

**Burlington Obedience Training Club, Inc.**  
Board Meeting  
February Meeting Minutes

Date: February 5, 2025

Time: 7:30 p.m. – 8:55 p.m.

Place: Virtual – Zoom

Present: Marty Abair (President), Cassy Lamothe (Vice President), Eva Fraser-Harris (Secretary), Tom O’Brien (Treasurer)

Members at Large: Noreen Sila, Lynne Steinhoff, Dave Horner, Bob Bolduc (IT)

TOPIC	DISCUSSION	DECISION/ACTION
1. Establish a quorum		Quorum was established
2. Meeting Called to Order (7:35 p.m.)		Marty Abair
3. Review and approval of meeting minutes from January 11, 2025, meeting.	Procedure dictates inability to accept minutes of a general meeting at a Board meeting	Plan to accept minutes of the general meeting of January 11, 2025 at the next general meeting on Wednesday, March 12, 2025
4. President’s Report/Remarks	<ul style="list-style-type: none"> <li>a. Many important financial items to cover</li> <li>b. Unless there are strong objections, the decision was made to skip over the Treasurer’s Report, Committee Reports and Unfinished Business</li> <li>c. Financial Report</li> </ul>	<p>Marty requested tabling of Treasurer’s Report, Committee Reports and Unfinished business, with concurrence of the Board</p> <p>Tom O’Brien was asked to provide the updated financial report to the Board</p>
5. Treasurer’s Report		Tabled until Tom O’Brien provides the financial report to the Board
6. Committee Reports <ul style="list-style-type: none"> <li>a. Agility</li> <li>b. Fetch</li> <li>c. Obedience/Rally</li> </ul>		Tabled until next meeting

d. Tracking		
7. Unfinished Business from last meeting	<ul style="list-style-type: none"> <li>a. Why would Obedience Jumps go into Operating Expenses?</li> <li>b. Any progress on revising membership application?</li> </ul>	Tabled until next meeting
8. New Business	<ul style="list-style-type: none"> <li>a. Non-Profit Status <ul style="list-style-type: none"> <li>i. Non-profit 501c7 designation was revoked June 15, 2023. Several steps need to happen to reinstate that status, including the payment of a \$600.00 fee to IRS</li> <li>ii. Why was the non-profit designation changed from 501c(3) to 501c(7)?</li> <li>iii. FYI – A 501c(7) is a nonprofit social club organized for “pleasure, recreation, and other similar purposes.” A 501c(7) social club may receive up to 35% of its gross receipts, including investment income, from sources outside its membership while retaining tax-exempt status. BOTC receives far more than 35% of its gross receipts from sources outside the membership.</li> <li>iv. Need to file IRS Form 990-N</li> </ul> </li> <li>b. State of Vermont Taxes <ul style="list-style-type: none"> <li>i. When the IRS revokes the federally designated tax-exempt status of an organization, the organization can no longer claim tax-exempt status under Vermont law. The day following the date of revocation, the organization is subject to Vermont taxes as any for-profit, commercial business operation in Vermont</li> </ul> </li> <li>c. Vermont Secretary of State <ul style="list-style-type: none"> <li>i. Vermont state incorporation was terminated in 2021 because the required biennial report to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Non-Profit Status <ul style="list-style-type: none"> <li>Marty to pay IRS \$600 reinstatement fee</li> <li>Discussion and confusion over non-profit type and status.</li> <li>Marty to investigate appropriate non-profit designation and apply for such, 501c3 being more likely than 501c7</li> <li>Treasurer is responsible for filing IRS 990N. Last 990 filing was in 2019</li> </ul> </li> <li>b. State of Vermont Taxes <ul style="list-style-type: none"> <li>Marty to file VT taxes for 2023, 2024 and pay any fees to the state of VT generated by loss of IRS non-profit status. Marty will further investigate whether state of VT will allow retroactive filing of non-profit status (thereby avoid late fees)</li> </ul> </li> <li>c. Vermont Secretary of State</li> </ul>

	<p>the Business Services Division of the Secretary of State office had not been filed (State of Vermont)</p> <ul style="list-style-type: none"> <li>ii. Vt state incorporation reinstated in 2023</li> <li>iii. 2025 Biennial report is due now</li> </ul> <p>d. AKC Status</p> <ul style="list-style-type: none"> <li>i. Need to update the AKC with current board members/club contacts</li> <li>ii. Is there an annual fee that must be paid to the AKC? Are we up-to-date on this fee?</li> <li>iii. Agility trial application should be filed 18 weeks before the closing date for entries of the trail date. Has our application been filed for the April 18-20, 2025 trial?</li> </ul> <p>e. Audit</p> <p>The Audit Committee needs to have the 2024 financial records in order to conduct the annual audit as required by the by-laws</p>	<p>Tom tried to submit biennial report in Dec 2024, but reports website was not yet active at that time</p> <p>Plan: Tom to file 2025 biennial incorporation report to the Secretary of State's office asap</p> <p>d. AKC Status</p> <ul style="list-style-type: none"> <li>-New club contact information has been submitted to AKC, awaiting AKC website updating</li> <li>-There is no annual fee for clubs</li> <li>-Agility trial application was not filed 18 weeks in advance as directed by AKC. Tom (agility trial committee) says he usually waits until after Jan 1 to keep trial filings in separate fiscal years. Discussion of necessity to apply with AKC for trials in the designated timeframe (18 weeks prior) to allow for improved promotion and exhibitor planning (hotels, travel, etc).</li> </ul> <p>Plan: Tom to file future agility applications 18 weeks in advance of trial dates, so by mid-Dec for April &amp; July trials</p> <p>e. Audit</p> <p>Tom, sent preliminary 2024 financial reports to the Board on 2/5/2025 for the overdue annual January financial audit. Tom states he has a very busy schedule but commits to completing necessary documentation and will give to Marty and the audit committee by 2/16/2025. The audit committee is comprised by</p>
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		<p>Marty Abair (Board President) and Betsy Carter (member).</p> <p>The preliminary financial reports do not include a 2025 budget. Tom stated he will have a budget prepared for the next (general) membership meeting on March 12, 2025</p> <p>Apparently, the budget and fiscal planning during 2024 failed to follow the usual timeline. This Board plans to get fiscals back on usual schedule for 2025, which is as follows: Plan to request proposed budgets from all committees in early October 2025, with submission of budgets by October 31, 2025. Plan for the Board to review the proposed 2026 budgets in November/December 2025 with presentation and voting non by membership at the January 2026 general membership meeting</p>
9. Bank Accounts	a. Board members, or at least officers need to be on the bank account with a minimum of two authorized signers. Accounts are held at North Country Federal Credit Union (both checking acct and debit/visa card linked to this acct)	Tom O'Brien and Mary Wilmuth are currently authorized signatories on the financial accounts. Tom and Marty will go to the credit union, remove Mary and add Marty to the club accounts, asap
10. Modify Board/Membership Meeting Schedule	a. Change dates/times of the board and general membership meetings, currently held the first Thursday of each month at 19:00	Current board unable to make Thursday evening meetings. Tom prefers that meetings not be held the first week of the month because monthly bank statements typically aren't available that early in the month

		<p>Plan: Meeting dates/times changed to the second Wednesday of each month at 19:30, per Board consensus.</p> <p>Discussion of alternating Board and general meetings, with the following schedule for 2025:  Board meetings to be held: Feb, May, Aug, Sept, Dec  General membership meetings to be held: Jan, Mar, April, June, July, Oct, Nov</p> <p>Specific month goals include:  Aug- start nominating process for 2026 Board  Oct- support Obedience trial, notice of annual dues  Oct- committee 2026 budget proposals due 10/31  Nov- draft 2026 budget presented to board for approval at Dec meeting  Dec- draft 2026 budget approval by board, nominating committee ready for presentation to membership at Jan 2026 meeting</p>
<p>11. Transparency (of information from board meetings to general membership)</p>	<ul style="list-style-type: none"> <li>a. Secretary will provide meeting minutes to the Board (for Board meetings) or to the Board and membership within one week of the meeting</li> <li>b. Membership and/or the Board will have one week to accept/reject/suggest changes. to the minutes. No response will be considered acceptance of the meeting minutes as stated</li> <li>c. Meeting minutes will be published on the BOTC website with three weeks of the meeting.</li> </ul>	<p>Plan for Eva Fraser-Harris, secretary to submit draft Board meeting minutes to Board within one week of the meeting. Board will have one week to review/edit. No email response will be considered acceptance of Board meeting minutes. Minutes will then be distributed to general membership.</p> <p>General membership minutes will not be approved by email, but at the subsequent general meeting.</p> <p>Proposal for Eva to forward both Board (approved) and general (unapproved) minutes to Bob Bolduc (IT) for posting on the BOTC website.</p>
<p>12. Other Business</p>	<ul style="list-style-type: none"> <li>a. Tom O'Brien opened discussion of revision of by-laws</li> </ul>	<p>The general consensus was that the by-laws need updating.</p>

		<p>Plan to create a by-laws revision committee of 5 individuals (1 Board member and 4 general members (ideally with one representative from each discipline (Agility, Obedience/Rally, Tracking, Fetch)</p> <p>Cassy to send email request for members to create by-laws committee.</p> <p>Goal for by-laws committee is to draft revised by-laws and present at June general membership meeting</p>
13. Meeting was adjourned		Marty Abair adjourned the meeting at 8:55 p.m.

Submitted by: Eva Fraser-Harris

**Next meeting:**  
 Virtual – Zoom Meeting  
 Wednesday, March 12, 2025  
 7:30 p.m. – 9:00 p.m.

APPROVED