

**OBCC Board Meeting Minutes**

**April 9, 2021 – 7:00pm via Zoom**

**Attendees:**

Kevan Gretton

Marie Sawford

Kim Gretton

Rebecca Lawrence

Mary Thompson

**Agenda:**

1. Minutes March 5, 2021 – Approval
2. The digital newsletter – April 1st edition – comments? Next issue – August 1, 2021 - Mary
3. Membership renewal – Kim – update for 2021
4. L&D report – Update – Mary
5. Trials Committee – Update - the chair will take back point tracking for 2021 – Mary
6. Nominating Committee – Volunteers; Lynn Johnston, Kelly Morrow, and Anne Wheatley – vote needed
7. Archive Recommendation – vote needed
8. New website update – Rebecca
9. Old Website – discussion by all
10. New Business

**Board of Directors Minutes**

 March 5th, 2021 minutes

* Kevan made the motion to accept the minutes, seconded by Marie (with correction to the spelling of Katharine Webb’s name)

 **The Digital Newsletter April 1st edition**

* Mary asked whether the board liked the look of the digital newsletter
* Rebecca thought that the cover picture was blurry and we needed pictures with better resolution. Mary explained that Lorna’s pictures were pictures of old pictures. The other board members thought the edition was good.
* Mary advised that Tara had complained about mistakes in her story under “Gone But Not Forgotten”. She explained that there was a problem with Katharine being able to see all the content on the cloud storage, and that four stories and pictures had to be resent to her belatedly, and being pressed for time and proofing on her own that she missed the hyphen mistakes that showed up in the story. Rebecca advised the board that everything had been uploaded and she was unsure as to why Katharine couldn’t see all the content. Rebecca said the content errors might have been caused by the layout program that was being used. Mary advised that Katharine had fixed it and the edition was reposted. She also wanted to thank Katharine for doing a great job on her first edition. Mary went on to explain that due to covid and the possible lack of content available, that the next edition would be Aug. 1, 2021, and that Katharine needed 3 weeks lead time, and that her and Catherine Rae would add a week for proofing. So cut off for content would be July 1st. Marie asked about the missed content, and Mary advised that everything had been included in the April 1st edition that had been planned on. Marie also asked if one week to proof would be enough, and Mary explained that both she and Catharine Rae would be doing the proofing. The board agreed that Aug. 1st would be an appropriate newsletter date. Mary suggested that the last issue would be planned for Nov. 1st to catch the fall trial content. Kevan agreed that it was a good plan and would also be before the AGM meeting. The other members agreed.

**Membership Renewals**

* Mary had a higher number of members than Kim showed on the Treasurer’s Report, and then explained that she discovered that Matthieu Gingras was on the list twice. Rebecca explained that she and Kim had been working on the list and that it had been sorted which caused some errors, and about 20 members got dropped. Kim sent data over to Rebecca and they worked on fixing the list. Mary was excited that there are 74 members this year, and Rebecca mentioned that there are quite a few Quebec members. Marie asked how many members there were last year, and Kim said about 46.

**Learning and Development**

* Husbandry Seminar - Mary explained that due to the covid restrictions of only 5 unrelated people being allowed outdoors, that the Sheep Husbandry Seminar had been cancelled as there were more participants than that. And then of course following that decision, all of Ontario had been locked down. She advised that the participants were disappointed and several had wanted her to keep the money so they would be pre-paid and that she had declined because she was unsure of whether an alternative date could be set. Mary than proposed that Kevan consider doing a Q&A for the newsletter as an on-going series, and Kevan pointed out that it was his opinion and that it could be interpreted differently. Rebecca suggested that it should maybe not be put in written word as it could possibly be used as evidence. Marie suggested maybe doing a zoom seminar which Kevan thought would be okay. Mary then suggested the other alternative would be to wait until after the lockdown was lifted and choose another date for the hands-on seminar. Kevan agreed that this would be better as we now wouldn’t need as much lead time. Mary suggested that June might be a good target month as May would be busy with the Shepherd’s Crook trial, and the penning clinic at the end of May. Kevan agreed that June would work, and Mary would target the same group that had originally signed up.
* X-Fit with Tania – Mary advised the board that after voting and agreeing to support a zoom seminar on X-Fit with Tania, and during the on-going interaction with her and Anne Wheatley that Tania had withdrawn her request, not wanting to have it listed on the website or working further the L&D group. Further discussion regarding this topic was deemed not relevant, and therefore was not included in these minutes.
* The Learn to Pen Clinic - Mary advised that there were 11 participants who wanted to take the Learn to Pen clinic and that Tracy and Mary would expand the event to include everyone who wanted to take it.

Driving Clinic with Amanda

* Mary advised that there was a line-up for this clinic.

**Updates to Website**

Mary then asked Rebecca to update the website to advise that the Husbandry Clinic had been cancelled due to covid restrictions. Rebecca proceeded to make that change while on-line.

**Trials Committee**

* Mary introduced the topic of point tracking and advised the board that as Trial Committee chair that Lorna Savage had told her that job had traditionally been done by the committee, and that she would take it on. Rebecca suggested that she could get the spreadsheet from Tracy as she had done it for 2020. Mary agreed that was a good idea and would advise Lorna.
* Marie asked if there should be a vote, and Rebecca explained that it has always been done by the Trials Committee.
* (Mary’s internet went down at this point in the meeting)

**Nominating Committee**

* Rebecca introduced the volunteers for the Nominating committee; Lynn Johnston, Kelly Morrow, and Anne Wheatley
* Kim stated it was a thankless job and they were welcome to it, and Rebecca stated that she had been on it for the last two years and would welcome someone else to do it.
* Marie asked “what is the nominating committee and what is their role”?
* Rebecca explained that Outreach was to be included in the role, but historically it was to speak with members to see who wanted to be on the board and who on the present board wanted to remain. To be made up of 3 open and 2 novice, so that more experienced members would be able to direct the club. She went on to say that Mary had wanted to add “outreach” to this job. And that it was a struggle to get people interested in serving.
* (Still waiting on Mary to return, and Rebecca advised that Mary had lost internet service and was still trying to get back on the meeting)
* The 4 board members voted to accept the Nominating committee, and Rebecca stated that Mary would be a Yes also given she had proposed the three volunteers. Passed.

**Archive Recommendation**

* Kevan moved that the board accept the recommendation to store the archival information, and asked Rebecca about what should happen.
* Rebecca explained that both she and Tracy had not gotten the archive boxes until quite a while after they had become secretary. The discussion regarding archives continued and the topic of the Ministry of Government and Consumer Services form of Ontario Corporation /Notice of Change came up. Rebecca advised that both she and Tracy did not know about this form, and that Andrea had done it for Cynthia when she was President and that it had not gotten passed along.
* Marie moved that the board accept the recommendation that were brought forward by Anne regarding the archives, and Kevan seconded the motion. Rebecca suggested that only the historical info be kept but not the financial.
* Mary returned to the call and was brought up to speed, and that the archives were being discussed. Rebecca made note that neither she or Tracy knew about the government form and Mary advised that it had not been done since 2016 and it was nobody’s fault and that it had “fallen between the cracks”. She suggested a storage device for the archive info, and Rebecca explained about her storage system, and suggested the club purchase an external storage unit, and only keep the historical content, and mentioned that the club’s 40 yr anniversary was coming up. Mary agreed that the financial history older than 7 yrs not be kept. Mary suggested she go back to Anne and John with this idea about purchasing a terabyte of storage. Marie advised that she had purchased one that was good for 4 yrs of content for about $130. Mary will take the info back to Anne and John.

Mary made mention of a few corrections to be made to the website; Catherine Rae’s name was posted as McRae, and the “Contact Us” link was not working. Rebecca agreed to change.

**New Website**

* Rebecca explained that she was still downloading and copying data and didn’t want to lose anything. She asked for two more weeks to complete, and is looking at the 23rd, and should be live by the end of the month.
* Mary asked what it was going to look like. Rebecca responded that she wanted to keep it simple with a clean design, and not too much data that would take too long to load on a smart phone or tablet. Marie asked if she was feeling overwhelmed with the work and did she need help. Rebecca stated “No….I’m doing good with that”. Marie and Rebecca discussed the elements of the template and how to change code for faster loading etc., and to avoid the pictures and data loading. Mary commented that there had been some complaints about the old website; that the pictures were missing and that it was plain looking. Rebecca explained that she still had the pictures but couldn’t reload them. Mary asked if we wanted our new website to be simple and plain, and that she wanted it to be more glamourous and made mention of how nice Marie’s website looked. Rebecca stated that she would show us the new one once completed. Marie explained that it would only be phones that wouldn’t call up the whole site, but that a laptop and tablet would show the entire site. Rebecca advised that the site would look professional.
* Marie made the suggestion that we post something on the FB page about the new website so people would look forward to seeing it.
* Mary asked if we were going to pick a hard target date for the completion. Rebecca asked for more time and would give us a date within the next week. Mary said we couldn’t wait too long as we were now into April and Rebecca agreed.

**New Business**

* Rebecca asked if the board members if they wanted to use the OBCC website email addresses, or just use our personal ones. All but Rebecca said they preferred their personal ones to be used by the board members. Mary suggested that the website ones be left as the OBCC addresses for outside communications.
* Mary reported that the notice about the young dog that needed a new home was sent to Ontario Rescue and that they had rescued the dog.
* Kevan requested that both he and Kim be put under the Shepherd’s Crook email address.
* Marie asked about the Treasurer’s Report and Mary apologized for missing it on the agenda.
* Mary asked Kim if the total under year end awards included the garment awards. Kim confirmed that the total included the garment awards, engraving on a trophy, and one plaque. Mary advised that Florentine really liked her plaque, and the trophy, and that she and Amanda were thankful for the garments.
* Mary mentioned the other trophies and that she wasn’t sure where the open one was. Rebecca explained that it had been given to Rhonda Evans to be repaired. Mary stated that Anne had the Reserve PN one, and that Tara had given the Reserve NN one to Susan, and that Amanda did have the Champion PN one.
* Marie wanted to confirm what was in the total for Year End Awards. Kim advised; the garments and embroidery, Susan’s engraving, and the plaque. Mary asked if the board liked the garments, and they agreed that they were nice. She suggested that maybe this would be the route to go for the 2021 awards, but if someone really wanted a plaque they could have one.
* Mary suggested that given we were moving into a busier time period that we skip a month and have the next meeting in June. The board agreed on a tentative date of June 4th.
* Kim asked about any events needing funds. Rebecca suggested we could handle that by email.
* Mary mentioned that she had forgotten the Funds Request spreadsheet, and that the board needed to vote on it. The board reviewed and agreed to the recommendations made by the Trials Committee. Kevan made a motion to accept as presented, and Marie seconded the motion. Mary will advise the trials committee. Mary said that events might not happen due to covid, but that we have to move ahead in hopes that they do. Rebecca stated that members have until April 30th to get requests in. Mary suggested that the date may need to be extended.

**Next Meeting:**

* The meeting was adjourned at 8:10pm, next meeting tentatively set for June 4th at 7:00pm.