

**MINUTES OF THE  
MEETING OF  
THE BOARD OF DIRECTORS  
OF  
PORT CHESTER OBEDIENCE TRAINING CLUB**

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A Meeting of the Board of Directors of Port Chester Obedience Training Club ("Club" or "PCOTC" was held at 5:05 PM on July 6, 2022 at Port Chester Obedience Club, 220 Ferris Ave., White Plains, NY 10603

Present at the meeting were the following Managers and Directors:

|                   |                         |
|-------------------|-------------------------|
| Kathy Gregory     | President               |
| Barbara Shubinski | 1st Vice President      |
| Katherine Jochen  | 2nd Vice President      |
| Bruce Sheffler    | Treasurer               |
| Donna Fanok       | Recording Secretary     |
| Sharon Ripps      | Corresponding Secretary |
| George Berger     | Director                |
| Jeanne Meldrim    | Director                |

A motion was made to waive the exact meeting order as applied by the By-Laws. Was seconded and unanimously approved.

**Report of the President** - Kathy Gregory

Kathy Gregory and Bruce Sheffler were officially put on PCOTC bank accounts.

Keys, passwords etc have been passed on from exiting Board Members.

The final draft of the audit has been received and tomorrow the final audit will be handed out to the Board of Directors. The auditors have assured us that they will meet with us to answer any questions. It is the intent of the Board to distribute the final report to the membership.

In the past certain jobs went along with certain positions. Going forward jobs will be assigned to Board Members who feel they are best suited for each particular job.

*Kathy Gregory*

- \_All Insurance - Club insurance, Board of Directors Insurance, Instructor's insurance.
- \_She will be the point person when talking directly to any attorney. Any hiring of a professional shall be on a passed motion along with the fees they would be charging.
- \_Kathy Gregory and Bruce Sheffler will be continuing on with lease negotiations.
- \_Kathy is the Nosework Liaison.

*Kathie Jochen*

- Will coordinate any Jr's Programs offered by the AKC
- Implementation of the new Sit n Stay
- Events Calendar

*Bruce Sheffler*

- Treasurer - Handling of Quick Books
- Management of all equipment in the building

*George Berger*

- Rehabilitation of the PCOTC website
- Obedience & Rally Liaison
- Family Matters Liaison

*Sharon Ripp*

- Coordinating Secretary
- Welcome new members
- EBlasts
- Coordinator of trials, events, matches, seminars, workshops

*Donna Fanok*

- Recording Secretary
- Agility Liaison

*Jeanne Meldrim*

- Membership List
- Cyber Security Person
- FAST CAT Contact
- Put a team together for registration

*Barbara Shubinski*

- Seminar Coordinator among all disciplines
- Assign seminar subcommittees
- Awards
- Facility Coordinator

A motion is made for the allowance of subcommittees for seminars. Seminar Chairperson takes suggestions (workshops, matches, advertising, financials etc) and presents this information to the Board.

Seconded and unanimously in favor.

A motion is made that each Board Liaison ensures that their ongoing trials have a Chairperson for the upcoming year. Seconded and unanimously in favor.

## **Treasurer's Report** - Bruce Sheffler

The preliminary audit report has identified issues that will be pursued with the accountant if necessary.

A motion was made that each trial should have an income and expense report submitted in the proper format. Seconded and unanimously agreed.

## **New Business**

A committee will be appointed to amend the by laws at a future date per the description in the by laws

A Special Meeting was called for July 12, 2022 @ 5 pm at the Club.

There being no further business, on motion duly made, the meeting was adjourned at 7:15 pm.

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Kathy Gregory, President

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Donna Fanok, Secretary