

Board Meeting
February 5, 2023 @ 5:30 p.m.
27 Clothier St, Kemptville

Attending: Board Members

Catherine Woolham, President; Ian Cranstone, Facilities Director; Sandy Gummeson, Trials Director; Carolyn Heide, Treasurer, Webmaster and Trials Secretary; Erin Moore, Training Director

Coordinators: Vania Boulet, CARO coordinator; Jane Rocchio, CARO Class coordinator; Heather Esdon, IDAL Coordinator; Sandra Johnson, Training and VALOR Coordinator; Roxanne Harrington, Secretary.

Regrets: Rheal Nadeau, Vice President; Kristy Nguyen, Communications Coordinator, Esther Vrieze, Membership Coordinator; Rachel Denny, Volunteer Coordinator

Call to Order: Catherine called the meeting to order at 5:40 pm.

Additions to Agenda: UKI update, move Membership report to follow Treasurer report.

MOTION to approve the agenda. Moved by Catherine, Second Erin. Unanimous. CARRIED.

Errors or omissions of October 29/November 19, 2022 minutes: Mentioned by Carolyn that the discussion raised by Rachel, concerning a judge treating volunteers in a less desirable manner have her name added to the minutes - Chantal Charlebois. Roxanne will modify the minutes.

MOTION to accept minutes of October 29/November 19, 2022, 'as modified'. Moved by Erin, Second Catherine. Unanimous. CARRIED

REPORTS:

President Report – Catherine Woolham

Catherine mentioned speaking with Corporations Canada concerning the annual report and the corporation key. She also stated that she has booked the Community Centre at Pierce's Corners for the AGM on October 21, 2023 from 9-3 pm. Discussion concerning abiding by the Canada Not for Profit Corporations Act.

Facilities Report – Ian Cranstone

Ian began with mentioning that he has personal health issues that will need to be addressed in the near and continuing future and will need some healing time.

He is still working on the open item of contacts and stated they will be on the fields by May. He mentioned pricing out some new chairs from Canadian Tire (\$60 each), an ascending jump for the K9Kup, awaiting word on the tire from the AAC, making another 12 wing jumps, the 'Sign Place' for the inserts and the fact

that the number cones are beginning to disintegrate. Discussion concerning equipment safety and the changing standards.

Training Director Report – Erin Moore

Indoor training at SilverDawn, winter 2022-23

- Open ring times will restart in March depending on the weather. Currently these events are scheduled for the 2nd and 4th Saturday of the month from March 11th to May 13th.
- Introduction sessions for foundation students. The first three 1-hour sessions will be held at SilverDawn on March 19th. These sessions will be set up as multiple stations where the handlers and dogs work one-on-one with the instructors. The intent of these sessions are to help us put the dog and handler in the class that will give them the best experience. It is also an opportunity for us to share background information about the sport of agility, the club and our classes with the handlers.

Classes at Taylor Road, spring / summer 2023

- In addition to 1-hour classes for 4 students we will also be offering semi-private classes depending on instructor and ring availability. Semi-private classes will be 30 minutes in length and will be for 2 students. Both regular classes and semi-private classes will be offered at the same rate. This option will not be advertised but will be offered to students if we are able to support it.
- We currently have 13 potential students on waiting lists for foundations classes.
- We also have also received e-mails from 11 returning students in either agility or hoopers who would like to return this coming season.
- Michele and Janet will be offering a beginner dog's line course starting the week of March 26th. This course will be 6 weeks online using a private Facebook group and 2 weeks in-person later in the spring.
- ½ day workshop for working with fast dogs to be presented by Kandy Dumm on Saturday, July 22

Instructors

- 8 instructors for agility classes and 2 instructors for hoopers classes.
- We have an 8-hour instructor workshop booked with Stephane Lafond at Top Skills K9 on February 25th. The cost of this workshop is \$1,000 including taxes. I request that this expense be paid out of the annual honourarium provided to instructors for off-site training in the Code of Conduct, section 7.

MOTION that Paws 4 Fun pay Stephane Lafond of Top Skills K9 \$1,000 for instructor training as per Section 7 of the Code of Conduct. The event will occur on February 25th, 2023 covering 11 instructors for 8 hours. Moved by Erin. Second Sandy. Unanimous. CARRIED.

Instructor Perks

- This past year it has been brought to my attention that the instructor perks that we currently offer might not be useful to our instructors depending on the stage they are at in their training.
- It is difficult to get volunteers, especially ones who are willing to make a full season commitment. I think it is very important that we listen to their concerns and attempt to address them.
- Currently the instructors' perks are:
For each 8 weeks taught instructor perks include:
 - 2 volunteer hours for each hour taught.
 - 1 free class certificate
 - 1 free run certificate

- I am suggesting that we look at changing our instructor perks to a points system. This would give each instructor the ability to use their perks towards the item that is the most helpful to them at the time.

For each 8 weeks taught instructor perks include:

- 3 volunteer hours for each hour taught.
- 6 points to be used at the instructor's discretion.
 - 8-week class - 4 pts
 - Trial run – 1 pt or 2pts
 - Basic workshop, working spot – 4 pts
 - K9 Kup registration – 3 pts
- 1 time ability to “cash in” unused certificates for the points listed above. This is only available until April 15, 2023.
- I would like to discuss this item and see if this is a change the Board would be willing to consider. Discussion about instructor courses, team building and impact to Treasurer. Carolyn and Erin to work out some details.

Other information item

- Hoopers tunnels are wider (800cm diameter) and shorter than agility tunnels. Rachel has made hoopers tunnels for our current use but in the future P4F may want to consider ordering proper hoopers tunnels and sand bags. Hoopers tunnels are available at a couple of sources in the UK. The best price Rachel and Lauren have found was on the Naylor Agility website and they are willing to ship to Canada. If multiple people order then we could all share the shipping cost. The cost is:
 - 1m 800 diameter heavy weight, full non-slip tunnel 86.97 Euros (approx. \$126.98 CAD)
 - 2m 800 diameter heavy weight, full non-slip tunnel 125.62 Euros (approx. \$183.41 CAD)If registration is popular for the first year of Hoopers classes Rachel and I would ask that the Board consider ordering one 1m and one 2m 800 diameter heavy weight, non-slip tunnels for an approximate cost of \$300 plus shipping later in 2023.

Vendor information for Naylor Agility Tunnels:

Naylor Agility Tunnels
Unit 17, Valley Road,
Wombwell, Barnsley, South Yorkshire
S73 0BS

Website: nayloragility.co.uk

Tel: +44 (0)1226 444378 Fax: +44 (0)1709 879020 Email: nayloragility@naylor.co.uk

- Erin mentioned a Fun Match on June 3 for Members only. Discussion.

Trials Director - Sandy Gummeson

A Trials Committee meeting was held with herself, Rachel and Carolyn at the end of January. She then clarified a few points with Ian about running steeplechase and jumpers at the same time. The conclusion was that Paws4Fun Agility had enough jumps.

Sandy mentioned current vendors we have coming to events and questioned if we need additional vendors. Short discussion concerning camping and security, stressing that camping is not allowed on site.

She then mentioned ribbons that had been ordered and ribbon requirements. Short discussion about re-processing ribbons.

Treasurer Report – Carolyn Heide
Treasurer Report, Feb-5-2023 Board Meeting

Position Statement:

Paws4Fun Agility Position Statement Jan-31-2023	
Account	Balance
Chequing	\$8,409.27
PayPal	\$1,741.52
Cash Box	\$122.50
Outstanding Income*	\$0.00
Outstanding Debt**	(\$1,424.88)
Anticipated Debt***	(\$6,700.00)
Savings	\$7,217.39
Accessible Funds: \$2,148.41	
* Monies received not deposited yet	
** Cheques outstanding	
*** Known upcoming expenses	

Outstanding Cheques/Debts				
	-\$1,424.88			
	Amount	To	Issued	Comment
874	\$64.88	Catherine Woolham	02-Oct-2021	Exp Rep 1890152 > EXPIRED
925	\$120.00	David Hyman	21-Jun-2022	Agility Class Refund > EXPIRED
981	\$40.00	Dana Cranstone	16-Dec-2022	CARO Trial Refund
983	\$600.00	Charlene Harradine	01-Feb-2023	Feb Land Lease
984	\$600.00	Charlene Harradine	01-Mar-2023	March Land Lease
Cheques/Cash in-hand Not Yet Deposited				
	Total:	\$0.00		
	From	Amount		Comment
Planned/Anticipated Debts				
	-\$6,700.00			
	Amount	To	Issued	Comment
	\$2,800.00	Steve Dumm		Contact Equipment Ordered
	\$1,500.00	Catherine Woolham		Expenses not submitted
	\$1,200.00	Ribbon Works		2023 Ribbon Supply Replenish
	\$1,200.00	Intact Insurance		2023 Insurance

Position Statement issues / Discussion Points:

The Board has previously decided that expired cheques will just be written off with no attempt to contact the payee or replace the cheque. Does this also apply to Board Member expenses? Short discussion and clarification given, with the resulting conclusion that no expired cheques will be replaced regardless of who had written them.

Although we have \$8k+ in the chequing account, with the upcoming expenses, we should probably be careful about spending until monies are coming in from 2023 memberships, K9 Kup and the UKI Trial. Around the end of April we should be back in good shape.

Other Items:

I had a phone meeting on Friday Feb-2 with a TD Bank associate re changing the bank account. Notes from that discussion:

- Catherine and I need to go into the bank to authorize the change to a single signature account. We need to bring the meeting minutes at which that was approved.
- Without changing the account type, we should then be able to add: outgoing e-transfers; auto-deposit; online cheque deposit; online statements.
- Currently our number of transactions (each e-transfer is a transaction) is 30/month, for \$4.95/month. The next level up is 60/month for \$39/month. This can be changed dynamically throughout the year – we can go to 30/mon for Sept-Feb, and 60/mon for March-Aug. If we were to keep under the limits, this would drop our bank fees from \$560 in 2022 to \$225.

Membership Report – Sent from Esther, presented by Carolyn
For Membership, Feb-5-2023 Board Meeting

1. From Esther & Carolyn:
 - We need to settle on a price structure.
 - No volunteer-hour-waived memberships, which used to cost \$150 for single.
 - Select missed hours fee

		Carolyn's proposal		Esther's proposal	
Volunteer Hours Completed	Missing Hours	Charge per missing hour	End-of-year penalty	Charge per missing hour	End-of-year penalty
More than 16 **	0	n/a	\$0.00	n/a	\$0.00
16	0		\$0.00		\$0.00
15	1	\$5.00	\$5.00	\$4.00	\$4.00
14	2		\$10.00		\$8.00
13	3		\$15.00		\$12.00
12	4		\$20.00		\$16.00
11	5		\$25.00		\$20.00
10	6	\$7.00	\$42.00	\$7.50	\$45.00
9	7		\$49.00		\$52.50
8	8		\$56.00		\$60.00
7	9		\$63.00		\$67.50
6	10		\$70.00		\$75.00
5	11	\$9.00	\$99.00	\$10.00	\$110.00
4	12		\$108.00		\$120.00
3	13		\$117.00		\$130.00
2	14		\$126.00		\$140.00
1	15		\$135.00		\$150.00
0	16		\$144.00		\$160.00
			<i>Actual Cost of Membership (\$70 fee + penalty)</i>		<i>Actual Cost of Membership (\$70 fee + penalty)</i>
			\$70.00		\$70.00 **
			\$70.00		\$70.00
			\$75.00		\$74.00
			\$80.00		\$78.00
			\$85.00		\$82.00
			\$90.00		\$86.00
			\$95.00		\$90.00
			\$112.00		\$115.00
			\$119.00		\$122.50
			\$126.00		\$130.00
			\$133.00		\$137.50
			\$140.00		\$145.00
			\$169.00		\$180.00
			\$178.00		\$190.00
			\$187.00		\$200.00
			\$196.00		\$210.00
			\$205.00		\$220.00
			\$214.00		\$230.00

** Hours over 16 contribute to the Frequent Volunteer Reward program, earning discounts on the next year's membership (see <https://www.paws4funagility.ca/frequent-volunteer-rewards>)

- When does membership for the past year end, and membership for the new year open? Suggest March-1 as first day of the new year's membership.
- When does renewal end (i.e when do membership lose their volunteer hour benefits from the previous year and become new members rather than renewing members)? Suggest April-31 as the last day of the renewal period.

From Carolyn:

- Family and junior memberships – what are they, and what are their volunteer hour requirements?
 - The Code of Conduct says “Single Membership applies to one handler with one or more dogs, and Family Membership applies to two or more handlers in one family with two or more dogs.”
 - the website membership page says nothing about what constitutes a “family”, though it does say that for both single and family memberships 16 hours volunteer time is required.
 - The website membership page does not mention a “junior” membership.
 - But the frequent volunteer program page says:

Single Adult Membership **		Single Junior Membership	
Hours	Next year's membership discount	Hours	Next Year's membership discount
20 to 29	25%	10 to 14	25%
30 to 39	50%	15 to 19	50%
40 to 49	75%	20 to 24	75%
50 and over	100%	25 and over	100%

Family Membership - one adult & one junior		Family Membership - two adults, or - one adult & multiple juniors	
Hours	Next year's membership discount	Hours	Next Year's membership discount
30 to 44	25%	40 to 59	25%
45 to 59	50%	60 to 79	50%
60 to 74	75%	80 to 99	75%
75 and over	100%	100 and over	100%

MOTION to adopt the fee structure as described under Carolyn’s Proposal for missing volunteer hours. Moved by Carolyn. Second Ian. Unanimous. CARRIED.

MOTION to set March 1st as the first day of the new year’s membership and April 31 as the last day of the renewal period. Moved by Carolyn. Second Ian. Unanimous. CARRIED.

MOTION to clarify a Junior Membership as requiring 8 hours of volunteer time and a fee of \$50.00, while a Family Membership would require 16 hours of volunteer time and a fee of \$100.00, with any number of family members and dogs. Moved by Carolyn. Second Erin. Unanimous. CARRIED.

CARO Report – Vania Boulet

Vania mentioned running a trial on December 27. It received positive feedback. She stated she would do this again and has judges and dates booked. Discussion about a fun run before classes, for CARO. Vania also mentioned she has the June trial booked but has nothing yet for September.

IDAL Report – Heather Esdon

IDAL Fee Changes

Effective 2023, IDAL participants may continue to pay \$5 per dog (member* rate) or \$8 per dog (non-member rate) per course or opt to pay a flat fee of \$45 per dog (members) or \$50 per dog (non-members) for the Summer session (May-October) and/or the Winter session (November-April).

* Member stipulates the participant is a Paws4Fun member.

All participants must be a member of IDAL (International Dog Agility League) in order to participate in IDAL courses.

Participants paying per course

For the winter session, payment is required by the Friday evening before each scheduled IDAL event.

For the summer session, payment is required by the Tuesday evening before the IDAL event.

Credits will be provided for any missed runs.

Participants paying the flat rate

Payment must be made by the day before the first event, in May for the Summer session and November for the Winter session.

Credits will only be provided if Paws4Fun cancels due to weather and/or facility access.

Credits will be tracked by the IDAL coordinator but are the responsibility of individuals to follow up with the coordinator.

Paws4Fun accepts online payments only via etransfer or paypal (see website).

The Paws4Fun Treasurer will have no responsibility for IDAL except to accept payments and advise the IDAL coordinator of such payment. The Treasurer will also make the payment to IDAL as per the coordinators request each month.

Heather also mentioned that the Top Dog website and database are not up to date and she will keep track of points so that we can acknowledge our own dogs.

Training and VALOR Coordinator Report – Sandra Johnson

Clarification was sought concerning VALOR asking if someone is not a member can they pay a bit extra and play? Yes. They don't need to be members.

It was also asked that VALOR and IDAL be on the calendar. Some discussion and checking needed to be careful that things are not double booked.

K9Kup Report – Catherine Woolham

Catherine mentioned a few points – that registration for non-members is April 1st, though for members it is two weeks earlier. She also mentioned a conflict with Nationals and that the volunteer schedule is up.

Trials Secretary- Carolyn Heide

Trials Secretary Report, Feb-5-2023 Board Meeting

1. Trial plan, judges have been booked. Probably more out of town judges than I should have hired, but I had some trouble finding people I wanted.

June 10-11, 2023

Paws4Fun Member Registration Opens: 9am, Friday, April-21-2023

Registration Opens for all: 9am, Friday April-28-2023

Saturday 10-June-2023 Events, in sequence			Sunday 11-June-2023 Events, in sequence		
	Judge	Ring		Judge	Ring
Starters Gamblers 1	Monica Terry	1	Master Gamblers 1	John Willis	1
Starters Snooker 1	Janet Lundy	2	Master Jumpers 1	Kathryn Kaiser	2
Starters Standard 1	Monica Terry	1	Master Standard 1	John Willis	1
Starters Jumpers 1	Janet Lundy	2	Master Jumpers 2	Kathryn Kaiser	2
Starters Standard 2	Monica Terry	1	Team Relay 1	John Willis	1
Advanced Jumpers 1	Janet Lundy	2	Master Jumpers 3	Kathryn Kaiser	2
Advanced Standard 1	Monica Terry	1	Team Relay 2	John Willis	1
Advanced Jumpers 2	Janet Lundy	2	Master Snooker 1	Kathryn Kaiser	2
Advanced Gamblers 1	Monica Terry	1	Team Relay 3	John Willis	1
Advanced Snooker 1	Janet Lundy	2	Master Snooker 2	Kathryn Kaiser	2

June trial bonus = \$10 gift certificate to the vendors for that weekend.

Have offered Monica Terry accommodation for Fri and Sat nights. (Note that we have hired Monica Terry because we "owe" her. At the start of the pandemic, we hired her, then couldn't have her come in from out of town after she had already designed her courses. She allowed us to use those courses for free.)

July 8-9, 2023

Paws4Fun Member Registration Opens: 9am, Friday May-12-2023

Registration for all Opens: 9am, Friday May-19-2023

Saturday, July-8-2023 Events, in sequence			Sunday, July-9-2023 Events, in sequence		
	Judge	Ring		Judge	Ring
Steeplechase 1	Rheal Nadeau	1	Starters Standard 1	Julie Sansregret	1
Master Jumpers 1	Rheal Nadeau	2	Startes Standard 2	Martha Fortier	2
Steeplechase 2	Rheal Nadeau	1	Starters Standard 3	Julie Sansregret	1
Masters Jumpers 2	Rheal Nadeau	2	Advanced Standard 1	Martha Fortier	2
Steeplechase 3	Rheal Nadeau	1	Advanced Standard 2	Julie Sansregret	1
Starters Jumpers 1	Judith Bachelor	2	Advanced Standard 3	Martha Fortier	2
Starters Jumpers 2	Rheal Nadeau	1	Master Standard 1	Julie Sansregret	1
Advanced Jumpers 1	Judith Batchelor	2	Master Standard 2	Martha Fortier	2
Advanced Jumpers 2	Rheal Nadeau	1	Master Standard 3	Julie Sansregret	1
Advanced Jumpers 3	Judith Bachelor	2	Master Standard 4	Martha Fortier	2

July trial bonus = random draw for a \$10 gift card (e.g. gas, pet stores, groceries ... practical stuff)

Have offered Julie accommodation for Sat and Sun nights.

Sept 9-10, 2023

Paws4Fun Member Registration Opens: 9am, Friday July-14-2023

Registration for all Opens: 9am, Friday July-21-2023

Saturday, Sep-9-2023			Sunday, Sept-10-2023		
Events, in sequence	Judge	Ring	Events, in sequence	Judge	Ring
Starters Standard 1	Yanick Villeneuve	1	Starters Gamblers 1	Yanick Villeneuve	1
Starters Jumpers 1	Ian Cranstone	2	Starters Snooker 1	Ian Cranstone	2
Advanced Standard 1	Yanick Villeneuve	1	Advanced Gamblers 1	Yanick Villeneuve	1
Advanced Jumpers 1	Ian Cranstone	2	Advanced Snooker 1	Ian Cranstone	2
Team Relay 1	Yanick Villeneuve	1	Master Gamblers 1	Yanick Villeneuve	1
Master Jumpers 1	Ian Cranstone	2	Steeplechase 1	Ian Cranstone	2
Team Relay 2	Yanick Villeneuve	1	Master Gamblers 2	Yanick Villeneuve	1
Master Snooker 1	Ian Cranstone	2	Steeplechase 2	Ian Cranstone	2
Team Relay 3	Yanick Villeneuve	1	Masters Standard 1	Yanick Villeneuve	1
Master Snooker 2	Ian Cranstone	2	Steeplechase 3	Ian Cranstone	2

Sept bonus = \$10 off each dog's entry.

Have offered Yanick accommodation for Fri, Sat and Sun nights.

2. New policy that I have told judges. It was discussed at the last trial last year, but never board approved – judges can run their dogs for free on the weekend that they judge. Not much we can do about it since I have told the judges this year, but we can change it next year if we want. Apparently, a lot of other places do that.
3. Our entry forms have always said “your entry is not complete without payment”. I would like to change that and have payment due before the trial. The desired sequence would be: fill out registration form, receive confirmation of entry, then pay. That way people do not pay before they know they got into the trial, and there are fewer refunds to issue.
4. Rosettes from On Target – does anyone need rosettes?

Webmaster Report – Carolyn Heide

Webmaster Report, Feb-5-2023 Board Meeting

5. A reminder to everyone to please use, in email and FB posts, links to web site rather than direct links to individual forms/documents.
 - a. Draws non-members to the web site where they might learn things about the club.
 - b. Provides members with complete information, and ensures that they always accesses the correct form/document link if there are changes.
6. Apologies to new board members and coordinators for not having produced an updated email guide. I will try to get to that asap.

7. Webmaster's Roles & Responsibilities update:

Webmaster's Roles and Responsibilities (~~Coordinator~~Offleer Position)

The Webmaster is responsible for maintaining the club's online services: website, including PayPal interface; online forms; booking system; and email.

Responsibilities:

- maintains an up-to-date club website with detailed information on all aspects of club activities, as well as is possible given the dependence on information provided by the organizers of events re requirements and content.
- maintains all online aspects related to the club and associated with the website. Including, but not limited to: online forms; online PayPal payment buttons; booking and events calendars.
- maintains an email system, providing technical support and a Users' Manual to Board Members and Coordinators.
- maintains an online booking system for Club Members providing technical support and instructions for new and renewing Members.
- provides updates to the Board of Directors as required with recommendations for improvement .

Last updated: Feb-2023

Discussion about posting for applications, appointment and perhaps splitting the position.

New Business –

UKI will be on May27th and Elise Bonder is making some goodie bags. Discussion about ribbons, judges, a packed day, needing to borrow a tire, strict rules and volunteers.

This led to a question and discussion about tracking volunteer hours and possible volunteer training on the fun day for members. Points to note is that there should be a clipboard in the shed at all times to track volunteer hours. Rachel is an AAC volunteer coordinator, and another person is necessary to track hours. Heather stepped forward. People should be reminded to keep track of their own hours as well as sending to Heather.

10-year anniversary – think about it. No recruits, but more of a celebration with our dogs.

Next meeting: March 20, 2023 at 6:00 pm, in Spencerville Room at Grenville Mutual. Bring your own food.

Adjournment at 8:21pm.