



ALLENTOWN DOG TRAINING CLUB, INC.

Board Meeting Minutes

Jan 28, 2024

Macungie Park

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ALLENTOWN DOG TRAINING CLUB  
BOARD OF DIRECTORS' MEETING  
Date: Jan 28, 2024  
MINUTES

The meeting was called to order at 6:04 pm by President Chuck Achenzie.

**Roll Call**

Present at the meeting were the following: President, Chuck Achenzie; Treasurer, Linda Eldon; Recording Secretary, Tracy Krapf; and Board Members, Debbie Achenzie, Katie Dyer, Edie Rysdak and Lili Sanderlin

Absent: Vice President, Gail James; Training Director, Terry Papineau; Board Members, Steve Markowitz, Sherry Hanley

**Minutes:**

The board had before it for approval the minutes of the board meeting held on Nov 26, 2023. No corrections or additions were noted. Katie Dyer moved to accept the Nov 26, 2023 minutes. The motion was seconded by Linda Eldon and the motion passed by unanimous voice vote.

**Treasurer's Report - Linda Eldon:**

**Linda read the treasurer's report (see attached page 6-8 ).**

No corrections or additions were noted to the Treasurer's Report. Debbie Achenzie moved to accept the Treasurer's Report as submitted. The motion was seconded by Edie Rysdak and the motion passed by unanimous voice vote.

Linda noted the 1099's for the trainers were sent to the CPA.

President Chuck Achenzie commended Linda on a well done job with the Treasury and noted that the clubs progress over a 5 year period show the overall financial growth thanks to the trainers and club activities such as training classes, point/match shows and seminars.

**Correspondence – Kathryn Dyer:**

A letter dated 1/24/24 was received from AKC updating a new AKC ruling to allow the high jump to have breakaway panels. The requirement for equipment change is effective 7/2024. There will be a need to discuss purchasing new equipment for future shows.

We received approval of judging assignment for Larry Wilson -Obedience however Rally Judge, Laura Rixham will need additional seminar competition. Laura's judge assignment is withheld at this time.

### **Federation – Edie Rysdyk:**

Meeting was held on 1/14/24 at which time elections and meeting locations were discussed. In the elections, Edie was not certain if she will stay on the board or not. Decision forthcoming.

### **Membership Report – Debbie Achenzie:**

New Applications - Requires Board Approval

Martha Bell  
23 Llewellyn Lane  
Limerick, PA 19468  
Golden Retriever  
C: 610-291-8334  
[mebonweb@aol.com](mailto:mebonweb@aol.com)

Katie Dyer made a motion to accept the applications to be read and voted on by the membership. Lili Sanderlin seconded the motion,.Approved by unanimous voice vote.

Debbie Achenzie discussed membership renewals are being accepted until 2/1/24. As of todays meeting, 1/28/24, there are 175 members already registered.

### **Training Director's Report – Terry Papineau:**

Training Director Terry Papineau absent Chuck Achenzie read her training report (see attached page 9).

### **COMMITTEES:**

**Website – Steve Markowitz** (absent)  
no report

### **Newsletter – Jacqui Hartranft & Rita Brian:**

*(deadline for Jan Newsletter was Jan 25th , deadline for Feb Newsletter is Feb 25th)*

**Publicity -Jennifer Weidman**

Jennifer will now be handling Publicity. She has been meeting with Dusty Springer and is aware of what the job entails.

**Sunshine committee Debbie & Chuck Achenzie.**

A card was sent to Sally Campbell who had surgery in November.

**Point Show – Gail James - absent**

May and November Point shows

I have made the corrections that AKC sent to Katie and the AKC site should be up to date by Monday. I have contacted Laura Rixham about the questions the AKC had about her missing a seminar. Once that has been done that will be updated also. I will contact Bev and get her to sign a contract, Dusty will be in touch with the Boy Scouts to confirm the date as well. We are on schedule for the May shows.

Thank you,

Gail James

From Gail James email:

As for the trophy donations we have until Jan 31, I do know that Chris said we were lagging with Rally donations, but she does have leftover ribbons for placements and will switch to flat green qualifier ribbons when the others run out. She has placed a ribbon order.

President Chuck Achenzie noted that as of this meeting, 1/28/24, several monetary donations had been received but we are uncertain if it is enough to cover all the prizes. Chuck suggested any further donations be discussed and/or sent directly to Chris.

**Trophies - Cris Courduff**

Cris is still accepting donations for the trophy fund until January 31, 2024.

**Audit Committee - Steve Markowitz (absent)**

Audit report read by President Chuck Achenzie. Attached Page 10

Thank you to Steve, Debbie Achenzie and John Landis for conducting a thorough audit of our Treasury for 2023. Also, thank you to Linda Eldon for keeping such precise records.

**Mat Coordinator – Terry Papineau**

none

## **Awards and Title Recognition – Judy Lasso & Pat Gombocz**

(The deadline for applying for awards and titles was December 31<sup>st</sup>.  
Forms are no longer being accepted.)

### **Old Business:**

none

### **New Business:**

#### Purchase CD

President Chuck Achenzie opened discussion regarding moving funds from Truist checking and Vanguard savings accounts into a CD. Both Chuck Achenzie and Linda Eldon have looked into best rates on CD's. Linda suggested Goldman Sachs at 5.4% over 14 months. Goldman Sachs allows withdrawals on accrued interest. John Landis suggested the club keep \$50,000 liquid and based on the club's current funds, President Chuck Achenzie suggested getting a CD for an even \$50,000. President, Chuck Achenzie and Treasurer, Linda Eldon will meet to decide who has the best rates and terms for the CD.

Katie Dyer made a motion to transfer \$50,000 from the club Truist checking and Vanguard accounts into a CD chose at the discretion of President, Chuck Achenzie and Treasurer, Linda Eldon. Debbie Achenzie seconded the motion and the motion was Approved by unanimous voice vote.

As noted from Vice President, Gail James' email:

*I will send in a separate email Cris's letter requesting that the Board consider donating to Greater Philadelphia Search and Rescue. I know that Stacey has also sent another organization to both Deb and me. I think donating is something that needs to be considered by the Board.*

*Thank you,  
Gail*

President, Chuck Achenzie noted there have been several club members, aside from Gail's email above, that have voiced interest in having the club donate money to organizations. Chuck noted that the club may have donated up to \$500 in past years however the practice stopped due to other club financial needs at the time. The board discussed ideas on bringing the motion up to club members at the next general meeting to see if there are any suggestions about what organizations to donate money. It was noted that, Mary Minnich had a lot of valuable information as to what the police department canine division needs and she may be a good candidate to lead a project like this. It was then further discussed among board members that perhaps we form a committee with Mary Minnich as the Committee Chairperson and possibly Lili Sanderlin as part of that committee as well. President, Chuck Achenzie stated he

would speak with Mary Minnich about her participation. The committee would be responsible to find organizations that would best benefit from our club's donation and then bring the candidate list before the board for a vote and approval.

A motion was made by Katie Dyer to form a Donations Committee. Linda Eldon seconded the motion and the motion was approved by unanimous voice vote.

### **General Business**

- The next Board meeting will be held on Feb 25, 2024 at 6:00 PM inside the hall.
- The next General Meeting will be held on Feb 14, 2024 at 7:00 PM in Macungie Hall.

The Staples number is 610-439-2800.

### **Adjournment:**

There being no further business before the Board, Edie Rysdak moved to adjourn the meeting. The motion was seconded by Katie Dyer. The motion passed by unanimous voice vote. President Achenzie adjourned the meeting at 6:44pm.

Respectfully submitted,  
Tracy Krapf, Recording Secretary

## Treasurer's Report

Banking Summary - 2023		1/1/2023 through 12/31/2023		
Category		INCOME	EXPENSES	PROFIT/LOSS
Events				
Clothing		1534.00	1248.05	\$285.95
Match Show		1,263.00	300.55	\$962.45
Point Show - November		3,697.77	1726.31	\$1,971.46
Point Show May		6,875.73	5,223.50	\$1,652.23
Picnic - Awards/Food		670.00	2,556.02	\$1,886.02
Vanguard Dividend		2,965.98	0	\$2,965.98
Dues		5,570.00	0	\$5,570.00
Miscellaneous		979.15	411.94	\$567.21
Overhead				
Bank Charge			10.00	10.00
Donations			1000.00	1000.00
Dues - Other Organizations			25.00	25.00
Insurance: Club, Directors, Equip.			2139.00	\$2,039.00
Miscellaneous Exp.	100.00		191.99	191.99
Office Supplies/Postage			264.50	264.50
Website			161.88	\$161.88
Storage Unit			2426.00	\$2,426.00
Telephone			500.79	\$500.79
		TOTAL Overhead		\$23,655.63
				\$18,185.53
				\$ 5,470.10
Training				
Training:Adv Beg-Novice - Wed.		4,372.00	2,770.00	\$1,602.00
Training Adv. Beginner - Thurs		3,646.00	1,360.00	\$2,286.00
Training: Attention		1,056.00	520.00	\$536.00
Training:Beginner Class		7,412.00	1640.00	\$5,772.00
Training: Nosework		336.00	0.00	\$336.00
Training:Club TrainingThursday am		7,188.00	4960.00	\$2,228.00
Training: Open , Wed.		3,040.00	1880.00	\$1,160.00
Training:Open-Utility		1,350.00	420.00	\$930.00
Training: Utility, Wed		1,804.00	1280.00	\$524.00
Training:Ring Rental- Thursday		1,483.00	0.00	\$1,483.00
Training-Rally		5,657.00	3,650.00	\$2,007.00
Training-Specialty:Star Puppy,CGC		4,313.00	1,640.00	\$2,673.00
Training: Teaching Open		1,442.00	690.00	\$752.00
Training Exp:Mats			2344.14	\$2,344.14
Training Exp:Rent Macungie:Thursdays			5800.00	\$5,800.00
Training Exp:Rent Macungie:Wednesdays			4100.00	\$4,100.00
Training Exp: Summer Rent			300.00	\$300.00
Insurance: Trainers Liability			1145.00	\$1,145.00
Training Exp:Supplies			262.08	\$262.08
Total Training Income/Expenses		43,099.00	34,761.22	\$8,337.78
TOTAL INCOME/TOTAL EXPENSES		\$ 66,754.63	\$ 52,946.75	\$ 13,807.88
Checking		\$35,805.22		
Vanguard		\$61,659.03		
TOTAL		\$97,464.25		
		Total Training		\$43,099.00
		Total - Non Member Training		\$9,842.10
				22%

	<b>2023 - Annual Financial Report</b>				
<b>Net Worth 2022</b>	<b>12/31/2022</b>		<b>Amount</b>		
	Checking		\$ 24,963.32		
	Vanguard		\$ 58,693.05		
	Total Net Worth			<b>\$ 83,656.37</b>	
<b>Income 2023</b>	<b>12/31/2023</b>				
	Checking		\$ 63,788.65		
	Vanguard		\$ 2,965.98		
	Total Income 2022			<b>\$ 66,754.63</b>	
<b>Expenses 2023</b>	<b>12/21/2023</b>				
	Checking		<b>\$ 52,946.75</b>		
	Vanguard		\$ -		
	Total Expenses 2023			<b>\$ 52,946.75</b>	
<b>Net Difference</b>	<b>2022 - 2023</b>				
	Checking		\$ 10,841.90		
	Vanguard		\$ 2,965.98		
	Total Increase 2023			<b>\$ 13,807.88</b>	
<b>Net Worth 2023</b>	<b>12/31/2023</b>				
	Checking-Truist Bal.		\$ 36,425.21		
	Outstanding Checks		<b>\$ (619.99)</b>		
	Checkbook, Bal.		\$ 35,805.22		
	Vanguard		\$ 61,659.03		
	Total Net Worth			<b>\$ 97,464.25</b>	
<b>Income</b>	<b>3 year average</b>	<b>for IRS</b>			
2021	41,091.90				
2022	55,167.00				
2023	66,754.63				
	163,013.53	54,337.84	( Allowable 3 year average \$50,000.)		

**ADTC BOARD MEETING TREASURER'S REPORT**  
Income/Expense by Category - January 26, 2024  
1/1/2023 through 1/25/2024

	1/1/2023
Category	1/25/2024
<b>INCOME</b>	
Dues	\$ 2,905.00
Investments	\$ 545.24
Brag Box	\$ 57.00
Point Show May - Trophy	\$ 1,018.00
Raffle	\$ 777.00
Training	\$ 8,795.00
<b>TOTAL INCOME</b>	<b>\$14,097.24</b>
<b>EXPENSES</b>	
Clothing Expense	\$ (1,248.00)
Miscellaneous Expense	\$ (453.06)
Point Show Exp. Nov 2023 - AKC Fees	\$ (646.20)
Point Show Exp. May 2023 - AKC Fees	\$ (150.00)
Raffle Expense	\$ (100.00)
Refunds	\$ (112.00)
Storage Unit	\$ (203.00)
Telephone	\$ (107.68)
Training Exp	\$ (3,413.00)
<b>TOTAL EXPENSES</b>	<b>\$ (6,432.94)</b>
<b>OVERALL TOTAL</b>	<b>\$ 7,664.30</b>
<b>CHECKING &amp; MONEY MARKET ACCOUNTS - 01/26/2024</b>	
	1/25/2024
Account	Balance
<b>BANK ACCOUNT</b>	
Truist Checking	\$ 37,449.15
<b>TOTAL Bank Accounts</b>	<b>\$37,449.15</b>
<b>INVESTMENT ACCOUNT</b>	
Vanguard Money Market	\$ 61,659.03
<b>TOTAL Investment Account</b>	<b>\$61,659.03</b>
<b>OVERALL TOTAL (Bank &amp; MM Accts.)</b>	<b>\$99,108.18</b>

## **TRAINING DIRECTOR'S REPORT**

The new session starts next week. We are doing quite well. There are 11 new puppies coming in, 8 beginner dogs and 14 advanced beginners.

Once the membership list is updated, James Stock will be uploading our members onto our new group email list. All you will have to do is click and accept. Hopefully this will work without a hitch so that we can all communicate with each other directly.

Respectfully submitted

Terry Papineau

## ADTC Audit Committee Report

January 18, 2024

On January 17, 2024, the Audit Committee of the *Allentown Dog Training Club* conducted an audit of the Club's financials. The meeting was held in the Macungie Park Hall and consisted of John Landis, Debbie Achenzie and Steve Markowitz. Also in attendance were Chuck Achenzie, Club President; and Linda Eldon, Club Treasurer.

John Landis audited 6 random deposits and reviewed financial practices with Linda Eldon. 42 random payments were also reviewed by Debbie Achenzie and Steve Markowitz and compared to invoices and receipts. All were found in order, correctly matching the statements and paperwork.

The Vanguard savings account balance at the end of the year was \$61,659.03, agreeing with the end of year financial statement balance. The end of year Truist Bank checking account balance was \$35,805.22. John suggested that \$20,000 of this amount move to the Vanguard account for increased interest returns.

The Committee found financial records of the Club in good order.

Thanks to John and Debbie for their assistance with the audit. Also, a big "thank you" to Linda for keeping the books and records in a manner that made the audit transparent to complete.

