

**Pacific Northwest Portuguese Water Dog Club
Board of Directors Meeting
by Conference Call – May 16, 2012**

Roll Call: Kristle Marangon, Cynthia Kongorski, Hallie Howe, Sandy Overton, Val Tangen, Cathi Jzyk, and Suzanne Foisie. Suzanne Malick and Brandon Fleming were absent.

The meeting minutes from Mar. 14, 2012 were **PREVIOUSLY APPROVED**.

The meeting was called to order at 7:02 PM by President, Sandy Overton.

President's Report, by Sandy Overton

- Nothing to report

Report of the Vice President, by Hallie Howe

- Nothing to report

Recording Secretary Report, by Cynthia Kongorski

- Cynthia recapped the discussion that was presented in email to the Board of the overlapping job responsibilities of the Officers in the Club's Bylaws. In January, Sandy Overton formed a small committee of Val Tangen, Cathi Jzyk, Sandy Overton and Cynthia Kongorski who met mid-April to review the Club's Bylaws and job responsibilities. Based on the meeting, the following was recommended to the Board:
 - Combine the roles of the Recording and Corresponding Secretary
 - Formalize a Membership Chair position
 - Clarify the duties of the Treasurer and President
 - Amend the Club's Bylaws to reflect the changes in Officers and roles

It was discussed that the number of Officers and Directors would be eight. Based on Robert's Rule of Order, if there is a motion that is a tie vote, the motion would fail.

The specific duties of the Membership Chair position would be formalized in the Policy and Procedural Manual (PPM). It was agreed to include in PPM that the Membership Chair position be first offered to any one of the four Directors, and if none of the Directors was able to fill this position, an inquiry would be made to the general membership.

To amend the Bylaws, the revised Bylaws would be submitted to the AKC for approval. Once AKC has approved the revised Bylaws, the process is (from the current Bylaws):

The constitution and bylaws may be amended by a 2/3 secret vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

- A **MOTION** was by Cynthia Kongorski, and seconded by Sandy Overton to combine the roles of the Recording and Corresponding Secretary, formalize a Membership Chair position, clarify the duties of the Treasurer and President, and amend the Club's Bylaws to reflect the changes in Officers and roles. **APPROVED UNANIMOUSLY BY THOSE IN ATTENDANCE.**

Treasurer Report, by Cathi Jzyk

- An audit was completed with no irregularities. A couple of recommendations were made: 1) include a written account of each payment in the receipt folder to indicate what the payments are for, and 2) provide an annual accounting of income, expenses and value of inventory for the Ship's Locker merchandise.
- The Audit Report provided by Amanda Ford is shown below.

May 7, 2012

To: PNWPWDC Board

From: Amanda Ford

Re: Report from PNWPWDC audit April 22, 2012

On April 22, 2012 I participated in an audit of the PNWPWDC books from 2012 and 2011 along with Cathi Jzyk and Val Tangen. I cross checked Cathi's monthly reports from Quick Books with the Bank of America statements. I selected at random one or two items from each month for 2010 and 2011 and went through the records to check that receipts were present and that amounts were correct. All balances appear to be accurate for 2010 and 2011.

All of the expenses that I cross checked were correct, with the exception of missing receipts for some Water Trial Judge payments for judging fees. I have personal knowledge of those expenses and was able to account for the payments. Otherwise, everything was in order.

My recommendation is to include a written account of each payment in the receipt folders to indicate what the payments are for, even if no formal receipt is available (as was the case with the Water Trial Judge fees.) In the future the Water Trial Secretary should prepare a simple receipt for the Judge to sign to acknowledge payment of fees or other expenses so this can be included in the receipt records.

My other recommendation is that the club keep an accounting of income, expenses, and value of inventory for the Ship's Locker merchandise. Katrina Jackson could prepare a simple monthly or quarterly statement to include in the club's financial records. There are deposits and payments recorded from Ship's Locker, but without a bit more detail of inventory and accounts it makes it hard to keep track of actual income or loss, and keeps us from being able to value the inventory for insurance purposes. If there were to be a loss of inventory due to theft or accident we would want to have that claim covered by insurance. If the Ship's Locker inventory is not included in the asset list for the insurance company, I would recommend that it be itemized and added to the list so that it can be covered under the club policy.

Corresponding Secretary Report, by Val Tangen

- Val presented modified applications for Associate and Regular membership that she and Amanda Ford had worked on. Slight modifications by the Board were suggested: add Junior as an option to the Regular membership application, streamline the information requested on the number of dogs to be consistent with new and renewal applications; exclude the waiver, which was previously discussed in the January Board meeting.

COMMITTEE REPORTS

Water Committee, report provided by Kimberley Hart

- Space is still available in the July 2012 Deep Lake water trial and workshop. On Friday, July 20, there are 12 teams entered in the trial. For the two-day workshop, there are 9 teams entered on Saturday, July 21, and 5 teams on Sunday, July 22.

AKC Companion Events Committee, report provided by Sarah Kahn

- **Tracking** - pleased to announce that I received notification on Friday [May 11, 2012] that the results of our match are qualifying! We are now approved to hold our own Tracking tests. To all of you who pitched in to put on a successful match: THANK YOU! We could not have done it without you. Good for us! I do believe we are now approved for all AKC events that our breed is eligible to compete in. Looking forward to hosting a test...

Specialty 2013, by Sandy Overton

- Sandy reported that the SEAT Committee is getting ready to sign the contract with the hotel at the National Specialty venue in Albany, OR.

Club Regional Specialty, by Kristle Marangon

- Kristle mentioned that the judges for the Club's Regional Specialty in August 2012 have been identified. The application to have a regional specialty has been filed with the AKC. Kristle and Angela Harding will be working on the budget to submit to the Board for the event.

OLD BUSINESS

Quarterly Meeting Dates, by Sandy Overton

- Confirmed the Club's quarterly meetings for 2012.
 - Deep Lake Water Trial, July 20, 2012: time TBD
 - Flowing Lake Water Trial, September 8, 2012: time TBD
 - Holiday Party, December 9, 2012: Academy of Canine Behavior in Bothell, WA, time TBD

The Club's annual picnic hosted by Amanda Ford would just be a picnic instead of a quarterly meeting. The two summer quarterly meetings would be held at the water trials venues to increase membership attendance.

NEW BUSINESS

Agility Fun Day, by Sandy Overton

- Sandy mentioned that Kimberley Hart would be willing to organize an Agility Fun day for the Club. Her agility instructor, Cheryl Sackmann, has offered for the Club the use of her facility in Woodinville/Snohomish. It was agreed to have Kimberley Hart obtain further details, suggested dates, and to submit a budget for this event to the Board for further consideration.

Next Meeting: Wednesday, July 18, 2012 at 7:00 PM by conference call.

The meeting was adjourned at 7:54 PM.

Submitted by Cynthia Kongorski, Recording Secretary
May 17, 2012