

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

MINUTES

Board Meeting Via Conference Call Due To Covid 19 Restrictions

The meeting was called to order at 7:22 p.m. by President Chuck Achenzie.

Roll Call

Present on the conference call 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 Barbara Grotzinger, Anna Guglielmo, Steve Markowitz and Edie Rysdyk. Board Member Cris Courduff absent.

Minutes

The Board had before it for approval the minutes of the meeting held on February 23, 2020. Anna Guglielmo 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).

Barbara reported that she has compiled a chart listing all six insurance policies, their expiration dates, what they cover, and the cost for each policy. The annual cost for insurance is \$3,230.00. Barbara would like the Board to review these insurance policies at a later date.

Lois Linker inquired as to what policy covers club equipment. Barbara responded stating that the property casualty policy covers equipment.

As no corrections or additions were noted to the Treasurer's report, Terry Papineau moved to accept the Treasurer's Report as submitted. The motion was seconded by Barbara Grotzinger and the motion passed by unanimous voice vote.

Correspondence Report

Terry Papineau reported she received correspondence from the AKC asking clubs to follow all federal, state and local rules regarding Covid 19.

Federation Report

Edie Rysdyk reported the Federation was holding their meeting this same night and she is unable to attend it as she is attending this meeting. She also noted the Federation has put everything on hold.

Training Director's Report

Phyllis Broderick presented her Training Report (see attached).

Committees

Website

Lois Linker would like guidance as to what she can post on the website concerning classes. Phyllis Broderick responded that everything is on hold for now until restrictions start to become relaxed.

Newsletter

President Achenzie reported the deadline for the May newsletter is April 29, 2020.

Awards Banquet

Phyllis Broderick suggested that the awards banquet be cancelled this year and the awards be presented at a club meeting. Everyone was in agreement with this plan. President Achenzie will notify Judy Lasso.

Upon inquiry, Barbara Artim said she has not deposited the banquet checks as she has not received them. Phyllis Broderick stated she had included them with the last beginner class money envelope. Discussion ensued and it was determined that several things will be checked regarding the banquet checks.

Constitution and Bylaws

Edie Rysdyk reported that the final report of the committee needs to be typed but her office is working remotely and it has not been done. As soon as the report can be typed, it will be presented to the Board of Directors for review.

Clothing Order

President Achenzie reported the club clothing has been ordered. It is unknown when the order will be completed and shipped due to restrictions from Covid 19. The order totaled approximately \$1,400.00.

Sunshine Committee

President Achenzie reported that a sympathy card was sent to the family of Patricia Temarantz-Mickowski.

Shows

Point Show

Lois Linker reported that the club did not lose a penny with the show being canceled. The three obedience judges have all agreed to judge at the 2021 show but a new rally judge will need to be secured. The AKC will apply all fees paid for the canceled 2020 show to the 2021 show. Lois has also agreed to be the obedience chair for the 2021 show but would like to have the club member who will take over the obedience chair position for the 2022 show work with her on the 2021 show.

Old Business

Phyllis Broderick noted that she is taking a wait and see position concerning the Connie Cleveland seminar. We should have information from the government coming out in May. Phyllis feels the seminar will fill easily and would like to put out a flyer to club members, possibly in the middle of May. After club members have a chance to register, slots can then be offered to the general public.

New Business

Discussion ensued concerning hiring a CPA to advise Barbara Artim in submitting club income tax returns. The club has enough funds to pay a CPA to advise the club. Barbara stated that there are so many glitches to the law and it is difficult for a layman to follow the income tax laws. It was the general consensus of the Board that a CPA should be consulted.

General Business

The next Board meeting will tentatively be held on May 24, 2020, at 7:00 p.m. at Wegmans on Tilghman Street. There will be no general meetings until all Covid 19 restrictions are lifted.

The Staples number is 610-439-2800.

Lois Linker asked if there is no meeting next month will the Board hold another conference call. President Achenzie responded that if necessary a conference call will be held.

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 8:12 p.m.

Respectfully submitted,

Carol McCarthy
Recording Secretary

TREASURER'S
REPORT

Treasurer's Report
Board Meeting 4/26/20

- Account Balance Report - The current BB&T balance is \$22,641.31.
- Account Balance Report - The Vanguard Account balance is \$42,764.55.
- See Income by Expense/Category Report 042220 Year to Date. Total Income is \$16,913.11, Total Expense is \$9,587.03. Net difference: \$7,326.08.
- Deposits for the Point Show have been refunded by both K9Jym and Berks 4H.
- Updated list of all ADTC insurance policies listed in order of expiration date. At some point these should be reviewed for content to be sure they are accurate/applicable.

4/23/2020

Account Balances - As of 4/23/2020

(Includes unrealized gains)

Page 1

Account	4/23/2020 Balance
Bank Accounts	
Checking	22,641.31
Savings	0.00
TOTAL Bank Accounts	22,641.31
Cash Accounts	
Cash Account	0.00
TOTAL Cash Accounts	0.00
Investment Accounts	
ING CD	0.00
Vanguard	42,764.55
TOTAL Investment Accounts	42,764.55
OVERALL TOTAL	65,405.86

Income/Expense by Category - Year to Date

1/1/2020 through 4/23/2020

4/23/2020

Page 1

Category	1/1/2020- 1/31/2020	2/1/2020- 2/29/2020	3/1/2020- 3/31/2020	4/1/2020- 4/23/2020	OVERALL TOTAL
INCOME					
Clothing Sales	0.00	0.00	1,485.00	0.00	1,485.00
Dues	2,405.00	330.00	140.00	0.00	2,875.00
Match Show In	0.00	560.00	0.00	0.00	560.00
Miscellaneous Income	77.00	600.11	0.00	0.00	677.11
Point Show In	242.00	633.00	0.00	0.00	875.00
Training	2,883.00	2,044.00	1,489.00	800.00	7,216.00
Training-Rally	640.00	165.00	1,040.00	0.00	1,845.00
Training-Specialty	120.00	1,260.00	0.00	0.00	1,380.00
TOTAL INCOME	6,367.00	5,592.11	4,154.00	800.00	16,913.11
EXPENSES					
Insurance	-100.00	1,704.00	-103.00	0.00	1,501.00
Match Expense	200.00	50.56	0.00	0.00	250.56
Miscellaneous Expense	31.00	0.00	522.00	0.00	553.00
Point Show Expense2020	0.00	0.00	-500.00	0.00	-500.00
Seminar Exp	0.00	300.00	0.00	0.00	300.00
Telephone	32.69	32.56	70.12	32.48	167.85
Training Exp	1,930.00	1,055.10	3,390.00	459.52	6,834.62
Training Exp-Rally	0.00	210.00	0.00	0.00	210.00
Training Exp-Specialty	120.00	0.00	50.00	100.00	270.00
TOTAL EXPENSES	2,213.69	3,352.22	3,429.12	592.00	9,587.03
OVERALL TOTAL	4,153.31	2,239.89	724.88	208.00	7,326.08

EXPIRATION DATE	POLICY NUMBER	TYPE	PREMIUM	INSURANCE COMPANIES
1/4/2021	B12308234A20-ALLEN-1	General Liability	\$550.00	Beazley/Equisure/Lloyds
1/4/2021	NHH000172	Liability AKC Events	\$50.00	Beazley/Equisure/Lloyds
2/8/2021	B123062096D20-ALLEN-1	Pet Trainer General & Professional Liability	\$1,276.00	Equisure
2/25/2021	I-660-9564A616-TIL-20	Property Casualty	\$355.00	Travelers/ John F Moore Agency
9/9/2020	105627611	Employee Dishonesty Coverage	\$184.00	Travelers/ John F Moore Agency
11/1/2020	PHSD1478793	Directors and Officers Liability	\$815.00	Philadelphia Insurance Co.
			\$3,230.00	

TRAINING
DIRECTOR'S
REPORT

ALLENTOWN DOG TRAINING CLUB

Training Director Report 04-26-20

Currently all class have been cancelled thru April 30th. I would like to recommend that classes continue to be discontinued thru May or when the Pennsylvania Government relaxes their restrictions on social gatherings. When restrictions are limited I would like to propose the following:

1. Limit classes to 6 participants. This way the 6 foot social distancing can still be maintained.
2. All participants must wear masks. Gloves optional.
3. Classes of 6 by pre-registration only – 6 week session at a cost of \$48.
4. Classes sign up for:
 - Wednesdays: 5:30 to 6:30pm – Advanced Beginner/Novice Instructor Carol McCarthy.
6:45 to 7:45pm - Beginner Utility Instructor Carol McCarthy
5:30 to 6:30pm – Open – Instructor Phyllis Broderick
6:45 to 7:45pm – Show Ready Novice/Novice Instructor Phyllis
 - Thursdays: 10:00 to 11:00am – Novice Instructor Dusty Springer

9:00 to 10:00am – Utility Instructor Anna Guglielmo
10:15 to 11:15am – Open Instructor Anna

5:30 to 6:30pm - Rally – Instructor Linda Krasley – Linda can decide what level rally she chooses to start with.

If more than 6 people sign up for the above classes, we will look into adding additional classes to accommodate everyone.

Carol's Beginner Class – Carol has taught one week of the beginner class. I will ask her to contact her class and see if they want to wait for the class to continue or want a discounted refund.

BANQUET:

There are 40 people who have paid for the banquet. I have changed the date from April 17th to June 10th. I believe we should cancel the banquet this year. I recommend we give out the awards after a meeting with some refreshments. This could be done at our first legal meeting or at our first indoor meeting.

Respectfully submitted,

Phyllis Broderick