# OBCC Board Meeting Minutes

## February 12, 2021 7:00pm

### Attendees:

Kim Gretton

Rebecca Lawrence

Mary Thompson

Marie Sawford

### Agenda:

### Approve the Dec. 11, 2020 and January 8, 2021 minutes

### New website update

### Updates to current site

### The digital newsletter

### L&D report – events planned

### OBCC Facebook page

### Membership renewal

### New Vice President

### Other business

### Board of Directors Minutes

* December 11th minutes: Mary Accepted, Marie Seconded. **TO DO**: Rebecca to post
* January 8th minutes: Kim Accepted, Marie Seconded. **TO DO**: Rebecca to post

### New Website Update - combined with Updates to Current Site -

* Rebecca has been on contact with Katharine with the technical aspects on setting up the site.
* Rebecca has been working on removing data from the old site, it lacks FTP ability, and she has to manually copy items. There isn’t any point in migrating old data that currently isn’t being used, but the Club should keep as a historical archive. She is making multiple copies of the items, including on a Club OneDrive (along with a separate hard drive) so that the Club has access to it. There is quite a lot of information to remove/keep. It is a time-consuming task. Rebecca doesn’t want to just bring over that site as is, as it will have a lot of dated coding. Would prefer to start fresh with clean code/set up to make it easier moving forward for the Club to use. Also thinking of making it easier for future club members to manipulate. She is working on trying to get it done by the end of February. Rebecca is planning for the end of February to get it done.

### Rebecca has a flow chart set up for the new plan.

### The site will likely go down for a short period time of time (approximately a week or less). The Board will be happy to see an updated site. Rebeca feels this is the best time to do so, as we haven’t geared up for the trial season and most of our requests coming through the website are people with new dogs looking for help with training of obedience and possibly interest in herding.

### Rebecca has been in contact with Mary with the latter requests, she has been helping with some of those. Marie will be willing to help with contacts for obedience in her area.

### Marie wants to know if there are plug-ins that could benefit for the Club like taking payments from the site directly. Rebecca isn’t sure, she will have to look into it, as she isn’t sure as she hasn’t looked into it as we currently use e-transfer to Kim. The idea of an online store was brought up by Marie, is this something we can do in future? Rebecca notes that we could have been doing this all along with the current ‘old’ site but it hasn’t been an option that the previous Boards felt was feasible. Rebecca has set up stores before, the biggest ‘issue’ is setting up shipping costs. It hasn’t been a priority to the set up of the future site. **TO DO:** Rebecca to investigate both options

### **TO DO:** Rebecca to continue to work on the site, will consult Marie if needed regarding help from Katharine. Rebecca will also make updates to the current site in the meantime.

Digital Newsletter

* Marie has asked if we have set up dates for the future issues so that Katharine is prepared for our requests.
* Mary says she thought about this, and decided to hold off picking dates at the moment due to the uncertainty regarding the COVID-19 pandemic. She thought perhaps it was best not to set dates now as the Club may not be able to generate enough content for a newsletter deadline. She feels it would be better to focus the Board’s concentration on the first newsletter. Mary says do we know how long it will take Katharine to do the set-up of the issue? Unsure, Rebecca feels based on her experience that a week or so may be sufficient but Marie, Rebecca & Mary feel the Board should give her more time as there will likely be several proofs as everyone learns how to create content/share content/set up the layout. Marie says “…more time is better…”
* Decision is to give Katharine 4 weeks’ time to layout & proofs. This will allow a distribution date to the members of April 1st. Mary will work on obtaining the balance of the articles from members and will forward to Rebecca. Rebecca will create a OneDrive folder to share with Katharine will all the documentation for the Winter newsletter.
* Mary has spoken with Catherine Rae & Anne Wheatley regarding being the future collectors of articles for the balance of the year’s newsletters. The latter are going to try it on to see if it is possible. They will do the overseeing of layout & collection of articles. They will give Katharine the run down to put it together.
* **TO** DO: Mary to obtain balance of articles no later than February 28th. She will forward them to Rebecca at the [obccwebsite@gmail.com](mailto:obccwebsite@gmail.com)
* **TO DO:** Rebecca to liaise with Katharine, set up OneDrive folder. Provide Katharine, Catherine & Anne access to it.

Learning & Development progress

* Mary spoke with Kevan Gretton regarding the clinic at his farm. They’ve picked a date of May 1st for a “Sheep Husbandry Clinic”. A max of 8 attendees and 2 organizers.
  + It will be during his lambing period, so attendees will be helping with that. It is mainly about diagnosing illness in sheep.
  + Geared to people with smaller flocks who may or may not lamb. Looking at feeding, tubing, vaccinations/injections (reading & understanding the bottles).
  + Hands on clinic. Costs are not been determined, but will be similar to normal clinic costs.
* Mary has also been in contact with Tracy Hinton regarding the clinic “Learning to Pen” aimed at novice handlers. Tracy & Mary will be the clinicians.
  + Date set for Saturday, May 29th, with a rain date of May 30th.
  + Mary will be doing the AM portion to teach the “prework to penning”, Tracy will do the PM portion of “actual penning” (day long event for the attendees)
  + To be hosted at Tracy’s with a maximum of 8 attendees due to current Covid-19 restrictions. Likely to have no auditors at this time.
* Third event to be run by Anne Wheatley & Louise Hadley.
  + They have found there is still a need to learn for “…members of all levels to learn to drive better & get on their whistles.” They will be speaking with Amanda Milliken to see if she would be interested in being the clinician/host.

OBCC Facebook Page

* Rebecca sent an email to Andrea, to see if she has an issue with setting up Marie & Rebecca as additional moderators for the Facebook group. Andrea has agreed to add the two Board members. When either of them departs the Board, they will be removed, and two new Board members will be added to the moderator list along with Andrea.

Membership Renewal & 2021 Budget Change

* As the costs for Printing ($500) & Postage ($150) for the newsletter is not a concern for 2021 with the move to digital distribution, Mary would like to see if the Board would be willing to move this allocation to other budget lines (total budget amount of $650)
* Mary’s motion is to increase Club Promotion from $700 to $1000 (increase of $300), and Event Support from $800 to $1,150 (increase of $350)
* This would provide more funds for L&D from Club Promotion, and for trials from Event Support.
* Marie seconded the budget change
* Rebecca asked if there are plans for merchandise purchase due to the possible lack of events to sell? Kim states that Pamela did order about $950 worth of merchandise last year as the latter was successfully selling even with Covid-19 constraints. The Board agrees to have the Merchandise budget line to remain the same but will be available to help Pamela with sales.
  + Mary asked if it would be possible for Pamela to source
* **TO DO:** Kim to redo the 2021 budget with this change & send out for the next agenda.
* **TO DO:** Rebecca to post updated agenda as a notice to the members to reflect the change

New Vice President

* Janet Fahey resigned from the Board due to personal time constraints.
* Mary spoke with Kevan Gretton to see if he would be interested in taking on the position of Vice-President. He has agreed to take on the position.
* Mary brought forward the motion to accept Kevan as Vice-President, Marie has seconded it.

Other Business

* Mary brought forward the notion of changing the year-end awards from plaques to an item that could be used like a raincoat or sweatshirts. The item would be embroidered with the award won i.e. Novice-Novice Champion 20XX, Open Reserve 20XX. This would give the member the opportunity to wear their ‘trophy’. Rebecca brought up the fact that Tara may have already ordered the plaques, as she remembers that Tara would ask each winner if they would like a plaque engraved. Some members have declined the plaque in the past. Perhaps the Board should speak with Tara to see if they have been ordered? If they haven’t, the Board could speak with the 2020 winners to see if they would be interested in something to wear versus a plaque to hang?
* Rebecca asks if Mary could speak with Pamela regarding sourcing the costs to purchase/embroider items with the idea that there would be 6 winners that the Club needs to purchase for. Mary also says the Club could provide a set financial amount to each winner to purchase the item with any balances left over to be paid by the winner? (i.e. enough funds to cover an embroidered raincoat, but if the winner wishes to purchase a whole rain suit, they would be obligated to cover the difference in cost)
* Marie suggest we leave it the same for the 2020 winners, but explore the potential change in cost for 2021 winners. Rebecca thinks this may be a good idea, the Board should explore the pricing. Kim & Mary agree.
* **TO DO**: Mary to speak with Tara re: have the plaques for 2020 winners been ordered?
* **TO DO**: Mary to speak with Pamela regarding the costs for a sweatshirt with the required information to be embroidered on it? (OBCC Logo, Winner Name, Winner Dog, OBCC Champion level & year)

### Next meeting:

* + Meeting adjourned at 8:17pm, next meeting tentatively set for March 5th at 7:00pm