Minutes for Board of Directors Meeting
Wednesday, December 10, 2008

Present: Dianne Ford, President; Brianna Newton, Vice President; Ina Melbourne, Treasurer; Aimée Surprenant, Secretary
Regrets: Deborah Glassman, Director of Communications

1. Meeting called to order: 7:08 pm

2. The agenda was amended to add a discussion of obtaining a VISA card to Item 4.

3. Approval of last BOD meeting minutes. Motion by: Ina Melbourne, Seconded by Brianna Newton. Motion carried.

4. Financial Report – Ina Melbourne, Treasurer
    a. Annual financial statement ending October 31, 2008 was revised as Ina and Dianne had reconciled all receipts, invoices, registration and membership forms, while updating the club financial ledger. The only number unable to reconcile for the report was the cash on hand at the start of the year. Ina moved the revised annual report be accepted as presented, seconded by Brianna, motion carried. (See attached.)
    b. November 1-30, 2008 financial report was presented. Discussion regarding the "Cash at start of period" and "Cash on hand" was held with Dianne wanting the numbers to be presented, and a write-off of any discrepancy to be made in the December financial report. Ina moved the report be accepted as presented, Brianna seconded, motion carried. (See attached.)
    c. The board explored the possibility of obtaining a club VISA card. As the card has to go under a member's name for approval, not the club's, the financial impact and responsibility for that person did not improve the situation we currently have. The BOD decided we will continue our present practice of charging budgeted expenses to personal credit cards. To protect the card holder, it was moved by Ina Melbourne and seconded by Aimée Surprenant that "Given that an invoice is presented within 30 days of the charge being posted to the card, the club will pay any interest charged to the card holder if the reimbursement is not processed before the ending of the grace period." Motion carried. A formal reimbursement form will be generated by Ina Melbourne for the next BOD meeting.

5. Communications Report & Plan
    a. Dog members—tabled
    b. Flyball webpage update—tabled
    c. The board agreed to create a secure members-only page for documents such as minutes, constitution, policies, membership contacts. The user name and password will be sent to members each year once their membership forms have been received. The username will be: NADA, and the password would be the President's dog's name and the year for the webpage (e.g., Baxter2009).

6. Correspondence Report
    a. Dianne presented a request from Stephanie Conway to discuss membership in the North American Flyball Association (NAFA). It was moved by Brianna Newton and seconded by Ina Melbourne that NADA pay the team registration fee but that each owner will pay the individual fees required for each dog's membership in NAFA. Motion carried.

7. Budget Proposal – A proposed budget for 2009 was presented by Dianne. A detailed spreadsheet is attached. Highlights are outlined below. The budget will be presented and discussed in detail at the next General Meeting.

    a. Equipment:
        i. Flyball equipment purchase update-- Stephanie Conway has ordered the new flyball box and other equipment approved at the AGM. The vendor estimates that it will take up to 5 months for the box to be shipped.
        ii. Channel weaves have been purchased by Dianne ($405.00) who will loan them until the club approves and can afford to purchase them from her.
        iii. Tunnels: 20' 6" pitch: $259 +HST –two to replace the new-at-time-of-loan tunnels of Dianne's and a 3rd for trial purposes.
        iv. Double bar jump: Hill agility (not included in pricings)
        v. Tire jump—to replace jump loaned from Dianne, which is currently in disrepair (half clubs and half Dianne's tire jump).
    b. Workshops (3 for agility & 2 for flyball—instructors and topic to be determined)
        i. Steph had suggested to the BOD that the flyball workshop wait until we have the proper box. The BOD decided to propose two workshops: the first one for ground work, the second for box work to accommodate the box's arrival, but also to give the flyball members as much support as possible in workshops.
    c. Trials (fun trials: 4 for agility—March 29, May 31, August 2, November 1 & 2 for flyball—dates to be determined; plus the AAC trial)

8. Class Schedule / Instructor Schedule
    a. Dianne presented a draft of the class and instructor schedule for agility for the next year. The schedule is attached. The BOD will investigate the need or possibility of a second pre-agility slot in June/July for more new members (max. 5 slots). This would also translate to one more Beginners and Int I slot for the subsequent sessions.
    b. Dianne noted that Steph has agreed to complete the schedule for flyball instructors for 2009, with the emphasis on maximizing the number of instructors (and use of gift certificates). The first set of flyball classes is in April/May.
    c. Dianne distributed, but did not discuss the ring schedule for 2009.

9. Waitlist issues
    a. Dianne will offer Mike Francis from Ottawa a spot in the Jan/Mar Int I.
    b. Ten spaces will be available for the April/May Pre-agility Skills and Foundations class. Spots will be offered first to NADA members on the

wait list (3) with the rest being offered in order of arrival on the wait list. Those left on the wait list after the class is filled will be informed of their status.

10. Registration process
    a. Online forms—tabled
    b. Payments – spots for the Jan-Mar beginners class will be first offered to graduates of the Pre-Agility and Foundations Class (registration to occur at the last class) and then opened up to the general membership. Payments for reserved spots must be received in full by the next General Meeting (January 11) or they will be offered to members on a first-come-first served basis until the class is filled.

11. Winter workshops—Brianna will explore the status of the first-aid workshop for February as well as the possibility of a nutrition workshop for March.

12. AAC Trial Update—Ina reported that the Christmas Gift Basket raised $375 and the fun trial posted a $200 profit.

13. Future meetings
    a. The next General Meeting will be held on Sunday, January 11, 2009 at 2:00pm, place to be determined. Memberships, class registrations and drop-in forms will be accepted at the meeting.
    b. Due to a conflict, BOD meetings for Jan-Mar will be the 2nd Tuesday of each month. The next BOD meeting will be on January 13 at 7:00 pm at Aimée Surprenant's house.

14. Open Floor
    a. Brianna suggested we do a food drive to support a shelter. Dianne proposed we double that with the Nutrition workshop in March.

15. Meeting adjourned: 8:39 pm

Summary of action items:

1. Online forms to be developed (Deborah)
2. Communications plan to be developed and presented (Deborah)
3. December reconciliation of finances (Ina and Dianne)
4. Secure members page to be developed (Dianne – Rick West, cc: Deborah)
5. Budget for General Meeting (Dianne)
6. Contact Mike Francis (Dianne)
7. First aid and nutrition workshops (Brianna)
8. Jan 11 meeting venue reserved (Brianna)

Attachments:

1. Financial report updates: 2007-2008 Annual Financial Statement, November 1-30, 2008 Financial Statement.
2. Proposed 2009 budget
3. 2009 Class/instructor schedule for agility; ring schedule for NADA.

Newfoundland Athletic Dog Association

Statement of Revenue & Expenses
From Nov 1st, 2008 to Nov 30th, 2008

REVENUE	November	
Cash, Begining of Period		
Memberships	$60.00	
Individual		$0.00
Family		$60.00
Class Registrations	$870.00	
Agility		$610.00
Flyball		$260.00
Other Registrations	$60.00	
Drop Ins		$0.00
Fun Trials		$60.00
Formal Functions	$900.00	
Workshops		$900.00
AAC Trial		
Fundraising	$0.00	
Apparel Sales		$0.00
Donations & Sponsorpships		$0.00
Total Revenue	**$1,890.00**	
EXPENSES		
Financing Costs:	$6.04	
Bank Charges		$6.04
Insurance		$0.00
Operating Costs:	$2,745.90	
Rent		$2,745.90
Equip & Maintenance		
Promotion Costs:	$0.00	
Memberships Assoc:		$0.00
Promotion		$0.00
Event Costs:	$0.00	
Trials		$0.00
Other		$0.00
Assundries	$0.00	
Offices Expenses		$0.00
Miscellaneous		$0.00
Total Expenses	**$2,751.94**	
Surplus (Loss) End of Period	**-$861.94**	

Newfoundland Athletic Dog Association

Statement of Revenue & Expenses
to October 31, 2008

REVENUE	2008 Revised		2008	2007
Cash, Begining of Period	$2,790.35		**2,790.35**	
Memberships	$2,060.00		**1,620.00**	1,280.00
Individual		$1,160.00		
Family		$900.00		
Class Registrations	$8,660.00		**7,610.00**	4,640.00
Agility		$4,940.00		
Flyball		$3,720.00		
Other Registrations	$3,925.00		**3,135.00**	220.00
Drop Ins		$3,350.00		
Fun Trials		$575.00	**290.00**	
Formal Functions	$4,847.50		**4,292.82**	
Workshops		$2,985.00		
AAC Trial		$1,862.50	**1,522.50**	
Fundraising	$1,591.89			
Apparel Sales		$390.00	**345.00**	895.00
Donations & Sponsorpships		$1,201.89	**1,402.20**	
Total Revenue	**$23,874.74**		**23,007.87**	**7,035.00**

EXPENSES				
Financing Costs:	$847.14			
Bank Charges		$92.14	**80.47**	21.92
Insurance		$755.00	**755.00**	
Operating Costs:	$14,603.45			
Rent		$9,600.70	**9,356.60**	1,869.60
Equip & Maintenance		$5,002.75	**4,770.96**	994.86
Promotion Costs:	$283.52			
Memberships Assoc:		$53.00	**53.00**	83.00
Promotion		$230.52	**105.00**	
Event Costs:	$4,419.58			
Trials		$2,151.42	**2,096.68**	
Other		$2,268.16	**1,747.50**	
Assundries	$285.50			
Offices Expenses				188.28
Miscellaneous		$285.50		1,086.99
Total Expenses	**$20,439.19**		**18,965.21**	**4,244.65**
Surplus (Loss) End of Period	**$3,435.55**		**4,042.66**	**2,790.35**

NADA, Inc. 2009 Budget	Jan/Feb/Mar	Apr/May	June/July	Aug	Sept/Oct	Nov/Dec	TOTALS
Cash at start of period	$ 500.00	$ 1,717.90	$ 1,298.34	$ 1,278.44	$ 1,532.94	$ 2,390.04	**$ 500.00**
Income							
Memberships	Renewals	New Members	None for services	None for services	None for services	None for services	**$ 2,100.00**
Individual	$ 880.00	$ 560.00	$ -	$ -	$ -	$ -	
Family	$ 660.00	$ -	$ -	$ -	$ -	$ -	
Classes	Jan 18-Mar 22	Apr5-May24	June 7-July26	No Classes	Sept 6-Oct 25	Nov 8-Dec 20	
Agility							**$ 6,630.00**
Puppy	$ -	$ 200.00	$ -	$ -	$ -	$ -	
Pre-agility	$ -	$ 800.00	$ 400.00	$ -	$ -	$ -	
Beginners	$ 480.00	$ -	$ 800.00	$ -	$ 400.00		
Intermediate I	$ 480.00	$ 480.00	$ -	$ -	$ 800.00	$ 350.00	
Intermediate II	$ -	$ 480.00	$ 480.00	$ -	$ -	$ -	
Advanced	$ -	$ -	$ 480.00	$ -	$ -	$ -	
Flyball							**$ 2,400.00**
Beginners	$ -	$ 320.00	$ -	$ -	$ -	$ -	
Intermediate	$ -	$ 240.00	$ 560.00	$ -	$ 320.00	$ -	
Advanced	$ -	$ 240.00	$ 240.00	$ -	$ 480.00	$ -	
Other Registrations							
Drop-Ins							**$ 3,925.00**
Agility	$ 660.00	$ 480.00	$ 480.00	$ 600.00	$ 480.00	$ 420.00	
Flyball	$ 385.00	$ -	$ -	$ 175.00	$ -	$ 245.00	
Fun Trials							**$ 1,140.00**
**Agility*	$ 150.00	$ 250.00	$ -	$ 250.00	$ -	$ 250.00	
***Flyball*	$ -	$ -	$ -	$ 120.00	$ -	$ 120.00	
Formal Functions		Flyball wksp:ground wor	Agility wksp	AAC Aug 22/23	Agility wksp	Flyball wksp: box work	
AAC-Sanctioned Trial	$ -	$ -	$ -	$ 1,125.00	$ -	$ -	**$ 1,125.00**
***NAFA-Sanctioned Trial	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
****Workshops		$ 1,000.00	$ 1,500.00	$ 750.00	$ 1,500.00	$ 1,000.00	**$ 5,750.00**
Other Income							
Apparel Sales	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
Sponsorships	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
TOTAL INCOME	**$ 3,695.00**	**$ 5,050.00**	**$ 4,940.00**	**$ 3,020.00**	**$ 3,980.00**	**$ 2,385.00**	**$ 23,070.00**
Expenses							
Finance Charges							**$ 840.00**
Bank Charges	$ 18.00	$ 12.00	$ 16.00	$ 15.00	$ 12.00	$ 12.00	
Insurance	$ -	$ -	$ 755.00	$ -	$ -	$ -	
Operating Expenses							
Rent	$ 1,525.50	$ 2,576.40	$ 2,576.40	$ 508.50	$ 1,898.40	$ 813.60	**$ 9,898.80**
Equipment & Maintenance	$ 625.00	$ 1,533.06	$ 400.00	$ -	$ -	$ -	**$ 2,558.06**
Function Expenses							
Trials	$ 135.60	$ 135.60	$ -	$ 1,419.50	$ -	$ 169.50	**$ 1,860.20**
Others		$ 1,132.50	$ 1,132.50	$ 782.50	$ 1,132.50	$ 1,132.50	**$ 5,312.50**
Promotional Expenses							**$ 293.00**
Membership Associations	$ 53.00	$ -	$ -	$ -	$ -	$ -	
Promotions (incl. website)	$ 60.00	$ 40.00	$ 40.00	$ 20.00	$ 40.00	$ 40.00	
Other							**$ 240.00**
Office & Petty Cash Assundries	$ 60.00	$ 40.00	$ 40.00	$ 20.00	$ 40.00	$ 40.00	
TOTAL EXPENSES	**$ 2,477.10**	**$ 5,469.56**	**$ 4,959.90**	**$ 2,765.50**	**$ 3,122.90**	**$ 2,207.60**	**$ 21,002.56**
NET	**$ 1,217.90**	**$ (419.56)**	**$ (19.90)**	**$ 254.50**	**$ 857.10**	**$ 177.40**	**$ 2,067.44**
CASH ON HAND AT END OF PERIOD	**$ 1,717.90**	**$ 1,298.34**	**$ 1,278.44**	**$ 1,532.94**	**$ 2,390.04**	**$ 2,567.44**	**$ 2,567.44**

Notes:
*Agility fun trials: Mar29, May31, Aug 2, Nov1
**Flyball fun trials: Aug9,Nov8
***Try to hold a NAFA trial in September 2010
****Flyball: April/May; Agility: June/July, AAC 1/2 day, Sept/Oct

INSTRUCTOR(S)

	Jan-Mar	Apr/May	June/July	Sept/Oct	Nov/Dec
Puppy (Inst)	-	Ina	-	-	-
Puppy (Asst)	-		-	-	-
	-		-	-	-
Pre-Agility (Inst)	-	Angie*		-	-
	-	Rose**		-	-
Pre-Agility (Asst)	-	Aimee		-	-
	-	Ina		-	-
	-			-	-
Beginners (Inst)	Dianne	-	Ina	Aimee	-
	Aimee	-	Angie	Erin?	-
Beginners (Asst)	Dale	-	Erin		-
	Ina	-			-
		-			-
		-			-
		-			-
Intermediate I (Inst)	Dianne	Brianna		Ina	Angie
	Brianna				
Int I (asst)	Ina	Ina		* Angie, Ina, ?	
	Angie			** Rose, Angie, Ina	
Int II (Inst)	-	Dianne	Brianna	-	-
	-	Brianna		-	-
Int II (Asst)	-		Ina	-	-
	-			-	-
	-			-	-
Advanced	-	-	Dianne	-	-
	-	-		-	-

Examiners	
Aimee	2
Angie	3
Dianne	3 (4)
Ina/Mike	3
Deborah	
Brianna	3
Rose	1
Jennie	2?
Erin(app)	
Steph(app)	3FB

Jan 18-Mar 22
Sundays
2:00-3:15 Intermediate I: DF&AW
3:15-4:15 Beginners: DF&AS, DFst
4:15-5:15 Agility Drop-in
5:30-6:30 Flyball Drop-in

Apr5-May24
Sundays
2:00-3:00 Flyball 1: SC
3:00-4:15 Flyball 2: SC
4:30-6:30 Agility Drop-In
6:45-7:45 Puppy: IM
8:00-9:00 Pre-Agility:??

Tuesdays:
6:30-7:45: Intermediate I: AW
7:45-9:00: Intermediate II: DF&??

June 7-July26
Sundays
2:00-3:00: Pre-agility: ??
3:15-4:15: Beginners: IM&AW, EP
4:30-5:30: Intermediate II: ??
5:45-6:45: Advanced: DF&??
7:00-9:00 Agility Drop-In

Tuesdays:
6:30-7:45 Flyball 1: SC
8:00-9:00 Flyball 2: SC

Sept 6-Oct 25
Sundays
2:00-3:00 Flyball 1: SC
3:00-4:15 Flyball 2: SC
4:30-5:30: Beginners: AS, EP
5:45-7:00 Intermediate I: ?? & TS

Tuesdays:
7:00-9:00 Drop-ins for agilty

Nov 8-Dec 20
Sundays
2:00-3:15 Intermediate I: IM
3:15-5:15: Agility drop-ins
5:30-6:30 Flyball Drop-ins

Schedule for NADA, Inc in 2009

Description	Times	Hours/week x # wk	Total hours	Rental	HST	Cheque Amt
SESSION 1 Classes and Drop-ins	**January 18 to March 22** 2:00-6:30	**4.5hr/wk x 10 wk**	**45hr**	$ 1,350.00	$ 175.50	**$ 1,525.50**
Schedule on Sundays:	2:00-3:15 Intermediate I 3:15-4:15 Beginners 4:15-5:15 Agility Drop-in 5:30-6:30 Flyball Drop-in					
Sunday, March 29 Agility Fun Trial	 2:00-6:00	**4hr**	**4hr**	$ 120.00	$ 15.60	**$ 135.60**
SESSION 2 Classes and Drop-ins	**April 5 to May 26** 2:00-9:00 on Sundays; and 6:30-9:00 on Tuesdays	**9.5hr/wk x 8 wk**	**76hr**	$ 2,280.00	$ 296.40	**$ 2,576.40**
Schedule on Sundays	2:00-3:00 Flyball 1 3:00-4:15 Flyball 2 4:30-6:30 Agility Drop-In 6:45-7:45 Puppy 8:00-9:00 Pre-Agility					
Schedule on Tuesdays:	6:30-7:45: Intermediate I 7:45-9:00: Intermediate II					
Sunday, May 30 Agility Fun Trial	 2:00-6:00	**4hr**	**4hr**	$ 120.00	$ 15.60	**$ 135.60**
One full day - Saturday in April/May Flyball workshop	 9:00-6:00 (full day) - date not yet set.	**1 full day rental**	**DAY**	$ 250.00	$ 32.50	**$ 282.50**
SESSION 3 Classes and Drop-ins	**June 7 - July 28** 2:00-9:00 on Sundays; and 6:30-9:00 on Tuesdays	**9.5hr/wk x 8 wk**	**76hr**	$ 2,280.00	$ 296.40	**$ 2,576.40**
Schedule on Sundays	2:00-3:00: Pre-agility 3:15-4:15: Beginners 4:30-5:30: Intermediate II 5:45-6:45: Advanced 7:00-9:00 Agility Drop-In					
Schedule on Tuesdays:	6:30-7:45 Flyball 1 8:00-9:00 Flyball 2					
One full day - Saturday in June/July Agility workshop	 9:00-6:00 (full day) - date not yet set.	**1 full day rental**	**DAY**	$ 250.00	$ 32.50	**$ 282.50**
August Drop-ins	**August 2 - August 18** 2:00-5:30 on Sundays; 7:00-9:00 on Tuesdays	**5.5 hr/wk x 3wk**	**16.5hr**	$ 495.00	$ 64.35	**$ 559.35**
Schedule on Sundays	2:00-3:15 Flybal Drop-in					

	3:30-5:30 Agility Drop-in									
Schedule on Tuesdays	7:00-9:00 Agility Drop-in									
Sunday, August 2		**4 hr**	**4hr**	$	120.00	$	15.60	**$**	**135.60**
Agility Fun Trial	5:30-9:30									
Sunday, August 9		**1 hr**	**1hr**	$	30.00	$	3.90	**$**	**33.90**
Flyball Fun Trial	5:30-6:30									
Saturday, August 22		**1 full day rental**	**DAY**	$	250.00	$	32.50	**$**	**282.50**
Agility workshop / AAC trial?	9:00-6:00 (full day)									
SESSION 4	**September 6 - October 27**	**7hr/wk x 8 wk**	**56hr**	$	1,680.00	$	218.40	**$**	**1,898.40**
Classes and Drop-ins	2:00-7:00 on Sundays; and 7:00-9:00 on Tuesdays									
Schedule on Sundays	2:00-3:00 Flyball 1 3:00-4:15 Flyball 2 4:30-5:30: Beginners 5:45-7:00 Intermediate I									
Schedule on Tuesdays:	7:00-9:00 Agility Drop-in									
One full day - Saturday in Sept/Oct		**1 full day rental**	**DAY**	$	250.00	$	32.50	**$**	**282.50**
Agility workshop	9:00-6:00 (full day) - date not yet set.									
Sunday, November 1		**4 hr**	**4hr**	$	120.00	$	15.60	**$**	**135.60**
Agility Fun Trial	2:00-6:00									
Sunday, November 8		**1 hr**	**1hr**	$	30.00	$	3.90	**$**	**33.90**
Flyball Fun Trial	6:30-7:30									
SESSION 5	**November 8 - December 20**	**4.5hr/wk x 7 wk**	**31.5hr**	$	945.00	$	122.85	**$**	**1,067.85**
Classes and Drop-ins	2:00-6:30 on Sundays									
Schedule on Sundays	2:00-3:15 Intermediate I 3:15-5:15: Agility drop-ins 5:30-6:30 Flyball Drop-ins									
		GRAND TOTALS		**$**	**10,570.00**	**$**	**1,374.10**	**$**	**11,944.10**