



# Ontario Border Collie Club

## BOARD OF DIRECTORS MEETING MINUTES

**February 15, 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 (unavailable)

### **AGENDA**

- Agenda review
- January 16, 2022 Minutes
- Business Arising
  - Bylaw Review
  - One Drive inventory
  - Inform Trial Hosts to include indemnity clause in trial entries
  - Create a list of OBCC members who train
  - Request trial hosts/organizers have a trial report blog prepared
  - Speak to trials committee about delegating a reporter
  - Minutes posted
  - Portable hard drive
- Treasurer's Report
- Correspondence
- Strategic Planning
  - Learning & Development
- Digital Newsletter / Blog
- Website
- New Business

### **AGENDA APPROVED**

**January Minutes** | Time allotted | *5 minutes* | Presenter *Teresa*

#### **Discussion**

Review of Minutes from January 16, 2022

Conclusion no errors or omissions

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

**APPROVED**

#### **Action items**

#### **Person responsible**

#### **Deadline**

Post to website

Teresa

February 2022

## Business Arising | Presenter Kevan

- Bylaw Review – **Teresa contacted Ontario Not for Profit network for outline of changes**
- One Drive inventory – **Teresa shared list of Parent Files compiled in One Drive**
- Inform Trial Hosts to include indemnity clause in trial entries, Request trial hosts/organizers have a trial report blog prepared, speak to trials committee about delegating a reporter, year-end award responsibility – **Kevan has spoken about all of these with Committee Chair, Carol Guy. Responsibility for trophies will be coordinated by board**
- Create a list of OBCC members who train – **Marie has posted on FB page, CBCA list is a resource, one trainer responded**
- Minutes posted – **Tracy posted**
- Portable hard drive – **Teresa & Tracy to pursue**

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

| ONTARIO BORDER COLLIE CLUB Treasurers' Report 15-Feb-22 |                   |                  |                   |
|---|-------------------|------------------|-------------------|
| <b>Current number of paid-up members is 45</b>          |                   |                  |                   |
| Bank Balance as of 01.15.22                             | <b>\$8,198.19</b> |                  |                   |
| REVENUE   | 2021 ACTUALS      | 2022 BUDGET      | 2022 YTD          |
| Membership  | \$2,699.98        | \$2700.00        | \$1403.25         |
| Merchandise Sales                                       | \$1476.22         | \$3000.00        | \$152.00          |
| Raffle & Silent Auction                                 | \$1,176.50        | \$1,000.00       | 0                 |
| <b>Total Revenue</b>                                    | <b>\$5352.70</b>  | <b>\$6700.00</b> | <b>\$1555.25</b>  |
| EXPENSES  |                   |                  |                   |
| Bank Charges  | \$18.00           | \$50.00          | \$6.00            |
| Insurance/Legal   | \$550.10          | \$575.00         | 0**               |
| Merchandise   | \$1,181.32        | \$1200.00        | \$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          | \$1500.00        | 0                 |
| Website Charges   | 0                 | \$1,000.00       | 0                 |
| Year End Awards   | \$444.30          | \$700.00         | \$549.18          |
| <b>Total Expenses</b>                                   | <b>\$2,712.20</b> | <b>\$7135.00</b> | <b>\$1,691.68</b> |
| Bank Balance as of 02.13.22                             |                   |                  | <b>\$8,525.78</b> |

\*\*Budget amount for the insurance should be amended as we have let the policy lapse through Sport Dog Association

### Discussion

Membership Form needs updating – renewing members only need to provide payment and contact info changes. We only need to collect complete contact information from new members. Option of multiple year payments discussed. For financial accountability only a 2-year option was approved.

### Motion

To Accept Treasurer Report 1<sup>st</sup> Teresa 2<sup>nd</sup> Kelly **APPROVED**

| Action items  | Person responsible | Deadline |
|---|--------------------|----------|
| Confirm Trial Hosts include OBCC in indemnity clause on entries | Kevan & Committee  | ongoing  |
| Update membership form  | Kim/ Teresa        | March    |
| Post reminder of March 1 deadline for renewal on FB page        | Marie              | February |
| Board access to One Drive for current membership lists          | Teresa, Tracy, Kim | ongoing  |

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## Correspondence | 2 minutes Presenter Kevan

NONE

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## Strategic Planning | 10 minutes Presenter Kevan

### ○ Learning & Development Committee Update

Lee Lumb has agreed to do a 1.5 hr Zoom Clinic on Judging in early March 2022 with about 15 participants. Participants will be asked to submit questions in advance. We'd like to announce this on fb in the next couple of weeks. We're working on the details. **Is there a zoom account we can use for this, or can we have permission to purchase a one month zoom subscription for March for under \$30?**

Amanda Milliken has agreed to reschedule the driving clinic that was cancelled last season. No date yet. This clinic will be for member handlers who were successful attendees after last year's draw. **We shouldn't need any funding for this.** Patrick Gosselin will work with L&D to put on a seminar day where he shares the system he developed for training his dog Kina. It will be held at his farm south of Ottawa sometime in June 2022. Details and Budget to be determined. Will advise.

Tracy Hinton and Kevan Gretton have agreed to work with the L&D Comm to put on a double lift training day at Shep's Crook this season. Budget, date, TBD. Will advise.

### Discussion

Update – good response to FB post, still some openings for a few more participants, announcement about adding auditors to Lee Lumb clinic posted on FB page

### Conclusion

Agree to the zoom subscription. Thanks to the committee for the update & for the hard work.

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## Digital Newsletter | 15 minutes | | Presenter Kevan

### Discussion

There has been little response to the announcement about blogs. Some misunderstanding about blogs replacing newsletters and what they would look like was heard.

Ideas to kick this new format off were brainstormed

### Conclusion

We need to generate interest & demonstrate how this initiative will work. More information about type of articles will appear & how current these would be may need to be communicated to members.

| Action items   | Person responsible | Deadline |
|--|--------------------|----------|
| Champions asked for writeups that normally appear in newsletters to use in this new format | Kevan              | done     |
| Get permission to reprint older articles from newsletters                                  | Teresa             | February |
| Ask for a report on the Lee Lum clinic for this format                                     | Kevan              | February |
| Ask Jordan for article on his travels  | ?                  | February |

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## Website

### Discussion

Tracy joined the meeting.

Blue Host will be our new website host costing \$135 per year.

Marie distributed the initial home page shell design from Katherine. Looks good

Member Only section is not needed

Katherine requested that the main page links be confirmed and that all documents for those have separate folders

Tracy & Katherine should work together without Marie having to be middle person. Tracy is available after March 7<sup>th</sup> to work with Katherine

Tracy wants to create a step-by-step plan for the website, selecting content, navigation, etc.

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| Action items                                  | Person responsible | Deadline |
|---|--------------------|----------|
| Set up zoom meeting between Katherine & Tracy | Marie              | March    |

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## New Business | 10 minutes | | Presenter Teresa

Reminder that the Most Promising Handler Award is due to be awarded this year. Discussion of appropriate item included whistle, belt buckle, crook.

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| Action items                      | Person responsible | -       |
|-----------------------------------|--------------------|---------|
| Explore & price options for award | board              | ongoing |

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Date of Next Meeting –**March 27 at 8 PM via Zoom**

Motion to Adjourn at 8:57 pm - Kelly