



BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 12, 2021, *begun at 8:03 PM / VIA ZOOM*

Attending

Kevan Gretton
Kim Gretton
Marie Sawford
Teresa Castonguay
Kelly Morrow

AGENDA

- Agenda review
- October 8, 2021 Minutes
- Business Arising
- Digital Newsletter / Website
- Committee Appointments
- Treasurer Report
- Insurance
- Year End Awards & Merchandise
- New Business – Incorporation Notice of Change & Bylaw Review

AGENDA APPROVED

October 8th Minutes | Time allotted | 5 minutes | Presenter Kevan

Discussion Review of Minutes from October 8, 2021

Conclusion no changes or corrections

Motion Accepted 1st Marie Sawford 2nd Kim Gretton **Approved**

Action items

Person responsible Deadline

Post to website	Teresa	December 2021
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No business arising

Digital Newsletter / Website | 15 minutes | | Presenter Kevan

Discussion

Do we need a newsletter or can a redesigned website take its place?

The current website is out of date. Is this an opportunity to address complaints. Trial reports happen well after trials. Can content be added on website in a timelier and easier manner?

We still need content person / editor to gather and coordinate info such as handler and dog stories/profiles, related information or articles which are interesting to members, upcoming events, etc.

Fall newsletter is on website, do we need a winter newsletter to capture last 2 trials? Did Mary arrange reports on them? Next issue usually appears in April

AGM approved the budget of \$1,000 for hiring a web designer to redesign the website. A quote from Katherine Webb was received and is within budget.

Tracy Hinton has agreed to oversee the website. Who is webmaster ...Tracy Hinton or Katherine Webb? What is involved as webmaster?

Membership dues reminder should appear soon.

Conclusion

Marie will act as Board liaison with Katherine and Tracy during redesign.

Next meeting should invite Katherine and Tracy to give them direction on what OBCC wants. Didn't think a committee is needed at this point but will use this meeting to clarify our way forward.

The facebook page can be used to make announcements and drive members to the website.

Action items	Person responsible	Deadline
Check with Mary to see if fall trial reports were arranged	Kevan	December 2021
Talk to Andrea about "Official OCC" facebook page	Kevan	December 2021
Add Kelly Morrow as moderator on facebook page	Andrea deKenedy	December 2021
Remove Rebecca Lawrence as moderator on facebook page	Andrea deKenedy	December 2021
Invite Tracy and Katherine to January meeting	Marie & Kevan	December 2021
Ask Katherine for some options that can be looked at in January	Marie	December 2021
Approach Victoria Lamonte to act as editor for at least the winter edition	Kevan	December 2021

Committee Appointments | 10 minutes | | Presenter Kevan

Conclusion Closing

Action items	Person responsible	Deadline
Webmaster – Tracy Hinton	Kevan confirmed	December 2021
Newsletter Editor – TBC - approach Victoria Lamonte	Kevan	December 2021
Learning & Development – Anne Wheatley, Cynthia Palmer, Genevieve Provonost	confirmed	December 2021
Fundraising – Pamela Hall	confirmed	December 2021
Trials Committee – Andrea deKenedy, Lorna Savage, Carol Guy	confirmed	December 2021
Nominating Committee – Kelly Morrow	confirmed	December 2021

Treasurer's Report | 10 minutes | | Presenter Kim Gretton

Discussion

Bank Balance at Dec 8 was \$7,711.19

Action items	Person responsible	Deadline
Outstanding invoices – trophies engraving \$30 to Lorna	Kim	December 2021
Outstanding invoices – merchandise from Pamela	Kim	December 2021

Insurance | 10 minutes | | Presenter Kim**Discussion**

Need a new application to get a quote for \$5 million in liability insurance.

Kim believes we should keep this coverage if cost is under \$750. Directors Insurance would be very high cost.

Conclusion

OBCC should ask hosts to name OBCC on entry form to 'hold harmless' the club for injuries at clinics/trials. While they may not stand up in court it is a defense.

Action items	Person responsible	Deadline
New application	Kim	January 2022
Advise on new cost	Kim	January 2022
Advise Trial committee and potential trial hosts to add "hold OBCC harmless" statement to entry forms	Kevan	January 2022

Year End Awards Merchandise & Trophies | 10 minutes **Presenter** Kevan

Discussion

Winners are now offered a choice of merchandise in lieu of plaques. Current budget allocation \$500. Last year's cost \$450. Hookies \$18, Vests \$34. Sweaters \$41 plus embroidery. Pam has reached out to eligible winners directly. Two winners (Victoria & Amanda) have opted for clothing.

A request was received to move responsibility for year awards to Secretary rather than Trials Committee.

Carol asked that they be verified by the Secretary. However, the secretary does not have access to the information needed to verify and this additional task would increase one person's workload. Trophy responsibility is challenging given our geography but could be delegated by the committee.

Conclusion

Budget Allocation of \$500 for year-end awards confirmed at AGM

The responsibility for standings makes the most sense with the Trials Committee.

Action items	Person responsible	Deadline
Confirm budget to Pam	Kim	December 2021
Orders taken and placed	Pamela Hall	December 2021
Communicate to Trials Committee that Year End Standings & Trophies remain in the Trials Committee Job Description	Kevan	December 2021

New Business | 10 minutes | **Presenter** Kevan & Teresa

Discussion

Annual Notice of Change has been filed. Thanks to Andre deKenedy who oversaw it. The new Incorporation Act has been passed and requires some review and adjustments to OBCC Bylaws. There is a three-year deadline for this change to be completed.

Rebecca placed files in One Drive. We do not know what is on One Drive.

Action items	Person responsible	Deadline
Notice of Change	Teresa confirmed	December 2021
Bylaw Review, report findings, recommend procedure for change	Teresa	December 2021
Ask Rebecca to contact Tracy to give her access to One Drive	Kevan	December 2021

Date of Next Meeting – **January 16 at 8 PM via Zoom**

Motion to Adjourn - Marie