

**ALLENTOWN DOG TRAINING CLUB  
BOARD OF DIRECTORS MEETING  
January 26, 2020**

**MINUTES**

The meeting was called to order at 7:01 p.m. by President Chuck Achenzie.

**Roll Call**

Present at the meeting were President Chuck Achenzie, Vice President Lois Linker, Treasurer Barbara Artim, Corresponding Secretary Terry Papineau, Recording Secretary Carol McCarthy, Training Director Phyllis Broderick and Board Members Cris Courduff, Steve Markowitz and Edie Rysdyk. Board Members Barbara Grotzinger and Anna Guglielmo were absent. Club members Debbie Achenzie, Dusty Springer and Bill Springer were also present.

President Achenzie welcomed the incoming Treasurer, Barbara Artim, and incoming Board Members, Steve Markowitz and Terry Papineau.

**Minutes**

The Board had before it for approval the minutes of the emergency board meeting held on November 17, 2019. No corrections or additions were noted. Phyllis Broderick moved to accept the minutes as submitted. The motion was seconded by Lois Linker and the motion passed by unanimous voice vote.

The Board also had before it for approval the minutes of the board meeting held on November 24, 2019. No corrections or additions were noted. Lois Linker moved to accept the minutes as submitted. The motion was seconded by Edie Rysdyk and the motion passed by unanimous voice vote.

**Treasurer's Report**

Treasurer Barbara Artim presented the Treasurer's Report (see attached).

No corrections or additions were noted. Terry Papineau moved to accept the Treasurer's Report as submitted. The motion was seconded by Steve Markowitz and the motion passed by unanimous voice vote.

President Chuck Achenzie will keep in his possession check numbers 101-125 from the new club account which was opened at BB&T Bank. Barbara Artim has prepared a sheet to be used for payments to Macungie Park which will detail exactly what each payment covers and will be used for all such payments.

Barbara noted that Barb Katz needs to close the club bank account at Key Bank. Barbara Artim moved to give Barbara Katz authority to close the club account at Key Bank. The motion was seconded by Cris Courduff and the motion passed by unanimous voice vote.

### **Membership Report**

Debbie Achenzie presented her report (see attached).

Cris Courduff moved to accept the applications of Nadine Bosico and Thomas A. Vanim as a new members. Terry Papineau seconded the motion and the motion passed by unanimous voice vote.

Debbie also noted that there were 167 club members in 2019, so far only 5 have said they are not rejoining and there are 13 other members who have not responded. Debbie is going to personally contact each of the 13 who have not yet responded or rejoined.

### **Training Director's Report**

Phyllis Broderick presented her Training Director's Report (see attached).

Board Member Steve Markowitz informed the Board that Allentown Dog Training Club is not showing up high in internet searches for dog training in our area. Discussion ensued and there seemed to be two options. One is to have the club website entirely redesigned and maintained with the idea that the club would benefit from search engine optimization. The other option involves Lois Linker adding some phrases to the current website which could enhance the website's effectiveness.

It was the general consensus of the Board that Lois Linker will add the phrases to the website which she agreed to do.

### **Correspondence**

President Chuck Achenzie reported that he received paperwork from the club insurance company which included a check back to the club for \$100.00. Edie Rysdyk noted she had been getting all the correspondence from the insurance company as Corresponding Secretary. Terry Papineau has now taken over as Corresponding Secretary and the insurance correspondence should therefore be sent to her. There are three policies: General Liability; Directors and Officers; and Trainer's Liability. The Treasurer is also bonded.

It was determined the \$100.00 refund was due to routine audit at the end of the policy period.

Chuck also reported that he sent in the names of the new Officers to the AKC and Terry Papineau will need to get access to the club's information on the AKC website.

Phyllis Broderick sought board approval to fill out and be the authorized signatory concerning the application for insurance covering club trainers. Cris Courduff moved to authorize Phyllis Broderick to be the authorized signatory on the club trainers insurance application. Lois Linker seconded the motion and the motion passed by unanimous voice vote.

## **Federation**

Edie Rysdyk reported that there was a Board of Directors meeting recently held via telephone. There is not much going on in the legislature and the Federation will hold its annual meeting in September 2020. The Federation will also be present with a booth at the Paws in The Park event.

## **Committees**

### Audit

Lois Linker reported that the audit of the Treasury as of the end of 2019 is complete (see attached). There was a concern regarding the payment of the storage room but it was determined that the payment for the storage room in 2019 was paid on a month to month basis and at the end of the year payment for the entire year of 2020 was made. There was concern it had been paid twice but this was not correct. It was also noted that the payment to the park for reserving space during the summer doesn't have to be paid until 30 days prior to such use.

### Annual Awards Banquet

Phyllis Broderick reported that she, Barbara Grotzinger and Anna Guglielmo went to the Brass Rail to discuss the needs of the club for the annual awards banquet to be held on Friday, April 17, 2020, with cocktails at 6:00 p.m. and dinner at 6:45 p.m. There will be more appetizers this year and several issues that come up from last year's dinner were addressed (taking food away before people were finished eating and too much salt on the food).

The flyer is made (see attached) and will be available to club members on training days, via the newsletter and via email.

### Constitution & Bylaws

Edie Rysdyk tabled this report until the next Board of Directors meeting.

### Newsletter

President Achenzie announced the deadline for the February newsletter is January 28, 2020.

### Publicity Committee

Publicity chair Dusty Springer proposed to the board that each month a member be profiled in the newsletter. Club members can fill out a form and return it Dusty nominating a member. Each member of the Board has been nominated and were provided with an outline of what could be included in the profile (see attached). Dusty reported that she, Debbie Achenzie and Jacqui Hartranft have been

working on this project and they hope it will enable newer members to get to know more about current members.

### Raffles

Edie Rysdyk will be chairing the raffles committee. Discussion was had concerning raffle baskets and the May trial. It was the consensus of the Board that this year there will be no raffle baskets but there will be a 50/50 ticket sale.

### Sunshine

It was noted that cards had been send over the last two months to Lois and Irwin Linker, Zoe Backman and Sharon Merkel in the loss of their dogs.

Barbara Artim mentioned that Doris Walsh, wife of long time AKC judge Tom Walsh, has recently moved to an assisted living facility and it would be nice for her to get a card shower.

### Trophies

Cris Courduff notified the Board that the donations are not as good as she would like. The membership does not seem to be supporting the leashes. The donation for each class for the four leashes amounts to \$28.00. Discussion was had about extending the deadline for trophy donations.

## **SHOWS**

### **Point Show**

Lois Linker announced she has received all the new contracts send to the judges necessitated by the change of show location. She noted Gail James can no longer do the job of chief steward for the show. She also reported that the man who was going to transport the club mats from Macungie to Leesport for the shows demolished his truck and is no longer in a position to do this.

An announcement will be made at the next general meeting to see if any club members might be able to do the transporting of the mats and if not a truck will need to be rented.

Lois is going to get a count of exactly how many mats will need to be transported. It is currently unclear how many mats Berks Dog Training Club has and how many mats Allentown Dog Training Club will need supply. It was noted that the mats will have to be taped and the Board wants to make sure the club mats are not damaged.

### **Match Show**

Phyllis Broderick reported that the match show scheduled for February 9, 2020, is full with 56 entries at \$10/entry. She will provide some snacks for the workers and pizza will be ordered and delivered. Enough people have volunteered to judge and steward so the club is all ready for the match show.

## **Old Business**

President Achenzie announced that he would like for each member of the Board to chair a committee for the year. Currently he would like someone to chair a Disaster Committee. He also noted that Donna Barto is about ready to take orders for club clothing. Apparently there are no hoodies with pockets or jackets on the form but Donna is able to order anything even if it is not on the order form. See Donna directly if you want an item which is not on the form.

## **New Business**

Barb Artim noted that the 990-N annual notice for small exempt organizations has been filed.

Lois Linker informed the Board that she will not chair the annual club trial to be held in May of 2021. She offered to help anyone interested in the job for the following year.

## **General Business**

The next board meeting will be held on February 23, 2020, at 7:00 p.m. at Wegmans on Stoke Park Road in Bethlehem. The next general meeting will be held on February 12, 2020, at 7:30 p.m. inside the training building at Macungie Park.

The Staples number is 610-439-2800.

## **Adjournment**

There being no further business before the board, Lois Linker moved to adjourn the meeting. The motion was seconded by Phyllis Broderick and the motion passed by unanimous voice vote.

President Achenzie adjourned the meeting at 8:53 p.m.

Respectfully submitted,

Carol McCarthy  
Recording Secretary

TREASURER'S  
REPORT

**Treasurer's Report**  
**Board Meeting 1/26/20**

- Year-End financial report showing total assets. See attached report.
- 1099's have been completed and distributed.
- IRS e-file of 990N is complete.
- New bank account has been opened with BB&T. Account is a community business account.
- Barb Katz needs Board minutes giving her authorization to close the Key Bank account. At that time, we will transfer all funds to the BB&T account.
- Quicken is up and running on the club computer.
  - The current balance is \$19,785.54.
  - Phyllis and I are working on evaluating the 54 Training Expense and Income categories so that I can understand them for posting and reporting.
  - I gave Lois a list of the categories for Point Show Expenses and Income so she can review them to be sure they reflect what she wants to see reported.
  - There is \$1 posted to a cash account that is really in the checking account. I need to figure out how to move this to checking.
- Gave Phyllis Expenses and Income for last year's banquet as a guideline.
- Created payment statement for Macungie Memorial Park to send with checks and for our records.

# ALLENTOWN DOG TRAINING CLUB, INC

2019 Financial Reports

## CHECKING ACCOUNT (KEY BANK)

Bank Statement Balance 12/31/2018 \$51,174.05

**Bank Statement Balance 12/31/2019 \$16,015.23**

Quicken Balance 12/31/2018 \$48,499.05

**Quicken Balance 12/31/2019 \$15,315.23**

Uncleared checks:

11/25/2019 - check 3857 - Equisure (club liability) \$700.00

## VANGUARD MONEY MARKET

Statement Balance 12/31/2018 \$6,924.19

Dividends and deposits *690.31 = Dividend* \$35,690.31

**Statement Balance 12/31/2019 \$42,614.50**

## ASSETS AS OF 12/31/2019

KEY BANK \$16,015.23

VANGUARD MONEY MARKET \$42,614.50

**TOTAL ASSETS \$58,629.73**

Assets 12/31/2018 \$58,098.24

**NET CHANGE OF ASSETS FROM 12/31/2018: GAIN OF \$531.49**



**MEMBERSHIP**

**REPORT**

## New Applications - Requires Board Approval

Nadine Bosico  
4531 Park View Drive Apt. P-7  
Schnecksville, PA 18078  
Cell 484-788-4664  
[bofelli1@yahoo.com](mailto:bofelli1@yahoo.com)  
Aussie

Thomas A Vanim  
6200 Walnut Lane PO Box 242  
Center Valley, PA 18034  
Home 610-282-1883  
Cell 484-951-9901  
[tlvanim925@gmail.com](mailto:tlvanim925@gmail.com)  
Labrador Retriever

Thank You including this report in the minutes.  
Debbie Achenzie  
Membership

TRAINING  
DIRECTOR'S  
REPORT

**ALLENTOWN DOG TRAINING CLUB**  
**Training Director Report**  
**January 26, 2020**

Wednesday's club training classes are well attended and running smoothly. Dusty's Thursday day Novice class has had 12 dogs the last two weeks and the space she has for her class is too small for 12 dogs and handlers. Effective January 30<sup>th</sup> her class will be divided into two classes. The first one starts at 9:30am and the second class at 10:30am. Dusty will keep me up to date on attendance and if attendance goes down, then we will go back to one class.

Anna's open and utility classes are well attended and running as scheduled.

Linda Krasley's Novice Rally class is well attended and running smoothly.

Carol McCarthy's Beginner Class graduates January 30<sup>th</sup>.

I have scheduled a new STAR Puppy Class and a Beginner class starting Thursday February 6<sup>th</sup>. To date, I have only one application and check returned to me. Hopefully we will have these classes, but it depends on how many people are interested. I have had very few telephone calls for pet training and that is unusual for this time of year. I'm not sure what the problem is with the exception of there are a lot of other training facilities nearby.

I am running a Utility 2 week workshop, January 23<sup>rd</sup> and 30<sup>th</sup>. I have 8 signed up for January 23<sup>rd</sup> and 7 for January 30<sup>th</sup>. Everyone seemed to enjoy last week's class. I hope to offer a Thursday beginner utility workshop sometime in March. This session will run for 4 weeks at a cost of \$60 and will be an 1 ½ hour class and limited to 8. It will be held after the 6 week puppy session is completed.

**MATCH SHOW:**

The match show scheduled for Sunday, February 9<sup>th</sup> is completely full. I have all the judges and stewards needed. The show runs from 9am to 5pm. There are 56 slots which gives us an income of \$560. We have to pay \$200 to the park for the building. If the mats are left down, then there will be no additional mat cost. Will have coffee and continental breakfast for judges and stewards and will get pizza from Sal's pizza shop, as they deliver. Will

bring some snacks for the workers. Bill Springer has water and soda left over from the Christmas party, which he will bring to the building. We will need additional baby gates that are in storage and the Springers and I will set them up Saturday afternoon. We will need help getting them back to storage after the match on Sunday.

I am planning on contacting Connie Cleveland to see if she is available to do a seminar in November. More on this at a later date.

Respectfully submitted,

*Phyllis Broderick*

AUDIT OF  
THE TREASURY  
REPORT

## 2019 ADTC Audit of the Treasury

On January 21, 2020 the audit of the 2019 ADTC Treasury was performed.

First we want to thank Barbara Katz for having all the ADTC financial records available and well organized!

Our findings are as follows:

Reconciliation of the Club Treasury with our Checking and Money Market statements was conducted and everything balanced with December 31, 2019 assets of \$58,629.73. This was a net gain of \$531.49 over December 31, 2018. There was one un-cleared check at year's end for \$700 to Equisure for Club liability insurance.

Our recommendation from the previous year's audit to transfer \$35,000 from checking into the money market account to maximize our dividends was transacted on 3/26/19. 2019 Year End Key Bank and Vanguard Money Market statements are attached.

All documentation was readily available and well organized, and all expenses reconciled with the exception that all insurance information was not available. There was an Equisure insurance refund of \$100 posted on 2/19/19 and it is not clear why an overpayment occurred. We would recommend that in the future the Treasurer have a copy in the files of all insurance invoices/premiums paid since this is a large annual expense.

- The cost of our storage facility increased by \$1,395 over the previous year. The Board may want to review our current storage situation.
- We noted that in February 2019 we contracted with Macungie Park for \$300 (check 2/24/19) in advance of the summer outdoor training and there was an additional payment of \$250 (check 11/25/19) paid to the Park in November 2019 for five outdoor sessions. It was not clear if there is a duplication of payments or if these are for separate classes.

Barbara Artim attended this audit in preparation for assuming the office of Club Treasurer and a number of items were discussed with regard to this transition.

It would be helpful to the next Audit Committee to have a copy of this audit to check whether these findings have been addressed.

We want to thank Barbara Katz for her work as Treasurer and her cooperation in making our audits of the past four years a pleasant endeavor.

This report concludes our audit of the 2019 Club Treasury.

Respectfully submitted by Dusty Springer, John Landis and Lois Linker

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## ASSETS AS OF 12/31/2019

KEY BANK

\$16,015.23

VANGUARD MONEY MARKET

\$42,614.50

**TOTAL ASSETS**

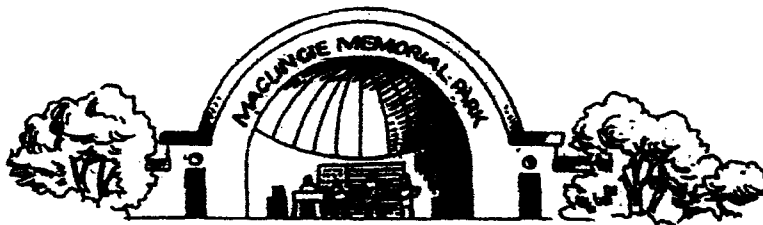
**\$58,629.73**

Assets 12/31/2018

\$58,098.24

**NET CHANGE OF ASSETS FROM 12/31/2018: GAIN OF \$531.49**





c/k 3704  
2/24/19  
Macungie  
Park

P.O. Box 193, Macungie, PA 18062-0193

(610) 966-4289 www.macungiepark.com

### Grounds Rental Agreement

In consideration of the sum of \$ \$300.00, Macungie Memorial Park agrees to rent the Pavilion(s) and Outdoor Grass Area (Approx 4pm-sundown) to Allentown Dog Training Club, Inc./Phyllis Broderick. The grass area will be made available to the Renter from — AM to — PM on Weekdays May 1, 2019 to Sept. 18, 2019\*. They shall leave the grass area in the same condition as when the lease began. The area is to be used for Outdoor dog training and no other purpose. The Park may have its employees inspect the area during the lease period to assure compliance with the Park's rules.

Due to calendar changes and new event scheduling, the Park cannot guarantee the following year's date, but we strongly recommend that the Renters re-book for the next year as soon as possible and we will try to accommodate you.

The Park agrees that during the term of this lease it will maintain its present property and liability insurance for the protection of the Renters and their guests. The Renters agree to defend and to hold the Park harmless and indemnify the Park for any damages or injuries to persons or property that may be caused by the intentional or negligent acts of the Renters or their guests.

Due before the rental date, the Park must receive a certificate from the Renter's insurance company certifying that the Macungie Memorial Park has been named as an "additional insured" on the Renter's liability policy, which policy shall have limits of at least 1,000,000 in Property Damages and 2,000,000 covering Personal Injuries.

**\*ADTC will not be at outdoor grass area on Wednesday, June 12, 2019 for Antique Truck Show set up, Wednesday, July 31, 2019 for Das Awkscht Fescht Set Up and Wednesday, August 21, 2019 for Wheels Of Time Set Up. FYI - Additional dates of outdoor events are shown on the following page.**

Please sign one copy and return it with your payment within 30 days prior to the event dates.

Thank you,

Macungie Memorial Park

Allentown Dog Training Club, Inc.

By:

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

Sent 2/19/19 via e-mail phyllisbrod@comcast.net

Paid \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
908-453-2511

\_\_\_\_\_  
Phone

Pay Macunzie

11/25/19  
CL 3558

Outdoor Public Sessions  
May - Sept 2019

5 Outdoor Sessions @ \$50 per Session

\$250.00

AWARDS

BANQUET

# 2020 Awards Banquet

April 17, 2020

6:00 pm Appetizers

6:45 pm Dinner

**LOCATION:**

**Brass Rail**

Lehigh Street

Allentown

**ADTC**

## Family Style Dinner

Appetizer Trays

Vegetable Soup / Caesar Salad / Rolls

Pot Roast / Chicken Marsala

Mashed Potatoes / Ziti w/Marinara Sauce

Vegetable Medley

Dessert

Soda / Coffee / Tea

Cash Bar

**\$30.00** per person

**RESERVATIONS DUE BY: MARCH 30, 2020**

Checks payable to: ADTC, Inc. TO: Phyllis Broderick, 262 Brass Castle Rd, Oxford, NJ 07863

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

# Attending \_\_\_\_\_



PUBLICITY

REPORT

ADTC Member of the Month Nomination Form

Any member of ADTC is eligible for recognition as a Member of the Month. To nominate someone please complete the following form and return it to Dusty Springer. Forms may be submitted by mailing them to Dusty Springer at 1242 W. Minor St., Emmaus, PA 18049 or by emailing them to [bohooch@yahoo.com](mailto:bohooch@yahoo.com)

First and last name of nominee:

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Why is this ADTC Member being nominated? (For example, this person has helped me to train my dog; when I was a new member, this person made me feel welcome; this person has served ADTC in numerous capacities for many years, etc.)

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Date nominated: \_\_\_\_\_

If readily available, Nominee's contact information:

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Please note: The nominee will be contacted within a week after this form has been received. However, inclusion of the nominee's article in the newsletter is dependent on how quickly he or she responds to the request for information and a picture. Also, a nominee may choose to decline to participate in this program. Thank you.

January 2020

Dear

Congratulations on being nominated as an ADTC Member of the Month.

Every month the Allentown Dog Training Newsletter recognizes an ADTC Member of the Month. In order to develop your article, we need a clear photo of you and/or your dog along with information on your background and experience. Whether you are a rather new member or a very experienced handler, you have valuable insights to share with other members of the club. **The questions that follow this introduction are intended as a guide. Please feel free to add, ignore, or alter the questions in order to best relate your experiences. A personal or humorous story is always desirable.**

Return your comments to Dusty by e-mail at [bohooch@yahoo.com](mailto:bohooch@yahoo.com) or regular mail 1242 W. Minor St., Emmaus 18049 so that the article can be prepared for inclusion in the newsletter.

If you have any questions or concerns, please contact Dusty at 610-965-6671 or [bohooch@yahoo.com](mailto:bohooch@yahoo.com). I hope to hear from you within the next 7 days.

Best wishes,

Dusty Springer

#### **MEMBER OF THE MONTH QUESTIONS:**

1. How long have you been involved in dog training? Do you have a preferred breed?
2. What are the names, breeds, and ages of the current canine members of your family?
3. In what activities are you and your dog(s) currently involved?
4. If you and your current dog(s) are competing (or have competed) in obedience, agility, breed, nose works, etc., have you earned any titles? For what title are you currently working?
5. Do you and your dog participate in any community service activities? If so, are you a member of a service group? Would you like to share an experience from this activity?
6. Have you received any special awards or recognition? In addition to handling your own dog, are you involved in other aspects of dog training? (AKC judge, agility instructor, etc.)
7. What is your and your dog's favorite activity? Why?
8. What do you consider your biggest training challenge to date?
9. In a short paragraph relate your favorite dog training story.
10. Do you have any advice for new handlers?