

Paws4Fun Agility Club
Minutes of
Board Meeting
Saturday November 18, 2023
5:30-8:30 pm
Echo Room – Minto Recreation Centre
3500 Cambrian Road, Nepean On K2J 0E9

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; Rheel Nadeau, Vice President

Coordinators: Heather Esdon, IDAL Coordinator; Sandra Johnson, Training and VALOR Coordinator; Roxanne Harrington, Secretary;

Regrets:; Esther Vrieze, Membership Coordinator; Vania Boulet, CARO coordinator; Jane Rocchio, CARO Class coordinator;

Absent: Kristy Nguyen, Communications Coordinator;

1. **Call to Order:** Catherine called the meeting to order at 5:36 pm.

2. Agenda

2.1 Additions to the agenda

Catherine mentioned that Kim will join our meeting at 6:30pm.

Carolyn asked for a change of proceeding moving 7.4, 7.5, and 7.6 to the end

2.2 Approval of agenda

MOTION to approve the agenda of November 18, 2023. Moved by Ian. Second Rheel.

3. Past Meeting Minutes

3.1 Errors or omissions of Minutes of August 29, 2023.

Roxanne mentioned email conversations between herself and Heather and distributed two amended paragraphs to replace those in the minutes to clarify the reporting from the meeting.

Carolyn and Erin gave approval to the modified paragraphs.

3.2 Approval of Minutes of August 29, 2023

MOTION to approve the amended Minutes of August 29, 2023. Moved by Carolyn. Second Erin. One abstention. CARRIED.

4. Review of email motions. Roxanne read the **MOTION** from Thursday October 12, 2023

Moved by Erin (Training Director) that Paws4Fun Agility Club accept the quote for laneway repairs provided by DCM Contracting dated October 10, 2023 in the amount of \$5604.80.

Second Catherine Woolham. All in favour, unanimous. CARRIED.

5. **Financial update.** Carolyn reviewed the financial statement, mentioning that we can always dip into the Savings if necessary. Steve Dumm's payment does not need to be made until the equipment is provided is delivered and therefore will be delayed until spring. It was noted that if the planned/anticipated spending is as projected below, we may have approximately \$700.00 (funds

available while maintaining Target Min Balance) until spring monies start coming in (from K9 Kup and membership).

Paws4Fun Agility Position Statement Nov-16-2023

Account	Balance	Target Min Balance
Chequing	\$9,272.00	\$1,000.00
PayPal	\$1,858.04	\$500.00
Cash Box	\$327.10	\$100.00
Outstanding Income**	\$0.00	\$0.00
Outstanding Debt***	\$0.00	\$0.00
Savings	\$7,361.02	\$7,200.00
Planned/Anticipated Debts	(\$9,292.00)	

***Accessible funds: \$726.16**

* 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:	\$0.00	
From	Amount	Comment

Planned / Anticipated Debts				
	-\$9,292.00			
	Amount	To	Issued	Comment
	\$1,442.00	Steve Dumm		Contacts, less Sept AAC Trial entry
	\$3,000.00	Charlene Harradine		Land Lease Dec-2023 to Apr-2024
	\$1,300.00	Intact Insurance		Insurance, due early 2024
	\$900.00	SW & membership renewals		
	\$1,000.00	Misc		unanticipated expenses
	\$750.00	CARO Trial Expenses		Dec-2023 CARO Trial Estimate
	\$900.00	CARO Ribbons		

6. **Driveway repair update.** Erin stated that the work was completed on one day, October 27, 2023 and the bill came in exactly as the estimate. They used our remaining filter cloth and one other roll. Discussion and comments with the conclusion that the other half of the driveway will need to be done eventually.

7. Scheduled Business

7.1 **Approval of Volunteer Coordinator Roles and Responsibilities.** Heather began by stating a meeting was held on Tuesday September 26 at her home.

Present: Heather Esdon (Chair), Erin Moore, Carolyn Heide, and Catherine Woolham.

Regrets: Rachel Denny

Heather mentioned that although Rachel was unable to make the meeting, she did forward her input in advance of the meeting.

The Committee was focussed solely on reviewing the roles and responsibilities and not the implementation of this position. A lot of what Rachel forwarded touched more on the implementation rather than the actual roles and responsibilities. Her input was shared with the committee and the Chair will ensure it is provided to whoever takes over this role and provided as input to the AC Trials Committee.

The committee started out discussing whether we needed a “club” volunteer coordinator as per the present roles and responsibilities OR an “AAC trial” volunteer coordinator. It was decided that we need a “club” volunteer coordinator. Having a club volunteer coordinator allows for Directors and Coordinators to ask for volunteer help and to ensure all members have an equal chance at volunteer opportunities. Event organizers can choose to request the help of the volunteer coordinator or not.

Heather provided a copy of the updated roles and responsibilities for the Volunteer Coordinator.

MOTION to approve the roles and responsibilities as prepared by Heather. Moved by Erin. Second Ian. All in Favour. CARRIED.

7.2 **Appointment of Volunteer Coordinator.**

MOTION to appoint Heather as the Volunteer Coordinator. Moved by Ian. Second Carolyn. All in favour. CARRIED

7.3 **Approval of Updated Restricted Participants SOP** Rheel had mentioned that he had already updated the SOP after a conversation with Esther and distributed the newest version. Erin asked about altering the wording for unconditional and conditional. Clarification was stated about putting people on the list and that names would go before the Board. Sandy asked about reviewing the list. Rheel will update the SOP and an email motion will follow.

7.7.2 **Others – U.K.I.** A Trial plan had been submitted from Kim Dick, prior to her arrival at 6:30 pm. Board member expressed concern over lack of details and gaps in the plan in regards to finances, leadership, volunteer requirements and conflicts with the date.

Kim arrived at 6:20 to join our meeting and began to answer some of the questions. Her intention is to promote UKI in the Ottawa area as there is nothing locally. Concerns were expressed and Kim offered answers, explanations and solutions. She asked at the end about the vibe and the Board responded with the fact that we have other proposals to discuss and then will decide.

Discussion continued with opinions, concerns and questions being expressed the biggest being the date as we have other events in June, the volunteers, leadership. Our reputation and our mandate. It was decided to move on and come back to this.

7.8 **Proposal for Handling Board Position Nominations.** Carolyn had prepared a proposal as follows:

Proposal for Handling Board of Directors Nominations, V1

Rationale

In the past the Board of Directors has done no preparation for Director nominations. We get to the AGM, ask for volunteers, get none, and put someone on the spot for stepping into a position that they do not understand or really want to do.

Proposed Process

- 1) 10 weeks prior to AGM, announce to all members:
 - a. Director positions up for election;
 - b. Who the incumbent is, and whether they are standing for re-election;
 - c. Where to find the Roles & Responsibilities for the Directors;
 - d. How to nominate someone;
 - e. When the nomination period will open and close.
 - f. Where to find all the info above plus the current nominees on the web site.
- 2) 8 weeks prior to the AGM, announce to members that the nomination period is open, providing link to the election web page. Update web page to activate the nominations form.
- 3) During the nomination period, announce to all members every time there is a nomination, and keep the election web page up to date.
- 4) 1 weeks prior to the AGM, close nominations. Nominations shall not be accepted from the floor at the AGM, except as prescribed in the By-Law, section 17.

Notes / Suggestions:

- 1) Prior to Step (1) above, do:
 - a. Update the existing nominations form in JotForm (the 2013 form is attached below for reference).
 - b. Create an election web page.
 - c. Make sure the R&R documents are up to date.
- 2) People can nominate themselves, but they do need a seconder according to the form.
- 3) If there are no nominations when it is getting near the close of the nomination period, the Board should take steps to recruit someone.
- 4) The Board could appoint a nominations committee to each year to take care of all of this.

Discussion about updating the nomination form and needing three signatures. It was suggested to do an email chain and the emails will be sent to the Secretary, Membership Coordinator and the Webmaster. The Membership Coordinator will check that they are all members in good standing, report to the Secretary who will keep copies and then send candidates, proposers and seconds to the Board and the Webmaster will post on our site. As the proposal stated this would start 10 weeks prior to the AGM, that would be December 3, 2023.

MOTION to approve the proposal and form with amendments. Moved by Rheel. Second Ian. All in favour. CARRIED.

7.6 Tunnel Bags. Ian has been talking with Keith Lundy and will try to match existing tunnel bags. This remains an open item as more details will come later.

7.5 Other Signs. Heather says this is on hold until spring

7.4 Jump Inserts. Heather mentioned that this would be mentioned at the January meeting.

7.7.1 Games Competition. Carolyn submitted an event proposal titled "Pay for the Road" as follows:

Event Proposal, V3

Event Title

- “Pay for the Road” AAC Sanctioned Masters Trial & Games Competition

Rationale

- Make some extra money to pay for the road repair done in Oct-Nov 2023.
- Have early in the 2024 season when people are eager.

Date and venue

- May 25 or 26, 2024
- Paws4Fun outdoor Rings 1, 2, and 3 ~~(if approved)~~

Event Description

1. Sanctioned AAC Trial. Entry limit = 250 runs (P4F normal daily limit)
2. 6 courses – 2 Masters Gamblers, 2 Masters Snooker, 2 Masters Jumpers.
3. All courses are judged as regular AAC classes, counting for Qs and titles.
- 3-4. Entry fee the same as all our trials.
- 4-5. In addition, any dog may be entered into the Games Competition for \$25 per dog.
6. FEO entries accepted, at the usual FEO price. However, if you enter the Games Competition, you may not use a toy in your FEO runs. This will allow Starters and Advanced dogs to enter also.

5-7. How the Games Competition works (draft rules, may be changed):

- a. To join you must enter a minimum of 1 Gamblers, 1 Snooker and 1 Jumpers. You may enter more classes, only your top scoring run in each class will count.

a-b. Scoring:

- Snooker and Gamblers scored as total points, whether or not you Q.
- In ~~(Gamblers you get 8 extra points are not doubled if you Q).~~
- Jumpers scored as time plus faults.

b-c. Competition within 4 height groups:

- 8”, 12” Regular;
- 16”, 20”, 24” Regular;
- 4”, 8” Special/Vet;
- 12”, 16”, 20” Special/Vet.

- d. You get points in each class for placing first to tenth ~~in each class~~, within your height group: 10 pts for first, 9 points for second, 8 points for third, etc ... 1 point for tenth. (I.E. the highest score that can be obtained is 30, by placing first in every class.)

e-e. Dog with the most points within their height group at the end of the day wins the height group. Awards given for first, second and third within each height group.

- f. Awards are rosettes plus a cash prize based on percentage of the Competition entry fee total.

- g. Handler does not have to be there at the end of the day to win. We will find them and get their prize/rosette to them somehow.

Volunteer needs

- Same volunteers as required for any AAC Trial.

The purpose would be for fun and to make extra money for the road. She mentioned there are still details to work out and tweaks to be made. There would be no member discount (as finances would pay for the road) but members would be given first shot at entry. This would be our event and advertising would need to be done and perhaps a Q and A explanation. May 26, 2024 would be the date.

MOTION to approve the event proposal prepared by Carolyn to “Pay for the Road”. Moved by Ian. Second Sandy. Four in favour. One opposed and one abstention. CARRIED.

7.7.2 Others – U.K.I. Discussion returned to this agenda item and centered around other possible dates, mentioning the possibility of August.

MOTION that Paws4Fun would be willing to have a U.K.I. Trial conditional upon Kim resolving the date and some details concerning volunteers, finances and leadership. Five in favour, one opposed. Carried.

8. Other Business – Facilities – Ian stated that all three rings are approved for AAC use. There are some conditions, but they are all fixable and should be completed before May 26, 2024.

Volunteer Coordinator – Heather mentioned that she has asked Erin to be volunteer coordinator for the AAC trials. Erin accepted.

9. Adjournment – 8:26 pm

Next meeting: January 30th 5:30 – 8:30 pm in the Spencerville Room,
380 Colonnade Dr, Kemptville

AGM February 11, 2023 2:30 pm