

**ALLENTOWN DOG TRAINING CLUB
BOARD OF DIRECTORS MEETING
April 28, 2019**

MINUTES

Call to Order

The meeting was called to order at 7:00 p.m. by President Chuck Achenzie.

Roll Call

Present at the meeting were President Chuck Achenzie, Vice President Lois Linker, Recording Secretary Carol McCarthy, Corresponding Secretary Edie Rysdyk, Treasurer Barbara Katz, Training Director Phyllis Broderick and board members Anna Guglielmo and Krista Stayer. Board members Barbara Grotzinger and Cris Courduff were absent. Club member Debbie Achenzie was also present.

Minutes

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

Correspondence

Edie Rysdyk reported that she has sent the names of the current officers and board members to AKC. AKC responded back wanting a telephone number for each person. It was the general consensus of the participants at the meeting that it was okay to supply phone numbers to AKC.

Lois Linker wanted to verify that Janet Moore's name is off of AKC records. Edie stated she is getting ready to resubmit the information with the phone numbers and after AKC posts the information she will check to make sure Janet Moore's name is off the club's records.

Federation

Edie Rysdyk reported that Darrin Cox will attend a meet and greet with legislatures in Harrisburg.

Training

Phyllis Broderick presented her report (see attached).

Treasurer's Report

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

Phyllis Broderick moved to accept the Treasurer's Report as submitted. The motion was seconded by Anna Guglielmo and the motion passed by unanimous voice vote.

Committees

Website

Lois Linker reported the website is up to date with the exception of the award banquet pictures which have not yet been posted. She will post them as soon as she is able to do so.

Newsletter

President Achenzie announced that April 29, 2019, is the deadline for the May newsletter.

Awards Banquet

President Achenzie presented the financial report from Donna Barto and Sue Iobst on the awards banquet. There was a profit of \$565.75 (see attached).

There was a brief discussion concerning The Brass Rail where the banquet was held. It was generally agreed that the crab cakes were not good and that the servers were trying to take away the food before people were finished eating. It was suggested that perhaps a buffet next time might be a good idea.

Audit Committee

Lois Linker presented the report from the audit committee of the 2018 treasury (see attached).

Dusty Springer and John Landis were members of this committee and President Achenzie thanked Lois, Dusty and John for their work.

It was noted that the club's checking account which is free requires a minimum balance of \$10,000.00. Discussion ensued concerning the timely submission of money from the various obedience and rally classes. Without knowing where the money is coming from and what classes it covers there is no way to track the profitability of a particular class. It was suggested that on a monthly basis all money and a detailed report should be submitted to the Treasurer by the 10th of the following month.

Lois noted that there will be a new Treasurer for 2020 and it would be a good idea to get a volunteer to shadow Barbara Katz to make the transfer smooth.

Trophy Donations

Lois Linker reported that she has a total of 90 toys for the point show to be held on May 18, 2019. She also just received all the ribbons and rosettes for the show and has checked them over to make sure they are correct. It seems that the trophy committee and the raffle basket committee are inadvertently competing for toys. Some toys that were given to Lois were taken back by the donator and then given to raffle baskets because that is where the donor wanted them to go. Lois suggested that maybe there should be a cut off date for raffle basket donations. Krista Stayer said she does have some leftover toys which she will give to Lois for trophy donations.

Raffles

Krista Stayer reported she has 8 large full baskets for the raffle at the point show. She also has quite a few bottles of wine. Discussion was had about how many baskets should be put out for the show which will be determined when the count of exhibitors is finalized. She said she may put out 6 baskets instead of the 8. It was also discussed that maybe there should be a basket for people working the show who could be given tickets that would enter them in the raffle for the workers basket. This could be smaller baskets with more human oriented items such as gift certificates. General discussion ensued and it was agreed that workers should also get lunch. Phyllis Broderick suggested that if there are extra wine bottles they would make good judge gifts.

Constitution & Bylaws Committee

Edie Rysdyk reported that she will be getting together with Phyllis Broderick and John Landis to start work on the club bylaws in the near future.

Point Show

Phyllis Broderick asked Lois Linker what hotel were the out of town judges using. It is the Quality Inn on Route 309 about one mile south of the training facility in Colmar.

Edie Rysdyk will bring her large coolers to the show. Edie reported she is still looking for stewards for the point show for both obedience and rally. She actually has no stewards for rally at all. Phyllis Broderick suggested that Edie should call Linda Krasley who may be able to supply her with the names of some of her students who would be able to steward.

Stewards should show their badge to get lunch. Phyllis reported that John Landis is going to contact the judges and take them out for dinner Friday night prior to the show.

Lois Linker suggested that instead of mentioning just in the show catalogue who a particular show is dedicated to, that it also be mentioned in the premium because not many people purchase catalogues anymore.

Match Show

President Achenzie thanked Lois Linker and Phyllis Broderick for a great match show and that the Linker's building was great.

Phyllis Broderick reported that the match show held on April 27, 2019, at the Linker's training building was a great success. She also stated she was disappointed in the lack of volunteers to judge and steward at this club event. Phyllis indicated that she wonders about continuing holding these type of events if members do not volunteer to help. She said they were very short handed. Some who were entered stayed to help and there were members who showed that did not help at all. Phyllis said if there is no cooperation from the membership she wonders about having a September match show.

It was suggested that possibly a short seminar on stewarding might help but it was noted this was done last year. Phyllis said the instructors have to push their students to help out at club events. Anna Guglielmo said she never saw an email requesting help. It was noted that it was in the newsletter, on the website and announced at both the Board of Directors meetings and at the general meetings.

Lois Linker reported she sent out an email to all who entered asking them what they liked and what they did not like. Lois also reported that there was a net profit of \$552.74 for the club (see attached).

Old Business

Sunshine Proposal

Dorothy Wesley has agreed to be take on the job of the sunshine committee. President Achenzie stated that he reworded some of the original proposal to adapt it to just one person taking on the responsibility instead of a committee (see attached).

Anna Guglielmo moved to accept the revised sunshine proposal. Edie Rysdyk seconded the motion and the motion passed by unanimous voice vote.

New Business

Club Picnic

President Achenzie stated that last year Lois Linker and Edie Rysdyk were in charge of the club picnic. There were no volunteers for this year among those attending the board meeting. President Achenzie said he will announce it at the next general meeting and see if there are any volunteers from the membership. If not there will not be a club picnic in 2019.

Paw Prints on The Canal

President Achenzie reported that Dusty Springer submitted the invitation the club received for the Paw Prints on The Canal event to be held on June 2, 2019, in Northampton, PA,

(see attached). It is held to benefit the Northampton Police Department K-9 unit. It will cost the club \$15.00 to secure a booth.

Edie Rysdyk motioned to approve the expenditure of \$15.00 by the club to secure a booth at the Paw Prints on The Canal event. Barbara Katz seconded the motion and the motion passed by unanimous voice vote.

General Business

The next Board of Directors meeting will be held on May 26, 2019, at 7:00 p.m. at Wegmans on Tilghman Street in Allentown, PA, and is open to the membership.

The next General Meeting will be held on May 8, 2019, at 7:30 p.m. at Macungie Park.

Adjournment

There being no further business before the board, Phyllis Broderick moved, seconded by Lois Linker, to adjourn the meeting. The motion passed by unanimous voice vote and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Carol McCarthy
Recording Secretary

TREASURER'S
REPORT

Banking Summary - Year To Date

1/1/2019 through 4/26/2019

Category	1/1/2019- 4/26/2019
INCOME	
Banquet In	1,575.00
Brag Box	54.00
CGC	55.00
Donation In	700.00
Dues	1,820.00
Dues2019	1,080.00
TOTAL Dues	2,900.00
Interest Inc	2.38
Match Show In	
December2018	26.00
TOTAL Match Show In	26.00
Point Show In	
Trophy	125.00
Trophy2019	420.00
TOTAL Point Show In	545.00
Training	
Beginner Class	1,120.00
Beginner Novice	480.00
CGCandTricks	260.00
club Training	136.00
Clubtraining2017	138.00
ClubTrainingThursdayam	471.00
ClubtrainingThursdays	605.00
ClubtrainingWednesdays	1,791.00
MacungieParkSummer2018	-300.00
MacungieParkSummer2019	-300.00
Noviceam	240.00
Open Class	122.00
Anna	80.00
TOTAL Open Class	202.00
Open-Utilitypm	239.00
OpenClassAnna	370.25
OpenClasspm	280.00
OpenUtilityAnna	30.00
Rally Class	360.00

Banking Summary - Year To Date

1/1/2019 through 4/26/2019

Category	1/1/2019- 4/26/2019
Rally Club	250.00
Rally Run Thrus	120.00
RallyMasters	270.00
Rentals	920.00
star Puppy	720.00
Utility Class	32.00
Anna	60.00
TOTAL Utility Class	92.00
UtilityClassAnna	285.00
UtilityClasspm	125.00
TOTAL Training	8,904.25
TOTAL INCOME	14,761.63
EXPENSES	
Bank Charge	35.00
Banquet	1,327.25
Dues Other Organizations	25.00
Insurance	
clubliability	-100.00
PropertyCasulty	325.00
TrainerLiability	1,698.30
TOTAL Insurance	1,923.30
Point Show Expense	
Application2019	100.00
Other	42.72
Trophy	355.74
TOTAL Point Show Expense	498.46
Postage	51.21
Supplies	158.64
copies	26.65
TOTAL Supplies	185.29
Tax Preparation	38.14
Telephone	127.22
Training Exp	
Mats	960.00
2018	160.00
TOTAL Mats	1,120.00

Banking Summary - Year To Date

1/1/2019 through 4/26/2019

Category	1/1/2019- 4/26/2019
Rent Macungie	
Thursdays	1,600.00
Wednesdays	1,000.00
TOTAL Rent Macungie	2,600.00
RentMacungieThursdays2018	1,600.00
RentMacungieWednesdays2018	875.00
Trainer	
Beginner Class	410.00
ClubThursam	240.00
ClubTraining2018Thursdayam	180.00
CombinedOpenandUtility2018	270.00
CombinedOpenUtility	585.00
Open Class	30.00
Anna	210.00
TOTAL Open Class	240.00
Rally Class	180.00
Rally Class2018	540.00
Ring Prep	90.00
starpuppy	260.00
TrainingExp	
CGCandTricks	120.00
TOTAL TrainingExp	120.00
Utility Class	
Anna	240.00
TOTAL Utility Class	240.00
TOTAL Trainer	3,355.00
TOTAL Training Exp	9,550.00
Trophies	1,889.22
TOTAL EXPENSES	15,650.09
TRANSFERS	
TO Vanguard	-35,000.00
TOTAL TRANSFERS	-35,000.00
OVERALL TOTAL	-35,888.46

TRAINING
DIRECTOR'S
REPORT

ALLENTOWN DOG TRAINING CLUB

Training Director Report 4-28-19

Debbie Achenzie's beginner class graduated Thursday, April 25th.

A new puppy kindergarten class starts May 9th. Terry Papineau instructor.

A new CGC class starts May 9th. Dusty Springer Instructor, Phyllis assisting.

A new beginner class is scheduled to start Tuesday, May 21st.

Outdoor training will start Wednesday May 1st.

Seminar: Have not worked out the topics for the seminar. Will have it finalized this month.

Match Show was a huge success. It was very disappointing to have so few members volunteer to steward and/or judge. Terry Papineau and Kathy Pugh entered the show and they stayed the day and helped judge. These match shows are a money maker. Thanks to the Linkers who not only donated their building but Link judged Open and Lois stewarded Utility as well as had food available to members. I have mixed feelings about continuing the match shows unless we get support from members.

Phyllis Broderick
Training Director

2019 BANQUET

REPORT

From: Donna Barto [dpbarto@ptd.net]
Sent: Sunday, April 21, 2019 10:44 PM
To: 'Barbara Katz'; 'Chuck'
Cc: 'Sue Iobst'; 'Donna Barto'
Subject: Banquet report

ADTC 2019 banquet report:

Receipts

\$1575.00 reservations 63 @ 25
\$120.00 raffle donation money from five members
\$435.00 raffle ticket sales

\$2130.00

Expenses

\$1327.25 Brass Rail
\$137.00 Raffle expenses
\$100.00 Centerpieces

\$1564.25

$\$2130.00 - 1564.25 = \565.75

$\$435.00 - 237.00$ expenses paid in cash = $\$198.00$ & $120.00 = \$318.00$ sent to treasurer
Ck # 4904 for 20.00 and Ck # 2103 for 298.00 = $\$318.00$

Donna Barto and Sue Iobst

AUDIT OF TREASURY
REPORT

2018 ADTC Audit of the Treasury

On February 13 and March 4, 2018 the audit of the 2018 ADTC Treasury was performed.

First we want to thank Barb 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, 2018 assets of \$58,098.24. We are recommending that due to the significant dividends we accrue on our Money Market account (\$122.20 on \$6,924.19) compared to the minimal amount of interest we accrue on our Checking Account (\$9.92 on \$51,174.05), we move a large sum from Checking into the Money Market account. We suggest the sum to be moved be based on the minimum amount of money required to maintain our free Checking Account plus whatever sum will typically be expended on a monthly basis - \$35,000 appears to be a good sum to begin, with possibly more to be moved in the future.

All documentation was readily available and well organized, and all expenses reconciled with one exception. Barb was not in receipt of all insurance information. We requested a copy of the trainer insurance information from Edie Rysdyk and found that all insurance premiums paid were accounted for with documentation. We would recommend that in the future the Treasurer have a copy of all insurance policies/premiums in the files to support the premiums paid, since this is a large annual expense.

Reviewing the income, we would like to see more detail in some categories. We are recommending that for each event and/or income generator, the member responsible for that event provide the Treasurer with a detailed report of each income source and expense, which should be attached to the treasurer report for the corresponding month. The detailed report should contain a list consisting of each individual source of income along with date and amount, as well as each expense accompanied by a corresponding receipt. This recommendation includes, but is not limited to, the following categories:

- The Awards Banquet
- Membership applications/initiation fees and annual dues
- Club matches
- The annual Obedience and Rally Trials
- Seminars
- Christmas Party
- Club Clothing
- Any other major event

Regarding trainer income and expenses, we recommend that all monies received and requests for payment by the Treasurer:

- Be received in a timely fashion – within 15 days following the end of the month the income was received or expenses incurred. Trainers should submit for payment within 15 days for the prior month also.
- Be accompanied by a detailed explanation of what the training income covers – ie, dates, # students, class names, total \$ collected, etc. Currently some reports only give a total of monies collected and do not have names of classes or other important information.

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

This report concludes our audit of the 2018 Club Treasury.

Respectfully submitted by Dusty Springer, John Landis and Lois Linker

4/27/19 MATCH SHOW

REPORT

4-27-19 ADTC Match

Class	Pre-entries	# Day of Match	
BN		3	
Novice	8	1	
Open	26	1	
Utility	14	2	
R - Novice	1		
R - Advanced	1		
R - Excellent	1		
Total	51	7	58
Total \$			\$580.00
Workers Hospitality			\$27.26
TOTAL PROFIT			\$552.74

REVISED SUNSHINE
COMMITTEE

PROPOSAL

ADTC Sunshine Committee – Proposal (Revised)

Structure – The ADTC Sunshine Position shall be composed of one volunteer member. This person will relay all information to the Membership Chairperson to send out to the general membership via e-mail. This person shall also notify the Newsletter Chairperson with information to be published in the newsletter.

Mission – to inform the membership of a member's illness, distribute get well and sympathy cards for members to sign, send said cards, and make members aware of family requests after the passing of a member, a member's canine companion, or someone in a member's immediate family. To take charge of providing the appropriate remembrance for a deceased member as determined in the sunshine committee guidelines.

Funding – The Sunshine person will purchase cards, stamps, etc. as required and submit receipts to the treasurer for reimbursement.

Guidelines –

- A. Club members suffering from a serious illness or injury requiring long term treatment, hospitalization or surgery: The club as a whole will send an appropriate card. The member's address will be supplied at a general membership meeting and via e-mail so that individuals may send cards, flowers, etc. as they deem appropriate.
- B. Death of a member, member's canine companion or of someone in the member's family: the club as a whole will send an appropriate card, and individual members will be informed as to any donation requests made by the family. In addition, memorial service information will be shared when the Sunshine person can access it without infringing on the family's privacy. The member's situation and address will be supplied at a general membership meeting and via e-mail so that individuals may send cards, flowers, etc. as they deem appropriate.
- C. Death of a headtrainer: The club will dedicate the next point and match shows to the deceased. The club as a whole will send an appropriate card, and individual members will be informed as to any donation requests made by the family. Memorial service information will be shared when the Sunshine person can access it without infringing on the family's privacy. The member's situation and address will be supplied at a general membership meeting and via e-mail so that individuals may send cards, flowers, etc. as they deem appropriate.

In addition, the club will donate \$50.00 dollars to the ADTC trophy fund for show trophies in memory of the deceased and/or to a separate fund to be used for training equipment purchases to be eventually dedicated in the name(s) of all for whom the money was donated. The specific fund will be determined by the board for each individual situation.

- D. Death of a founding member, lifetime member, current or former training director, current or former board president: The club will dedicate the next point and match shows to the deceased. The club as a whole will send an appropriate card, and individual members will be informed as to any donation requests made by the family. Memorial service information will be shared when the Sunshine person can access it without infringing on the family's privacy. The member's situation and address will be supplied at a general membership meeting and via e-mail so that individuals may send cards, flowers, etc. as they deem appropriate.

In addition, the club will donate \$100.00 dollars to the ADTC trophy fund for show trophies in memory of the deceased and/or to a separate fund to be used for training equipment purchases to be eventually dedicated in the name(s) of all for whom the money was donated. The specific fund to be determined by the board for each individual situation.

Reporting – The Sunshine person will provide a monthly report to be included in the club’s meeting minutes and read at the monthly meeting. As needed, the Sunshine person will submit a monthly expenditure report to the treasurer to be included in the treasurer’s monthly report.

Information Retrieval -- Club members are encouraged to contact the sunshine person with information pertaining to a member’s illness, passing, or loss of a loved one or canine companion via e-mail, personal contact or phone call.

Sample Informative e-mail

Dear Friends,

This message is to inform you of the passing of Shar’n D. Credit on the February 31st. The family has requested that in lieu of flowers donations be sent to Sam Springer c/o More Dog Food More Often. Services will be held on April 1 at 2:00 AM at ALPO, First Eat St., Allentown, PA. Personal expressions of condolence may be sent by mail to 1 Woofems Road, Emmaus, PA 18049 or by e-mail to Sam8ItAll@gmail.com

Sincerely,
ADTC Sunshine Person

PAW PRINTS ON THE
CANAL EVENT



Paw Prints on the Canal Event

June 2nd, 2019

11 am to 4 pm

Rain or Shine

Greetings!

We are in the process of preparing for Paw Prints on the Canal Event's 11th year and are cordially inviting your organization/company to participate! Paw Prints will be held rain or shine on Sunday June 2, 2019 from 11 am to 4 pm.

Paw Prints on the Canal Event benefits Northampton Boro Police Department's K-9 Unit. Officer Michael Buchanan and his K-9 partner, Vito will be on hand for demonstrations on the work of a K-9!

Terry Stanglein, VMD & Associates will be available throughout the day for rabies vaccinations and microchipping.

We will be featuring the Sharp Dressed Pet Contest with 1st, 2nd and 3rd Prizes for each contest! Other activities that are being worked on will be announced at a later date.

We are also presenting the rescue parade for the rescues/shelters to participate with their dogs/cats looking for their forever home. The rescues/shelters may also include any adopted pets to further promote their rescue/shelter. The rescue parade proved successful for a couple of lucky dogs finding their forever homes!

The registration fee is \$15.00 for non-profit and \$25.00 for profit with all proceeds going to Northampton Boro's Police Dept. K-9 Unit.

We are also asking for donations for our raffle drawing that will take place at 3:30pm with all proceeds from the raffle tickets going directly to the K-9 Unit.

Please complete the attached forms by May 15 2019. To be listed on our flyer, please return the registration form and registration fee by April 15 2019. Also, from previous attendance, if you would like to have the same spot as last year, please mark on top of registration form.

We are looking forward to another spectacular event that all of you helped create and look forward to seeing you all there! If you have any questions please feel free to contact us either by email at pawprintsonthecanal@yahoo.com or Candi 610-554-3678 or Julie/Tom 610-440-0079.

Thank you for all you do!

Paw Prints Coordinators



PAW PRINTS ON THE CANAL
June 2, 2019 Sunday 11am to 4pm Rain or Shine
VENDOR COMMITMENT FORM

Yes, we are also interested in donating a Prize Giveaway item!
(To support the event, we request each vendor to donate one item.)

Company/Group Information

Company Name & Website:

Address:

City/State/Zip:

Contact:

Email:

of Spaces Requested :

NON-PROFIT - (\$15.00)

PROFIT - (\$25.00)

PLEASE MAIL BOTH REGISTRATION FORM & FEE (check made payable to JULIA GLICK) to:

Julia Glick 427 McKeever Lane, Northampton, PA 18067

EVENT INFORMATION

- All vendors/rescue groups must supply their own table/tent. Each vendor/group is allowed a 12'(wide) by 15' (long) space in grass. If you require more space, please reserve 2 or more spaces.
- Registration fees: \$25.00 for profit, \$15.00 for Non-Profit/Rescue groups is required for each space, made payable to: Julia Glick and mail to 427 McKeever Lane Northampton, PA 18067.
- Dogs are more than welcomed, however we ask that you clean up after them.
- Please return registration form & registration fee by May 15, 2019. **To receive free advertising on our flyer, registration form & fee must be received by April 15, 2019.** Reservation fee is non-refundable.
- *Returned checks will be subjected to a \$25.00 service fee.*
- Due to our current refreshment stand providing their time & donating all profits to the K-9 Police Department, we are requesting **NO** selling of food or beverage items without prior consent of the event coordinators. Any questions, please contact Candi (610-554-3678), Julia & Tom Glick (610-440-0079) or email us at pawprintsonthecanal@yahoo.com.

RELEASE INFORMATION

By signing below, your company/group releases Paw Prints on the Canal from any liability due to damages to person or property. You assume all risk and responsibility to your volunteers/employees and property. You also agree that all garbage and anything else left must also be picked up by your employees/volunteers before leaving. All vendors are encouraged to come and set up as early as 9:00 AM.

Company/Group

Signed