

Burlington Obedience Training Club, Inc.
 General Membership Meeting
 March Meeting Minutes

Date: March 12, 2025

Time: 7:30 p.m. – 9:05 p.m.

Place: Virtual – Zoom

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

Members at Large: Dave Horner

General Members: Janine Bellinghiri, Renata Bohac, Bob Bolduc (IT), Betsy Carter, Beth Dixon, Liz Harward, Maria Karunungan, Pam Loeb, Laurel Macy, Ilene Morgan, Lynda Morgan-Gardiner, Nancy Suaraz, Mischka Rizzo, Mary Wilmuth

TOPIC	DISCUSSION	DECISION/ACTION
1. Establish a quorum		Quorum was established
2. Meeting Called to Order 7:30 p.m.		Marty Abair
3. Review and approval of meeting minutes from January 11, 2025, meeting	Plan to accept minutes of the general meeting of January 11, 2025	Minutes of the general meeting of January 11, 2025 accepted by majority vote. Motion to approve by Cassy, seconded by Janine.
4. President’s Report/Remarks	<p>a. New applicant introductions and voting upon by Membership: Martha Friedman, Jennifer Chiodo, Jodie Ducharme, Shannon Dychton, Caroline McKinney, Cheryl Rogers, Faith Stuart, Alison James. Applicants introduced themselves and provided brief statements of their interests in joining the club and of their dog sports.</p> <p>b. Several positive reports from work this past month: i. Application for reinstatement of non- profit status has been filed with IRS ii. Tax return for 2024 has been filed with the IRS.</p>	<p>a. New members were voted upon (using an online poll) with all applicants receiving unanimous approval without no votes or abstentions</p> <p>b. i. Pending reinstatement of non- profit status with IRS ii. Marty to file 2023 tax return</p>

	<ul style="list-style-type: none"> iii. Cassy formulated & reinstated structure to the obedience/rally/fetch Thursday practices at the Field House iv. Marty & Eva were added as signatories on BOTC accounts at North Country Federal Credit Union v. Online entry for the April agility trial is now available using My Dog Entry vi. Club & officer information has been updated with the AKC <p>c. Upcoming work/issues:</p> <ul style="list-style-type: none"> i. Marty received a copy of an email from Lynda Morgan to Tom O'Brien inquiring about overdue reimbursement for trailer storage. The \$50/month payment was overdue from Oct, Nov, Dec 2024, Jan, Feb 2025, & due now for Mar 2025. Marty paid Lynda on 3/11/25 with cash from BOTC checking. ii. Eva and Marty received notifications from AKC that application for the July agility trial is overdue. AKC requires trial applications be received at least 18 weeks prior to the closing date for entries. 	<ul style="list-style-type: none"> iii. Please come join Thursday practices at the Field House <p>c. i. Lynda expressed appreciation for recent payment. There was discussion about methodology for future payments, perhaps establishing an autopay</p> <p>ii. There was an involved discussion about timing for filing for the upcoming year's trials with AKC. Tom has not done so previously, but agrees to now file the upcoming year's Agility trial after the current corresponding trial is complete (with goal of > 18 weeks). Nancy has organized Obedience/Rally and Fetch 18 weeks in advance and both are approved by the AKC. Ilene notes that Tracking trials are less competitive, as dogs must be certified by a judge prior to entering a trial. The agreed upon goal was for each sport to file the event application with the AKC >18 weeks in advance.</p> <p>Future planning discussion included that there should be a plan to create event</p>
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	<p>iii. BOTC bylaws require an internal annual fiscal audit. Tom agreed at the January Board meeting to deliver these by Feb 16, 2024, but still has not done so, nor responded to 2 email requests for such from Marty.</p> <p>iv. Status of filing of biennial incorporation report to Vt Secretary of State</p> <p>v. Membership dues hand delivered and mailed to Tom are unaccounted for</p> <p>vi. What is the status of 2025 budget, as it has not been generated yet?</p>	<p>mentoring and a succession plan for event coordinators. No decision was made. Consensus was that more people are needed to volunteer.</p> <p>iii. Tom reports that he has been extremely busy but will try to get to finances for the overdue annual audit by next weekend. Tom volunteered to step down as treasurer. Tom has not submitted a 2025 budget yet, but instead suggests the club use 2024's budget as an interim guideline. When asked whether he still wanted to be treasurer, Tom replied no, that he prefers not to be treasurer and is quite willing to hand it over. Betsy Carter volunteered herself as replacement treasurer. Board will review Bylaws and proceed with treasurer transition process, appointing Betsy as new treasurer. Tom will review/transfer accounts & records to Betsy.</p> <p>iv. completed</p> <p>v. Some dues still unaccounted for. Tom to look for missing payments</p> <p>vi. Tom suggests using the 2024 budget as a guide for the 2025 budget. Tom to send the 2024 budget to Eva who will distribute to the Membership for review. Tom will try to complete a 2025 budget over the upcoming weekend and agreed to post progress on it.</p>
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	<p>vii. What is our vision for the club? We would like to grow as a community.</p>	<p>vii. Tabled until next meeting</p>
<p>5. Treasurer's Report</p>	<p>a. Update on financial status as of March 2025 b. 2025 budget c. 2024 financial records for audit</p>	<p>Covered above in 4 iii, 4 vi.</p>
<p>6. Committee Reports</p> <p>a. Agility b. Fetch c. Obedience/Rally d. Tracking</p>	<p>a. Tom reports agility trial prep email sent requesting volunteers. Help needed with set up/break down/poop buckets/keeping toilet paper in washrooms.</p> <p>b. Nancy reports Fetch is on track. Premium and judges set, ribbons ordered</p> <p>c. Mary reports OB/R is on track. Committee, judges, ribbons set</p> <p>d. Lynda reports that the April tracking trial is cancelled due to medical. The May Tracking trial is set with Beth D as trial chair and Janine B as trial secretary. Help is needed laying track on May 3.</p>	<p>a. A suggestion was made for creating check lists/operating manuals for the club and all the trials. Each event committee should begin gathering and preparing documents. Pam L has a notebook for OB/R which she will digitize. Maria K and Shannon D offered to create a digital repository on a shared drive on which club manuals/committee information could be accessed by all. There was also a suggestion for creating a mentoring system/succession plan for event coordinators.</p> <p>d. May 3,4 will proceed regardless of weather. Renata B volunteered to help lay track on May 3</p>

<p>7. New Business</p>	<ul style="list-style-type: none"> a. State of VT taxes Once non-profit status is reinstated, Marty will contact the VT Dept of Taxes to discuss next steps towards compliance b. Vermont Secretary of State Status of biennial report filing? c. Financial Audit Audit committee consists of Marty, Betsy Carter & Nancy Suaraz. Committee work pending access to 2024 financial records d. Trailer e. Consideration of purchase of tables/chairs for events rather than ongoing rental f. Bylaw Committee to update Bylaws One Board member is needed to serve on the Bylaws Committee. Committee currently consists of Tatjana S. & Betsy C g. Membership applications & renewal dues In order to simplify and coordinate processing applications and renewal dues, all applications and renewal dues will now be sent directly and only to Eva 	<ul style="list-style-type: none"> a. Awaiting reinstatement b. Filed by Tom c. Audit is pending access to financial records d. Tabled until next meeting e. Tabled until next meeting. In the interim, Alison J offered use of her folding chairs (she lives very close to the Field House). Need to coordinate chair transport. f. Martha F volunteered to join the bylaws committee g. Please send all dues to Eva (only). Eva will update & distribute email list with new members and remove unpaid members April 1
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8. Adjourn		Marty Abair adjourned the meeting at 9:05 p.m.

Submitted by: Eva Fraser-Harris

Next meeting: General membership
Virtual – Zoom Meeting
Wednesday, April 9, 2025
7:30 p.m. – 9:00 p.m.

