

**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 6:38 PM on September 15, 2020 via a Conference call due to Coronavirus19 outbreak

Present at the meeting were the following Managers and Directors:

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|-------------------|-------------------------|
| 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* - Adding classes as needed adjusting for the demand and confines of Covid. Consideration is being given to classes that will be moving indoors shortly.

2 - Hepa Filters are being changed as needed

3 - ASAP Registration Software had very few issues during registration and member's comments have been positive.

4 - A new door has been installed on the upper level and Morganna has arranged with volunteers to paint it.

5 - Cintas has been maintaining sanitizing schedule.

6 - Optimizing the website's search engine to improve our ranking in search results. Will add more pictures and videos so people will have better visualization on the types of venues being offered.

7 - Door keypad locks that offer better security and entry tracking have been purchased and ready for installation.

8 - Reviewing new ways of implementing our Awards Meeting during Covid.

9 - Discussion of new agility instructors and analysis of which types of classes are most needed to provide new and returning students with maximum benefits.

10 - *Volunteer Hours* - Members have been helping with office administrative tasks, Yelp and Google reviews, brochure distribution. Several instructors have enlisted class assistants for several of their classes.

Second Vice President's Report - Evelyn Ehrlich

New wording that will be added to our AntiDiscrimination Policy was unanimously voted in. This can be found in our Policy under Harassment.

The Board will continue to oversee the compliance of our Covid Policy

Treasurer's Report - Mary Skirchak

Registration is up.

Continued work on finding the best HVAC contract for our needs.

Old Business

1 - Signs by Morganna remain posted on both levels reminding entrants into the club of Covid procedures. Mask must be on before you enter the building. Log books on both levels are being used. Betsey Swartz is being vigilant on handing out masks to students wearing ill fitted bandanas.

2 - Continued discussion on the purchase of Ozone Generators for late Fall when classes return indoors.

New Business

1 - Demos by new agility applicants.

2 - Analyze survey results

3 - Review marketing plan.

Next meeting is scheduled for September 29, 2020 at 6:30 PM

There being no further business, on motion duly made, the meeting was adjourned at 9:00 PM.

Barbara Napoli, President

Donna Fanok, Secretary