

Paws4Fun Agility Club  
MINUTES  
March 20, 2023  
6:00 p.m. – 8:30 p.m.  
Spencerville Room  
380 Colonnade Dr, Kemptville, ON K0G 1J0

**Attending: Board Members**

Catherine Woolham, President; Rheal Nadeau, Vice 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; Kristy Nguyen, Communications Coordinator; Roxanne Harrington, Secretary.

**Regrets:** Esther Vrieze, Membership Coordinator

**Absent:** Sandra Johnson, Training and VALOR Coordinator; Rachel Denny, Volunteer Coordinator

**Call to Order:** Catherine called the meeting to order at 6:10 pm.

**Additions to Agenda:** Membership effective date / submission of volunteer hours

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

**Errors or omissions of February 5, 2023 minutes:** Mentioned by Carolyn that the minutes of October 29 had Chantelle Charlebois' name spelled incorrectly. Roxanne will modify the minutes. Carolyn mentioned the misspelling of names of coordinators Kristy Nguyen and Esther Vrieze and also stated the full Act that we abide by, under the President's report, as the Canada Not for Profit Corporations Act. Carolyn mentioned that under the Trials Director Report, if there was a discussion with a conclusion, that the conclusion be stated clearly in the minutes and cited two points; (1) that the club has enough jumps to run steeplechase and jumpers at the same time and (2) camping is not allowed on the Paws4Fun Agility site on Taylor Road. Carolyn mentioned that under the Financial Report the conclusion should be stated after the discussion concerning expired cheques; no expired cheques will be replaced regardless of who has written them. Heather mentioned the website and database referred to in her IDAL Report are Top Dog. Roxanne will modify the minutes.

**MOTION** to accept minutes of February 5, 2023 'as modified'. Moved by Carolyn, Second Ian. Unanimous. CARRIED

**REPORTS:**

**President Report / UKI – Catherine Woolham**

Catherine mentioned that the insurance came through at a cost of \$1265.00. Short discussion, with questions, about the coverage for fields, directors and liability. Only directors would be liable and need coverage. There is coverage for volunteers, which would also cover coordinators.

Catherine mentioned that UKI is doing extremely well and looking successful. There will be 326 runs with 54 people and 72 dogs. Currently the wait list is at 6. Carolyn mentioned accessing the P4F website and the visible difference from using a computer to using a cellphone and she mentioned doing a possible design change to accommodate cell phone users as sometimes buttons /menus are not visible, or similar, depending on the device used.

Catherine mentioned that she has had a lot of volunteers sign up already. Discussion about this being the first event of the year and that by the end of the season there may be member fatigue.

Catherine was hoping to get some timing for the day established to be able to provide a time for volunteer lunch.

## Vice-President Report – Rheal Nadeau

Rheal mentioned that he had turned down the offer of a demo in Merrickville due to conflict and that K9Kup came first. He stated that he responded with ‘it was nice to be thought of and please ask again’.

## Facilities Director Report – Ian Cranstone

Ian began with stating that Steve is still expecting to have the contacts for the start of the season. He is just waiting for the warmer weather to apply the rubber. Ian said he is aiming for early May to get on site but is also up against other events at the same time. At a minimum, he thinks we could get the equipment on the fields. Discussion about porta-potties for UKI, mentioning leaving them over winter, trucks getting in to service which then led to a discussion about gravel for the road way in the fall. Conclusion is that the porta-potty company is fast to get them in, once they have a heads up.

Ian mentioned that the painting party date is still up in the air but working towards late May or early June.

Ian brought a chair in to view and test. They are \$50 each and hold up to 350 lbs, available from Canadian Tire. Discussion about cost, quality and affordability. Decision to order 6 chairs to start.

Ian then mentioned the inserts and that a lot of the jumps had inserts missing by the end of the season. Discussion about which inserts were liked by the majority, Paws4Fun logo and the maple leaf. Erin mentioned that orange ribbons were tied on some broken equipment at the end of the season. Ian stated that we were still short on wing jumps, but this comes down to Ian’s time and funds. Discussion moved to wingless jumps, inspection of jumps, AAC not supporting wingless jumps and use of wingless jumps at K9Kup. Ian is still hoping to build a broad jump, dependent on time.

Ian mentioned that there have been (2) dogs that have hit the strap between the frame and the tire for the tire jump and Elise Bonder has expressed concern. Discussion concerning purchasing new frameless tires, cost, competition, hinged, AAC, inspection and self-healing. No conclusion at this time other than perhaps waiting to see what AAC says in the near future.

## Training Director Report – Erin Moore

### **Indoor training at SilverDawn, winter 2022-23**

- Open ring times have restarted and are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month until May 13<sup>th</sup>. These are weather dependent.
- We have had 2 students from other clubs who have inquired about joining classes at P4F this coming season. We held a short introduction session for these potential students on March 11<sup>th</sup>. We have provided a suggestion for the level that we feel would best fit each of these potential students.

- The first introduction sessions for foundation students were held at SilverDawn on March 19<sup>th</sup>. We had 8 potential students participate in these 1-hour sessions where they were taught 4 games and we were able to share background information about the sport of agility, the club and our classes with these potential handlers. Anyone registering for our foundations classes must participate in an introduction session before their first class.

### **Classes at Taylor Road, spring / summer 2023**

- The course planning for beginner online course began on March 19<sup>th</sup>. We have 7 students participating in this combination on-line and in-person course.
- Registration for classes will open to members on April 3<sup>rd</sup> and non-members on April 10<sup>th</sup>. We are offering 13 classes each week with both daytime and evening options available.
- After receiving feedback from the members last season, I have tried to leave rings open for member practice as much as possible. There are no classes scheduled for rings 1 and 2 on Wednesday, Thursday and Friday evenings.
- With the assistance of the Ottawa Humane Society we will be organizing a pet first aid course for our members. This is a combination level 1 and 2 course which will be held on April 29<sup>th</sup> from 9am to 2pm. Registration is through the Ottawa Humane Society.
- We are looking into holding events twice a month that feature masters/international courses. The events would be multiple hours in length. The group would set up the course, discuss the different challenges, run the course in small sections and then run the entire course as a whole. These events would be lead by Elise Bonder. More details will be provided at a later date.

### **Instructors**

- 7 instructors participated in an 8-hour instructor workshop lead by Stephane Lafond at Top Skills K9 on February 25<sup>th</sup>. He covered a lot of material including dogs with undesirable behaviour, and how to teach 2 on 2 off contacts. The instructors have decided to adopt some of these teaching techniques with their classes. I have purchased 2 treat discs from Spotted Disc for the instructors to use during their classes.
- I'm putting together an instructor manual to keep all the training team procedures and other reference documents in one place.
- I have scheduled a pre-season instructor meeting on April 15<sup>th</sup> at 1pm

### **Trials Director Report – Sandy Gummesson**

Sandy mentioned that she spoke with Ribbonworks last Monday and they said the latest order was printed and they were putting it together so it should come soon. She mentioned that the order needed to be raised to 30, from 12. Sandy then talked about the ribbon order needing dye at a one-time cost of \$75.00. She said that it is all fixed now and that the UKI ribbons and K9Kup ribbons will have the logo as well.

Sandy mentioned that she and Carolyn had a zoom meeting last Tuesday with the conclusion that there will be 5 gifts per trial for volunteers, and they will be holding a trial committee meeting in mid-April.

Sandy then mentioned emergency services for dogs at local clinics as AAC requires a vet on call for trials. Discussion concerning how difficult this is, local clinics as well as those as far as Kingston for emergency treatment, as well as where clinics send patients in emergencies, that we have a new member that is possibly a veterinarian and Fairlawn being emergency treatment only. Sandy is currently waiting for Prescott Animal Hospital to get back to her with some information.

Sandy mentioned that she has some vendors set up for the 3 trials; Peter Groulx is coming June and September,

Annie will be at all 3, and Diana is in process. Sabrina Tracey is too busy.

## Treasurer Report – Carolyn Heide

Carolyn began by saying that this is our lowest point of the year with March being the poorest month.

<b>Paws4Fun Agility</b>		
<b>Position Statement March-20-2023</b>		
<b>Account</b>	<b>Balance</b>	<b>Target Min Balance</b>
Chequing	\$7,258.13	\$1,000.00
PayPal	\$2,459.61	\$500.00
Cash Box	\$122.50	\$100.00
Outstanding Income**	\$0.00	\$0.00
Outstanding Debt***	(\$1,800.00)	\$0.00
Savings	\$7,244.25	\$7,200.00
Planned/Anticipated Debts	(\$5,200.00)	

**\*Accessible funds: \$1,284.49**

\* Funds available while maintaining the Target Min Balances  
 \*\* Monies received not deposited yet  
 \*\*\* Outgoing cheques outstanding

<b>Outstanding Cheques / Debts</b>				
	<b>-\$1,800.00</b>			
	<b>Amount</b>	<b>To</b>	<b>Issued</b>	<b>Comment</b>
991	\$600.00	Charlene Harradine	Ap-1-2023	April land lease
992	\$600.00	Charlene Harradine	May-1-2023	May land lease
993	\$600.00	Charlene Harradine	Jun-1-2023	June land lease

  

<b>Cheques/Cash in-hand Not Yet Deposited</b>		
<b>Total:</b>	<b>\$0.00</b>	
<b>From</b>	<b>Amount</b>	<b>Comment</b>

  

<b>Planned / Anticipated Debts</b>				
	<b>-\$5,200.00</b>			
	<b>Amount</b>	<b>To</b>	<b>Issued</b>	<b>Comment</b>
	\$2,800.00	Steve Dumm		Contact Equipment ordered
	\$1,200.00	Ribbon Works		Ribbon refresh ordered
	\$1,200.00	Intact Insurance		2023 insurance

Bank Account has been modified:

- Single signature, Treasurer, only required on outgoing cheques

- Auto-deposit of e-transfers enabled
- Outgoing e-transfers enabled
- Transactions per month raised from 30 to 60
  - Raises the monthly fee from \$4.95 to \$39, but this is less than we were paying previously when we went over the limit every month in peak season
  - This limit can be changed dynamically by month, so we can switch back to 30 transactions in seasonally
- Online statement access is enabled
- Use of TD Mobile app for remote deposit of cheques is available

### **CARO Coordinator Report – Vania Boulet**

Vania mentioned that the trial for June has been booked. She also said that she would like a fun match for the day after the UKI but details would still need to be figured out.

### **IDAL coordinator Report – Heather Esdon**

Heather stated that all is going well other than playing arena roulette.

### **K9Kup Coordinator Report – Catherine Woolham**

K9Kup registration is open for member sign up and going well. There is an automatic in for members. She also stated that there are other teams coming. The date in August is the 13th to avoid a conflict with nationals and hopefully get more volunteers. Catherine stated that we are still not allowing bitches in season at K9Kup and it may result in flack.

### **Membership Coordinator Report – Catherine Woolham for Esther Vrieze**

As per Monday March 20 this is the current status of the 2023 membership:

- 4 new members (Andrea Cartier / Kim Dick / Jack Richardson / Kim Scharfe)
- Out of the 65 '2022 members' 33 have renewed
- Out of the 32 pending renewals:
  - 6 are eligible for 100% discount
  - 2 are eligible for 75% discount
  - 2 are eligible for 50% discount
  - 2 are eligible for 25% discount
  - 20 are not eligible for discount
- 5 'waived' 2022 members have already renewed
- 6 'waived' 2022 members have not renewed yet

As per a discussion between Carolyn and Catherine, perhaps an email to 'waived membership people' to make sure they understand that they can still register.

### **Secretary Report – Roxanne Harrington**

Since our last Board Meeting held on February 5, 2023, there have been two email motions proposed and passed.

February 19, 2023

Moved by Carolyn Heide that the Family Membership requirement for volunteer hours be 24 volunteer hours per membership year. Second Sandy Gummesson. Carried.

March 4, 2023

Moved by Carolyn Heide that Membership opening date is March 1, one month before the end of the previous year on March 31. When a new member joins before April 1, their membership becomes active, including all

the rights and privileges of membership on: (A) the date on which the membership coordinator approves their membership, even if that is before April 1. Second Ian Cranstone. Carried.

And just for completeness, there was one further email motion since I have taken over as Secretary that may not have been in any minutes.

November 26, 2022

Moved by Catherine Woolham to hold a UKI trial on May 27, 2023. Second Carolyn Heide. Carried.

## New Business:

### Membership effective Date / submission of volunteer hours

Erin had asked a volunteer question during reports as to hours submitted at the end of March, do they get assigned to 2022 or 2023? This was moved to here and a discussion followed with Carolyn stating that until you renew, your hours add to the old year and once you renew your hours add to the new year. This involves a small number of volunteers that are at a cusp but needs an answer going forward.

**MOTION** The board agrees to add the following text to the appropriate section of the Code of Conduct:

*For the period of time between when membership application opens for the new membership year (March-1), and when the old membership year ends (April-1):*

- members who have not yet renewed their membership for the new year, shall have volunteer hours credited to the old membership year;*
- members who have been approved for renewal for the new year, or for a new membership, shall have volunteer hours credited to the new membership year.*

Moved by Carolyn. Second Rheal. Unanimous. CARRIED.

### Change of fiscal year to accommodate October AGM -President -Catherine Woolham)

Catherine suggested changes to the fiscal year from Oct 31 to the end of September to have the AGM in October rather than November. Discussion concerning dates and regulations with the conclusion suggested by Carolyn to hold the 2023 AGM in January/February 2024 for one year and then the following year move it forward to April. This would allow regulations to be met and would be a launch to the season.

### Procedures for email voting – President – Catherine Woolham

Catherine had sent a suggestion for email voting and Carolyn had suggested some further changes. Discussion ensued with the conclusion that Catherine accepted Carolyn's comments.

#### *Standard Operating Procedure – Email Voting Version 0.1*

*From time to time it may be necessary to conduct Board business via e-mail. This will be reserved for matters that cannot wait until the next scheduled Board meeting. The time allotted for the discussion and voting period will be dependent on the urgency of any Board decision.*

*If a Board Member deems a matter urgent, the Board Member will make a motion and request a seconder, in email sent to all Board Members. It is at the discretion of the mover as to whether the motion email should also be sent to Coordinators. If not seconded within 24 hours the motion dies. If seconded, discussion will be conducted by email (reply to all) for a time set by the mover. The motion may be amended during the discussion period if the President agrees to adopt the amendment. At the end of the discussion period, the vote, with a time period in which to respond to vote, will be called by the President. The President will tally the votes and declare the motion approved or defeated.*

*Only votes cast after the vote is called and before the voting time has expired are counted. Board Members from whom an email vote is not received during this period will be counted as absent.*

*Every effort should be made to keep the motions, discussion and votes on the same e-mail thread.*

*All e-mail motions will be included in the secretary's report at the next regularly scheduled Board meeting with the motion text, mover and seconder, vote count, motion result and the date on which the motion vote closed.*

**MOTION** The Board adapt Standard Operating Procedure -Email Voting Version 0.1 with amendments. Discussion of hours and change to 24. Moved by Carolyn. Second Rheel. Unanimous CARRIED.

Next meeting: Monday May 8, 2023 6:00 p.m.

Spencerville Room

380 Colonnade Dr, Kemptville, ON K0G 1J0

Adjournment @ 8:40 pm.