CARO AGM March 19, 2023

Attendees

Board: Jeanne Shaw, Maggie Bird, Julia Schwark, Vania Boule, Chantelle Charlebois, Barb Burgess, Verlaine Murphy,

Members: Debby DaCosta, Melody Murray, Joan Richard, Brenda Zeng, Sarah Knight, Maria Adams, Kate Zinggl, Lilian Cook, Deana Abbott, Martha Fortier, Joyce Baker, Lisa Hasebe, Chantal Rioux, Patricia Tschanen, Whitney Shaver. Tanya Strom, Patricia Hunt,

Non Members: Donna Lewis, Lynnette Tobin, Heather Hunter, Jessika Harding, Aleesia Chow, Arnes, Lily, Kare

Meeting opened at 4:10 Pacific Time

Opening statement from Chair

Excellence is not a skill, it is an attitude.

Thank you to all the members and board members and previous board members. Big shout out to Judy Miller who was instrumental on the board since the beginning. Big thank you to Judy.

Motion to pass AGM minutes 2021

Jeanne/Verlaine—passed unanimously

Secretary's Report--Jeanne Shaw

- Catching up on minutes after extended stay in hospital

Treasurer's Report--Verlaine Murphy

- amazed at dedication and work behind the scenes. And thanks to Barb for her support.
- financial audit….we came out with flying colours (yay us!!!)
- Moving into 2022, looks like less money in bank but much is in term assets. Total assets are up about 17000 dollars. Liabilities are bills received at beginning of year—trial approvers, course approvers, cooperating judges honorarium, etc. Profit is 13,000 this year, down about 6,000 this year over last year but really healthy.
- New members are up, renewals for associate members are down
- More new members = more processing fees.
- Trial entry fees are increased—VT are getting really popular.
- Misc income 8185—sign project

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- Sponsored Trial Costs—
- Professional Fees (expenses) are the audit fees
- Office Supplies-signs, certificates, etc and this increases postage, etc
- Miscellaneous Expenses---for shredding
- Move from google workspace to Office 365

Motion to Accept Financial Report—Jeanne/chantelle—passed unanimously

Vice Chair spot filled by Chantelle Charlebois—nothing to report at this time

Regional Directors

East Director

Vacant at this time…..looking for applicants, formerly Chantelle Charlebois

Western Director Report—Julia Schwark

- 17 trials in BC and 1 trial in Alberta so far this year
- number of Western province judges in the Virtual trials as well.
- Updated course design program for Rally, Working and Virtual Trials
- Hosting judges chat on March 25
- Hosted judges clinic on zoom—members from across Canada
- Cooperating judge for a number of new judges locally
- Goal for the coming term: to help Alberta and Vancouver Island host more trials through the sponsorship programs
- will also be assisting Vania with the Video project on the technical side.

Prairie Director--Kimberly Masiak

- Sponsored trial held.
- 5 trials in Saskatchewan and Manitoba last year
- October--Virtual judges clinic with Tanya Strom as cooperating judge
- From this two new judges going through certification process
- Working on getting Working more well known on the prairies
- Also working on the judge's continuing education program as well as setting up judge's chats and keeping judges up to date.

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Ontario Director—Vania Boulet

- took over from Maggie Bird in October
- Shout out to Heather for the app,
- More projects to come

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Trial Approver--Ayoka Buber

Hats off to papillon club for their booster

Data Entry—Barb Burgess

- Numbers up--123 new members in 2022
- 884 certificates issued
- New members: 2022 - 103; 2021 - 62
- Membership renewals: 2022 - 217; 2021 - 219
- Dog Registrations: 2022 - 356; 2021 - 301
- Certificates: 2022 - 884; 2021 - 614

Barb shared the parade of champions (awards earned in 2022). Well done, CARO is proud of you…extensive list!!!! Please share pictures of your ribbons and dogs.

Course design report—Julia Schwark

- continued to update the Course Designer Program
- As I am not a programmer, I am unable to take the program out of PowerPoint, but my goal has been to keep the program updated and as user friendly as possible
- Based on feedback and the new handbooks, here are some of the bigger changes that I have made to the course designers this year:
    - Provided 3 different course designing template options
    - Two of which have the grid imbedded (requested by many judges!)
    - One that has the standard movable grid for scaling up
    - Updated all the graphics to the new MGH and created new ones for the new stations
    - Also added a “general legend” to the instructions page to show how to use some of the generic graphics
    - Updated the station sign list to make checking course requirements easier for judges
    - Halts are now bolded
    - Side changes are underlined
    - Versatility stations are now colour coded with the sign number now reflecting the colour of the level associated with
    - Updated all the graphics

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- We have received feedback from a number of judges that they would like to learn more about how to use the course design program.
- At the March 25th Judges Chat, will go over the tips and tricks of how to use the program
- And I am always looking to continue to improve the user experience with the course designer program, so if you have any feedback or comments on how it can improve please let me know

Virtual Trial--Julia Schwark

-- continue to be a great way of introducing CARO into areas where there are not many in-person trials as well as providing additional trialing opportunities for everyone!

--another benefit is the lessons we learn from judging so many teams and working with different judges from across the country; those lessons influence changes to the handbooks, virtual trial processes and rules, judging clarity, and administrative processes.

We made many improvements and changes this year to the Virtual Trials including:

- Opening the judging criteria to be able to accept a wider range of judges
- Reducing the entry submission window to 24 hours
- Reducing the number of max entries per dog to allow more teams to participate
- The entry form is a google form instead of an e-mailed form, which does mean entries cannot be filled in ahead of time, but Barb has worked hard to ensure the form is as easy to use as possible and it is a much better entry receiving system than paper/pdf entry forms.

In our Fall Virtual Trial, there were issues regarding the accuracy of a few of the course maps and so we spoke with the judges and decided to extend the Virtual Trial by a few days to accommodate for the changes. While we intended for that to be a one-time thing for that specific trial and set of circumstances, we actually received feedback from many competitors that the extended time was really appreciated and they would love to see us implement that in future Virtual Trials. Normally our virtual trials were 10-12 days, so we took that feedback and for 2023 we extended our Virtual Trials to 13 days (spring) and 14 days (fall).

Our preparation for the Spring 2023 Virtual Trial underway with Judges applications already in.

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Update on Handbooks--Maggie Bird

- Working group who worked on handbooks--thank you for the hours spent
- Working is now a stand alone handbook
- HB will be re-released every 2 years…..MGH outreach for requests for ideas and national handbook will happen in May
- Excited to have them out….lots of great ideas proposed and VT were critical to updates.

Other projects in the pipes--Maggie Bird

- Database and website updates started
- Sponsorship program to help new judges complete requirements
- Equity and Diversity (Emma Bell was spearheading this)
  Topics are discussed at monthly meeting on each topic as it comes up such as Space requirement for trials
- Bring these forward to board….we meet the second Saturday of each month.

Updates to Bylaws--Maggie Bird

Process: Executive votes on the bylaws and then they are brought to AGM for ratification

The bylaws were taken one by one—if no questions, concerns then deemed that the members present have agreed….no objections were voiced to any changes but questions were answered.

Hand over period for Executive—lessons learned when gap in Treasurer position—hand over period for all exec members of 3 months…would see board through full planning cycle….will also help with signing authority

Comments—is 3 months long enough? With the new operating procedures in place, and using technology a lot, it is long enough—especially important to include all exec esp secretary and treasurer. Past members will of course be available if there are questions.

Bylaws ratified by members present

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Questions / Concerns from the floor

1. CARO sign app….working signs do not scroll to the bottom. Heather—will display differently on different devices….email BOD if a problem is found and BOD will then route to heather…..
2. Shelly Lyck asked to nominate Patricia Hunt for vice chair……**will be a callout for east director**
3. Why are course approvers name on course maps—one of the suggestions was that the ca would be on the map so that who checked it. Feedback that it was not necessary. The judge could share if asked. There is a log of course approvers and dates--is it required or not—was trying it in the checklist? Should we continue? **BOD will make a call and then get that out to judges**
4. Why has it been decided that all communications go through facebook….this was temporary and it will be sent by email as well and trying to put more info on the website although that doesn't have a way to alert people that updates are available.
5. Knowing that there are projects on the sidelines….Let's figure out ways to involve people who really want to be involved.
6. The FB group is not the best place to get an answer from the BOD….write directly to BOD
7. Regional positions—looking first for someone from region.
8. FEO runs at discretion of host, especially use of food—**will be discussed in the BOD April meeting**

Motion to Adjourn—barb/maria and kate 6:13 PDT

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