

Summary for Shelly Lyck

Relevant Experience:

2000 – Present **Treasurer** for Belleville & District Kennel Club, a Canadian Kennel Club All-Breed Club. The operating budget is approximately \$65,000 per year.

Duties include collecting from the secretary and depositing all entries for three major events: obedience & rally trials, agility trials and confirmation shows. I am also responsible for separate ledgers for each of these three annual events. All payables are my responsibility as well as preparing all club insurance documents and submitting to the insurer annually. Monthly financial reports to the Board of Directors is also a requirement as well as fielding any financial questions any of the 50 different members may have regarding the published financial statements.

1998 – 2006 **Treasurer & Chair**, Belleville Wine Festival, an annual fundraising event for Bridging the Gap children's program. The operating budget ranged from \$25,000 to \$30,000 annually.

Duties included collecting all ticket sales and silent auction sales for deposit. I was responsible for calculating and paying all vendors according to negotiated contract agreements. I was also responsible for securing party-liability insurance and liquor license for the event and ensuring legislation was strictly followed throughout the event. Presentation of financial reports for the Board of Directors was also required.

1991 – 1997 **Treasurer** for Bridging the Gap Inc., a non-profit program for children from fixed-income families. The operating budget was approximately \$100,000 to \$150,000 annually depending on funding sources such as United Way, Provincial Work Experience grants, Royal Bank of Canada, John Labatt Ltd, Bingo Lottery revenues.

Duties included monthly report preparation for the Board of Directors, weekly report filing for bingo raffle revenue to the municipality as well as reports on request from funding sources. I was responsible for all payables, payroll and associated government filing of deductions.

CARO Involvement:

2014, 2012, & 2010 Participated in CARO Judges Clinics

2012 – Present CARO Judge – All levels

2009 - Present Instructor, Rally Classes for Belleville & District Kennel Club

2007 – Present Member of CARO - Tried successfully at all three levels as well as Versatility and Working classes.

Shelly Lyck