

Paws4Fun Agility Club
MINUTES
August 29, 2023
5:30 p.m. – 8:30 p.m.
Spencerville Room
380 Colonnade Drive, Kemptville, ON

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

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

Absent: Vania Boulet, CARO coordinator; Rachel Denny, Volunteer Coordinator

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

Additions to the agenda: Business Arising -Updated Restricted participants SOP

- New Business – Incident Report
 - BIS's
 - Emergency Coverage
 - Driveway

MOTION to approve the agenda of August 29, 2023. Moved by Catherine. Second Erin. Unanimous.
CARRIED

Errors or omissions of minutes of June 25, 2023 – none mentioned.

MOTION to approve the Minutes of June 25, 2023. Moved by Erin. Second Catherine. Unanimous.
CARRIED

REPORTS:

President Report / UKI – Catherine Woolham

Catherine mentioned a conversation she had with Charlene highlighting two points. First point - in our lease agreement there are to be no trees / bushes growing in the rings and apparently Ring 2 has growth. This may need a work party. Second point – Charlene's daughter has been present on the property and has some personal issues. She will not cause harm but has been harassing people. She is residing at the house presently.

Vice-President Report– Rheal Nadeau

Rheal sent regrets.

Facilities Director Report– Ian Cranstone

Ian began by mentioning that the tractor is in for repair and there will be a bill coming.

He then mentioned he had conversed with Steve and the A-frame is expected before the September Trial.

Ian mentioned that the AAC is making a few changes in regard to tires and breakaway tire straps will become necessary in the near future though there has been no notification of a date as of yet. He also said that if a dog breaks a tire, the dog is faulted. He went on to mention that in regard to tunnels, the rules will be 7 pairs of bags per tunnel in the future. Discussion mentioning screw down tunnel bags, movement of tunnel bags, a cart, tractor and wheelbarrow. Ian will do pricing. Further discussion mentioning judges communicating so that tunnels don't move as much.

Ian thanked Heather for the paint party. Heather asked about the inserts. Discussion mentioning a sign guy with a template for acrylic with vinyl stickers, resulting in the possibility of giving Dana a push.

Ian mentioned the inspection of the equipment and said that if photos were sent, she will approve as it has been built by Steve. Discussion and explanation that the approval will be done before the equipment goes to storage.

Discussion and questions moved back to the possibility of painting the older tires, the weight of the new tire, and that instructors were told to use the new tire in class, before the end of the season. Result is to concentrate on the jumps first before doing the tires.

Training Director Report– Erin Moore

Erin began her report with modelling the new instructor shirts.

Classes at Taylor Road, spring / summer 2023

- Many of the second session of classes have started. There are still 2 classes in the first session that have not finished session 1.
- Kandy Dumms' workshop for fast and (not so) focused held on Aug 12th was very well received. There has been a request for this workshop to be repeated next year.
- We will be hosting 2 more handling workshops presented by Kim Dick on September 23rd.
- Rachel, Lauren and I will be hosting a second hoopers fun match on October 1st. We will set up 2 courses for participants to try.

Classes for 2024

- We have decided to run no training activities of any kind once we move inside for the winter season.
- Classes will be 6 weeks in length.
- The cost of classes will be \$120 for members and \$145 for non-members.
- Classes will restart the first week of June 2024.
- There will be a set start date for session 2. This will guide the instructors to set make-up classes during the 8-week time period.
- We will not be offering starter level classes in 2024 instead we will offer a series of workshops for our members to attend based on the skills they need to improve. The tentative 2024 workshops are:
 - Kim Dick – Handling will be held once a month. Returning due to member request
 - Elise Bonder – Masters / international will be held once a month. Returning due to member request
 - Vania Boulet – 2 workshops. Topics to be decided at a later date.
 - Kandy Dumm - Fast and (not so) focused June 22
 - Liz Doran – obedience 4 agility – May 28 and 1 more session
 - Janet Lundy – threadles May 25
- Sandra and I have been discussing with Carolyn the possibility of adding a student portal to the webpage. This will include basic information about classes as well as a chart with the name of

the class, start date, ring #, day of the week, time and instructor name. We are still having quite a few issues with e-mails so this is an attempt to mitigate this issue.

Instructors

- We have received the instructor shirts from Gift Gear. There were 3 style options to choose from and most of the instructors chose the golf shirt in the wick-away fabric. All the instructors are very pleased with their shirts.
- There will be an end of season instructor meeting held in late October.

Other

- I filled in for Rachel as volunteer coordinator at the July trial. This position has many challenges due to the large number of volunteers required to run the event. You are also called upon to help solve problems as they arise which may or may not be part of the actual responsibilities of this role. My observations from that weekend are that quite a few volunteers were unaware of the shifts they had signed up to work. I would suggest that the following small changes might help to minimize the forgetfulness of the volunteers.
 1. When available, add times to the sign up place for each event.
 2. For the sign up place confirm that the morning and afternoon shifts shown match up with the lunch break.
 3. Send an e-mail to the volunteers a couple of days before the event with a copy of the schedule to remind them of their commitment.

I knew ahead of time that Rachels role was very complex and crucial for the smooth running of the event. I did not fully appreciate the level of difficulty associated with this role.

Trials Director Report- Sandy Gummesson

No report

Trials Secretary – Carolyn Heide

Carolyn began by stating they had 180 runs per day registered so far and the limit is 250. Sunday is when the sign up ends. She said that Sunday afternoon is very short of volunteers. Carolyn talked about the size of the job and organizing volunteers in advance. Carolyn said she will put something on Facebook to try and fill the positions. Carolyn suggested for next year a volunteer coordinator as well as a volunteer wrangler. Heather said she would be willing to help with organizing especially in advance of the trial. Discussion mentioning volunteer schedule, that the position is a Board appointment, and reason for change. Two main points were that changes may need to be made and considerations will happen over the winter and we will discuss in the new year.

Treasurer – Carolyn Heide

Carolyn said we have lots of money. There will be no more coming in this year, but we do need to spend some. Three upcoming costs are inserts for the jumps, tunnel bags and the driveway. Discussion concerning approximate costs resulting in Ian saying he will research the tunnel bags.

Paws4Fun Agility

Position Statement June-22-2023

Account	Balance	Target Min Balance
Chequing	\$16,299.88	\$1,000.00
PayPal	\$2,202.79	\$500.00
Cash Box	\$186.00	\$100.00
Outstanding Income**	\$44.00	\$0.00
Outstanding Debt***	\$0.00	\$0.00
Savings	\$7,286.33	\$7,200.00
Planned/Anticipated Debts	(\$1,800.00)	

***Accessible funds: \$15,419.00**

* Funds available while maintaining the Target Min Balances

** Monies received not deposited yet

*** Outgoing cheques outstanding

Outstanding Cheques / Debts				
	\$0.00			
	Amount	To	Issued	Comment

Cheques/Cash in-hand Not Yet Deposited		
Total:	\$44.00	
From	Amount	Comment
Laura Cranstone	\$24.00	CARO Fun Match
Alison Craig	\$20.00	Comment

Planned / Anticipated Debts				
	-\$1,800.00			
	Amount	To	Issued	Comment
	\$1,800.00	Steve Dumm		Contact Equipment ordered

Webmaster – Carolyn Heide

Carolyn stated that they are moving us from one vendor to another and this is making the website a bit fickle. Changes seem to take a long time to show and seem to take the website down, as well as the prices increasing. Discussion concerning the website address, dividing the role, errors with upgrading and possibly someone else taking over. Carolyn finished by saying this would be a winter project.

Communications Coordinator – Regrets - Kristy Nguyen

No report

CARO Coordinator – Vania Boulet – absent

IDAL Coordinator – Heather Esdon

Heather thanked Erin for all the builds and stated that she is starting to figure out moving inside.

K9 Kup Coordinator – Catherine Woolham

Catherine stated that we are soon going to have the last K9Kup for this year. She mentioned equipment needed as opposed to trials as we need 3 times the equipment – such as stop watches, whistles. She thinks there may be a photographer for September.

Membership Coordinator – Regrets – Esther Vrieze

Report sent - Nothing much to share from Membership side other than the following:

1. 2023 Membership Application - Vicki Mierins – she indicated that she paid non membership fee for her class and we offered she could take the extra amount of the membership payment, but she never paid nor responded to several of my follow up emails. I have now withdrawn her application.
2. 2023 Membership Application - Stacy Cox – we never received a payment despite that we informed her that her application was pending payment. I have now withdrawn her application.
3. To date we only have 2 new MID-SEASON members – Gurleen Minhas & Rose-Anne Gleiser. Bringing the total members to 68 of which 6 family memberships. Non renewals: 2 confirmed non renewals (Benjamin Stanzel & David Hyman) and 7 who did not take the effort to reply to my email and let me know (Elsbeth Carpenter, Alexandra Fidaoui, Tanya Gadoury, Debra Hildebrand, Monique MacKenzie, Julian Morrison, Meghan Scott) – 2 of the 7 had waived memberships in 2022.

Training/Valor Coordinator – Sandra Johnson

Sandra mentioned that there are still VALOR remnants on the website that need to be removed.

Volunteer Hours Coordinator – Heather Esdon

Heather stated that she has been compiling and sending the volunteer hours monthly with no issues.

Volunteer Coordinator – Rachel Denny – absent

Secretary – Roxanne Harrington

No report


**Business Arising: Updated Restricted Participants SOP – Rheal / Carolyn
TABLED.**

New Business:

Incident Report – Erin

I have prepared a draft incident report form for the Board's consideration. For the activities that the club hosts I know the waiver that is signed absolves the club from liability. Over the past 2 years through my role as Training Director I have been made aware of a handful of incidents occurring during a class or workshop. I have taken it upon myself to inform the board of these incidents and the actions I have taken. More recently there were incidents at the July AAC trial and July K9Kup events. I think a standardized reporting form would help share information with the other Directors, so everyone is informed of the incident and what actions (if any) were taken as a result. I propose that these forms are filled out and circulated within 24 hours of the incident and that the secretary keep copies of the forms and attach them to the meeting minutes of the upcoming Board meeting. After discussion it was agreed that we should use these forms and have a database on the website to track them.

Discussion continued concerning basic documentation, website, timeliness of circulation to Board members and Coordinators, filling out forms, securing dogs, rules and a couple of incidents concerning one handler / dog team. It was agreed that the dog should be muzzled when on Paws4Fun property. Result is that Erin will draft a letter, to be reviewed by the Board, that will be given to this member when Erin speaks to her.

	<h2 style="margin: 0;">Incident Report</h2> <h2 style="margin: 0;">Paws4Fun Agility Club</h2> <p style="text-align: right; margin-top: 20px;">Version date: August 2023</p>
Date and time of incident:	
Report submitted by:	
Names involved in the incident (humans and/or dogs):	
Names of witnesses (if any):	
Description of incident:	
Follow up contact completed by P4F representative (if any):	
Actions taken as a result of incident (if any):	
Other:	

BIS's – Catherine

Catherine asked if dogs can wear panties in season and can we ask this as a club. Short discussion and Carolyn suggested for next year.

Emergency Coverage – Catherine

Catherine mentioned a concern of having backups for everybody on the Board and coordinators. Discussion as each went through with possible team member to replace them. Treasurer and webmaster would be difficult to cover due to passwords and the website. A list could be published on the website.

Driveway – Ian

Ian began by giving some background to the lease agreement, that the driveway and gravel must be able to go back to fields when we finally leave the premises. He mentioned that landscape cloth must be used and the last time the gravel was put too thin, and we are not to affect drainage with what we do. Discussion about tractors, leasehold improvements, length of driveway, grading and quotes. Erin mentioned she has contacts in drainage and will move forward to get some quotes and circulate them via email when they come through.

Next meeting: January 16 or 23 (TBD) 5:30 p.m. – 8:30 p.m.
Spencerville Room, 380 Colonnade Drive, Kemptville, ON

Adjournment: Catherine adjourned the meeting at 8:15 pm.