



BOARD OF DIRECTORS MEETING  
MINUTES

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**JANUARY 16, 2022 , *Called to Order at 8:03 PM / VIA ZOOM***

Attending

Kevan Gretton

Kim Gretton

Marie Sawford

Teresa Castonguay

Kelly Morrow

Invited

Tracy Hinton

Katherine Webb

**AGENDA**

- Agenda review
- December 12, 2021 Minutes
- Business Arising
- Treasurer's Report
- Strategic Planning
- Digital Newsletter
- Website
- Job Descriptions
- New Business

AGENDA APPROVED

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**December 12 Minutes** | Time allotted | *5 minutes* | Presenter *Kevan*

**Discussion**

Review of Minutes from December 12, 2021

Conclusion no errors or omissions

**Motion**

Minutes Accepted 1<sup>st</sup> Kelly 2<sup>nd</sup> Marie **APPROVED**

**Action items**

**Person responsible**

**Deadline**

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Post to website

Teresa

January 2022

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**Business Arising | Presenter Kevan**

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- Fall trial reports were requested by Mary. Lorna was asked to do Jimmie's Farm Trial
  - Kelly replaced Rebecca as board member moderator on Facebook page
  - Year end Awards are ongoing with Pam following up
  - Bylaw review – ongoing research by Teresa
  - One Drive – Rebecca has provided password and Tracy & Teresa have access
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**Treasurer's Report | 10 minutes | | Presenter Kim Gretton**

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REVENUE	2021 ACTUALS	2022 BUDGET	2022 YTD
Membership	\$2,699.98	\$2,700.00	\$525.00 *
Merchandise Sales	\$1,476.22	\$3,000.00	\$152.00
Raffle & Silent Auction	\$1,176.50	\$1,000.00	\$0
<b>Total Revenue</b>	<b>\$5,352.70</b>	<b>\$6,700.00</b>	<b>\$677.00</b>
EXPENSES			
Bank Charges	\$18.00	\$50.00	\$4.50
Insurance/Legal	\$550.10	\$575.00	0**
Merchandise Costs	\$1,181.32	\$1,200.00	\$1,106.50
Office Supplies	\$0	\$10.00	\$0
Promotion of Club Goals/outreach	\$0	\$2,000.00	\$0
Prize Expense/ribbons	\$68.48	\$100.00	\$30.00
Event Support	\$450.00	\$1,500.00	\$0
Website Charges	\$0	\$1,000.00	\$0
Year End Awards	\$444.30	\$700.00	\$0
<b>Total Expenses</b>	<b>\$2,712.20</b>	<b>\$7,135.00</b>	<b>\$1,141.00</b>

**Bank Balance as of Jan 15/22 \$8198.19**

- \*3 U.S. cheques waiting to be deposited; have to be done in person
- \*\*Budget amount for the insurance should be amended as we have let the policy lapse through Sport Dog Association

**Motion**

To Accept Treasurer Report Kim 1<sup>st</sup> Marie 2<sup>nd</sup> **APPROVED**

Insurance

Our insurance policy with Benson Kearley Insurance via the Sports Dogs Club due in January:

Cost for \$5million commercial general liability (bodily injury and property damage) no cover for animal mortality or infectious diseases. This limit would be shared with 6 other clubs. Our portion \$1085 including tax (2020 premium \$550). As per the discussion during the 2021 AGM our exposure is limited as we sanction trials and clinics only. We will request event hosts include a waiver for OBCC on their entry forms.

**Motion**

To withdraw our club from the insurance policy. Kim 1<sup>st</sup> Kelly 2<sup>nd</sup> **APPROVED**

Action items	Person responsible	Deadline
Inform Insurers	Kim	January 2022
Inform Trial Hosts to include indemnity clause in trial entries	Kevan & Trials Committee	ongoing

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**Correspondence** | 10 minutes Presenter Kevan**Discussion**

Patrick Gosslin approached the board re hosting an event

Website inquiries re: breeders and trainers

**Conclusion**

Refer potential hosts of events to Learning and Development or Trials Committees

Create a list of OBCC members who train, want to be on a list and are willing for OBCC to share their contact information. Ensure the list includes a caveat such as “this list is information only and should not be considered an endorsement”

Breeding / litter inquiries should be directed to CBCA

Tracy as webmaster will monitor web inquiries and respond

Action items	Person responsible	Deadline
Pass on Patrick’s offer to Learning and Development Committee	Teresa confirmed	January 2022
Create a list of OBCC members who train	Marie	February 2022
Monitor and respond to inquiries	Tracy	ongoing

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**Strategic Planning** | 10 minutes Presenter Kevan**Discussion**

Kevan’s goal is to encourage more novice involvement and support learning opportunities. Marie pointed out the new Open handlers also need help and encouragement. Teresa mentioned the need to cover our wide geography with events in all possible areas.

**Conclusion**

Set aside time during the next meeting to discuss upcoming plans with more detail.

Action items	Person responsible	Deadline
Invite Learning and Development Committee to next mtg	Kevan	February 2022

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### Discussion

Reports, scores, pictures are covered after the events and are often already posted on facebook.

The idea of replacing the newsletter with a blog has been run past a few members and has been favourably received.

Is OBCC responsible for 'live' posting of trial scores?

### Conclusion

Test out replacing newsletter with blogs, check in with members for feedback on what they want to see

Action items	Person responsible	Deadline
Marie will post announcement on facebook page recruiting bloggers and members to coordinate	Marie	February 2022
Appoint a couple of members to solicit and coordinate the blogs	Marie & Kevan	February 2022
Request 2021 Champions and Reserve Champions submit their normal writeup as a blog	Kevan	February 2022
Request trial hosts/organizers have a trial report blog prepared	Kevan	ongoing
Post Blogs or instruct members on 'how to'	Tracy	ongoing
Monitor feedback on blogs	Tracy and board	ongoing

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## Website Discussion

Tracy Hinton and Katherine Webb joined the meeting.

Katherine told the board the redesign may take up to 2 months and she is good with the budgeted \$1000 fee. She recommends moving site host from Brederoo to Blue Host. Costs are similar for basic hosting with tools like Word Press making it more user friendly and additional plug-ins are available offering more options like payment capacity, sales, etc.

Tracy and Katherine will work together on the design and architecture. A list of current website elements was shared and can be a springboard for determining what to combine, include, move to one drive or remove.

Discussed the Members Only section – what is on it? anything confidential? members lose password. Is it still needed?

## Conclusion

Website needs updating, needs to be easy to navigate and user friendly. How current it can be is determined by the human resources needed to update it.

## Motion

Move web hosting from Brederoo to Blue Host Kelly 1<sup>st</sup> Marie 2<sup>nd</sup> **APPROVED**

Action items	Person responsible	Deadline
inventory the documents on One Drive to see how much of the web pages are saved there and share with Tracy & Katherine	Teresa	February 2022
Redesign website	Katherine Webb & Tracy Hinton	ongoing
Invite Tracy and Katherine to next meeting	Kevan	February 2022

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## Job Descriptions

### Discussion

There are gaps in the operational tasks as described in the new board descriptions  
Tasks and descriptions need to be expanded to include committees as well  
Kevan suggested that the Trials Committee designate a reporter  
Protocols for who posts to facebook are needed

### Conclusion

Kelly will begin the expanded job descriptions  
All facebook posts from the board should be run past the board before posting

Action items	Person responsible	Deadline
Expand job descriptions for committees	Kelly	ongoing
Speak to trials committee about delegating a reporter	Kevan	February 2022

**Motion**

Approval to post AGM 2020 Final Minutes and AGM 2021 Draft Minutes and December Minutes Kevan 1<sup>st</sup> Kelly 2<sup>nd</sup>  
**APPROVED**

Corporate Storage Information

With the election of a new board every year, the club often has issues passing on corporate information like passwords, pins, etc. While much of this info is now being stored in One Drive, the password for One Drive can be lost as well. A physical backup is needed

Teresa recommends purchasing a portable hard drive to store all corporate information including current passwords or pins. The average cost of one is approximately \$100 + tax.

This can be maintained by the Secretary and/or Webmaster and be given to the new board at each AGM.

**Motion**

Purchase a portable hard drive Kevan 1<sup>st</sup> Marie 2<sup>nd</sup> **APPROVED**

Action items	Person responsible	Deadline
Post Minutes	Teresa	February 2022
Ask Tracy to purchase a portable hard drive	Kevan	February 2022

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Date of Next Meeting – **February 15 at 7 PM via Zoom**

Motion to Adjourn at 9:19 pm - Marie