

**Port Chester Obedience Training Club
Board of Directors Meeting Minutes
Thursday September 15, 2022**

A regular meeting of the Board of Directors of the Port Chester Obedience Training Club was held virtually on Tuesday September 15th 2022 at 7:08pm.

Present at the meeting were the following members and directors:

Kathy Gregory	President
Barbara Shubinski	1 st Vice President
Katherine Jochen	2 nd Vice President
Bruce Sheffler	Treasurer
Elpida Frantzeskarou	Recording Secretary
George Berger	Director
Jeanne Meldrim	Director

The Treasurer moved that the rental policy be amended as follows. Rental of the entire LL will be \$50/ hour. Rental of the upper level will be \$30.00/hour. Rentals of half of the Lower level will be permitted for all members except those renting to practice agility. The cost for a half the room rental of the Lower level will be \$30.00/hour. PCOTC instructors may give lessons to fewer than three students, regardless of the students' member status and will pay the rental fee as set forth above. The access code for renters will be updated and communicated to the volunteer in charge of the PCOTC calendar. The foregoing amendments will take place beginning October 1, 2022. The motion was adopted after debate.

The Board discussed the email that several board members received on “out of control dogs” as well as the safety policies that are currently in place.

The Treasurer moved that an officer, independent of cash receipt and disbursement activities, should review the bank reconciliations for any unusual items and document their approval to the board. The motion was adopted.

The Treasurer moved that there be created a fixed asset record of the non leasehold improvement assets that includes a description of the asset, the cost, date placed in use, estimated useful life, and the depreciation expense and accumulated depreciation for the year. The motion was adopted after discussion.

Jeanne Meldrim moved that the Club’s refund policy be amended to allow for 100% credit towards a future class, if request for cancellation is received before classes start. Such a credit must be used within six months. If the request is received after classes start, a credit or refund will be processed only with a vet note or a doctor’s note. The motion was adopted after discussion.

The meeting adjourned at 8:22pm.

Elpida Frantzeskarou, Recording Secretary