

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

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A Meeting of the Board of Directors of Port Chester Obedience Training Club ("Club" or "PCOTC") was held at 7:05 PM on April 30, 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
Donna Fanok	Recording Secretary
Mary Skirchak	Treasurer
Olga Kornienko	Corresponding Secretary
Deedie Domenicali	Director
Morgaana Menzel	Director

**Report of the President - Barbara Napoli**

*Update on emergency closure of the Club on March 16, 2020*

- 1 - We are following Governor Cuomo's criteria for re-opening NYS businesses. Hopeful for a June date to reopen.
- 2 - Needed will be a document of procedures for Instructors and Members to follow upon re-opening
  - Ideas on how to move classes in and out of building.
  - Number of students to be allowed in each class
  - How to keep social distancing during classes
  - Waiting on feedback from instructors of their requests
  - Students should be responsible for wiping down their space at end of class
  - Create a checklist for end of class clean up
  - Removal of any students refusing to follow Club procedures.
  - Two weeks prior to opening date will be needed to disinfect all equipment and resume cleaning services.
- 3 - There will be no rentals or club events until we are secure that our procedures are keeping members safe.
- 4 - Re-opening Class Schedule. Reviewing the the class schedule for the balance of the year.

- Possibly re-open with a mini session and then resume regular scheduling for the remainder of the year.

- Instructors will be given a heads up to make revised teaching plans for a shortened start up session.

5 - The General Meeting will be postponed until further notice.

- Decision will be made as to the distribution of plaques and award

- Applications for awards can be made online.

6 - *Voting* - Olga will check with the AKC as to how we can handle the Club's Election during the pandemic .

7 - *Volunteer Hours Requirements* will be adjusted once we have a date to re-open and to be sure we have enough opportunities for our members to volunteer.

## **Treasurer's Report - Mary Skirchak**

Financially we are okay right now. Barbara will continue to be in touch with landlord regarding our current situation. Possibility of requesting the use of part of our security deposit towards rent. Mary will be looking into some type of government coverage for not for profit businesses.

Some students are carrying forward credits from last session. Some students have very generously donated their class fee credits.

## **Recording Secretary Report - Donna Fanok**

One nomination was presented for Denise DeVito for the position of Corresponding Secretary. Denise's resume was distributed and reviewed by the Nominating Committee. The Committee voted to nominate Olga Kornienko. No further nominations were made therefore the existing four board members shall remain on the Board.

## **Old Business**

*Lease Negotiations* - We had previously agreed upon operating on a month to month lease starting June 1st. Barbara has been communicating with the landlord regarding our financial situation since the club's closing on March 16.

## **New Business**

*Appointment of Second Vice President Position* - Nominations for this position are Evelyn Ehrlich and Ken Berenson. Write ups were distributed to the members of the board. Evelyn was unanimously voted in as Second Vice President.

*Sit n' Stay* - will be incorporated into the PCOTC webpage. In the interest of transparency and ease of navigation, the What's New Link on the website will include the Club meeting minutes, President's Message and other newsletter offerings.

*Merchandising* - Looking into ***teepublic.com*** for on-demand printing for Club merchandising. No cost to Club and no minimum. We would receive a set upfront fee per item purchased off the site by our members. Our logo would be placed on tees. Totes, mugs, etc.

*Update By-Laws* - Olga will be contacting the AKC regarding voting to find out how this can proceed during the pandemic. Also we will be reviewing term limits and if this is possible given the times when there is minimal participation.

There being no further business, on motion duly made, the meeting was adjourned at 8:38 PM.

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Barbara Napoli, President

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Donna Fanok, Recording Secretary