

Clinton County Canine Club Membership Meeting Minutes: February 21, 2018

Members Present: Roxanne Vincent, Lori Moffa, Vicki Siskavich, Karen McCarty, Donna Pepin, Rodney LaPier, Bob Heins, Linda LaPier, Vina Bechard, Ty Jones, Merrilee Hamelin

The meeting was called to order by President R. Vincent at 4:30 pm.

Motion to dispense with the reading of January's meeting minutes made by V. Bechard. Seconded by L. Moffa. All in favor, motion carried.

Officers' Reports:

President's Report: No report

Vice President's Report: No report

Secretary's Report: No report

Treasurer's Report:

Income: \$1625.00 Expenses: \$1145.60 (J. Brooks – second ½ Mat Clean Up, E. Zelinski – 1st ½ scholarship; ; Accident Insurance; Storage Container Rental)

Checking Balance February 19, 2018 - \$12179.78

Additional Checking Balance \$98.00

Savings Account Balance \$14,796.72 + interest

Service charge for mailing monthly bank statements is \$2 for each checking account. May consider combining and closing the second \$100 checking account. It would be \$8 in fees until new treasurer comes into office. B. Heins motioned to close the \$100 checking account and place money into the main checking account.

Seconded by L. Moffa. All in favor motioned carried. L. LaPier suggested waiting until the new treasurer come into office as they may prefer to get statements online which would not be subjected to the \$2 monthly mailing fee.

Committee Reports:

Agility: C. Wilson – No report

Building: L. Moffa – No report

Family Dog Training Committee: D. Meunier – (Update provided by V. Siskavich) With but a few weeks left to our Winter session, the Family Pet Dog Training Committee will be meeting, together with former members or the Competition Committee, to work out our Spring session of classes this Wednesday at 6:30 following the board meeting

As it's our understanding that we'll have the opportunity to use the Squares Building for 3 evenings a week this Spring, we're looking forward to a full fun schedule which, in addition to puppy and basic family pet dog manners classes will include several intermediate and advance family pet dog classes as well as those of interest to competitors...

We'd like to encourage anyone who would like to assist with classes to get in touch with us...you're invaluable and we can use your help.

Will discuss at the meeting about holding positions for public versus competing with members to get a few spaces in each class especially the basic family pet dog manners and puppy kindergarten classes.

Inventory: G. Sherman – No report

Scholarship: M. Hamelin/V. Bechard –No applications for scholarships this past month. Will start advertising for the scholarship as of March 1st. The counselors at each school will receive an information packet. R. Vincent has graciously volunteered to be the third member of the committee.

Welcome: J. Puhalla– No report.

Review of Provisional Member Applications: No new provisional members

Social Media Presentation– L. Denyer – No report

Website: N. Fernandez – No report. R. Vincent to sit with N. Fernandez and finalize website forma to include more dogs.

Old Business:

Open House (V. Bechard/M. Hamelin) – V. Bechard sent out email on prospective dates. Weekend date would be better, venues discussed. Mentioned the mall. V. Siskavich read back notes from the January meeting minutes indicating dates for open house. June 3rd is a Sunday and needs to be discussed with the Squares. Will have to pay for using the Squares Building that date but not for mats being installed. Hourly rental cost only. IN August, you would need to pay for Building and installation of mats. The cost for the building is \$10/hr and you pay for # of hours you use the building. Glenville may be on June 3rd but no other trials. Once date is finalized, V. Bechard will let L. Denyer now to post out on all social media accounts.

Nominating Committee (V. Bechard) – more than half of the board is resigning and have many good leads for new members to fill the vacant positions. Suggested throwing out an application to general membership to see who might be interested in holding a position. You could possibly get two people for signing checks (i.e., treasurer and president) or would you want 3 signatures on checks. If on the nominating committee, you don't get nominated for a Board position. In the past people have volunteered for positions and they didn't really want the position. This will be highly dependent on the new Board and what they want to do moving forward after June.

Currently the president, vice president, treasurer and one board member are resigning. The secretary is still deciding if they want to remain since last year she indicated she would stay only one more year. Two board members are remaining on the board.

Decals: Sample decals were shipped but did not arrive in time for the monthly meeting.

Meeting Times: The meeting time may change based on the new board members.

Rally Signs: L. LaPier brought examples of the 3 mil thickness laminate to confirm that they were acceptable before laminating all the signs. Her machine will laminate that thickness and she will order what is needed to laminate all the rally signs. If her machine decides to stop working there is a duplicate machine available on ebay or Amazon that is reasonably priced.

New business:

Treasurer Audit: The questions then was brought up of whether to do an audit or not. Internal audit is a good idea and the cost for what we need to have audited would be unreasonable to pay someone to do (estimate is about \$1000). There should be a 3 member committee to complete an internal audit of the treasurer's records before handing them over to the new treasurer. It can be three different people every time performing the internal audit. It should be conducted once a year at the end of every fiscal year. (June 30th). R. LaPier motioned to do internal audit once a year with three people and one of the people should be a current board member. K. McCarty could assist with the audit. B. Heins seconded the motion. All in favor, motion carried.

How do we pick the three committee members to conduct the audit. Could send out email asking for volunteers and it could be a pool of volunteers and it should be done before the June Board meeting. L. LaPier emailed her son who is a CPA to see if he had any suggestions for the internal audit. This will be tabled until the next meeting. B. Heins said he would volunteer to be on the audit committee and L. LaPier said she would volunteer as well. R. LaPier voiced that he would like to sit in on the audit and observe.

There was a suggestion to purchase Quicken and check the scanned checks and deposits to confirm the checks and deposits. Quicken is just a bookkeeping program and that should be up to the next person in the treasurer position if they want to use it. R. Vincent suggested that the next treasurer decide if they want to put the books on the computer. K. McCarty mentioned that at her fulltime job, QuickBooks is on a computer that never sees the internet to avoid any data from being compromised.

POST MEETING NOTE: B. Heins, L. LaPier and J. Quay will be the audit committee. They will decide when the audit will be done and how to proceed.

Scholarship Fund: The scholarship fund is part of the general fund. It was never a special account.

Class Size Liability – There was concern that no one, regardless of who they were, should be in the Squares Building by themselves in the event that something were to happen. Winter session seems to be the only session that experiences this dilemma. Open floor time would be provided with a minimum of two participants. There are limited hours available at the Squares Building and possibly suggested arriving 15 to 20 minutes early to minimize time alone. Discussion tabled until the next meeting.

POST MEETING NOTE: R. Vincent asked the committee scheduling classes to evaluate the best approach to scheduling open floor time since they are working with scheduling classes.

Therapy Dogs – W. Annette is no longer volunteering to forward information to members due to ensuring that the issuing of a memorandum of information. L. LaPier has a list of all the places visited in the area and its three pages long. A lot of the places have not been visited in 2 years. Therapy dogs are not getting paid any amount of money and that in itself is an insurance on that dog. There have been some problems in the past and TDI is finding that people/dogs are not well trained obedience wise and can be out of control. TDI is not happy with the level of training and also said that there is a big problem is you go to a facility and someone claims your dog bruised or scratched someone there. There is no one to confirm when or where that may have occurred and you have to carry a million dollar policy on that.

R. Vincent to visit the difference between therapy dogs versus service dogs and provide a link to TDI and why you should be certified on the website to make it very easy for therapy dog owners.

An email will be sent out to ask for someone to take W. Annette's place. Just really need a contact person to send out emails. V. Siskavich receives inquiry via the website and she forwards accordingly. L. LaPier responds to all questions for therapy dogs.

POST MEETING NOTE: J. Quay volunteered to send out the emails for therapy dogs.

Meeting adjourned at 5:37pm. Motion to adjourn meeting by B. Heins. Seconded by R. LaPier. All in favor, motion carried.

Next meeting: Board Meeting – Wednesday, March 21st 4:30pm at Comfort Inn in Plattsburgh