

**Pacific Northwest Portuguese Water Dog Club  
Board of Directors Meeting  
by Conference Call - March 6, 2011**

**Roll Call:** Janet Boyd, Val Tangen, Cynthia Kongorski, Sandy Overton, Cathi Jzyk, Suzanne Malick, Suzanne Foisie, Brandon Fleming, and Hallie Howe

The meeting minutes from January 9, 2011 were **PREVIOUSLY APPROVED**.

The meeting was called to order at 7:32 PM by President, Sandy Overton.

**President's Report**, by Sandy Overton

- Sandy mentioned that she had sent an e-mail to the Club members about the Quarterly Meeting that will be held on Saturday, March 12 at 2 pm, in conjunction with the Seattle Kennel Club. Sandy will prepare a list of activities and items to address at the quarterly meeting.

**Report of the Vice President**, by Hallie Howe

- Nothing to report.

**Recording Secretary Report**, by Cynthia Kongorski

- Nothing to report.

**Treasurer Report**, by Cathi Jzyk

- Cathi reported that the Club has \$9.2K in the bank account.
- Insurance: Cathi mentioned that the Club was notified that the insurance would not be renewed when the Club's policy was up with Sportsman. No clear explanation was provided except that in Washington State, a Club has to provide "a benefit to the community", and that she was unable to convince Sportsman that the Club was a benefit. Now that we are an AKC Club, we qualify to be insured through Equisure.
  - **MOTION** by Janet Boyd to apply to Equisure for insurance coverage, seconded by Cathi Jzyk. **APPROVED UNANIMOUSLY.**
- EIN/Tax-Exempt: Cathi noted that the Club's EIN was received in February. The next step of the process is to apply with the IRS for tax-exempt status. Cathi asked Cynthia Kongorski to be the lead for the tax-exempt filing. Cynthia mentioned that Janet Boyd had referred her to Ed Sledzik, a tax attorney and CPA that works with many dog clubs. Per a discussion with Ed, his recommendation was for the Club to pursue 501c7 tax-exempt status. For \$950.00, Ed's firm would help the Club with the initial paperwork, and answer questions from the IRS related to the initial filings.
  - **MOTION** by Suzanne Malick for the Club to retain Ed Sledzik's services to help the Club with the filing for tax-exempt status, seconded by Cathi Jzyk. **APPROVED UNANIMOUSLY.**

### **Corresponding Secretary Report**, by Suzanne Malick

- Dues notices were sent out and renewals have been steadily coming in. Suzanne mentioned that an e-mail will be sent this week to those whose dues have not yet been received.
- New members since the last Board meeting are:
  - Marc & Joyce Mitchell, Associate, Poulsbo, WA
  - Lisa Kinney, Associate, Kenmore, WA
  - Sylvana & Bob Rinehart, Associate Household, Edmonds, WA
- Suzanne mentioned that there was one individual who submitted a membership application to move from Associate to Regular member. Suzanne will provide the necessary information for Sandy Overton to read at the Quarterly Meeting and the next Board meeting in May. Several individuals moved from Regular to Associate members with the membership renewal. It was mentioned that the Club would sponsor someone if there was a financial hardship, and each instance would be reviewed on a case-by-case basis.

### **COMMITTEE REPORTS**

#### **Water Committee**, by Suzanne Malick

- Suzanne reported that we were notified by the City of Woodland that the Club is welcome to use Horseshoe Lake for events prior to Memorial Day or after Labor Day. However, this will not work for the Club's summer plans and Amanda Ford is contacting the ranger at Deep Lake to reserve not only June 24-26, but also keep the existing July 16-17 dates originally reserved. The plan would be to hold the workshop and trial on the June dates and have water practice/match/picnic activities on the weekend in July. If the Club can only secure one date, the water committee would like to opt for the June dates.

#### **AKC Events**, by Suzanne Malick

- Supported Entry, April 2, 2011: Email announcements were sent to the Club members e-mail list and the local PWD show list giving information regarding the weekend. Trophies were ordered and have been received. Suzanne will scout for a casual location for an informal Saturday dinner and will share those plans with everyone that plans to attend if a suitable location is found. Janet Boyd said that she would send a notification about the Supported Entry to the PWD-L.
  - Suzanne mentioned that the Club would be sponsoring an Agility High-in-Trial for all three day (April 1-3, 2011).

#### **AKC Accreditation**, by Janet Boyd

- Janet reported that the Club received approval for "A" status and as a result, we need to hold two "A" conformation/obedience/rally matches this year. After the Club's second "A" match, we can request to become a licensed Club and begin holding independent Specialty shows and trials. The timing for the first Specialty would be the summer of 2012.
  - Janet mentioned that the "A" conformation/obedience/rally match would mirror what was done last year with a low-key weekend match in the evening to start things off in May. This will provide the Club with a good idea of the additional paperwork involved with A-level matches. The final "A" match would be held late November or early December 2011.
  - An option that may be considered would be to open the obedience and rally portion to other breeds. This would provide a welcome opportunity for local trainers and their dogs, as well as a fund-raising effort for the Club's first Specialty in 2012.

- Janet also mentioned that she submitted a request to add agility to our “A” status. Pending approval from the AKC, the Club would hold the first agility “A” match on Saturday, May 21 in the evening. This would be in conjunction with the Seattle Kennel Club all-breed agility trial at Argus Ranch.
  - Rick Travis has agreed to let the Club use his equipment, Holly Leale to use the facilities at Argus Ranch, and the Seattle Kennel Club has agreed to let the Club hold the match after the trial on Saturday.
  - Janet reported that the Robins have been instrumental to help Rebecca Sliger, Cathi Jzyk and her organize the match and have identified a person who seeks to apply for her agility judging license and would judge the Club’s match. Janet mentioned that the Robins will also help her with the secretary duties to insure that the Club checks all the boxes in order to meet AKC approval.
  - The agility “A” match would be open to all breeds as the AKC requires a minimum of 50-60 entries.

**Membership**, by Val Tangen and Brandon Fleming

- Val reviewed the mission statement for the Mentoring Committee that she and Rebecca Sliger had revised. The mission statement for the Mentoring Committee reads as follows:
  - *To provide outreach to members, particularly new members, and encourage participation in club events relevant to the member's interests.*
  - *To provide a resource for members desiring general information about the Club and its activities.*
  - *The Committee will coordinate with the corresponding secretary to obtain information from membership applications regarding newcomers’ areas of interest.*
  - **MOTION** by Val Tangen to accept the mission statement for the Mentoring Committee, seconded by Suzanne Malick. **APPROVED UNANIMOUSLY.**
- Brandon discussed the idea of a Membership Committee, different from the Mentoring Committee. It was mutually agreed to table the discussion on the Membership Committee.
  - **ACTION ITEM:** Brandon Fleming will propose to the Board a suggestion for tracking members and relevant dog information.

**Spirit Dog Copyright**, by Val Tangen

- Val reported that she file the copyright application online for \$35.00. The Club should hear back within one-month whether the application was approved. Val mentioned that she would send the approved application to Cathi Jzyk for document storage.
  - Cathi Jzyk suggested that the Club prepare guidelines on usage and how it would work for others to use the image.

**NEW BUSINESS**

**Agility Fun Day**, Sandy Overton

- Sandy reviewed the Agility Fun Day (May 14, 2011) proposal and budget that Sarah Kahn had provided. It was discussed that instead of a potluck lunch, it should be Bring Your Own Lunch (BYOL), as the agility arena doesn’t have adequate space for a potluck. The Club would provide water and drinks.

- **MOTION** by Cathi Jzyk to approve the Agility Fun Day proposal and budget prepared by Sarah Kahn, seconded by Hallie Howe. **APPROVED UNANIMOUSLY.**

**Next Meeting:** Sunday, May 8, 2011 at 7:30 PM by conference call

The meeting was adjourned at 8:48 PM.

#### **E-MAIL TRANSACTIONS**

- 2/3/2011: A **MOTION** was initiated by Sandy Overton to adopt the Board Meeting protocol as revised by Cynthia Kongorski, seconded by Hallie Howe. **APPROVED UNANIMOUSLY.**

##### *Board Meeting Protocol*

*A call for agenda items and committee reports will be e-mailed to Board Members and the general membership no later than 14-days before scheduled Board Meetings. The e-mail will serve as the notice to the general membership of the Board Meeting.*

*Agenda items and committee reports are due to the Chair or Chair's designee no later than 7-days prior to the scheduled Board Meeting. The agenda will be sent to the Board Members no later than 5-days prior to the scheduled Board Meeting.*

*Board Members are responsible to review the agenda and prepare in advance for the Board Meeting. After the agenda has been e-mailed to the Board Members, only urgent business may be added to the agenda. It is at the Chair's discretion as to whether a new agenda item may be added after the agenda close date.*

*Non-board members may attend Board Meetings provided that notice is sent to the Chair at least 3-days prior to the announced meeting. Unless called on by the Chair, non-board members may not participate in the Board Meeting.*

*The Recording Secretary should submit Board Meeting minutes for the Board to review and approve within 14-days after the Board Meeting.*

Submitted by Cynthia Kongorski, Recording Secretary  
March 10, 2011