Minutes for Sat. August 21, 2021 at 8:00pm

**Attendees:**

Kevan Gretton

Marie Sawford

Kim Gretton

Mary Thompson

(Not in attendance; Rebecca Lawrence)

Guest – Lynn Johnston

Agenda for Aug. 21, 2021 Board Meeting:

1. Nominating Committee – Job Descriptions – Lynn Johnston
2. Minutes from July 6, 2021 – to be approved
3. Digital Newsletter – Mary – next dates
4. L&D Report – Update – Learn to Pen and Driving Clinic - Mary
5. Trials Committee – No Updates
6. Open Trophy - Mary
7. Treasurer’s Report - Kim
8. New website – Anyone with information
9. New Business – all
10. Next Meeting Date

**.** Lynn began her presentation and discussion regarding the expanded job descriptions for the board positions. These have been compiled so that new members coming onto the board would have a better understanding as to what their duties would be. Her first question was; do you like them, and is this the sort of thing that could be used to recruit new board members? There was an affirmative reponse.

. **President’s Position** – Lynn advised that Mary wanted to strike the first line that indicated that the president should be the “chief volunteer”, and that it was really the entire board that should be reflected in that line. She also suggested that the recruitment of committee members be moved to the VP position, which Kevan agreed would be a good idea. The next item was the subject of someone other than just the webmaster having access to the website, and that someone else on the board should be able to sign on and make changes if necessary, and/or a committee to design and make decisions as to what should be housed on the website. Lynn mentioned someone from the general membership asking about a Marketplace, etc. She went on to suggest that perhaps the Newsletter should have a link on the website and be updated regularly rather than quarterly. The next item was deleting the budget/financial line as it is already covered on the Treasurer’s job description. Next item was the task of speaking with the media. Mary suggested it could be anyone on the board, and Lynn countered with it being either the president or her/his delegate. The board agreed. Lynn then reintroduced the topic of the website, and was suggesting again that there be a committee to help direct how the new website should look. Marie stated that she believes that the President should have the website access, along with the webmaster so that if he/she were ill/injured it would still be accessible by the board. Kim also mentioned the OBCC FB page, and was informed that both Rebecca and Marie had been made administrators on that page. Lynn will add that someone on the board have admin standing on the FB page.

. **VP Position** – Lynn suggested that the only new duty would be the task of recruiting members for the different board appointed committees, which would be moved to this position, along with the reports coming in from those committees.

. **Secretary Position** – Lynn advised that she was disappointed that Rebecca was not available to discuss or provide some feedback, but went on to say that she didn’t think there was anything out of the ordinary. Mary did suggest that the time allowance for minutes to be drafted and distributed was a little restrictive and suggested 10 days for board minutes, and 20 days for the AGM minutes. Marie stated that she felt that 20 days was too extreme, and that members would wonder what was happening. She then suggested that 15 days might be better. Mary stated that the AGM draft minutes should be available and need to be sent with the AGM notice for the next meeting. There followed a discussion as to when and where the AGM draft minutes should be posted/reviewed. The board agreed that the AGM draft minutes should be posted on the website within two weeks of the AGM meeting. Mary reiterated that there are no Final 2019 AGM minutes posted, and that the issue seems to be getting them completed, that being too restrictive on timing might scare some volunteers away from the position. There followed more discussion on timing for minutes and it was decided that 15 days would be set for the completion and posting of the AGM draft minutes, and 10 days for regular board minutes.

. **Treasurer Position** – Lynn apologized to Kim for not addressing the issue of the position as it is and what is in the bylaws. She then said that the committee was suggesting a bylaw review to bring the job description up to date. Mary suggested that the board wouldn’t want to tackle all the obsolete bylaws but that the Treasurer Position could certainly be addressed this year. Kim agreed and said that she would check with the bank to see how the co-signing procedure could be handled, and did not feel it was safe to have only one person with signing authority. Lynn suggested that there must be a way around this. Kim suggested that another board member be responsible and would check with the bank and report back. Lynn then suggested that the main membership list should be updated and retained by the Treasurer. Mary advised that the it wasn’t the Nominating Committee’s intention to add all the detail to the bylaws, but that the Job Descriptions were to be used to educate anyone coming on the board as to what duties were required in each position, and that the new Treasurer bylaw blurb did not need to be larger than was presently showing in the bylaws. Lynn also mentioned a total review of all the bylaws and questioned why the board members were to step down every year, but were eligible for re-election.

. **Director at Large** – Lynn suggested that this is a “duties as assigned” position, and would be a good for someone new coming onto the board and could be mentored by an experienced board member. Marie questioned the “at Large” portion of the title and after some discussion it was decided to drop that part and just have it read Director.

. Lynn asked to rectify as to whether or not the board wanted to keep the idea of a web committee in the descriptions, and after some discussion it was decided to leave it. She then asked about the new website and was advised that the topic was listed further down on the agenda. Lynn then asked for preliminary approval to go ahead and use the job descriptions with changes to begin recruiting for the position of secretary and director. Kevan made a motion to allow the Nominating Committee to move forward with recruiting, and it was seconded by Mary. The board thanked Lynn for all their hard work and she signed off

**Approval of Minutes**

. The July minutes were to be sent by email following the meeting and approved by the board by return email. Approved on August 22, 2021 with one spelling correction.

**Digital Newsletter**

. The next date for cut-off for material is Oct. 1st, with a target date of Nov. 1st for the last newsletter addition. We hope to have all the stories and trial reports listed along with results, as well as the date for the 2021 AGM. Kevan asked how soon changes to bylaws, and the notice had to be sent out. Mary advised that it is 30 days before the AGM meeting date. The date to be discussed later in this meeting.

**L&D Update**

. The Learn to Pen was well received, and that Cynthia had taken notes about each participant and their dog and had sent them written feedback.

. Anne and Louise are still hoping that Amanda will be able to be the clinician for the Driving Clinic, and are now looking at a date in October following the USBCHA Finals.

**Trials Committee**

**.**There were no updates to report

**Open Trophy**

. Mary received the Open trophy from Lorna and proceeded to make some inquiries to have the arm reattached. Luckily she was able to make contact with a local metal expert, and the arm was reattached for the sum of $16.93. She advised that she was also able to polish the tarnish off both the Open and PN Reserve trophies. Going forward she is recommending that a note be attached asking that the trophy not be picked up by the arms given the weight, and that they be left wrapped in cling wrap to help prevent tarnishing.

**Treasurer’s Report**

**.**Kim advised that Pamela had sent in funds earned from the 50/50 draws, and some merchandise sales; $367. Kim will request a breakdown. Pamela also mentioned that she was a bit slow getting Silent Auction items posted, but would try to do better. There will be two more months of 50/50.

. She also advised that Dominion Regalia had put our outstanding credit against our recent ribbon order and we only had to pay $54. 00 for our new ribbon order.

**New Website**

. There were no updates available. After some discussion on how to proceed the topic was tabled.

**New Business**

. The AGM meeting for 2021 was set for Sunday, November 21th, 2021 on Zoom, at a time to be determined.

. Marie wanted to address the issue of the one year terms for board members, and Kevan advised that the bylaw would have to be changed and presented at the AGM meeting and voted on. Mary suggested that maybe it should wait until the new board is in and then work on it over the winter months. Marie agreed.

The next board meeting was set for Friday, Oct. 8th, 2021 at 8:00pm

Marie made a motion to adjourn the meeting, and it was seconded by Kevan.

Meeting adjourned.