

**Newfoundland Athletic Dog Association, Inc. Board of Directors AGENDA  
Sunday, April 11, 2021 8:00pm**

**ZOOM**

**Brenda Rowe, Bev Stevenson, Marguerite Foote, Jennifer Clarke, Fred Rowe,  
Ashley Gibbons, and Dave Walsh.**

**Call Meeting to Order: 8:05pm**

1. Approval of Agenda- Bev motions to approve, Fred Seconds. All in favour.
2. Approval of Board Minutes- approved at the GM.
3. Reports of Officers, Boards and Standing Committees
  - a) Correspondence & New Members – Jennifer. Nothing to report.
  - b) Treasurer’s Report – Marguerite. Financial reports sent out. We are where we would expect to be after having a shut down due to a second lockdown. She has completed the CERS calculation for period 6, anticipating a payment of approximately \$900. Rental is our biggest expense. Marguerite wanted to highlight that we paid \$2500 for our year end to be completed by the accountants and for sage support. We need to look at whether we continue with this or do we reach out to members to see if there is a member with an accounting background. Laurie Coady has a background in larger scale corporate accounting, and she has suggested that she would be willing to help with NADA’s accounting. Fred agrees that it would be a good idea to go to members to see if there is someone who would be willing or comfortable with sage accounting. Marguerite has reached out to the accountant about getting more information and training for sage for NADA’s year-end tax submissions. Marguerite mentioned that Brenda had a contact that was able to provide sage training and charges \$50/hour for training but she doesn’t do year end. She also highlighted that Brenda has suggested in the previous discussion that we might want to look at getting our financials audited every 3-5 years. Jennifer asks if we should be getting some quotes or looking into some other more affordable options. Jennifer will reach out to a contact who can provide a quote for accounting services. Everyone agrees that \$2500 is a lot to spending annually on this. Marguerite would like to find some other considerations for the accounting to bring to membership.
  - c) Communications Director – Bev. Nothing to report.
4. Reports of Special Committees
  - a) Facility Committee Update. Nothing to report. New hand sanitizer stations installed. Fred asked about the Babb lock, which is in the storage room. Brenda mentions that it is there for back up.

- b) Training Committees Updates- Brenda reports that Dianne has reached to everyone to about setting the schedule for the upcoming session.
- c) Fundraising Committee Updates- Bev spice barn is on the go. Only about 11 people have submitted orders so far. The deadline is this week. After spice barn is done Bev will start a clothing order for t-shirts and hoodies. Lorna has been helping with the spice barn fundraising as she is also on the committee.

## 5. Unfinished Business and General Orders

- a) None

## 6. New Business

a) Sandy's Letter – Brenda. A concern has been raised about access to a class due to the class being always on the same day/time. Brenda stated that agility levels 1,2,3 seem to have consistently been taught at the same day and times since moving to the new Facility. So it is hard for people that have other commitments on those nights. This creates a challenge for people to get through the core courses.

Marguerite is flexible to change when she teaches level 2 and she thinks it is possible that we rotate when core courses are offered. Jennifer suggests that we are sometimes restricted with the schedule as we only have so many volunteers willing to teach.

**Motion: Jennifer motions that we ask the training committee to try at least once a year to rotate core classes so that they are available on different days and times. Marguerite seconds. All in Favour.**

Fred and Marguerite will ask Heather to move their teaching slot for level 2 for this upcoming session.

- b) Instructor Credits – Brenda highlights that the BOD cannot make changes to this alone, but could develop it for the AGM since it will require a constitution by law change. Fred thinks that instructor credits should be for 12 months of drop-ins if they are teaching for the entire year. Marguerite asks if she is teaching ex. Jan and Feb, and now she pays for March- would they have to be earned in advanced? Fred agrees that they would have to be earned in advanced, but this would require a lot of tracking or earning beforehand. Marguerite highlights that it would be tangly to manage. Brenda explains that you would get your credit per-month (10 months out of the 12 months). Marguerite suggests that perhaps we allow instructors to roll their drop-ins over between sessions. Bev points out that instructors get more out of their classes than drop-ins. Jennifer agrees that we need to show instructors that they are valued. Marguerite and Brenda agree that we need to develop a

more seamless way of offering drop-ins for instructors. She suggests we consult Faye about how this can be done. Ashley agrees Faye would be an asset in how we develop this. Brenda suggests that we develop this policy so that it can be taken to the GM and AGM for members to vote on. Dave asks about how long instructors can carry over credits- he suggests that one session is not long for a credit. Bev and Brenda agree that they need to expire, but perhaps we can have them carried over longer. Marguerite emphasizes that we start with Faye. Brenda suggests possibly going out with a survey to instructors about this issue once we develop more and talk to Faye.

- c) Drop-in Schedule and Survey Results – Brenda sent out the drop-in survey results. There were some issues, but not a lot of consensus on them. Marguerite thinks at the end of the day it's not a big problem. Do we want to restrict the time? Jennifer feels if we implement the 15-minute transition between drop-ins rather than the 30-minute due to government clarity on the guidelines. Dave asks if you can place a disclaimer that you are okay with sharing your booking. Marguerite explains that two people can book at the same time, but she suggests it is hard to manage. She highlights that it is not sustainable after Covid to have personal time rather than drop-ins. Jennifer suggests we contact Carla about having 15 minutes between drop-ins and that people can share their bookings if they'd like and maximize drop-ins 1.5hour. Brenda states the max capacity is 5 people. Dave thinks we should go back to the City eventually about getting our capacity updated.

**Motion: Jennifer motions that we have 15 minutes between drop-ins, maximize drop-ins at 1.5 hours, and agreed upon shared bubbles for drop-ins are allowed. Marguerite seconds. All in favour.**

- d) Membership Update – Jennifer updates that there is about 30% of membership that has not renewed. She has started going through the forms of what people would like to do for volunteering, and will reach out again to those members who have not yet renewed.
- e) Volunteer Coordination – Brenda suggests that we reach out to the heads of committees and provide them with a list of volunteers that were interested. Ashley will help Jennifer with this.
- f) Fun Trial Lead – Jennifer will contact those that would like volunteer for fun trials.
- g) Website Access and Future Owner Transition – Dianne handed this almost entirely over to Brenda. Brenda asks if the ownership needs to stay within the BOD. Access would be allowed but payments and webmaster could be an outside volunteer position. Communications director on the BOD would have

access or give direction to the webmaster to what needs to be updated. Jennifer mentions that the previous website was owned and ran by a non-active member so it shouldn't be a problem for Brenda to maintain the website. Brenda and Marguerite suggest that we have more succession planning and continue to place files on the Google drive. Brenda explains that Faye has agreed to show Bev, and Jennifer, and whomever else wants to learn how to use the store sometime after this current registration session is over.

- h) Open Floor Bev would like to mention that poles are not being pushed into the wall far enough and this is a safety concern for dogs. Marguerite notes that Carla goes over the safety and protocols monthly. Brenda suggests that it go out to the entire membership. Bev also noted that the eye wash station is obstructed. Brenda will reach out to Jeff and Carla to remove that. Brenda suggests moving the eye wash station. Ashley says she finds the main gate as you enter to the left is rarely used so it may be a good spot for an eye wash station. Jennifer will email members about putting the poles away correctly. Brenda will reach out to Carla about the eye wash station. Dave asks how we are making out with supplies as he has not been at the barn. Bev will go through the first aid supplies. Dave explains that the eye wash stations expire. Bev will check the eye wash station, fire extinguishers, and first aid kits for expiry dates.

**Meeting Adjournment. Bev motions to adjourn the meeting. Fred seconds. All in favour. 9:58pm**