

Paws4Fun Agility Club  
MINUTES  
January 30, 2024  
5:30 p.m. – 8:30 p.m.  
Spencerville Room  
380 Colonnade Drive, Kemptville, ON

**Attending: Board Members**

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

**Coordinators:** Heather Esdon, IDAL Coordinator, Volunteer Hour Coordinator; Esther Vrieze, Membership Coordinator; Roxanne Harrington, Secretary;

**Regrets:** Rheal Nadeau, Vice President; Sandy Gummeson, Trials Director; Kristy Nguyen, Communications Coordinator; Sandra Johnson, Training Coordinator;

**Absent:** Jane Rocchio, CARO Class Coordinator; Vania Boulet, CARO Coordinator;

**Call to Order:** Erin called the meeting to order at 5:40 pm. She is standing in for Catherine until her arrival.

**Additions to the agenda**

**New Business:** -Motions for the AGM  
-Communications with Restricted List  
-Harassment Policy

**MOTION** to approve the agenda of January 30, 2024 as amended. Moved by Ian. Second Carolyn.  
Three in favour, 3 absent. CARRIED.

**Errors or omissions of minutes of November 18, 2024**

Carolyn adjusted the wording of the financial update to provide clarity and understanding, and included the two proposals that she presented and were discussed. She corrected Kim's last name to Dick.

**MOTION** to approve the Minutes of November 18, 2024 as amended. Moved by Carolyn. Second Ian. Three in favour, 3 absent. CARRIED.

**Secretary – Roxanne Harrington** spoke prior to reports to apologize for a missed email Motion that was to be included in the Minutes:

**MOTION** on July 13, 2023 – moved by Rheal that the Club donate \$100 to the Junior Agility Stakes at this year's AAC Nationals. Second Carolyn CARRIED with no abstentions.

Roxanne also believed she had missed another request for a report inclusion. Heather reported that

this had already been included.

Roxanne concluded with expressing the personal belief that she may not be suited for this position and asked if there was anyone standing in the wings wanting to be Secretary.

## Reports:

President/UKI – Catherine Woolham - will hold until arrival.

Vice-President – Rheal Nadeau - absent, no report.

### Facilities Director Report – Ian Cranstone

Ian began with stating that Steve Dumm is still pouring rubber on the A-Frame, which is important as our current A-Frame failed inspection. He also stated that Keith Lundy has said we will have tunnel bags by spring. Ian currently has the Broad Jump in his basement and on his to-do list. He said that the Galican saloon door tire, has been dedicated to ring 1 and he is still hoping to work on some wing jumps depending on the cost of lumber. He stated that the Club can borrow equipment from Kandy if we need to, for 'Pay for the Road'.

### Training Director Report – Erin Moore

Erin reviewed her report that she will present at the AGM.

She then continued with her Board Report mentioning instructors that may not be returning; Michele will not be teaching for Paws4Fun in 2024 and Erin was not sure about Liz.

Erin gave an overview of a meeting that occurred in regards to a member and some suggested exercises for handler and dog. There have been no responses, as of yet, to 3 reminder emails to provide an update. Class registration will be held until requirements for exercises are met.

Erin expressed that she would like to look into getting something to store the hoopers equipment to be set up beside ring 3 (not permanent, similar to bicycle storage). She will bring forward a proposal in spring 2024.

Erin summarized the student survey overall statements: She had a 55% response rate. Results were; courses were appropriately priced, registration was easy, would recommend P4F to a friend. She concluded that it was overall positive feedback

Erin concluded that with the 2024 season, she would like to mix up who teaches what.

Trials Director – Sandy Gummesson – absent, no report.

### Trials Secretary Report - Carolyn Heide

The four planned AAC Trials for 2024 are AAC approved, judges hired. AAC website has all the details, the premiums are on the Paws4Fun website.

The AAC Trial's Committee has met twice. Report:

#### 1. Volunteer signup availability:

- For the June, July and Sept AAC Trial signups in The Signup Place will be open when 2024 membership opens so that members can plan and book their hours at the start of their membership.

- We would like to have a meeting with the membership coordinator to discuss what info goes into the member's confirmation email and whether there should be multiple emails (e.g. from the Vol Coordinator, from the Bookings person)
- 2. The trial registration form used to have a place for non-member competitors to volunteer. This will be removed. The competitors will be briefed to go to the volunteer registration tent and sign up for positions on trial days. The volunteer registration tent will be set up between rings 1 and 2 to make this more convenient and "in your face".
- 3. The Trials Committee proposes removal of the volunteer gifts, but feel the opinion of the members should be solicited. Proposal is for the Volunteer Coordinator to ask at the AGM how the members feel about this.
- 4. The Trials Committee proposes not charging vendors any fee (currently they are charged 15% of their profit for each day). As this is a change to policy and revenue impacting, the proposal is to make a motion for Board approval. Discussion with conclusion to come back to this when Catherine arrives.

Carolyn then reviewed her Trials Secretary Report that she will present at the AGM.

Catherine arrived 6:24 pm.

We returned to number 4 of Trials Committee and provided Catherine with a brief recap.

**MOTION** to not charge a fee to vendors at any Paws4Fun event. Moved by Carolyn. Second Ian. Four in favour, 2 absent. CARRIED

### Treasurer Report – Carolyn Heide

Carolyn explained we have a target balance and that these numbers are typical for this time of year. Current Position:

#### **Paws4Fun Agility Position Statement Jan-28-2024**

Account	Balance	Target Min Balance
Chequing	\$3,608.20	\$1,000.00
PayPal	\$1,813.12	\$500.00
Cash Box	\$357.10	\$100.00
Outstanding Income**	\$0.00	\$0.00
Outstanding Debt***	\$0.00	\$0.00
Savings	\$7,392.43	\$7,200.00

**\*Accessible funds: \$4,370.85**

\* 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

- 2023 Federal Tax Return has been filed
- Treasurer told the Trials Director to go ahead and order approximately \$1000 worth of AAC Trial ribbons immediately, with plans to order another approximately \$500 worth later this year.
- Annual Financial Statement attached separately, as to be presented at the AGM. Per The Canada Not-For-Profit Act –

**Approval of financial statements**

- **178 (1)** The directors of a corporation shall approve the financial statements referred to in section 172 and the approval shall be evidenced by the manual signature of one or more directors or a facsimile of the signatures reproduced in the statements.

(Section 172 defines the financial statement that must be presented to the members at the annual meeting)

These signatures were completed at the meeting by the President, Training Director, Facilities Director and Treasurer.

Carolyn then reviewed her Treasurer Report that she will present at the AGM.

**Webmaster Report – Carolyn Heide**

Carolyn reported her goal for February is to finish the website. Main items:

- the board business protected page with documents and procedures
- add pictures to the ribbons page
- PayPal payment boxes
- AAC trial Volunteer Roles page is missing
- Take down the election nomination forms on 4-Feb

Discussion concerning PayPal with the conclusion that fees will be paid by e-transfer (or cheque).

Carolyn also had some questions concerning the website:

In regards to K9Kup and Membership

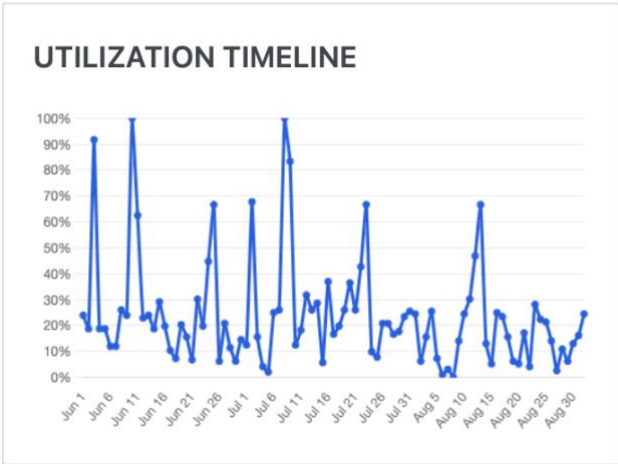
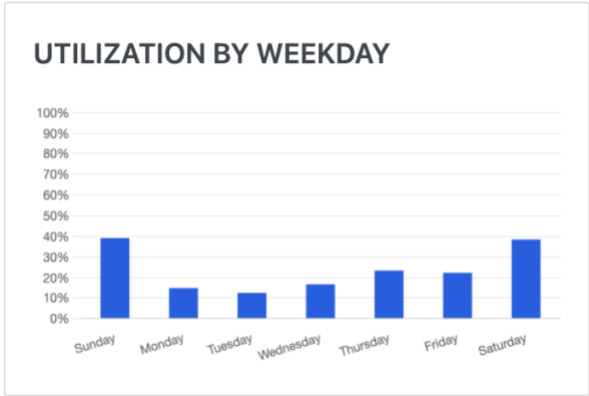
Carolyn then reviewed her Webmaster Report that she will present at the AGM and shared the Booking Data from Skedda:

**Paws4Fun Bookings Data for 2023 AGM, 11-Feb-2024**

Analytics provided from Skedda.com (only available 3 months at a time)

June-July-Aug 2023

<b>UTILIZATION</b> <b>24%</b> <span style="color: green;">+ 50%</span>	<b>BOOKINGS</b> <b>565</b> <span style="color: green;">+ 348%</span>	<b>USERS</b> <b>43</b> <span style="color: green;">+ 65%</span>	<b>BUSIEST TIME</b> <b>Fri 5:30 p.m.</b>
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### TOP SPACES

Space	Bookings	Utilization ↓
Ring 1	212	31%
Ring 2	219	27%
Ring 3	156	20%
Puppy Ring	130	17%

Top Users: [📄](#)  
 Training: 282 bookings, 379.8 hours [📄](#)  
 Mowing: 44 bookings, 65.5 hours [📄](#)  
 IDAL: 6 bookings, 18 hours [📄](#)  
 Members: highest-member was 19 bookings for 23 hours. [📄](#)

Communications Coordinator – Kristy Nguyen - absent  
 Catherine reported that the email was all fixed and the email limit is corrected.

CARO Coordinator – Vania Richardson Boulet - absent  
 The December trial went well and it was thought to have made approximately \$1000.00.

IDAL Coordinator Report – Heather Esdon  
 Heather reported that IDAL had 14 participants and 20 dogs. She mentioned scheduling IDAL for every Wednesday evening for the coming summer because of the changes in classes. She stated that the Parent company of IDAL is Top Dog.

K9Kup Coordinator Report – Catherine Woolham  
 Catherine reported that new people are already putting names forward for teams and we may

be up to 18 teams this year. April 1<sup>st</sup> is the opening and our club is known for K9Kup.

### Membership Coordinator Report – Esther Vrieze

Esther reported that she is already getting questions from people about joining and she will have a report for the AGM. She mentioned doing a membership clean up, talked about volunteer hours and will send a reminder email about paying hours in order to register. Heather will send a report at the end of February for the data to be used.

### Training Coordinator – Sandra Johnson -absent, no report

### Volunteer Hours Coordinator – Heather Esdon

Heather began by stating there were 2410 hours tracked (taking Board members out of the equation), and summarized that there are many opportunities to meet the hours required. Discussion concerning various volunteer positions, hours as requirement, needing volunteers / members to do the hours, reporting hours completed for tracking and volunteer hours relating to roles.

### Volunteer Coordinator – Heather Esdon

Heather said she will prepare something for the AGM.

Discussion about Members with volunteer hours owing, resulted in a list to be sent to Carolyn so she is aware of why payment is coming.

### New Business: 1) Motions to be voted on at AGM-

- Motion to resolve not to appoint a public accountant – this motion has to be done.
- Motion to include ratified nomination process in the Club By-laws

Carolyn had prepared proposal:

**MOTION** Carolyn moved, Ian second, to amend Paws4Fun Bylaws Section 17 as follows:

#### 1. Proposals Nominating Directors ~~at Annual Members' Meetings~~

The nomination period for Directors' positions shall open, and the opening be announced in writing to all members, eight (8) weeks prior to the Annual Members' Meeting. The nomination period shall close, and the closure be announced to all members in writing, one (1) week prior to the Annual Members' Meeting. Nominations are required to have a nominator, a seconder, and a nominee. Nominations shall be approved if the nominate accepts the nomination, and if the nominator, seconder and nominee are members in good standing. All members shall be notified in writing when any nomination is approved. Incumbent directors standing for re-election need not be nominated by a nominator and seconder, their nomination is automatic. If there are Director positions for which there are no candidates, nominated or incumbent, the Board of Directors shall form a Nomination Committee to actively recruit candidate(s).

Subject to the Regulations under the Act, nominations shall not be accepted from the floor of the Annual Members' Meeting excepting any proposal that ~~may~~ includes nominations for the election of directors if the proposal is signed by not less than 5% of members entitled to vote at the meeting at which the proposal is to be presented.

Four in favour, 2 absent. CARRIED.

## 2) Handling Communications with people on the Restricted List

Discussion. Board and Coordinators should have a coordinated response such as “I can’t discuss Paws4Fun business”.

3) Harassment Policy – Erin prepared a suggested update for the website as follows:

*Paws4Fun supports a healthy, respectful and safe environment. All parties are required to follow the rules and regulations set out in the Agility Association of Canada Code of Conduct.*

Discussion about forming a committee, asking membership, update policy, reach out to Rachel, and then Kristy to send email. Erin will prepare the email.

Next meeting: February 11, following the AGM

Adjournment: 8:26 pm.