

**MINUTES OF THE
MEETING OF
THE BOARD OF DIRECTORS
OF
PORT CHESTER OBEDIENCE TRAINING CLUB**

A Meeting of the Board of Directors of Port Chester Obedience Training Club ("Club" or "PCOTC") was held at 6:32 PM on July 22, 2020 via a Conference call due to Coronavirus19 outbreak

Present at the meeting were the following Managers and Directors:

Barbara Napoli	President
Jeanne Meldrin	1st Vice President
Evelyn Ehrlich	2nd Vice President
Donna Fanok	Recording Secretary
Olga Kornienko	Corresponding Secretary
Mary Skirchak	Treasurer
Deedie Domenicali	Director
Morgaana Menzel	Director

Report of the President - Barbara Napoli

1 - Registration Update - There are weather challenges facing outdoor classes but otherwise are doing well. Working on creating half classes to begin in August.

2 - Hepa Filters have arrived and been installed. Temperature must remain no lower than 75. Will be pursuing to obtain a Maintenance Contract for their upkeep.

3 - Registration software had a few issues during registration and suggestions have been made to help alleviate the problems.

4 - Receiving legal counsel regarding PCOTC's contract with our Instructors and Training Directors.

5 - A new door is being installed by management on the upper level.

6 - Super Volunteer Hours are set for this year to be 20 hours.

7 - We will be holding off booking any events and room rentals till at least the end of August.

8 - The SPCA thanks all the PCOTC members who sent in their videos for the SPCA Virtual Dog Walk. The event allowed us advertising for the club.

9 - A link will be opening for the sale of Touchtone Jewelry in which we will receive a percentage of all sales.

10 - The building will continue to be sanitized regularly.

11 - New keypad door locks are being installed for security purposes and entry tracking.

Second Vice President's Report - Evelyn Ehrlich

1 - A Diversity Welcome Statement was added to our web page.

2 - Class attendance will be monitored.

Treasurer's Report - Mary Skirchak

1 - Financial Update - Improvement with the resumption of classes.

2 - Working on acquiring a A/C contract.

3 - Looking into more ways members can earn Volunteer Hours.

Director's Report - Deedie Domenicalli

1- Board members on call for any problems regarding our Safety Policy has been implemented and has received positive feedback.

2 - Age limit in which an unattended child can be left in a class will be discussed with our insurance company.

3 - Decals will be required on any car parked in the lower parking lot on weekdays before 5 PM.

4 - Looking at marketing firms for club.

Old Business

1 - Signs have been posted on both levels reminding members of new procedures "Face Mask Must Be On Before Entering".

2 - Log in books are on both levels along with inexpensive one use only pens for service, cleaning etc personnel.

3 - Volunteer members have cleaned and disinfected rally and agility equipment.

New Business

1 - Ashlin Cooke has been developing class strategy for registration.

2 - Reviewing Qualifications of Administrator to run trials or events that reflect on PCOTC.

3 - Barbara will be meeting with Rick Pisani, Obedience Training Director, regarding Obedience Memo.

4 - The Board voted to remove "it's up to the instructor" from the Female in Heat Policy. They are allowed in class as long as they are wearing the required panties.

5 - Will look into the possibility of purchasing an Ozone Generator (air sanitizer)

6 - Needed will be a new agility
] instructor and Training Director for the positions Stefanie Rainer has vacated.
Criteria and perimeters of job requirements needs to be established.

7 - Next Session - Registration Opens Thursday August 27
Registration Closes Sunday September 6
Classes Start Thursday September 10

8 - It was voted on and approved for Mary Skirchak to have her pay increased for Family Manners equal to the rate of all other Family Manners instructors.

9 - Meeting Minutes to be released to the membership more quickly.

Next meeting will be held on September 9, 2020 at 6:30PM.

There being no further business, on motion duly made, the meeting was adjourned at 9:05 PM.

Barbara Napoli, President

Donna Fanok, Secretary