



Paws4Fun Board Meeting

DRAFT MINUTES

Friday March 15, 2024 5:30 pm
1318 Agincourt Road, Ottawa

Attending: Board Members

Heather Esdon, President, Idal Coordinator, Volunteer Coordinator; Rheel Nadeau, Vice President; Ian Cranstone, Facilities Director; Carolyn Heide, Treasurer, Webmaster and Trials Secretary; Erin Moore, Training Director; Sandy Gummesson, Trials Director;

Coordinators: Sandra Johnson, Training Coordinator; Roxanne Harrington, Secretary;

Regrets: Kristy Nguyen, Communications Coordinator; Esther Vrieze, Membership Coordinator; Vania Boulet, CARO coordinator; Catherine Woolham, K9Kup Coordinator; Jane Rocchio, CARO Class coordinator;

1. Heather called the meeting to Order at 5:34 pm.

2. Agenda

2.1 Additions to Agenda –subtractions (6.10, 6.19) and deferrals (6.11. 6.13, 6.14, 6.16, 6.17)

New Business – 7.1 Meeting date for May

7.2 Restricted List

7.3 Members attending Board Meeting

2.2 Approval – Agenda approved as amended.

3. Previous Meeting Minutes

3.1 Errors or omissions of Minutes of January 30, 2024 – none mentioned

MOTION to approve the Minutes of January 30, 2024. Moved by Erin. Second Ian. All in favour. CARRIED.

3.3 Errors or omissions of AGM minutes of February 11, 2024 (will be approved by Members at 2024 AGM) Carolyn mentioned the date being the 2023 AGM and clarification at the top of page 5, in the Financial Report that the major expenses were not included in the report because they were incurred in 2024. Minutes have been amended.

The Board accepts the Minutes as amended.

3.5 Errors or omissions of Minutes of February 11, 2024

MOTION to approve the Minutes of February 11, 2024. Moved by Ian. Second Rheel. All in favour. CARRIED.

3.7 Approval of Minutes of February 24, 2024 Directors only meeting.

MOTION to approve the Minutes of February 24, 2024 Directors only meeting. Moved by Erin. Second Heather. All in favour. CARRIED.

4.Review Email Motions

4.1 SOP for the Review of Membership Requests & Entries to events and activities
Approved February 22, 2024 Votes: Yes-6 No-0 Abstain-0

5.Financial Update

Carolyn provided the Position Statement:

**Paws4Fun Agility
Position Statement March-14-2024**

Account	Balance	Target Min Balance
Chequing	\$3,204.64	\$1,000.00
PayPal	\$1,558.51	\$500.00
Cash Box	\$357.10	\$100.00
Outstanding Income**	\$0.00	\$0.00
Outstanding Debt***	\$0.00	\$0.00
Savings	\$7,423.45	\$7,200.00

***Accessible funds: \$3,743.70**

* Funds available while maintaining the Target Min Balances

** Monies received not deposited yet

*** Outgoing cheques outstanding

6.Scheduled Business

6.1 K9Kup registration - President

Heather stated that there have been changes to the registration process. Captains and teams will register beginning March 25, 2024 and team members will register beginning April 1, 2024. This allows for verification of the restricted list before captains and teams are approved.

6.2. Waiver modification to cover dog handler and dog owner – Webmaster

Carolyn referred to the proposal (Appendix 1) and mentioned some possible modifications to the waivers for different uses.

Action Item -Carolyn will make a waiver proposal process but will continue to use the waivers immediately.

6.3 Membership Request without a dog - President

Discussion and explanation of request from a member to hold an 'inactive' membership (no fees or requirements) as she currently has no dog and does not want to pay the extra fees to rejoin. As there are no extra fees to join, Heather will ask Esther to reply that there are no extra fees and therefore no need to take a membership until she is ready to rejoin the club.

6.4 Harassment Committee Remit - Training Director

Erin provided an update on the Harassment Committee (Appendix 2)

6.5. HST Registration Tracking Process - Treasurer

Carolyn provided a document v0.0 (Appendix 3) and then provided a Table (see below) with the current quarterly financial situation as of March 14, 2024. This Table will be updated and provided to the Board at each meeting or after each quarter, for their information.

Paws4Fun HST Tracking, last update March-14,2024

Updated	HST Income		HST Income for the last 4 Quarters at the end of				
	Calendar Quarter	Income	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Jan-30-2024	Q1 2023	\$6,280.95					
Jan-30-2024	Q2 2023	\$25,084.58					
Jan-30-2024	Q3 2023	\$10,096.11					
Jan-30-2024	Q4 2023	\$2,889.50	\$44,351.14				
Mar-4-2024	Q1 2024	\$1,323.50		\$39,393.69			
	Q2 2024						
	Q3 2024						
	Q4 2024						

6.6 Roles and Responsibilities – Vice President

Some Roles and responsibilities have been updated / created and some have yet to be. These need to be approved and dated.

Action Item – prior to next Board meeting April 29, 2024: Please provide your Roles and Responsibilities to the VP with annotations, changes, and editing as required, to be approved.

6.7 Need and Wants Priorities – President.

Paws4Fun - Needs			
# People	Need	Comments	Priority
6	Tunnel bags	A must to meet AAC rule change	Completed
	Safe equipment		
5	Jumps	Need to either fix current jumps or buy new ones. If fixing them then wood bar cups should be removed and replaced with jump strips. Use of jump strips would address the concerns raised at the AGM. Need more. Build or buy	
	Carts	To move tunnel bags and equipment around the rings as well as between rings. This has been talked about for two years	
	Storage	For Hoopers Equipment	
4	Jump inserts		
	New title ribbons		

Top three needs according to the number of people that requested are tunnel bags, jumps and jump inserts, in this order.

Discussion about jumps and increments with points being made that jumps must meet AAC standards and must be suitable for outside. The Board agreed that making jumps was the

most cost efficient. The club has 23 and need 36 (12 per ring) so Ian will look into making 13 more.

Discussion then moved to tunnel bags. Ian stated that currently there are 33 bags on order and that will barely be enough. If we purchase 44 that would give us enough and buying 55 would give us extra.

MOTION – to purchase a total of 44 sets of tunnel bags from Crash Test Toys at a cost of \$75 per set. Moved by Ian. Second Rheal. All in favour. CARRIED.

Discussion moved briefly to jump inserts and how professional the jumps look with inserts, even being used for photo opportunities.

Wants priorities will be deferred until April meeting.

6.8 Trials Policies – Trials Secretary.

Carolyn explained that this process (Appendix 4) needed to be written down and asked for any concerns. None were voiced.

MOTION – To approve Paws4Fun AAC Trial Policies V1.1 Moved by Carolyn, Second Ian. All in favour. Carried.

6.9 Spending limits and approval – President

Heather opened the discussion by asking about limits on spending and how approval works. Ian spoke to his responsibility and explained his thinking and understanding. Carolyn stated that she sees the spending after it has been spent. Heather asked all around the table to think ahead about guidelines in terms of spending and this will be deferred to the April meeting. Heather stressed that people running events need to be reminded to submit expenses in a timely manner and receipts need to be provided. Deferred to April meeting.

6.12 Training Update – Training Director.

Erin submitted a training update as follows:

Instructors

There was an instructor meeting on March 4th which included the following highlights:

- Class schedule for session 1 discussed and will be added to website.
- New policy approved by instructors for cancelled classes which are not able to be rescheduled. This policy to be brought to the Board for approval in April 2024.
- We will be setting up hoopers introduction sessions and fun matches.

Question to the Board from the instructors: Would the board approve the addition of a resources page to the website? This page would include links to online articles regarding issues not covered in class. Examples include reactivity, aggression and resource guarding.

Discussion concerning resources on the website and the Board was not in favour. Erin also provided an anticipated budget spreadsheet for 2024 Training.

Training plans and goals

Weekly classes will be held from foundations to pre-starter. There are 6 classes in a session and 3 sessions will be held over the outdoor season. Private classes with Sheila are available by request. There are 11 workshops scheduled for this season.

This year Erin would like to finalize curriculum documents.

Training budget

Full document was circulated prior to the meeting.

Anticipated training revenue from classes and workshops is \$14,662.00. Assuming all are approved by the Board the total anticipated expenses are \$1,725.00.
Anticipated training revenue for 2024 is \$12,937.00

6.13 Plans/ goals for next year budget – President

Heather asked if information could be sent to her for an awareness of expenses, just in round numbers. Discussion deferred to April meeting.

6.15 Photo Booth – Volunteer Coordinator.

Heather submitted some information concerning the photo booth as follows:

At the Trial Committee meeting in January Erin and Heather agreed to look after the photo booth for the 2024 season. Discussions at the meeting suggested that it might be nice to have a permanent spot for it.

Heather and Erin would like to propose the following:

Create a permanent photo booth in a permanent location that can be used for all events and even just a quick picture.

1. Location suggestions:

1. Behind the shed where the tractor is located. It would give a nice backdrop (trees). It is high ground so will always be accessible. Handy to where the ribbons are picked up. It is away from trial activities.
2. The area where Margaret parks to the right of Ring 2 (new grassy area). It would also provide a good backdrop. It is lower ground so may not be as easy to access and it may be busier in that area.
3. Open to other ideas. The Trial Committee discussed Ring 3 but if it is to be permanent then that may not be a good choice. The puppy ring was also discussed but again that may not be the best choice and it could be a distraction if there are things going on in Ring 2 or 3.

A location can be decided once we are outside.

2. The purchase of a bench was approved at the February 24 meeting and the bench has been purchased.
3. Plans for a sign and some decorations are being considered now that the bench has been purchased.

MOTION To create a photo booth in a permanent location within the Paws4Fun fields. The location will be decided in the Spring once we have access to the fields. Moved by Heather. Second Carolyn. All in favour. CARRIED.

6.16 Field Entry Sign – Training Director

Erin mentioned the signage at the gate and it was suggested that Code of Conduct needs to be added. Erin offered to get some quotes for the April meeting if we would like to move forward with this item. Deferred to April meeting.

6.18 Title Ribbons – Trials Director

Sandy mentioned that ribbons need to be ordered and some redesigned. These costs are part of the budget and business operating costs. It was suggested that this item be handled by the Trials Committee to redesign decide.

7. New business

7.1 Meeting date for May – May 13, 2024, 5:30-8:30 pm.

First weekend in May to open fields if conditions permit.

7.2 Restricted List – Treasurer

There are still people on the restricted list who cannot join until they pay their unmet volunteer hours. There are 3 people taking registrations: K9Kup, Trials and Membership. Registrations are coming in at different times. Carolyn will create a google doc before appointing her replacement. The 3 coordinators can check the list. When registrants apply and if they need to pay, they are rejected and need to resubmit.

MOTION To create a provisional list in parallel to the Restricted List for people who have not paid for 2023. Moved by Rheal. Second Heather. All in favour. CARRIED.

Carolyn will notify the coordinators.

7.3 Members attending Board Meetings – Treasurer

Carolyn submitted documentation on the issue of members attending board meetings (Appendix 5)

MOTION To modify the Terms of Reference document per the modified text in Part 3 and adopt #3 as Non-Board-Members at Board Meetings by invitation only, with agreement of the whole board. Moved by Carolyn. Second Erin. All in favour. CARRIED.

Heather will respond to member.

8. Adjournment at 8:17 pm.

Next Board Meetings: Monday April 29, 2024, 5:30-8:30 pm.
 Spencerville Room 380 Colonnade Drive, Kemptville

 Monday May 13, 2024, 5:30-8:30 pm. Location TBD

APPENDICES Following in this order:

- 1.) Proposal for Waiver Modifications, March – 2024
- 2.) Harassment Committee Update
- 3.) Paws4Fun Agility HST Registration Tracking Process, v0.0
- 4.) Paws4Fun AAC Trial Policies, V1.1
- 5.) Paws4Fun Board Meeting Submission, on the issue of who is entitled to attend Board Meetings.

APPENDIX 1

Proposal for Waiver Modifications, March-2024

We have registration forms, all of which include the standard waiver & release, for:

- Sanctioned trials participants: AAC, CARO
- Fun Match participants: K9 Kup team members, RAD, CARO, and other special fun matches
- Training participants: classes, seminars, workshops
- Membership application
- Visitor application
- IDAL Team member registration
- K9 Kup Team & Team Captain

This is the Standard Waiver & Release:

We agree that the organization (Paws4Fun Agility) has the right to refuse this application for cause which the organization shall deem to be sufficient. In consideration of the acceptance of this application, we agree to hold the organization including its officers, directors and the premise land owner harmless from any and all claims for injury, death, property damage or any other loss which may be alleged to have been caused directly to any person or thing by the act of this dog while in or upon any club premises or grounds or near any entrance thereto, and we personally assume all responsibility and liability for any such claim. We further agree to hold the aforementioned parties harmless from any claim for loss of this dog by disappearance, theft, death or otherwise, and from any claim for damage or injury, be it caused or alleged to be caused by negligence of the parties aforementioned, or by the negligence of any other person, or any other cause or causes.

We hereby assume the sole responsibility for and agree to indemnify the same aforementioned parties from any and all loss and expenses (including legal fees) by reason of liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons, including ourselves or on account of damage to property, arising out of or in consequence of our participation in any club event, howsoever such injuries, death or damage to property may be caused or may have been alleged to have been caused by negligence of the aforementioned parties or any of their employees or agents or any other person.

1. Registration forms for participants in: AAC & CARO Sanctioned Trials, Fun Matches & Training
 - a. Currently we have "Handler's Name".
 - b. Some forms allow registration of only one dog, some allow multiple dogs. For each dog we need to ask if the handler is the owner, and if not ask for the owner's name.
 - c. Make the following change to the waiver & release in those forms:
We (the submitter of this application, the Handler and Dog Owners specified in this application) agree that the organization (Paws4Fun Agility) has the right to refuse this application for cause which the organization shall deem to be sufficient. In consideration of the acceptance of this application, we agree to

hold the organization including its officers, directors and the premise land owner harmless from any and all claims for injury, death, property damage or any other loss which may be alleged to have been caused directly to any person or thing by the act of ~~these dogs this dog~~ while in or upon any club premises or grounds or near any entrance thereto, and we personally assume all responsibility and liability for any such claim. We further agree to hold the aforementioned parties harmless from any claim for loss of ~~these dogs this dog~~ by disappearance, theft, death or otherwise, and from any claim for damage or injury, be it caused or alleged to be caused by negligence of the parties aforementioned, or by the negligence of any other person, or any other cause or causes. We hereby assume the sole responsibility for and agree to indemnify the same aforementioned parties from any and all loss and expenses (including legal fees) by reason of liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons, including ourselves or on account of damage to property, arising out of or in consequence of our participation in any club event, howsoever such injuries, death or damage to property may be caused or may have been alleged to have been caused by negligence of the aforementioned parties or any of their employees or agents or any other person.

2. Registration form for membership has a slightly modified waiver & release which does not need to change:

We (~~the person(s) applying for membership~~) agree that the organization (Paws4Fun Agility) has the right to refuse this application for cause which the organization shall deem to be sufficient. In consideration of the acceptance of this application, we agree to hold the organization including its officers, directors and the premise land owner harmless from any and all claims for injury, death, property damage or any other loss which may be alleged to have been caused directly to any person or thing by the act of ~~this dog our dogs~~ while in or upon any club premises or grounds or near any entrance thereto, and we personally assume all responsibility and liability for any such claim. We further agree to hold the aforementioned parties harmless from any claim for loss of ~~this dog our dogs~~ by disappearance, theft, death or otherwise, and from any claim for damage or injury, be it caused or alleged to be caused by negligence of the parties aforementioned, or by the negligence of any other person, or any other cause or causes. We hereby assume the sole responsibility for and agree to indemnify the same aforementioned parties from any and all loss and expenses (including legal fees) by reason of liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons, including ourselves or on account of damage to property, arising out of or in consequence of our participation in any club event, howsoever such injuries, death or damage to property may be caused or may have been alleged to have been caused by negligence of the aforementioned parties or any of their employees or agents or any other person.

3. Registration forms for Visitors, and IDAL Team:

- a. The visitor form has the name of the visitor, the name and email address of the Paws4Fun member who will accompany them, plus the

date they will be visiting. It asks if they will be training a dog, and how they will pay if they are.

- b. The IDAL team form has the Handler info, and asks how many dogs they will be playing with in the league.
- c. Both forms have the standard waiver & release with all instances of "we" changed to "I".
- d. Neither form asks for any information related to the dog(s) they might be bringing.
- e. Make the following changes to the waiver & release in this form:

I agree that the organization (Paws4Fun Agility) has the right to refuse this application for cause which the organization shall deem to be sufficient. In consideration of the acceptance of this application, I agree to hold the organization including its officers, directors and the premise land owner harmless from any and all claims for injury, death, property damage or any other loss which may be alleged to have been caused directly to any person or thing by the act of **any dog I own or am handling this dog** while in or upon any club premises or grounds or near any entrance thereto, and I personally assume all responsibility and liability for any such claim. I further agree to hold the aforementioned parties harmless from any claim for loss of **any dog I own or am handling this dog** by disappearance, theft, death or otherwise, and from any claim for damage or injury, be it caused or alleged to be caused by negligence of the parties aforementioned, or by the negligence of any other person, or any other cause or causes. I hereby assume the sole responsibility for and agree to indemnify the same aforementioned parties from any and all loss and expenses (including legal fees) by reason of liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons, including ourselves or on account of damage to property, arising out of or in consequence of our participation in any club event, howsoever such injuries, death or damage to property may be caused or may have been alleged to have been caused by negligence of the aforementioned parties or any of their employees or agents or any other person.

4. Registration forms for K9 Kup Team & Team Captain:

- a. Has the Team Name, Captains name and info. Also asks if the Captain is running a dog and reminds them to register as a team member for that.
- b. It uses the standard waiver, which refers to "this dog", but that should be fine.

APPENDIX 2

Harassment committee update

We had our first meeting on March 12, 2024. The 7 committee members are: Erin Moore (Chair), Heather Esdon, Rheel Nadeau, Carolyn Heidi, Catherine Woolham, Carol Weeks, Rose-Anne Gleiser.

Our remit is as follows:

- Rename the existing Code of Conduct document
- Create 3 documents:
 1. Code of Conduct
 2. Harassment Policy
 3. Incident Report Management Policy

Our next meetings are scheduled for March 27 and April 18

APPENDIX 3

Paws4Fun Agility HST Registration Tracking Process, v0.0

1. “Small supplier” Status

Paws4Fun Agility (P4F) is a Not-For-Profit (NFP) Canadian corporation. Small supplier status applies to any NFP with income, calculated before expenses, which does not exceed the threshold of \$50,000 within the previous 4 calendar quarters, and does not exceed the threshold of \$50,000 within a single quarter.

A small supplier is not required to charge HST to its customers on goods and services, and is not required to remit HST taxes.

At the time of creating this document, Feb-2024, P4F is a small supplier, with income relative to the thresholds:

Q1: 2023 Jan-1 to March-31 = \$6,280.95
Q2: 2023 Apr-1 to June-30 = \$25,084.58
Q3: 2023 July-1 to Sept-30= \$10,096.11
Q4: 2023 Oct-1 to Dec-31= \$2,939.50
Total in last 4 calendar quarters: \$44,401.14
Current Quarter: 2024 Jan-1 to Feb-10 = \$90.00

2. What income is exempt from being counted towards the threshold?

The following items do not need to be included when counting income towards the threshold of remaining a small supplier:

- (1) Donations
- (2) Sales of rosettes (or anything else) at cost
 - o Example: if an item is purchased for \$10 with \$0.13 HST on it, and then re-sold for \$10.13 with no HST, then that \$10.13 is exempt

3. When does P4F cease being a small supplier, and what action is required when that happens?

3.1. Example 1 – income threshold not exceeded in previous 4 calendar quarters

- a) Income for the previous 4 Quarters -
 - Q1: 2023 Apr-1 to June-30 = \$10,000
 - Q2: 2023 July-1 to Sept-30= \$10,000
 - Q3: 2023 Oct-1 to Dec-31= \$10,000
 - Q4: 2024 Jan-1 to March-31= \$10,000
- b) Because
 - Income total for the previous 4 quarters does not exceed \$50,000.
 - Income in the previous quarter does not exceed \$50,000.P4F is still a small supplier.
- c) No action required.

3.2. Example 2 – income threshold exceeded in previous 4 calendar quarters

- a) Income for the previous 4 Quarters -
 - Q1: 2023 Apr-1 to June-30 = \$15,000
 - Q2: 2023 July-1 to Sept-30= \$15,000
 - Q3: 2023 Oct-1 to Dec-31= \$15,000
 - Q4: 2024 Jan-1 to March-31= \$10,000
- b) Because
 - Income total for the previous 4 quarters exceeds \$50,000P4F ceased being a small supplier at the end of the last day of the month after the quarter when the \$50,000 threshold was exceeded, which is April-30-2024. On May-1-2024 P4F is not a small supplier.
- c) Required actions:
 - (1) On the first day on which P4F is not a small supplier, May-1-2024, P4F must start to charge HST.
 - (2) Register for an HST number with 29 days of the effective date of registration.

3.3. Example 3 – income threshold exceeded within a single calendar quarter

- a) Income for the previous 4 Quarters -
 - Q1: 2023 Apr-1 to June-30 = \$10,000
 - Q2: 2023 July-1 to Sept-30= \$10,000
 - Q3: 2023 Oct-1 to Dec-31= \$10,000
 - Q4: 2024 Jan- to March-31= \$52,000
 - >> at 10am on March-15-2024, an income payment of \$4,000 was made to P4F, taking the Q4 income from \$48,000 to \$52,000
- b) Because
 - Income within a quarter exceeded \$50,000

P4F ceased being a small supplier at 10am on March-15-2024, the time of the transaction which caused income to exceed the threshold of \$50,000.
- c) Required Actions:
 - (1) Beginning at the time of the transaction which caused the threshold to be exceeded (starting with that transaction), at 10am on March-15-2024, P4F must start to charge HST.
 - (2) Register for an HST number with 29 days of the effective date of registration.

4. If the small supplier status is lost, can P4F go back to being a small supplier?

P4F must stay registered for at least one year before requesting to cancel registration, returning to small supplier status. At the time of the request, the previous 4 calendar quarters income must not have exceeded the \$50,000 threshold.

5. Treasurer’s Process

- (1) Track and record the income at the end of each calendar quarter.
- (2) At the end of each calendar quarter, report to the Board of Directors the income for the previous 4 calendar quarters.
- (3) Track the income within each quarter, watching for a single quarter to exceed the threshold. Note: this is not going to happen.
- (4) Take the actions described in section 3 if the threshold is exceeded.
- (5) When P4F ceases to be a small supplier, notify the Board of Directors immediately, and handle income as follows until directed otherwise by the Board of Directors:
 - a. Do not change the price of anything (e.g. classes, trial and fun match entries);
 - b. Update documents (e.g. trial premiums and webpages) which list prices to say that “HST is included”;
 - c. Track the amount of HST that is being collected from all income; and,
 - d. Register for an HST number, and begin making HST remit tax payments as required (the treasurer can do the research to determine what/when these are at the time).

6. References

- (1) <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4081/gst-hst-information-non-profit-organizations.html>
- (2) <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/when-register-charge.html>

7. Revision History

Version	Date	Description
0.0	Feb-10-2024	Draft for review by the Board of Directors

APPENDIX 4

Paws4Fun AAC Trial Policies, V1.1

Last update: 18-Feb-2023

1. Bitch In Season (BIS) Policy

- a) BIS are allowed. Rules:
 - The handler must notify the club as soon as possible that they will be bringing a BIS to the trial.
 - The handler must use special parking area/crating/potty area.
 - The BIS must wear panties at all times, including while running in the ring.
 - The BIS must use a start line mat which will be provided by the club if the competitor does not bring one.
 - The BIS will run last in the running order of each class in which they are entered.

2. Prices

- a) Full price run (not team relay): \$18
- b) Team relay run (price per dog): \$10
- c) FEO discount: -\$5
- d) Early-bird discount: -\$2
- e) Member discount: -\$3
- f) Same-day registration fee per run: \$2

3. Refunds

- a) Full refund for withdrawals prior to the closing date, no questions asked.
- b) After closing, full refund for withdrawal due to sickness, or injury, of the handler or dog. Trials Secretary discretion as to whether written doctor/vet note is required.
- c) After closing, full refund to anyone who withdraws because they tested positive for COVID, or have been in contact with the last 5 days with someone who tested positive for COVID.
- d) Full refund, before or after closing, for any BIS which the handler elects to withdraw.
- e) Full refund, before or after closing, for any dog which a handler elects to withdraw because there is a BIS attending the trial.

4. Registrations before trial date:

- a) Open to members only, with early-bird discount = 8 weeks before trial date
- b) Open to all, with early-bird discount = 7 weeks before trial date
- c) Open to all, full price = 5 weeks before trial date
- d) Closed = 1 week before trial date, or when full
- e) Registrations after closing may be accepted, with no extra fee, at the discretion of the Trials Secretary.

5. During Trial Parameters:

- a) Gates open: no earlier than 8am each day
- b) First run: no earlier than 9am each day
- c) Entry limit = 250 runs per day
- d) Registered competitors may change the runs for which they registered at no extra fee.
- e) Additional runs may be purchased on trial days only by competitors already registered for the trial, with the added same-day registration fee.
- f) Move-ups are always allowed at no extra cost (move-up = swapping a run at one level for a run at the next level higher because a title was obtained).
- g) A parking area will be designated for competitors with dogs who need extra space, and/or BIS.

APPENDIX 5

Part 1 – Current Status based on documents

1. Issue: can Non-Board-Members attend Board Meetings?
2. Disclaimer: this is my research, my conclusions. Carolyn Heide, Treasurer.
3. References to the issue in Paws4Fun Agility Controlling Documents:
 - 3.1. All versions of the Paws4Fun ByLaws, since they were created, are silent on the issue.
 - 3.2. Canada Not For Profit Act is silent on the issue.
 - 3.3. Current Paws4Fun Agility Board Terms of Reference (ToR), version 1.0, which has not been modified since created in 2014:

“Subject matter experts are encouraged to participate in the BoD deliberations that involve issues for which they are responsible. Prior notification of presenters and observers must be submitted to the secretary for concurrence by the chair.”
 - 3.4. Robert’s Rules of Order, Part IV, Chapter 16 – Meetings:

“In an ordinary assembly, board and committee meetings are usually held in executive session. Other members may be invited to attend when they have important information to share, but they do not have the right to attend unless the bylaws provide for it.”

...

“Business conducted in an executive session is confidential and known only to its members. Members are not supposed to divulge the proceedings of an executive session and can be punished under a disciplinary provision if they violate the secrecy. Anyone who is not a member but is allowed to stay during the executive session (for example an executive director or employee of the organization) is honor-bound not to tell what happened in the executive session. Minutes of an executive session are read and approved only in an executive session.”
4. My Conclusions:
 - 4.1. Currently, and since the founding of Paws4Fun, the written rule has been that Non-Board-Members may only attend Board Meetings with concurrence of the Chair, per the ToR. This adheres to Robert’s Rules of Order.
 - 4.2. Minutes of Board Meetings should not be shared with all Members because Board Meetings are held in executive session. However, meeting highlights, and passed motions could be shared, much like the AAC does.

Part 2 – Possible Decisions, with suggested documentation updates

- 1) Not under consideration: Non-Board-Members not allowed at Board Meetings, because we need the Coordinators.
- 2) Non-Board-Members at Board Meetings by invitation of the chair only, no change to current process, no documentation update needed. This is the current rule. However, this modification to the ToR might make things more clear:

~~Subject matter experts are encouraged to participate in the BoD deliberations that involve issues for which they are responsible. Prior notification of presenters and observers must be submitted to the secretary for concurrence by the chair.~~

Board Meetings shall be held in executive session, Directors are the only persons entitled to attend without invitation. Invitations for persons other than Directors to attend board meetings must be issued by the chair. Invitations to attend board meetings must be issued to all Coordinators. The board is encouraged to invite subject matter experts to participate in the BoD deliberations.

- 3) Non-Board-Members at Board Meetings by invitation only, with agreement of the whole board. ToR modification only:

~~Subject matter experts are encouraged to participate in the BoD deliberations that involve issues for which they are responsible. Prior notification of presenters and observers must be submitted to the secretary for concurrence by the chair.~~

*Board Meetings shall be held in executive session, Directors are the only persons entitled to attend without invitation. Invitations for persons other than Directors to attend board meetings must be issued by the chair with agreement from a majority of the board members in advance of the meeting. Invitations to attend board meetings must be issued to all Coordinators, **except for in-camera Board Sessions**. The board is encouraged to invite subject matter experts to participate in the BoD deliberations.*

4) Paws4Fun Members who are not Board Members allowed at Board Meetings, as planned presenters or unplanned observers. Remove paragraph from the ToR, and modify the ByLaws:

a. ToR:

~~Subject matter experts are encouraged to participate in the BoD deliberations that involve issues for which they are responsible. Prior notification of presenters and observers must be submitted to the secretary for concurrence by the chair.~~

b. ByLaws:

31. Persons Entitled to be Present at Board Meetings

Meetings of the board are not held in executive session. Persons entitled to be present at a meeting of board shall include presenters and observers.

Presenters shall include directors and any other person attending by invitation of the chair of the meeting, as agreed to by a majority of the directors in advance of the meeting. Presenters may make presentations, contribute to discussions, and ask questions.

Observers shall include all Paws4Fun Agility members, and they may attend the meeting without invitation. Observers may not make presentations, contribute to discussions, or ask questions, they shall remain mute during the meeting.

Minutes of meetings of the board shall be available to all Paws4Fun Agility members.

5) Paws4Fun Members who are not Board Members allowed at Board Meeting, no restrictions. Remove paragraph from the ToR, and modify the ByLaws:

a. ToR:

~~Subject matter experts are encouraged to participate in the BoD deliberations that involve issues for which they are responsible. Prior notification of presenters and observers must be submitted to the secretary for concurrence by the chair.~~

b. ByLaws:

31. Persons Entitled to be Present at Board Meetings

Meetings of the board are not held in executive session. Persons entitled to be present at a meeting of board shall include all Paws4Fun Agility members.

Minutes of meetings of the board shall be available to all Paws4Fun Agility members.