Minutes for Friday October 8th, 2021 at 8:00pm

**Attendees:**

Kevan Gretton

Marie Sawford

Kim Gretton

Mary Thompson

(Not in attendance; Rebecca Lawrence)

Agenda for October 8th, 2021 Board Meeting:

1. Minutes from August 21st, 2021 – to be approved
2. Nominating Committee – Final Job Descriptions Discussion Recommendations, and the slate of nominees for 2022
3. Digital Newsletter – Mary – last issue
4. L&D Report – Mary
5. Trials Committee – Sanctioning Approved for Jimmies Farm, and Butternut Creek
6. Year End Trophies – Open Champion, Reserve PN, Reserve NN in Kevan`s trailer. Other - Mary
7. Treasurer’s Report – Kim
8. 2022 Budget - All
9. Breederoo Website - <https://breederoo.com/login> - email and password - Rebecca
10. AGM – Date Selection

**Approval of Minutes**

. The August 21st minutes were to be sent by email following the meeting. Kevan moved to accept the minutes, and Kim seconded the motion. Minutes accepted.

**Nominating Committee – Final Job Descriptions Discussion**

. Mary had previously forwarded the finalized versions and asked that the board review the outlines.

. Marie asked for clarification on the duties of the VP, in particular the section regarding liaison with the appointed committees. Mary explained that the idea was to take the load off the President given the VP had minimal duties. And further suggested that the various committee members be contacted to see if they wanted to return in their capacity for another season. She also suggested that the newly expanded job descriptions be permanently stored so that a future Nominating Committee could simply hand them out to prospective board members. Marie asked about the current committee members and Mary agreed to provide her with the information. The discussion then skipped on to the topic of the digital newsletter, and that committee.

Mary thanked Kim for redrafting the Treasure’s job description. She then moved on to the recommendations made by the Nominating Committee, suggested that a template be designed for the board minutes. The board agreed. The next suggestion was to form a Communications Committee. Kevan suggested that one person could do this job along with posting the newsletter articles on the new website. Mary suggested that a layout person would still be needed to produce the items to be posted by the webmaster. Next recommendation; a complete review of the bylaws. Mary suggested that the board strike a new committee to review and make suggestions. Kevan agreed it was a big undertaking. Mary went on to suggest that the most outdated ones be tackled first and not try to do them all at once. Kevan suggested that Andrea might be willing to take on that task given her legal talents. The final recommendation was to develop a list of responsibilities for standing members. Mary suggested that this was already covered by the expanded job descriptions, and went on to say that the new job descriptions could be posted on the new website under a link called “Board Job Descriptions”, or The Board. Kevan agreed. Mary then asked if everyone was satisfied with the final job descriptions as presented. Both Kevan and Marie agreed that the Nominating Committee had done a great job. Mary made a motion that the job descriptions be adopted, and Marie seconded the motion.

**Digital Newsletter**

. Mary advised that there had been a suggestion to add a link to the new website and have a more current version of a newsletter with something posted every month rather than every 2/3 months. Kevan agreed that it would be a good idea to post stories/articles right after the event. Mary advised that there would still need to be an editor and or content person to gather the information and present it.

Mary advised the board that all of the newsletter articles and reports for the last newsletter had not been received and that the publishing date would need to be pushed back. The board agreed that if we need to, it would be okay.

**L&D Update**

. Anne reported that she had asked Amanda again about doing the driving clinic and she suggested that it should be moved to next spring. There are no more L&D events scheduled.

**Trials Committee**

**.**The Trials Committee has approved sanctioning for both Jimmie’s Farm on October 23, 24, and Butternut Creek on Nov. 12, 13, 14. The board was in agreement.

**Year End Trophies**

. The Open Champion, Reserve PN Champion, and NN Reserve Champion trophies have been returned and are being stored at Shepherd’s Crook in preparation for the new winners. Amanda has stated that she will return the Reserve Open and PN Championship trophies at Butternut Creek. Florentine has advised that she will drop the NN Championship trophy off to Kevan or Tracy. That accounts for all of them.

**Treasurer’s Report**

**.** Kim advised that the yearend report was self-explanatory, and that the membership had grown

. It was a difficult year for fund raising and merchandise sales, and that Pamela had done as good a job as possible without the benefit of being at Kingston.

. Kim then advised that the board needed to review the 2022 budget in preparation for the AGM meeting. The board then reviewed the line items and set the new budget. Details will be provided at the AGM.

**Breederoo Website and the New Website**

. Rebecca was not present, but will be asked to provide the Breederoo sign-on

. The board increased the budget for a new website, and decided to hire a professional website builder. A quote has been received and is within budget. A member(s) will be elected to work with the builder to provide direction and what it should look like.

**AGM – Date Selection**

. A discussion was held with regards to the AGM; via zoom or perhaps live at Butternut Creek. It was decided that given some of the board members would not be present at the trial that it should be held via zoom. The AGM meeting for 2021 has been set for Sunday, November 21th, 2021 on Zoom at 1:00pm. The notice of the date will be sent to all members via email, and they will be invited to send their address to Marie to receive an invite to attend the zoom meeting. Mary will collect the committee reports and have them ready for review prior to the meeting. There was further discussion on how the zoom meeting would be run; board members on video only, with all others audio only, and muted unless they raise a hand to speak.

**New Business**

**.**There was no new business

Meeting adjourned.