



# August 2017

## August Meeting

***4<sup>th</sup> Tuesday of every month***

Date: 8/22/17

Time: 4 pm to 6 pm Trick Class; 6 pm Dinner; 6:30 pm quick board meeting;  
Meeting to follow approximately 7 pm

Location: Susan Morse's house (7 Sunset West Circle Ithaca NY 14850)

Directions: From Ithaca – Route 13 North towards Dryden; Take a left on Lower Creek Road, pass the 4-H Acres on your left; At the stop sign turn left onto Pinkney Road; Take the first left onto Sunset West Circle; Second place on the left (go past new house and ring) to the paved circle driveway – Trick class in the big cement barn. You may park behind the house – on the grass is fine too.

BRING: This is a dish to pass. Please bring a dish to pass, your own table setting, your own drink, insect spray, jacket if cold, water for your dog(s), chair for you to sit in.

If you are doing the trick class, some equipment is provided (jumps, board, table, tunnel, baby A-frame, box, steps). Please bring any special equipment including retrieving items if you are planning to do tricks that require equipment. In this and last newsletter is additional information. Please sign up with Lynne Wilks so we know the numbers. Any questions, direct them to Lynne.

## Letter from the President

Thank you to those who made it to the last meeting. We braved the cold and wind at Myers Park. For a small group, we had a great selection of food.

In the newsletter are several items that you all need to review. First published with the Secretary's report are suggestions for changes to the Constitution and By-Laws. These will be reviewed at the next meeting and published a second time. Suggested changes will be voted on at the Sept meeting.

Next in this newsletter is the first draft of policies. Realize this is a DRAFT. There will be four parts as there are quite a number of points – Training Committee, General Committees, Officers and Board, General Policies. The four sections will include policy, procedures, methods and budgets for each of the committees. This is ONLY A DRAFT. I thank many people who are researching pass newsletters and board notes. Thank you to committee members to write in their information.

Please do come with suggestions and up-dates to the next meeting. We may not get through all the parts at once and will continue to work on these as we can. As we complete a part, it will be published on the web site. Realize this is a work in progress and points can be added, adjusted or removed. We are going to try not to repeat what is in the Constitution and By-Laws.

Congratulations to all those people who are being very active with their dogs. Many brags were reported at the meeting, from several different people doing a variety of events. Please submit these to Tammy R. if you want them in the newsletter.

Hope to see you all next month and have fun with your dogs. – Susan

## **2017**

### Officers

President: Susan Morse [sm32@cornell.edu](mailto:sm32@cornell.edu)/607-347-4860

Vice President Lynne Anguish: [LJA2@cornell.edu](mailto:LJA2@cornell.edu)

Secretary Tammy Osmeloski: [TTIA607@gmail.com](mailto:TTIA607@gmail.com)

Treasurer Pat Welch: [pwelch@twcny.rr.com](mailto:pwelch@twcny.rr.com)

### Board Members

Steve Anderson (1/16-1/18) [sta111@verizon.net](mailto:sta111@verizon.net)

Ray Corey (1/16-1/18) [turkeyridge@frontiernet.net](mailto:turkeyridge@frontiernet.net)

Marg Pough (1/17-1/19) [mbp1@cornell.edu](mailto:mbp1@cornell.edu)

Kathy Hildreth (1/17-1/19) [kphildreth@yahoo.com](mailto:kphildreth@yahoo.com)

Kathy Wolf (1/17 – 1/18, 1 year new member) [kathy123050@gmail.com](mailto:kathy123050@gmail.com)

### Training Committee

Marian Szebenyi, Training Director (to 2/18) [dms35@cornell.edu](mailto:dms35@cornell.edu)/564-7230

### Appointment members:

Lynne Wilkes (2/16-2/18-2 yrs. – new instructor) [witz52@hotmail.com](mailto:witz52@hotmail.com)

Jean Bonasera (2/17-2/19-2 yrs. – current trainer) [ausabledogs@yahoo.com](mailto:ausabledogs@yahoo.com)

Nancy Almann (2/17-2/18-1 yrs. – membership at large) [willowcreekakitas@yahoo.com](mailto:willowcreekakitas@yahoo.com)

### Elected members:

Anne Williams (2/16-2/18- 2 yrs.) no e-mail 607-277-7219

Betty Baldwin (2/17-2/19 – 2 yrs.) [bhb5@cornell.edu](mailto:bhb5@cornell.edu)

Brenda Finnicum (2/17-2/18 – 1 yrs.) [dogweaver@frontier.com](mailto:dogweaver@frontier.com)

### Address Corrections:

Katelyn Davis

[Katelynjdavis@gmail.com](mailto:Katelynjdavis@gmail.com)

9 Cardinal Drive; Ithaca, NY 14850

408-833-9127

### Newsletter Editor

Tammy Roberson [levimalinois@yahoo.com](mailto:levimalinois@yahoo.com)

## **Misc. Committees**

A.T.T.S. Lynne Anguish & Tom Szebenyi 564-7230

### CPE Agility Trails 2017:

Tammy Osmeloski (chair)

Kathy Hildreth (secretary)

Debbie Bell (committee member) [denalirr@gmail.com](mailto:denalirr@gmail.com)

Katie Barnaby (committee member) [tebika@hotmail.com](mailto:tebika@hotmail.com)

Debbie Keith (committee member) [Crazyboutdogs1@gmail.com](mailto:Crazyboutdogs1@gmail.com)

Susan Morse (committee member)

CU/Pavilion Coordinator: Deb Watrous [dwatrous22@gmail.com](mailto:dwatrous22@gmail.com)

Class Materials Coordinator: Shirley Kielmann

Equipment Maintenance: *Vacant*

Equipment Sales/collar fitting: Dawn Sedorus C/Txt 315-439-1507

FLKC Liaison: Marg Pough

Graduations:

Beginners: *Vacant*

Advance: *Vacant*

CGC: Hannah Robinson [hannahL6@yahoo.com](mailto:hannahL6@yahoo.com)

2017 ACT Test: Jan Este, Susan Morse, Anne Williams

Historian: Lucille Straub [lucillestraub@me.com](mailto:lucillestraub@me.com)

Holiday Party: Brenda Finnicum

IDTC Yahoo list serve: Kathy Hildreth

Interclub: Sue Yanoff [sryanoff@gmail.com](mailto:sryanoff@gmail.com)

Judges Selection: Deb Bain [dab14@cornell.edu](mailto:dab14@cornell.edu) /347-6518

Library: *Vacant*

Match Show Chair: *Vacant*

Membership Steward: Katelyn Davis (see above)

Newsletter copying mailing: Deb Bain

Point Show Fall 2017: Marg Pough and Anne Williams

Point Show Spring 2018: *Vacant*

Point Show Fall 2018: *Vacant*

Point Show Spring 2019: *Vacant*

Programs: *Vacant*

Public Information: Betsy Root 387-7082 [loveapoodle@yahoo.com](mailto:loveapoodle@yahoo.com)

Registrar:

Beginners: Marian Szebenyi

Advance: Judy Roberts [winddance@zoom-dsl.com](mailto:winddance@zoom-dsl.com)

Agility: Debbie Brown [dbrown3991@aol.com](mailto:dbrown3991@aol.com)

Nosework: Nancy Almann

Refreshments:

Meetings: *Vacant*

Beg Graduations: Shirley Kielmann [mskielmann@yahoo.com](mailto:mskielmann@yahoo.com)

Advance Graduations: Shirley Kielmann

Sunshine: Deb Bain & Pat Welch

T-shirt coordinator: *Vacant*

Trophies Ribbons & end of year awards: Betty Baldwin: [bhb5@cornell.edu](mailto:bhb5@cornell.edu)/257-1683

Web Pages:

General: Marian Szebenyi

Facebook: Linda Pacioretti [lp@bionxs.com](mailto:lp@bionxs.com)

Welcoming Chair: *Vacant*

# General Meeting Minutes

IDTC General Meeting Minutes, July 25, 2017 @ 7:25 pm Myers Park, Lansing NY

14 IDTC members present.

The minutes from the June 27, 2017 meeting were approved with corrections; Susan Morse reported on the CPE trial and Marg Pough is chairperson of the Fall Point Show with Anne Williams assisting her.

**Report from the Board:** Nothing was reported.

**Report of the President:** The policy manual has been edited and proofed. There are 4 sections; 1. General Committees 2. Training 3.General 4. Officers and Board. If anyone has additional policies for the manual that haven't been submitted please email them to Susan Morse, [sm32@cornell.edu](mailto:sm32@cornell.edu)

**Secretary's Report:** Tammy Osmeloski received submission of suggestions from two members concerning changes to the constitution. These suggestions are published in this newsletter and will be considered by the general membership at the Sept. meeting.

**Treasurer's Report:** Pat Welch reported that the IDTC has the following balances: checking \$19,536.18, savings \$16,671.18, CD#1 \$10,453.92, CD#2 \$6,473.52.

## Committee reports:

**Training Committee Report:** Marian Szebenyi reported fall classes have been set. Instructors are needed for Puppy and Beginner 1, plus assistants. Kathy Hildreth will be teaching 2 agility classes, Bruce Coleman a proofing class, Kathy Wolf Beginner 2, Marg Pough CGC and Nancy Almann nose work. If anyone would like to volunteer to teach/assist please email Marian [dms35@cornell.edu](mailto:dms35@cornell.edu)

**CPE Trial:** Kathy Hildreth reported that the entries for the Sept. CPE trial are slow and she is expecting a fewer number of entries due to a conflicting AKC trial in Syracuse on the same date. Jreck Subs will be the food vendor. Trial workers will receive \$2 food coupon and \$1 coupon toward a future entry for each class worked. We will also raffle off 2 free runs in our worker raffle. Lisa Lucas will be the judge. There are new parking rules at Paws For Thought Farm, there is now no parking in front of the building. Tammy Osmeloski reported that there was a meeting of members interested in the 2018 CPE trials. It was decided that the April and Dec. will be held with Tammy Osmeloski and Kathy Hildreth being chair and secretary. They will be looking into the possibility of moving the Sept. trial to early March. The June trial still needs someone to volunteer to be either chairperson or secretary. Marian Szebenyi is willing to fill one of the positions for the June trial.

**Fall Point Show:** Anyone wishing to volunteer to steward please email Kathy Wolf [123050@gmail.com](mailto:123050@gmail.com) The date is Sat. Sept. 30<sup>th</sup>.

## Unfinished Business:

**Trick test:** Lynne Wilks reported that an AKC Tricks test will be held at the next meeting, Aug. 22<sup>nd</sup>, at Susan Morse's house, 7 Sunset West Circle, Ithaca. CGC evaluators will be present to be the judges for the Trick titles. More information on the trick dog title can be found at <http://www.akc.org/trick-dog/>

**New Members:** The following people have applied for IDTC membership and the motion to accept them passed;

Susan Wolf and her Zuchon named Rosie. They completed last course on 5/6/17 and evaluated by Anne Williams 5/16/17.

Emma Davies and her Catahulas named Tui and Wren. They were evaluated by Brenda Finnicum on 5/16/17.

Brandi Hulslander and her Lab named Luka. They completed AKC Star Puppy and Beginner 1 on 5/10/17.

Anna Fredericks and her Whippets named Zuko and Surfer. Zuko has completed his Beginner Novice and CD titles for obedience. He also has Rally Novice and Advanced titles, with 2 legs toward his Excellent title.

Welcome to the IDTC Susan, Emma, Brandi and Anna!

**New Business:**

- Marg Pough reported that the AKC rules changes;

*Companion Events: to allow exhibitors and ring stewards to wear club clothing, AKC event clothing, or clothing displaying the person's name, the dog's call name and/or the dog's picture. The dog's titles would not be allowed, nor would writing or graphics be allowed that was in poor taste or in conflict with*

*a sponsor of the event. This is consistent with the governing regulations for the AKC Agility and Tracking programs and would make all Companion Events programs the same.*

*Elimination of the 26-inch Jump Height*

*The Board VOTED to approve a recommendation to eliminate the 26-inch jump height and substitute the "24 Inch Choice" jump height classification at AKC agility trials. The "24 Inch Choice" class will be a jump height for dogs that are not required to compete at 24 inches whose handlers choose to compete at this higher height.*

*This change is designed to keep dogs in the AKC Agility program by making AKC consistent with trends that are occurring in the sport. The "24 Inch Choice" height change also helps those handlers who want to prepare for international competitions. This jump height will allow the true 24 inch dogs (the ones required to jump 24 inches) to not have to compete with dogs that are typically smaller and lighter whose handler opts into the 24-inch height.*

*Additional Barn Hunt Titles – Crazy 8's*

*Consistent with other titles in the Title Recognition Program, owners must apply and pay a \$20 fee to add the title on their dogs' AKC records. The processing of Crazy 8s title application will start on March 1, 2018.*

- There was discussion on ordering new IDTC T-shirts with the small logo. New shirts will be ordered.
- Kathy Hildreth is going to look into how the IDTC could hold an AKC agility trial. She will report back to the club sometime in the future.

Meeting Adjourned 7:45

Tammy Osmeloski, IDTC Secretary

## FINAL TRICK DOG NOVICE TITLE EVALUATION REMINDER

IDTC will be holding their first ever Trick Titling Event before the August 22nd club meeting at the home of Susan Morse.

Susan's address is 7 Sunset W Circle, Ithaca

**From Ithaca** - Route 13 North towards Dryden – Turn left onto Pinckney Road across from the NYSE&G service parking lot – Continue straight on Pinckney, stop at the stop sign on Lower Creek Road and continue straight up the road (slight incline). Take the first left onto Sunset West Circle. We are the first paved driveway on the left. Look for the signs.**From Cortland** – Route 13 South through Dryden – About 4 miles on Route 13 S – Turn right onto Pinckney Road across from the NYSE&G service parking lot and follow directions above. Look for the signs

We will have CGC evaluators there beginning at 4:00 o'clock. IDTC will provide the necessary forms and the evaluation is free. If you want the official AKC title, the forms must be mailed in with a 20 dollar registration fee. We will have the agility equipment necessary for some of the qualifying tricks, specifically a jump, tunnel, boardwalk, and table. Remember if your dog already has its CGC, then it only needs to perform 5 tricks to qualify for the novice title. (See the trick evaluation form at AKC website or in July IDTC newsletter for the suggested qualifying tricks.) In addition there is the ability to do two tricks of handler's choice. If you have a really cool trick that is a bit harder than the suggested tricks, you might want to save it for a higher trick title level.

**IMPORTANT - If you need any props for your tricks, please bring them!!! This includes an item to hold, a fetching item, a cup to hide a treat under, etc...**

**Also, bring treats, as dogs can be lured and treated during this level of testing.**

If you haven't already signed up, contact Lynne Wilks at witz52@hotmail.com. This sign up sheet is only to help us with time management, so as long as you don't show up just before the 6 o'clock meeting we can probably accommodate you.

**Let's see how many of our multitalented IDTC dogs can earn this new AKC title!!!!**



### AKC TRICK DOG TRICKS CHECKLIST: NOVICE



Instructions: Include this page with the AKC Trick Dog Title Application.

A TOTAL OF **10 TRICKS** ARE REQUIRED TO EARN THE AKC NOVICE TRICK DOG TITLE.

If you have a Canine Good Citizen (CGC) certificate or title on record at AKC, you may count the CGC as 5 of the required tricks for the NOVICE TRICK DOG TITLE.

#### CGC Skills Foundation Behaviors for Trick Training

1. Accepts friendly stranger
2. Sits politely for petting
3. Appearance and Grooming
4. Out for a Walk
5. Walking through a crowd
6. Sit, Down, Stay in place
7. Coming when called
8. Reaction to another dog
9. Reaction to distractions
10. Supervised Separation

Check one box:

- CGC is on record (counts as 5 tricks). 5 additional tricks have been observed by evaluator and are checked below
- No CGC, 10 tricks have been observed by Evaluator and are checked below.

- \_\_\_\_\_ Balance beam (walk on low board a few inches off floor)  
\_\_\_\_\_ Bark on cue ("Speak")  
\_\_\_\_\_ Crawl (dog on belly, crawls at least 5 feet)  
\_\_\_\_\_ Fetch it and give (ball, toy, etc- bring to handler, release)  
\_\_\_\_\_ Find it (find treat hidden under cup)  
\_\_\_\_\_ Get your \_\_\_\_\_ (Leash, brush, name of toy)  
\_\_\_\_\_ Get in (gets in box)  
\_\_\_\_\_ Get on (gets on low platform or step - 4 paws)  
\_\_\_\_\_ Hand signals (down, sit, or come) \_\_\_\_\_  
\_\_\_\_\_ High five  
\_\_\_\_\_ Hold (3 seconds)  
\_\_\_\_\_ Jump (thru a low hoop or over a low bar)  
\_\_\_\_\_ Kennel up (go in crate, stay in until released)  
\_\_\_\_\_ Kiss (point to cheek)  
\_\_\_\_\_ Paws up (2 front paws on low stool or step)  
\_\_\_\_\_ Push-ups (sit, down, sit, down, sit, down)  
\_\_\_\_\_ Shake hands  
\_\_\_\_\_ Spin in circle  
\_\_\_\_\_ Touch it (hand or target stick)  
\_\_\_\_\_ Tunnel (agility tunnel or child's tunnel)  
\_\_\_\_\_ Other: Handler's choice: \_\_\_\_\_  
\_\_\_\_\_ Other: Handler's choice: \_\_\_\_\_

For the Novice title, handlers may use a food/toy lure if needed. May use food/clicker reinforcers.

Dog owner name _____	Dog Name _____
Evaluator name _____	Eval Number _____ Date _____
Evaluator signature _____	

## Fall 2017 Classes

Here is the list of classes offered by IDTC this fall, at the Livestock Pavilion except where noted otherwise. Fees for the session are \$20 for active members, \$70 for inactive members, \$85 for non-members taking a first class, \$70 for non-members taking a second class (e.g. Beg II after Beg. I), except as noted below. Dates for the session, and registration information, are given below for the various classes. To apply, use the appropriate form for the class, available from the web site <http://ithacadogtrainingclub.org> under the Forms tab. Follow instructions on the form.

### Basic obedience

Register **any time** with **Marian Szebenyi**, 176 Jackson Hollow Rd., Newfield, NY 14867

**Wednesdays, dates 9/6, 9/13, 9/20, 9/27, 10/4, 10/11, graduation 10/18**

- **Puppy Beginner:** 7:15 P.M. Instructor, Marian Szebenyi. Assistant, Hannah Robinson
- **Beginner I:** 6:00 P.M. Instructor, Tammy Osmeloski. Assistant, TBD
- **Beginner II:** 6:00 P.M. Instructor, Kathy Wolf. Assistant, TBD

### Intermediate-advanced obedience

Register **between August 7-18** with **Judy Roberts**, 2080 Cayuga View Rd., Trumansburg NY 14886.

**Tuesdays, dates 8/29, 9/5, 9/12, 9/19, 10/3, 10/10, graduation 10/17**

- **CGC:** 7:15 P.M. Instructor, Marg Pough. Assistant, Pauline Helfenstein
- **Proofing for Novice, Open, Utility.** 6:00 P.M. Instructor, Bruce Coleman

### Agility

Register **between August 7-18** with **Debbie Brown**, 965 East State St., Ithaca NY 14850. Instructor approval is needed before registration is finalized.

**Wednesdays, dates 9/6, 9/13, 9/20, 9/27, 10/4, 10/11. Location: Paws for Thought Farm. Members only, fee \$60 active, \$90 inactive.**

- **Agility 2:** 6:00 P.M. Instructor, Kathy Hildreth. Assistant, Abby Christman. Pre-requisite, Agility 1 or equivalent. Preference given to those who completed Agility 1 in spring 2017.
- **Advanced Agility:** 5:00 P.M. Instructor, Kathy Hildreth. Run an advanced “course of the week” with advice and feedback from Kathy. Should be able to at least qualify at AKC Novice level or CPE Level 2.

### Nosework

Register **between August 7-18** with **Nancy Almann**, P.O. Box 789, Trumansburg, NY 14886

**Mondays, dates to be determined. Location: IC Boat House. Members only.**

- Intro to AKC Scent Work Elements: 7:15 P.M. Instructor, Nancy Almann. Assistant, Becky Robinson. Pre-requisite: must be trialing at NW1 level or above.

There will be open practice in the Pavilion on Tuesdays from 6:00 P.M. on. There is no charge to practice, but please be responsible about putting away any equipment that you take out.

# Braggs

**Submitted by Suzanne Etherington:**

**Trevorwood Peregrine Rivalsbane (aka Puppy Pants) made his debut in CPE Agility with two firsts and his Standard Level 1 Title.**

**Trevorwood Verbena Grace continues to work her way through Level 4 in CPE and her Masters level in AKC agility.**



**Submitted by Deb Bain:**

**My National Specialty winning Tibetan Spaniel, Deuce, completed his CD last week at the Susquenango Kennel Club shows, with a 2<sup>nd</sup> place! He's now BISS GCH Shenanwood Double Trouble, CD, BN, RE, CGC! Sadly, he's my last dog who got his foundation training from Terri Clingerman.**

## Miscellaneous

**Linda Pacioretty is looking for photos of members' dogs for the IDTC Facebook cover photo. Please send photos that are clear, not blurry, and include your dog's name and titles and awards. It is fine if you are in the photo with your dog(s). Please send them to Linda Pacioretty at [lp@bionxs.com](mailto:lp@bionxs.com)**

**Please send Newsletter items/request to Tammy Roberson by August 5<sup>th</sup> at [levimalinois@yahoo.com](mailto:levimalinois@yahoo.com) please put in subject "IDTC Newsletter Item". Thank you.**

## **Proposed amendments to IDTC Constitution and Bylaws.**

Steven Anderson, 7/1/2017

### Amendment #1—Name change:

Strike “Constitution and By-laws”, insert “Bylaws”

[10 places]

Rationale: Single document, single name. *Robert* recommends “Bylaws”.

### Amendment #2—Remove ART I SecD and SecE to Policy Manual.

“SECTION D. The Club shall sponsor obedience, agility and other training classes wherein handlers will be instructed in methods of training their dogs. Classes are open to all dogs, whether or not they are purebred. The person handling the dog must be 12 years of age or over, except in the case of members admitted under Article II, Section B. Item 3. Exceptions are made at the recommendation of the Training Committee. Fees charged for these training classes will be fixed by the Board of Directors.

SECTION E. Dogs showing vicious tendencies may be rejected from Club participation by the Board of Directors upon recommendation of the Training Committee.”

Rationale: These sections describe administration of training classes, not fundamental attributes of IDTC.

### Amendment #3—Remove second paragraph of ART II SecB(6).

“A Life Membership committee consisting of five (5) active Life Members shall be appointed by the Board at the October meeting, and shall receive from the Membership coordinator a list of those who have been members for 10 years or more.” MOVE TO ART VI COMMITTEES.

“The committee, using the following guidelines, shall award that year's new Life Memberships, which are to be announced at the annual meeting and published in minutes of the annual meeting. In judging a 10-year member's service to the Club, the committee should take into account his/her significant contributions to one or more of the following categories of Club activities or responsibilities: Training (e.g. Training Director, Training Committee member, instructor, assistant instructor, registrar); Administration (officer, board member); Communications (newsletter, web site, email discussion list, Facebook page, meeting program, seminar, clinic, library); Public/Community/member Relations (demonstrations, therapy visits, sunshine); Performance Events (point show, matches, awards).” MOVE TO POLICY MANUAL.

Rationale: These sentences define duties of the Life Membership Committee and how those duties will be carried out.

### Amendment #4—Move Annual Meeting from January to more temperate month.

In ART III Sec A, strike “January” (three places) and insert “May”.

If adopted, make corresponding changes to months shown in ART V Sec B and SecE.

Rational: Lessen likelihood that the Annual Meeting will be cancelled for weather.

Amendment #5—Allow for electronic Board meetings.

In ART III SecB, first sentence, delete the first comma, and add “in person or by such electronic means as permits all Board members to participate fully” to the end of the sentence

Current wording: “The Board of Directors will hold a meeting, preceding each regular business meeting.”

New wording: “The Board of Directors will hold a meeting preceding each regular business meeting, in person or by such electronic means as permits all Board members to participate fully”.

Rationale: Allows Board to conduct business when it is not practical to obtain a quorum in person.

Amendment #6—Allow annual election to move out of January. [See Amendment #4]

In ART VI SecA, in first sentence, delete last phrase “, at the first meeting of the year.”

Current wording: “The Board of Directors shall be the officers of the Club and 5 members to be elected by the Club. Directors shall be elected annually, at the first meeting of the year.”

New wording “The Board of Directors shall be the officers of the Club and 5 members to be elected by the Club. Directors shall be elected annually.”

Rationale: Necessary if Annual Meeting is not the first meeting of the year.

Amendment #7—Remove duplicate wording.

In ART VI SecA, second paragraph, strike “The Club shall have a Board of Directors consisting of the officers and 5 members elected by the Club, whose” and insert “The Board of Directors’...”

Current wording: “The Club shall have a Board of Directors consisting of the officers and 5 members elected by the Club, whose duties and powers shall be as follows:”

New wording “Board of Directors’ duties and powers shall be as follows:”

Rationale: Deleted wording duplicates beginning of SecA.

Amendment #8—Align appointment of committees to “official year”.

In ART VI Sec A, first sentence, strike “fiscal” and insert “official” (two places).

Current wording: “At the first or second meeting of each fiscal year, the President shall nominate and the Board shall appoint individuals or committees for specific responsibilities in the current fiscal year.”

New wording: “At the first or second meeting of each official year, the President shall nominate and the Board shall appoint individuals or committees for specific responsibilities in the current official year.”

Rationale: Necessary if Annual Meeting moves out of January.

Amendment #9—Remove list of committees.

In ART VI SecA, strike second sentence, “Such responsibilities may be regarding point show, matches, seminars, registrar, equipment, membership roster, graduation, email discussion list, newsletter, website and other activities or events.”

Rationale: Unless this is intended to limit all possible committees to those listed, this is not necessary.

Amendment #10—Delete Constitutional Review Committee.

Current wording: SECTION B. Constitutional Review Committee: At least every five years the President shall nominate and the Board shall appoint a committee of five members for the purpose of reviewing these Constitution and By-Laws and recommending any changes deemed desirable. In changing these Constitution and By-Laws, the original intent and concept of the Ithaca Dog Training Club shall be maintained. A copy of the original Constitution and By-Laws of the Ithaca Dog Training Club shall be kept on file by the Secretary.

Rationale: Periodic revisions are inefficient and time-consuming. Amendment mechanism is simple, and members should be encouraged to address issues as they arise.

Amendment #11—Amend Parliamentary Authority.

In ART VIII SecC, insert “newly” before “revised”.

Current wording: “Roberts Rules of Order (revised) shall govern...”

New wording: “Roberts Rules of Order (Newly Revised) shall govern...”

Rationale: Actual title of the book.

Amendment #12—Raise Bylaws amendment vote requirement to 2/3.

In ART IX SecA, strike “majority”, insert “2/3”.

Current wording: “Amendments: These Constitution and By-Laws may be amended by a majority vote of the members present and voting...”

New wording: “Amendments: These Constitution and By-Laws may be amended by a 2/3 vote of the members present and voting...”

Rationale: Comply with *Robert's Rules*. Decisions still in force, especially those affecting fundamental rights and privileges of members, require more than an ordinary majority for amendment or rescission.

**Suggested Constitution Bylaw Changes**

1. Change the Financial year and Election year to 7/1/year to 6/30/year.

Reason: Due to winter weather, as for example 16/17 years, to have the annual meeting and election during the winter causes problems. Meeting often have to be canceled due to weather in the NE.

To make this to the new cycle, have the current board go from 3/17 to 6/30/18.

Change causes these adjustments:

- a. New officers and board start in July
  - b. Annual meeting in June (members only)
  - c. Election of officers and board in June
  - d. Nomination for officers and board need to be published in the May newsletter
  - e. Nomination committee needs to be assigned in March by the board and published in March newsletter who is on the committee
  - f. Board need to work on getting a nomination committee in February-March
2. Change the Election of the Training committee (TC) to April 1/Year to March 30/Year

Reason: As it is currently, the TC nominations follow the new board by one month or two. It has been always difficult for a new board to get TC and by changing the schedule of the committee, a more mature board could be working on this months in advance. With this change the old board (current) not new would work on this task.

The timing of when the new TC starts is difficult and in the middle of classes. This change would make it so the current TC would work on the classes and the new TC would have time to meet and organize for the next session of classes (summer or fall).

To make this to the new cycle, have current TC end in March 30, 2018 verses Feb 2018.

Changes causes these adjustments:

- a. TC starts April (Past TC will have classes organized and in the works for Spring and new TC will do Summer (if any classes/training items) and really start for Fall classes
  - b. Election of TC in March
  - c. Nominations (from the Board) of the TC in February and published in February newsletter (Note: Even in bad weather, board can do a notice to IDTC members and could be done by phone/e-mail by the current board)
  - d. Board needs to work on getting a TC Nov-Dec-Jan (existing board)
3. Family members may not be on the board (including officers) at the same time or on the TC at the same time or one on the board and the TC at the same time.

Reason: The board and officers control the financial aspect of the club. When having more than one family member on the board it lead to the implication that something could happen and funds could be misused. Especially if the two are Treasurer and another officer that has access to the accounts.

As the board and officers are one governing body and the TC is another there could be some pressure from these two positions to change things that are not in the best interest of the club.

It is not to say that any of this happened in the past or would in the future, but it is an impression that could lead to problems if this occurs.

#### 4. Life Membership length change

Reason: 10 years of good service is a very short time for a Life membership. Most organizations are 20, 25 or more. This needs to be extended to 20 or more years.

Changes caused by this adjustment:

All those members turning 10 years or more that are being considered for life membership will be changed to

# IDTC Policy Committees

**DRAFT 7/19/17**

## **Other Committees:**

**A.T.T.S. Coordinator:** This person coordinates and schedules the American Temperament Test Society (ATTS) evaluations for the club approximately every other year. He/she works with the Chief Tester (need 1), Testers (need 1-2), and Apprentice Testers (need 1-2 testers) to select and schedule the date and location for the test. The Coordinator usually acts as the Trial Secretary and works on advertising the event, receives all entries, and processes the appropriate paperwork. After the trial, the test results and fees are submitted to ATTS. The Coordinator asks club members to volunteer at the event and oversees the workers. Equipment is provided by the chief tester. Usually food and drinks are provided for the workers and testers and are paid by the club. Budget is required and asked to be submitted prior to each trial, for board approval, as cost can vary based on location and other expenses, but usually runs around \$500.

## **CPE Agility Trials:**

**CPE Chair:** The Chair works with his/her committee to host a CPE trial in accordance with the CPE rules. The Chair is expected to oversee all aspects of the trial from the beginning to the end. The Chair, or other responsible committee members, must be present before, during and after the trial to make sure everything is completed. The Chair is to make sure all payments are made and all receipts are turned in to the Treasurer and follow reimbursement guidelines. The Chair may assign particular duties to committee members.

The Chair, working with the committee, selects the dates, locations, classes and judges for the trial(s).

Prizes and ribbons are ordered by the chair. Adequate numbers for the show are required and may be purchased in bulk for the series of shows.

Coffee, water and snacks are provided by the club, or donated by club members, for participants and need to reflect an estimated cost in the budget.

Food for participants and workers is provided by people who follow the health code and have a license/permit to sell food in Tompkins County. Tickets are given to workers. The Chair gives the food vendor a list of members and judges who get free lunches without presenting tickets. The club reimburses ticket costs and costs of free lunches to the food providers. This needs to be included in the budget.

The following positions get free runs for one dog in all the classes for the days they work: CPE Chair, CPE Trial Secretary, CPE Assistant Trial Secretary, Chief Worker Coordinator and Chief Course Builder. They need to complete the trial premium entry form and designate their positions for free runs. These positions also receive free lunch along with the rest of the trial committee.

Budget is required prior to the event of each trial or set of trials as costs can vary due to different aspects of the trials. Trials must be approved by the board prior to submitting trial applications to CPE. All contracts must be given to the president to be presented to the board for approval. Once the trial has been approved, the Trial Chair or Trial Secretary is delegated authority to sign contracts and provide a copy of the contracts to the IDTC Secretary and Treasurer as noted below. Prior arrangements with the treasurer must be made if checks are required at any particular time frames (i.e. day of trial). Variations from the budget that significantly affect the income or expenses or net must be brought to the attention of the board for additional approvals.

Contracts and invoices are to be given to the IDTC Secretary and Treasurer. These include, but are not limited to, facility rental agreement, CPE trial application, and judge's contracts. Ongoing and final documentation of actual expenses and profits need to be prepared by the Trial Chair. The Treasurer will also prepare an official document for review by the Chair and approval. A report detailing the events of the trial, net gain or loss is presented to the Board and general membership at the first Board and general membership meeting held after the trial or by e-mail within one week of a meeting that is canceled.

**CPE Trial Secretary and Assistant:** The Trial Secretary organizes and conducts CPE trials in accordance with CPE Host Clubs' rules and regulations as found on their websites. He/she receives entries, processes entries, and processes results. The secretary also helps in the decision making as a trial committee member. After the event, numbers need to be reported to the chair so he/she can compose the report for the board and general membership. Budget is submitted by chair.

**CPE Trial Committee members:** They help in the decision making for the trial. The suggested number of committee members is at least three in addition to the Chair and Secretary. The members are to help out the Chair and Secretary before, during, and after the trials. They should plan on coming early and/or staying late to insure everything is completed and cleaned up. They may be assigned additional duties such hosting the judge, clean-up, etc. Budget is submitted by Chair.

**Key CPE jobs:** These people may, or may not, be part of the committee. There is a Chief Worker Coordinator who works with the Trial Secretary and other members to get volunteers to do many jobs. They organize the worker raffle. They provide tickets to workers for either food or future entry cost.

The Chief Course Builder works with the committee and judge to set up each course as needed. The Chief Course Builder oversees the process and should be ready to jump in if there is an issue concerning the course.

**CU/Pavilion Coordinator:** This person is the liaison between IDTC and Cornell Animal Science Department. The Coordinator works directly with the Training Director, President and Treasurer and, at times, other individuals within the club that need to have an event scheduled in the pavilion. In turn, they work with the Animal Science department to schedule the classes and other events at the Pavilion. This person also coordinates with the club Treasurer for appropriate annual renewals (COI) and payment for usage. Although all requests for the pavilion need to go to this person as the central contact person, this individual is not the sole spokesperson for the club. Additional communication/meetings may be arranged with other club members and Animal Science staff when needed through a request to the coordinator. No budget is needed.

2017 Fees for the Pavilion: 1) Evening (up to 3 hours): \$75; 2) Daytime use for half day: \$100 (5 hours or less); 3) Daytime use for full day: \$190 (5-10 hours); 4) All day event that involves Animal Science staff for clean-up: \$375

**Class Materials Coordinator:** This person (or multiple people doing different groups of materials) makes sure there are adequate handouts for the classes and works with the Training Committee and Director. Handouts are kept in a file under the stands of the pavilion. If additional copies need to be made, they may be charged at our standard copier location (Gnomon copy). The coordinator must indicate the purpose of the coping on the request and send a copy of the request to the treasurer to match bills sent by the company. Budget is not required as this is an on-going, and as needed, handout request.

**Equipment Maintenance:** This person or persons repairs and maintains the equipment of the IDTC. Maintenance may be handled by multiple people or one person. Budget: This varies by needs, but the equipment maintenance person may spend up to \$200 a year without additional approval from the board. The person or persons must submit the receipt to the club Treasurer via the Treasurer's rules. If there is a need to replace equipment, or do repairs beyond \$200 annually, the person or persons must request the cost by submitting this request to the president to be approved or denied by the board. Receipts must be processed according to the Treasurer's process for reimbursements. No additional budget needs to be submitted.

**Equipment Sales/Collar fitting:** This person works with the Training Director and instructors to make sure they have adequate collars/head halters, and leads on hand for the classes held by IDTC. The supply must be kept up to date by taking inventory at least once a year, more often if necessary, and ordering equipment as needed. The preferred method of paying for equipment is to make up an order and have the Treasurer provide a check or use the club credit card.

The equipment person assists in collar fitting the first night of each beginner/puppy class. If necessary, temporary helper(s) may be recruited for this process. If this person is unable to attend one of the first nights, the equipment person is responsible for providing a competent substitute.

A choke collar (nylon or chain) or flat collar (usually for the puppy class) is provided free of charge to each student in the beginner/puppy class who is not an IDTC member. All other equipment must be paid for by the purchaser. Prices are set to cover the cost of the equipment to IDTC, postage, and to include sales tax. Sales tax must be charged, but this can be done by setting prices so that the price, shipping, plus tax come out to a round number. Purchasers must be given a receipt, and a copy of the receipt is kept for club records. This is to assist in calculating the sales tax to be paid to the state. A current price list and cash box, which contains the book of receipts as well as the cash, must be maintained in the equipment cabinet for use both on first nights and when an instructor or assistant needs to sell a lead or other equipment.

Equipment other than collars, (choke, flat and prong), head halters, leads, dumbbells may be special ordered if requested by members (for example to obtain a group rate on ordering a number of items). Additional equipment should be kept to a minimum and group purchases with guaranteed sales for more expensive equipment like articles should require a deposit and be a special order. Toys need to be kept at a minimum as there are many local businesses that sell toys.

As the sales of items are often high after the first night of class, money received from equipment sales plus receipts need to be given to the treasurer within a week of each new session. Minimal amounts of money need to be kept in the cash box and it is preferred that people pay by check to keep the cash down. No budget is needed as the club Treasurer will pay for equipment directly and deposits and receipts will be given to the treasurer.

**FLKC Liaison:** This person works with the FLKC to pass on information among the clubs. This person also reports on the AKC rules and other information from AKC. No budget is needed.

**Graduations:** In general, the graduations are coordinated with the Training Committee/Training Director (TC/TD) for dates and times. The TC/TD also assists and works with all that are involved in the graduations. TC/TD coordinates with the refreshment coordinator to provide refreshments. The TC/TD also coordinates gating and equipment for graduations as needed.

**Beginners:** There are two parts to the beginner graduation. One is to award the certificates and give information packages and the second is to provide refreshments. The Refreshments Coordinator duties are outlined below. Information from the class instructor is given on the fifth class so that all can start preparing the packages for the 7<sup>th</sup> class which is graduation. Signature of the President and class instructor are put on the certificates and is coordinated by the TC/TD who also assists in finding evaluators. The TC/TD also assists in getting help to set up the rings. Budget is required for envelopes, certificates and information to make up the information package.

**Advanced:** There are two parts to the advanced graduation. One is to set up the graduation that we now call evaluation like a show and the other is to provide refreshments. Refreshments Coordinator duties are noted below. This person works with the TC/TD to coordinate efforts in evaluators and ring set- up. There should not be any additional costs, but if there are, they costs need to be submitted to be Presented to the Board for approval or not.

**CGC Test:** The Chairperson for the CGC Program works with the TC/TD to put on a CGC/CGCA/CGCU test. The Chair does not have to be an evaluator herself. The chair is responsible for the administrative duties (AKC forms), organizing the staff, and any site preparation for the test(s). CGC information for evaluators and participants (including separate registrations for CGC/CGCA/CGCU tests) as well as general information brochures and posters for the public is available in the file cabinet on the right as you face the files under the bleachers in the pavilion. Items needed for the testing itself are located in a blue plastic bin marked "CGC" inside the locked cage. A list of the necessary test items is taped inside the bin cover. Additional information can be found on the AKC website under: <http://www.akc.org/dog-owners/training/canine-good-citizen/about/>. During clean-up, the Chair should verify that all the items for the testing are returned to the "CGC" box in clean, orderly condition as they were found. Any item on the list that is rendered missing, broken or unusable should be noted and corrected as soon as possible. The Chair is to remember to thank all volunteers, especially the evaluator, and to congratulate the new graduates on the IDTC list as soon as possible after the test.

A list of members that are CGC/CGCA/CGCU evaluators is kept by the TD on the secure website.

An AKC GCG patch (\$7 cost) is given to each qualifier, and is purchased by IDTC. An IDTC certificate is given to each qualifier.

IDTC offers reimbursement to active club members who officiated at a CGC/CGCA/CGCU for the cost of the member's CGC registration fee to AKC (new or renewal). Please submit copies of AKC paperwork after successfully obtaining or renewing your evaluator application to the treasurer for reimbursement.

Paperwork is done online (or in paper form) by the evaluator. IDTC keeps the two forms which don't go to the qualifier. There is a summary form which has to be filled out or done online after each test session by the evaluator. There is no charge to complete this form or do it online.

Those who pass the CGC can submit their paperwork to AKC. To receive a certificate only from AKC, they are to send in \$10. To have the CGC be a title instead of a certification, there is a \$20 fee paid by the qualifier when she sends in the sheet to AKC. (Prices based on 2017 feed and may change based on AKC prices).

IDTC will recognize members in good standing that pass the CGC whether they submit the paperwork to AKC or not.

This is not a money making event and is offered like a graduation from the CGC/CGCA/CGCU class. Other non-class participants of the CGC/CGCA/CGCU, such as IDTC members in good standing, may also enter this IDTC event. Those testing outside the class, however, must notify the Chair that they plan on coming to the event, as there are pre-requirements for participants. There is no additional cost for test participation.

There is no additional cost to this event except for the patches purchased by IDTC in bulk from AKC, but if there is a needed reimbursement (for replacement of supplies, for example), the Chair needs to submit receipts per the reimbursement policy or directly pay the treasurer. The Board should approve unusual expenses not associated with previous CGC/CGCA/CGCU tests in advance. Estimated budget for the patches is \$300 for the year, but patches may be purchased in bulk to help reduce the cost and be spread over more than one year.

**STAR program:** This Chair is the Instructor and works with the TC/TD to put on a STAR program test as well as the class. The Instructor does not have to be a CGC/CGCA Evaluator, but must cover in the class all the requirements of the STAR program. As the class has other requirements besides just passing the test, only graduates of the STAR class can attend the STAR test. This is offered like a graduation and the instructor handles all aspects of organizing this test with the help of the TC/TD. IDTC pays the fee for registering graduates of the STAR program to AKC. If there are any additional costs – replacement of supplies or other materials, this needs to be submitted and will be reviewed by the Board for approval.

**ACT Test – Members only:** This person or persons forms a committee to host an AKC ACT test. Suggested number for the committee is three. Members coordinate with the evaluator, committee, and workers to select and schedule the date and location for the test. They are responsible for advertising the event, sending out information, taking in entries, and scoring and submitting all the paperwork to AKC. Additional jobs for the committee are to make sure fees are paid for the location, refreshments, having prizes and ribbons for participants, and anything else that is required to put on the test. All of the committee members need to come early and leave late to make sure everything is completed. They must also be present during the event.

All evaluators, or workers that have taken the AKC ACT evaluator test, will be refunded the fee to take the test (\$35). The TD maintains a list on the secure IDTC web site. They need to submit proof to the treasurer, along with a request per the treasurer, for personal reimbursement. Confirmation of their participation comes from the ACT committee/Chair.

This is not a money making event and is offered like a graduation for members only. Budget is need prior to the event.

If this event is for the general public, then other factors would need to be considered and a budget for a public event would be required. If it is a public event, insurance waivers would be needed as well as everything stated above. Budget is needed prior to the event.

**Historian:** This person oversees the past information of the club through photos, news clippings and other material. This person organizes it and stores it for the club. This person brings special materials to a party or meetings as requested. This person may spend up to \$100 annually without additional approval from the Board for maintaining the materials. This would include supplies or tubs to house the materials. If additional funds are needed beyond this amount, they must request and identify the cost by submitting this request to the President to be approved or denied by the Board. Receipts must be processed according to the Treasurer's process for reimbursements. No additional budget needs to be submitted.

**Holiday Party in December:** Details and responsibilities of the Holiday Party Chairperson(s):

1. The IDTC will host a holiday party in the month of December, in lieu of its normal club meeting.
2. The event place and time will be approved by a vote of the club members.
3. Along with other activities, a basket raffle may be held to earn money for the club. Baskets will be donated by club members. Ticket prices will be set by agreement of club members.
4. Chairperson is allowed to spend up to two hundred dollars for special items for this event. If additional funds are needed, the chair needs to make the request in writing to the president who will then take it to the board for approval.
5. Instructors and teaching assistants will have their meals paid for by the club.
6. All checks, by members attending, will be made out to the IDTC.

Chairperson(s) Duties:

1. Find options of venues to hold the party.
2. Bring those options to the membership for agreement.
3. Present any and all contracts to the president who will then take it to the Board of Directors (BOD) for approval.
4. Planning should be initiated at least eight weeks from approximate event date. This will allow time to bring venue options to the club, present contracts to the BOD, and advertise the event in the newsletter, Yahoo group website and Facebook.

5. Coordinate with the Awards Committee Chairperson on activities and party program.
6. Request from the Training Committee Chairperson a list of the year's instructors and assistants.
6. Collect checks from members who are attending and give to treasurer.
7. Coordinate with Treasurer to ensure timely payment to event venue.
8. Organize the non-awards portion of the party, such as, games, gift exchanges, raffle, etc.

No additional budget is needed.

**IDTC Yahoo list serve:** The list Serve Chair adds and invites new IDTC members and deletes members not in good standing as per the IDTC membership list. The Membership Steward and the Newsletter Editor work with the IDTC Yahoo List Chair to make sure that only current members are on the list serve and new ones get added.

The List Serve Chair uploads the monthly newsletters and publishes them to the list as new files. This person informs the Webmaster to add them into the secured area of the web pages for historical documentation.

Any member in good standing can post conversations, and upload pictures and files related to club activities. As this is being used for and by IDTC members, proper language is required. Standard e-mail etiquette is also required.

This includes:

- 1) No discussions regarding religion, politics (both interclub and external), or other subjects of questionable intent or irrelevant content.
- 2) The list shall not be used for campaigning
- 3) No slamming
- 4) Ads are permitted for dog-related information only. There is no posting of individual private businesses whether they are run by IDTC members or not. Postings are allowed for public activities (i.e. seminars, shows, matches, etc.).
- 5) No chain letters
- 6) Humor is okay – please label as such in title
- 7) All messages and information contained within the post on this list are considered private and intended for list members only. Please obtain permission from the author before re-posting or discussing any material posted on the list.
- 8) List Serve Chair has the authority to remove someone from the list for improper behavior, or to stop e-mail exchanges that are inappropriate.

There is no budget as the service is free.

**Interclub:** The Chairperson is the liaison between IDTC and the other clubs that participate in the Interclub Match. The Chairperson maintains a list of the other clubs' points of contact. The Chairperson asks for volunteers who would like to participate in the match, and then selects the IDTC team. When IDTC hosts the Interclub Match, the Chairperson selects the date (with input from the other participating obedience clubs) and place (usually the SOTC building), schedules a judge, and assigns responsibility for the dish to pass lunch following the match.

The hosting club provides the main dish. Other club members provide appetizers, side dishes, and salads. The hosting club provides drinks and paper products.

The Chairperson will maintain a copy of the Interclub Rules and Regulations, and other pertinent documents.

A budget is required for this event. The approximate amount will be \$400-500 when IDTC hosts the Match and \$100 all other years.

**Judges Selection:** This is an individual or small group of people (approximately three) who reviews obedience and rally judges and makes suggestions to the FLKC show chairs for judges. They takes suggestions from the general membership and relies on personal experience. No budget is needed.

**Library:** The person that oversees the IDTC Library tries to be available for signing out and returning books and materials during classes and meetings. This person may spend up to \$100 annually without additional approval from the board for maintaining the materials or purchasing new materials. If additional funds are needed beyond this amount, this person must request and identify the cost by submitting this request to the President to be approved or denied by the Board. Receipts must be processed according to the Treasurer's process for reimbursements. No additional budget is needed.

Note: 2016/17 board discussed disbanding the library if we could not find someone to take it over.

**Match Show Chair:** This is an individual or small group of people (approximately three) who works to put on a match in one of the many activities that IDTC members participate in with their dogs. They selects and schedules the date and location for the match. The Coordinator(s) works on advertising the event, receives all entries, and processes what paperwork is needed. This person coordinates by asking club members to work at the event, and then oversees the workers. This person makes sure all the equipment needed is supplied. They provides food and drinks for the workers and participants as needed. Budget is required and asked to be submitted prior to each event for board approval, as costs can vary based on location and other expenses.

**Membership Steward:** The membership steward handles the membership list in updating and keeping track of the club roster. They receives the dues and gives them to the Treasurer either by depositing cash and notifying the Treasurer or giving the treasurer the checks.

Members may pay dues via PayPal and must use the friends and family option so the club avoids service fees.

The Steward is to update the newsletter person if there has been a change, and a paper copy, versus an email, needs to be sent to the new member. The Steward also updates the website person and the Yahoo list serve person to make sure that the online content is up to date and accurate under the secured area. March 1<sup>st</sup> he is to notify the IDTC secretary by sending her a list of members who have not completed the renewal for the current year. They are to provide materials to all members eligible for Life Membership near the end of the year when requested by the Life Membership committee. No additional budget is needed.

**Newsletter Editor:** This person coordinates the newsletter. Within the newsletter, at the minimum is the message from the President, minutes of the previous meeting, and information on the upcoming meeting (date, time, location, program information). Other information may also be put into the newsletter such as brags, photos, and upcoming events. If there is a question about something to be put into the newsletter, the editor can consult with the President. Nothing negative should be put in the newsletter as this is a public document.

When a new member is added, this person is then added to the list serve Yahoo list. If the new member requires a paper newsletter, the editor informs the Membership Steward who, in turn, informs the Newsletter Copying/Mailing person. This may increase the paper number to order from our copying company. The newsletter Copying/Mailing person will inform the newsletter editor if an increase or decrease in printed newsletters is needed. Currently, as of 5/17, 15 printed newsletters are needed. Extra ones are often made up for back up or to hand out to potential members.

The Newsletter Editor needs to establish a cut-off date for newsletter submissions. As the meetings are on the fourth Tuesday of every month, the newsletter needs to go out no later than the second Tuesday of the following month. This insures that those who receive paper copies will have two weeks prior to the meeting to receive their newsletter. In order to compile the newsletter, it is suggested all information be given to the Newsletter Editor one week after the meeting, and that the deadline be prior to the two weeks so the copy company can have the paper copies ready. The Newsletter Editor can adjust this and a notification needs to be sent to the list serve when newsletter items are due.

The current process is to take the existing format that has the IDTC logo on it and, at the top, have the basic information needed for the next meeting. Usually, the next piece of information is the President (P) message. The P will provide the information needed for the next meeting as well as the P message. The P will often submit other items as well. Somewhere in the document the Secretary report from the last meeting is required. The Secretary will send this information directly to the newsletter editor.

The newsletter is then complied as a basic word document. When completed, it is put into a pdf document. This basically locks it. Then an e-mail message is sent to the copying company to start the process of sending out the newsletter. This is the format and information needed by the copying company:

SAMPLE ONLY

To: [orders@gnomoncopy.biz](mailto:orders@gnomoncopy.biz)

Copies to: Kathy Hildreth ([kphildreth@yahoo.com](mailto:kphildreth@yahoo.com))

Deb Bain (dab14@cornell.edu)  
Pat Welch (pwelch@twcny.rr.com)  
Marian Szebenyi (dms35@cornell.edu)

Subject: Ithaca Dog Training Club (IDTC) – Month/year Newsletter

Attachments: IDTC Month/year Newsletter.pdf

Message:

Good day

Attached is a PDF for the Ithaca Dog Training Club (IDTC) monthly newsletter of the Month/year issue.

Please process the IDTC newsletter order as follows:

- 15 copies
- Double-sided
- Black and white (may change if we have color photos to copy)
- 8" x 10" paper
- Collate, staple, fold in half and staple again
- Please charge this order to the IDTC account

Please have this order ready for pick-up by 12 pm on day and date.

If you have any questions, I can be reached on my cell at: your cell phone number

Thank you-

Your name, IDTC Newsletter Editor

Kathy Hildreth's name is in the SAMPLE because she is the Yahoo List Serve person. She sees this message and then uploads it to the list serve and sends it out.

Deb Bain is the Newsletter Copying/Mailing person. She then knows when to pick up the newsletter and will mail it out as soon as she can.

Pat Welch is the Treasurer who needs to track the charges and pay the bill.

Marian Szebenyi posts it to our web pages.

These names are examples as of 6/17 and could change if their positions change. This is just an example.

The copying company needs about 2-3-days lead time and requests not to have the newsletter on a Sunday. The copying/mailing person picks it up after this date and mails them out. If there is an issue of timing or someone being out of town, involved persons communicate and adjust to what is needed. We currently use Gnomon copy company as we have an open account.

No additional budget is needed.

**Newsletter copying/mailing:** It has been necessary for someone to hard copy and mail the newsletter to members that do not receive e-mail. This person coordinates with the Membership Steward and Newsletter Editor to do this and keeps track of people that need a hard copy. This person is on the e-mail to the copying company each month for the newsletter so he/she knows when the newsletter is ready to be picked up and sent out to members. He/she picks up the newsletters from our copying place and mails them out. Budget consists of stamps, which varies with need. \$50 per year to cover the expense of stamps is permitted without additional approval from the Board. The copying is charged to IDTC account. Personal reimbursement for stamps is sent to the Treasurer and processed as the standard reimbursement policy. No additional budget is needed.

**Point Show (Spring & Fall):** Working with the support of FLKC, two point shows are supported by IDTC in the areas of obedience and rally. A Chairperson from IDTC oversees the obedience/rally part of the event and it is advisable to have a Co-Chair for this event as well. Per the agreement with FLKC, IDTC provides stewards, trophies and the chair (and co-chair). Each of these people has different duties and works closely with FLKC. FLKC provides the ribbons, pays for all the judges and their expenses, and provides lunch to the workers. All expenses and income goes to FLKC.

Prior to the event (1-2 years) the FLKC Show Chair contacts IDTC and IDTC judges' selection committee offers suggestions for judges in the obedience and rally areas. No additional budget is needed.

**Programs:** The Program Chair works with the President and the Training Director to develop programs where needed. There is no program for the annual meeting or usually for the picnics. Other programs that are possible are for those people who participated in a seminar or like activity and want to present a program so they can get their reimbursement. Otherwise the Program Chair looks for interesting programs and organizes the programs, contacting the speakers and working through what is needed. It is customary to give speakers a \$50 donation toward a dog charity of their choice. This information is given to the Treasurer from the program chair. No additional budget authorization is required.

**Public Information:** There are many locations where we advertise IDTC classes. This is left to the Public Information Coordinator with help from any members. Approval is required for ongoing expenses and should be presented to the President in writing with reasons and the President will present it to the Board for review, and approval or not. In general, flyers and like information can be distributed to vets' offices or other locations that pass them on to the public.

**Registrar:** There are several Registrars for different categories of classes:

Beginner level obedience classes – Beginner I, Puppy Beginner, and Beginner II.

Other obedience classes – CGC, Rally, Advanced Obedience (Beginning Novice and above), special-focus classes (heeling, retrieving, attention, etc.).

Agility classes- If requested, the instructor for a particular class may register people for that class. Agility League participants are always registered by the League organizers.

Other classes – Nosework, Barn Hunt, Parkour, Trick Dog, etc. The instructor may choose to register people for his/her class(es), or may have the other obedience classes' registrar perform this function.

Duties of a Registrar:

Receive applications for classes, with fees. Receipt of applications should be acknowledged at some time before the start of classes. The acknowledgment may include details about the classes, or may be a brief message to be followed later with the details.

Distribute appropriate information about classes to students, if not included with the above acknowledgment. This is normally done a week or two before the start of classes.

If a class fills, immediately inform any later applicants of the situation, and put them on a waiting list if requested. Also inform the Webmaster that the class is full, so the website can be updated.

Assemble class lists and supporting information. Lists must include basic information on student and dog (names, contact info for student, breed/age/sex for dog). Supporting information includes liability waiver, vaccination records, and any additional information requested for individual classes (e.g. previous experience, goals). For the Beginner I and Puppy classes, the info requested includes a 2-page survey of handler and dog details. Forward class lists to instructor and Training Director. Also send additional information for an individual class to the instructor. Waivers and vaccination records go to the Beginner registrar, who will enter them into a database.

Deposit fees received, either directly or by sending them to the Training Director, Beginner Registrar, or Treasurer. If depositing directly, inform the Treasurer.

Answer queries about classes, such as requirements for a class, whether there is room in a class, etc. For queries on class content, refer people to the instructor. For a non-member wishing to take first class other than Beginner I or Puppy Beginner, an evaluation by a member of the Training Committee is required; refer the potential

It is infrequent that there is a cost to the Registrar as most of this is done via e-mail. If this does occur, it would be through snail mail and cover the cost of postage. Each registrar is permitted to spend up to \$25 annually without additional authorization for postage. Registrars must present the bills via the Treasurers' policy for personal reimbursement. Any additional cost, beyond postage cost, must be presented to the president for Board approval. No additional budget is needed.

**Refreshments:**

**Meetings:** This Chairperson provides refreshments for meetings, except if there is a dish to pass or special dinner meeting. The Chairperson is permitted to spend up to \$30 per meeting and can select the type of food that is served. Typically this is cookies and drinks. To receive reimbursement, Chairpersons must follow the reimbursement policy set by the Treasurer.

**Beginning Graduations & Advanced Graduations:** This Chairperson(s) provides refreshments for the graduation classes in beginner and advanced classes. They are permitted to spend up to \$40 per graduation and needs to try to scale the food offered based on the number of participants. They also can ask class members to bring snacks to supplement. Usually a ¼ sheet cake is

offered along with drinks. Paper products also can be provided by the club and not be included in the budget amount. Additional \$100 annually may be spent on paper products and needs to be stored appropriately. The Chairpersons need to coordinate these efforts with the Meeting Chairperson as well. Additional funds must be requested in writing to the President and receive Board approval. To receive reimbursement, individuals must follow the reimbursement policy set by the Treasurer. No additional budget is required.

**Sunshine:** The Chairperson(s) works with membership to assist other members in their time of need. This can be from an illness, major operation or death of the IDTC member or an immediate family member. Members are asked to send requests to one of the Chairperson(s) via e-mail or phone. Below are the authorizations to spend set funds for these expenses. Chairpersons track the cost and present receipts to the Treasurer for reimbursement according to the Treasurer's policy. Any expenses above the authorized amount must be proposed to the board in writing with a reason for additional approval.

Cards are sent to members for illness, major operations, family deaths, or to cheer-up a homebound member. Cost for cards and postage will be reimbursed.

When a member is ill, flowers or a gift card are sent for females and gift cards, usually from Barnes and Nobles, are sent for males unless interest is known to be different. Up to \$50 for this situation is authorized without additional approval.

In the case of the death of an IDTC immediate family member only (spouse, partner, child or parent), a donation amount in \$50 is made to a cause that is to be determined by IDTC member or the obituary.

In the case of the death of an IDTC member, a \$100 donation is made to a dog-related cause and the next point show is dedicated in memory of the member. A picture and obituary write-up may be included in the catalog if an immediate family member/close friend agrees to write something.

Cards may be sent to a guest instructor's family in the case of a death of that guest instructor, but no additional funds will be sent to the family.

People who are not members of IDTC or related, as noted above, are not to be honored by IDTC funds.

No budget is needed as these are the guidelines that will be automatically handled by those involved.

**T-Shirts or other shirts:** The Organizer purchases shirts with the IDTC logo and resells them to members at cost plus postage. This is not to be a money-making effort, but to get the shirts out to our members. Other IDTC logo items may be purchased, but need to be requested by the general membership and have sufficient interest in buying the item. Patches have been purchased in the past. Budget needs to be submitted prior to purchasing the items.

**Trophies (Ribbons) - Point Shows:** IDTC supports FLKC for the Fall and Spring point shows by providing trophies for obedience and rally classes, as well as members to steward in the obedience and rally rings. The Trophy Chair obtains the appropriate trophies for these shows. First through fourth place and titling ribbons are provided by FLKC. Lunch is given to each working member at the trials, paid for by FLKC. Additional trophies offered at each show include High in Trial, Highest Scoring (HS) dog in each of the seven groups, HS All American dog, and challenge trophies. Challenge trophies at the spring show are the William Ashton Challenge (High Open A) - since 1966- and the James R Grimm Memorial Challenge (High Utility B) - since 2007. Challenge trophies at the fall show are the IDTC Challenge (High Combined) – since 1997- and the James R Grimm Memorial Challenge (High Utility B). The challenge trophies are perpetual trophies (need to be won 3 times for permanent possession), but a plaque is given for each win to commemorate said win. This works out to between 124 and 188 trophies/prizes each year (between 62 and 94 per show). Not all trophies are awarded at each show due to NQ's, small entries, etc. These trophies are then reused at subsequent shows. Many of the un-won trophies are being used for other IDTC events such as the ACT test. For the Rally prizes and the prizes for alternative and optional obedience classes, usually bags of dog treats (purchased in bulk) are offered.

Dog treats are usually purchased at Tractor Supply. High in Trial trophy and 1<sup>st</sup> through 4<sup>th</sup> place trophies for the regular obedience classes are usually purchased from the Corning Museum of Glass. Trophy Chair purchases these items (with a discount membership

good for 15% discount) at annual sales (good for discounts up to 75%). These are often purchased for multiple shows as needed, so they are not listed for specific shows. The commemorative plaques are purchased at Specialty Trophy in Dryden, NY. Budget is needed.

#### Responsibilities of the Trophy Chair

Point Shows in conjunction with FLKC: Spring at Salt City Cluster in Syracuse, NY; Fall at Wine Country Circuit at Sampson State Park in Romulus, NY

1) Create premium list for Obedience and Rally classes for submission to Rau Dog Show in coordination with FLKC Show Chair; edit galley proofs as needed.

2) Obtain trophies for each show as follows (total of 62 to 94 per show depending on how many of the alternative and optional classes in obedience are offered)

a) 1<sup>st</sup> through 4<sup>th</sup> in each rally class

b) 1<sup>st</sup> through 4<sup>th</sup> in each obedience class (includes regular, alternative and optional titling classes)

c) High in Trial (HIT)

d) Highest scoring (HS) dog in each of the 7 groups

e) HS All-American dog

f) Plaques for winners of Challenge Trophy (to commemorate win):

i) William Ashton Challenge (High Open A) - since 1966 (Spring only)

ii) IDTC Challenge (High Combined) – since 1997 (Fall only)

iii) James R Grimm Memorial Challenge (High Utility B) - since 2007 (Spring and Fall)

*Currently, the alternative and optional Obedience and Rally prizes are gift bags of dog treats. Regular Obedience (including HIT and HS groups) prizes are more substantial*

3) Keep track of winners of Challenge Trophies so that their names can be added to the perpetual trophy (needs to be won 3 times for permanent possession)

4) Keep track of special trophies (currently there are more than 50 of these) offered by club members for specific breeds, including those offered in perpetuity; contact donors to replace any perpetual trophies that are won

5) Take trophies to the show, keep track of potential winners, and take appropriate trophies to the ring before class results are announced (*It helps to have a list of entries by breed and armband number prior to the show so only the appropriate trophies need to be brought to the show. Lists can be obtained directly from Rau or from the IDTC or FLKC person to whom Rau has sent the lists - requires detective work to find out who this person is.*)

6) Not all trophies are awarded at each show due to NQ's, small entries, etc. These trophies can be reused at subsequent shows or for other IDTC events

**Trophies for Annual Awards:** At the holiday party annual awards, certificates, booklets and perpetual trophies are offered to inactive and active members who report their wins to the holiday party annual award (Trophy Chair) person. Annual awards include pins, tie tacks, mugs, pens, mini-flashlights or other trinkets with the IDTC logo. One trinket is given out per dog, even if this dog has earned multiple titles. The Trophy Chair publishes the list of the perpetual awards and request for titles in the October newsletter and has a deadline that members must follow in order to get their information on the certificates or booklets. The Trophy Chair then collects the information and completes certificates and booklets to be handed out at the holiday party. Budget is needed.

**Web Pages/Web master:** IDTC maintains a web page. Most of the material is open to the public but some is for members only under a password protected section. Currently the password is the Ithaca zip code. The Training Director (TD) has access to adjust anything related to classes, graduations or other related items. The webmaster then works with the rest of the members on providing relevant material to the public and members. The same rules apply because it is a public site and nothing negative- only

positive information- should be posted. If there are questions on what should or should not be posted, then the webmaster needs to inform the President in writing and they will work with the Board to advise how to handle the situation.

Specific information which is kept on the website includes: 1) Current and upcoming classes – updated at least every few months with input from TD. Information may also be obtained from organizers of any special classes and/or for the agility league. 2) Contact information for the club, updated when new officers and committees are selected. 3) Newsletters, updated monthly. 4) Events, including agility trials, seminars, obedience trials at which IDTC is assisting, demos, etc. 5) Membership information – current list under the secured areas. 6) Forms – applications for classes, joining IDTC, reimbursement, current constitution, and other miscellaneous useful documents.

The Webmaster is responsible for checking that the club's domain name registration and website host are paid and make sure they are renewed. The current domain name (ithacadogtrainingclub.org) is registered through register.com and the website is hosted by weebly.com. The domain name owner is listed as Lisa Mitchell, who originally registered the domain. We do not change the person's name as it is difficult. Associated e-mail, phone and other information is easily changed when needed. The Weebly account is at the Pro level. There are annual fees for Weebly Pro and to register.com for the domain name and the fees can be paid either by a personal credit card and webmaster request, personal reimbursement, or through use of a club credit card.

No budget is required as the fee is a standard fee per the domain owner.

**Facebook:** IDTC maintains a Facebook page. The Administrator of this page will determine what content will be posted with the knowledge that the IDTC Facebook page is open to the public. Harmful and derogatory language should not be posted. If there is a question related to appropriate content, the administrator of the Facebook page will inform the President in writing and will work with the board to properly handle the situation. No budget is required.

**Welcoming Chair:** This person welcomes new members and is used as an adviser to the new members if they have questions. They keep a list of new members and matches the new member to an existing member to be a mentor. No budget is required.

## Budgets:

THIS IS A SAMPLE OF A BUDGET:

ACT test: (include date, time, evaluator)

**Expenses:**

Location cost	\$85 x 3 hours	=\$255
Ribbons		\$80
AKC Fee		\$ 5 per entry (30 entries estimate \$150)
Judges gift		\$20

**Income:**

Charge \$10 per entry max \$30 entries=\$300

## Equipment

Public Information:

## Trophies for Annual Awards

**Expenses:**

Booklets:	\$150
Certificates	\$50
Trinkets:	\$200
Perpetual Trophies/Plaques:	\$200

# **DRAFT – 7/19/17**

## **Training Committee (TC)**

Committee appointed each year by the IDTC Board of Directors and approved by general membership:

- 2- two year terms; 1 – one year term each year
- Total: six members, plus the training director who serves for two years

Several of the committees listed under the general committees surround the training committee's activities and work with the TC to accomplish needs. These are listed in the general committees, but are partly directed by the TC.

Needs Include:

**CU/Pavilion Coordinator**

**Class Materials Coordinator**

**Equipment Maintenance**

**Equipment Sales/collar fitting**

**Graduations**

Beginners

Advance

CGC Test

STAR program

ACT Test – Members only

**Membership Steward**

**Programs**

**Public Information**

**Registrar**

Beginners

Advanced

Agility

Nosework

**Refreshments**

Beginners' Graduations

Advanced Graduations

**Welcoming Chair**

## **Training Committee (TC) and Training Director (TD)**

### ***Meetings:***

Called as needed by TD, at times and places convenient for committee membership. Should be at least once per training session; every 2 months or so is preferred. Business can be conducted between meetings by phone or e-mail. Meetings are informal; an agenda should be prepared, but is not necessary to follow Robert's Rules.

The main purpose of the meetings is to organize training sessions: select classes to be offered, determine who will be asked to instruct and assist at the classes, decide the starting date and the length for the session, if not a regular 7-week session. Additional business can include: scheduling of special events, e.g. seminars; assignment of people for various tasks; other items that committee members wish to bring up.

### ***Training sessions per year:***

- Regular 7-week (6 classes plus graduation) sessions – Winter (Jan-Feb); Spring (March-May); Fall (Sept-Oct)
- Additional sessions – variable length, 3-7 weeks, generally scheduled in late spring/early summer or in late fall.

### ***Classes:***

- ▲ Regularly offered:

- Beginners I
- Puppy Beginners
- Beginners II
- ▲ Usually offered:
  - CGC
  - Agility (various types possible)
  - Nosework (various levels)
- ▲ Offered on a rotating basis, dependent on interest and availability of instructors:
  - Rally (various levels possible)
  - Novice obedience (Beginning novice or AKC novice)
  - Advanced obedience (Open, Utility, special options such as retrieving, attention)
  - Miscellaneous (Barn hunt, Parkour, trick dog, etc.)

**Venues:**

Most classes are held in the Livestock Pavilion, but there are other possibilities, e.g. Paws for Thought Farm (for agility), the Ithaca College Boat House (for Nosework), 4H-Acres (when an instructor can't teach in the Pavilion), and individual members' houses. Someone on the TC must be sure that the venue is covered by IDTC liability insurance; a new rider may be needed.

**Eligibility for classes:**

- ▲ Anyone can sign up for Puppy Beginner (if the dog is under 6 months old at start of classes) or Beginner I. If a dog is too aggressive, or otherwise disruptive, the instructor can refuse entry to the class. Full refund will be given and the owner will be advised about where to get help for the problem.
- ▲ People and dogs completing Puppy are eligible to take Beginner I or Beginner II; the Puppy instructor will recommend which one to take.
- ▲ People and dogs completing Beginner I are eligible to take Beginner II, unless the Beginner I instructor has recommended that they repeat Beginner I.
- ▲ Non-members wishing to take a first class with IDTC other than Beginner I or Puppy Beginner must be evaluated (handler and dog) by a member of the TC. There will be a designated member who will do the evaluations; if this member is not available, the TD can substitute.
- ▲ It is assumed that Club members are sufficiently knowledgeable to select appropriate classes for their dogs. If an instructor feels that a dog is disrupting a class, at any level, the handler may be asked to leave the class. A refund of the class fee may be made if requested.

**Fees:**

- ▲ Standard fee structure (AS of 7/17):
  - Beginner I or Puppy Beginner, or any class where the student is not a member of IDTC and is taking his/her first class with the Club, **\$85**.
  - Second class by a non-member, normally either Beginner I (after taking Puppy) or Beginner II (after taking Beginner I), **\$70**.
  - Any regular class by an active member, **\$20**.
  - Any regular class by an inactive member, **\$70**.

- ▲ Classes at other venues, in particular Paws for Thought, may have increased fees in order to cover the facility rental. The exact value depends on the time/day of the class, the length of the class session, and the number of people signing up.
- ▲ Classes during short sessions may have reduced fees relative to those charged for full-length sessions.
- ▲ Additional fees may be charged for required materials such as scents for Nosework.
- ▲ Non-standard fees will be determined by discussion between the instructor and the TC. The fee for an inactive member is to be \$50 higher than that for an active member.

**Refunds:**

- ▲ Students dropping out of a class before the second week receive a full refund, on request.
- ▲ Students dropping out at a later time due to unforeseen circumstances may receive a refund, on request, at the discretion of the TD, in consultation with other interested parties.

**Reimbursements:**

- ▲ Instructors may be reimbursed for certain expenses, such as special materials needed for a class, e.g. hay bales for Barn Hunt, and mileage under certain conditions, to be determined by the Board and TC.
- ▲ People who attend a seminar or training course (not at IDTC), and report on it to the Club, may be reimbursed some or all of their expenses as laid out in a separate document.

**People with whom the TC must coordinate (may or may not themselves be members of the TC):**

**IDTC Board.** The President of IDTC is an ex-officio member of the TC and is to be invited to the TC meeting. The Board needs to approve any special events requiring expenditure of funds.

- ▲ **Webmaster (or helper).** Must be informed about classes and other events to be posted on the web site.
- ▲ **Registrars.** Need to be informed about classes for which they will be responsible: dates, fees, any special info needed.
- ▲ **Equipment sales/collar fitting person.** Needs to be informed about dates of first week of Puppy and Beginner I classes.
- ▲ **Graduation coordinator, and graduation refreshments person(s).** Need to be informed about upcoming graduations.
- ▲ **Pavilion/CU Animal Science Dept. contact.** To find available dates for classes, and reserve selected dates.
- ▲ **Class materials coordinator.** To maintain supplies of handouts for classes, and other materials, in filing cabinets under the stands in the Pavilion. Some instructors use their own handouts, but the Club has a standard set for the Beginner level classes, as well as various informational documents for other classes, and AKC forms for STAR Puppy and CGC.
- ▲ **Membership coordinator.** Instructors, assistants, and students in all but Beginner-level classes need to be Club members, so information on member status is required.
- ▲ **Equipment maintenance person.** To be sure any equipment needed for a class is in good condition.



Monthly Newsletter Editor:

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