

*Hilltown Hounds Board of Directors Meeting
Minutes: March 22, 2008,
6:30pm-9:00pm Conway Inn*

Meeting called to order at approximately 6:45pm

The two main objectives for the board meeting

1. *Elect new officers to the Hilltown Hounds Board of Directors*
2. *Denise Cormier and Dawn Heffernan will brief the board on HH discussion and provide recommendations for next steps/action plan*

1. List of elected officers:

Alice Newth: **President**

Mary Franzoso: **Vice President**

Mary McCulloch: **Treasurer**

Dawn Heffernan: **Secretary**

Other Board Members:

Sandra Leiser: **Class Coordinator, Board Member at Large**

J Doster: **Equipment Coordinator, Board Member at Large**

Polly Mead, **Board Member at Large**

The Hilltown Hounds has nineteen current members, with two family memberships and one junior handler.

Sheryl Malone will join the club under the previous membership regulations, while the club solidifies new membership regulations.

An list of BOD will be sent to John Heffernan for posting on HH website. After the BOD list is updated, the current membership list will be sent to John for posting on the website.

2. Denise and Dawn reviewed the process for the Hilltown Hounds Discussion
 - A. Survey developed with fifteen pages of responses from membership
 - B. Class Issues and Challenges identified in the survey responses were categorized into five themes
 - C. Club Issues and Challenges identified in the survey responses were categorized into four themes
 - D. Denise and Dawn reviewed and summarized the responses using participants own words
 - E. Discussion participants voted on their top three themes in which they would like to brainstorm ideas for improvements.
 - F. Top three themes included teaching techniques, learning environment, and criteria and class make up
 - G. Brainstorm conducted on the top two themes: teaching techniques and learning environment (*Notes are available for all portions survey themes and brainstorm*)

session)

The following recommendations were made by Denise Cormier and Dawn Heffernan as a result of the facilitated discussion:

1. Provide membership feedback on the action plan for follow up on the two themes that were discussed in detail at the meeting.
2. Outline a plan to address the third most popular theme criteria for class make up/ selection criteria
3. Determine if the other issues will be addressed, possible at the quarterly membership meetings
4. Provide evaluation to the instructors based on the membership feedback from the discussion.
5. Make the operations of the board more transparent to the membership

Next board meeting is March 30th, 5:00pm at the Conway, Inn. Meetings will start promptly at 5:00 and members are always welcome to attend.

Draft Meeting Agenda: March 30th, 5:00pm Conway, Inn

1. Vote on meeting minutes from previous two board meetings (5 minutes)
2. Set quarterly membership meeting dates (5 minutes)
3. Discuss Learning Environment/Teaching Technique Brainstorm (40 minutes)
 - Determine which suggestions will be incorporated into the class/club structure, *Focus on class syllabus on the 30th, then move to other issues if time allows*
4. Determine execution plan to provide feedback to the membership on the above decisions (5 Minutes)
5. Schedule next meeting and set agenda. (5 Minutes)