies received not deposited yet		
** Cheques outstanding		

Outstanding Cheques / Debts				
	-\$2,534.28			
	Amount	To	Issued	Comment
874	\$64.88	Catherine Woolham	02-Oct-2021	Exp Rep 1890152
925	\$120.00	David Hyman	21-Jun-2022	Agilitt Class Refund
954	\$600.00	Charlene Harradine	01-Nov-2022	Nov Land Lease
955	\$600.00	Charlene Harradine	01-Dec-2022	Dec Land Lease
963	\$341.00	Carolyn Heide	13-Sep-2022	Exp Rep 1928465
967	\$30.00	Diana Pethick	28-Sep-2022	RAD refund
969	\$45.00	Greg Martin	23-Sep-2022	Exp Rep 1925890
971	\$60.29	Vania Boulet	23-Sep-2022	Exp Rep 1925057
973	\$202.60	Kat Cranstone	26-Oct-2022	Exp Rep 1926887
974	\$15.21	Erin Moore	26-Oct-2022	Exp Rep 1926872
975	\$203.97	Greg Martin	26-Oct-2022	Exp Rep 1928356
976	\$316.21	Carolyn Heide	26-Oct-2022	Exp Reps 1928356-1 & 1928465-2

Cheques/Cash in-hand Not Yet Deposited		
Total:	\$179.00	
From	Amount	Comment
Gina MacFadden	\$60.00	Sept AAC Trial
Heather Warren	\$60.00	Sept AAC Trial
Libby Staveley	\$59.00	Sept AAC Trial

- For discussion: Should we move money from the chequing account to the saving account to get to a savings balance of \$7200, to cover one year's land lease in case of emergency? At the moment that would be \$5,559.18
Motion: The board gives the Treasurer permission to move as much money as is needed from the chequing account to the savings account to get the savings account balance to be \$7200.

MOTION The Board of Directors approves the AGM Financial Report updated to show year-end figures, for presentation to the members. Moved by Carolyn, Second Ian. Unanimous. Carried.

MOTION The Board of Directors resolves to give the Treasurer permission to move as much money as is needed from the chequing account to the savings account to get the savings account balance to be \$7200. Moved by Carolyn, Second Erin. Unanimous. Carried.

Webmaster Report – Carolyn Heide

Carolyn provided a report: see below. Carolyn mentioned that our name being a spam trigger a cause of many email issues. Short discussion about a new webmaster.

Report #2 - Webmaster

- I hate out of date websites, so am working to get ours into a “dormant” winter state that shows what is coming for next year.
- Paws4Fun email going to “junk”. I have done a tiny bit of research on this, and there are some things we could improve. It seems that when email goes to a large number of recipients, spam filters are triggered and look at content to judge whether email is spam. Once one email has been labeled as spam, subsequent email will also be. Frankly, I think as long as our name is Paws4Fun we will have trouble because one of the spam trigger is the mix of numbers and letters and lower/upper case in the same word.
- We’ve all been pretty frustrated by our web provider this year – changing the email interface and temporarily loosing all our email; emails not getting sent; lately the web site has been down a lot.
- We could consider changing providers. This is just more work than I am willing to take on, so we could look for a new Webmaster at the AGM, or someone to take on the task of the changeover, and handing back to me afterwards.

Trials Secretary- Carolyn Heide

Carolyn provided a report: see below. She mentioned that the bonuses came with a cost to the club but raised the numbers.

Report #3 - Trials Secretary

- 2022:

	Residual	Description	Bonus		Runs		Judges
			Cost	Residual if No Bonus	#	Capacity	
June	\$1,248.56	2nd run for 1/2 price	(\$821.00)	\$2,069.56	298	450	Mandy, Charlebois, Kaiser
July	\$745.96	Crash Test tug toy	(\$1,140.00)	\$1,885.96	243	450	Lundy, Esford, Nadeau
Aug*	\$571.69	Video of every run	\$0.00	\$571.69	171	240	Laird, Hersey
Sept	\$3,484.44	Endless Early Bird	(\$808.00)	\$4,292.44	404	450	Stretton, Cranstone
<i>*Drive-Thru Format</i>							

- 2023:
 - 3 AAC Trial dates have been booked for next year, the first weekend of June, July and September.
 - Discussion: should there be an August AAC Trial? Historically, we did not have one. It was added during COVID because we needed the money and the community needed more trials. Neither of those two conditions exist anymore.

Next meeting: November 19, following the AGM

Adjournment at 8:45pm.