

MINUTES, PNWPWDC Board Meeting Agenda 01/26/15

Meeting called to order at 7:16 PM via Skype.

All Board Members in attendance—Judy James, Brandon Fleming, Amanda Ford, Darlene Brushwein, Barbara temple-Thurston, Mary Masten, Katrina Jackson, Molly Speckhardt. Brandon Fleming left the meeting during Committee Reports due to prior commitment.

Guest—Val Tangen

MINUTES – Prior Board Meeting minutes were not reviewed.

PRESIDENT’S REPORT (Judy James)

1. Signature on bank account and will have checks as soon as I see Sarah.
2. Insurance certificate: I have a Proof of which will cover any event until May 1 when we renew.
3. Received a request from Mt Rainier Working Dog Club requesting trophy sponsorship funds for the Regional Specialty in August 2015. Judy will distribute and board will discuss via email in February.

SECRETARY REPORT (Amanda Ford)

1. Email vote approval of expenditure for Courier ad featuring PNWPWDC member water trial qualifiers (2014 board). 12/21/14
2. Updated officer and current membership list submitted to AKC as required annually. 12/29/14

TREASURER REPORT (Darlene Brushwein)

Darlene is in process of taking over Quickbooks from Suzanne Malick and helping Suzanne finish entries for 2014. Entries are nearly complete for 2014 expenditures and for membership info to allow dues statements to be generated from Quickbooks.

Darlene provided the board with balance sheets for 2014 events as well as an annual 2014/2013 summary for general information purposes. The annual summary is included at the end of the minutes.

COMMITTEES:

Membership: Proposal to incorporate membership responsibilities into Treasurer job by using quickbooks for renewals and membership info. Proposed by Suzanne Malick in 2014, and Darlene thinks this can be accomplished for 2015 renewal notices. Darlene and Suzanne have gotten membership info entered into Quickbooks, and it was decided to send out both email and hard copy renewal notices this year. No change to dues amount in 2015.

Darlene has received several new associate member applications which she will forward to Judy to distribute to board for approval.

Performance:

1. **Tracking**—Report from Katrina Jackson, tracking test chair. At the January 2015 tracking trial we offered 8 TD tracks and one alternate, 3 qualifiers. No PWDs entered. Event came in under budget with a loss less than originally projected. Final accounting figures are not yet available.
2. **Agility** – Trial planned for March 13-15, 2015, at Monroe Fairgrounds. Budget was submitted by Sarah Kahn and approved in January by email vote from Board. Projected profit of about \$4,000, depending on entries. Looking for volunteers for club hospitality room and organize worker raffle.
3. **Dryland Training Workshop**—Sarah is organizing a dryland training/obedience workshop with Sue Ailsby to be held May 9-10, 2015. Details pending.
4. **Water** – Report from Amanda Ford. No water workshop is planned for this year.

July trial: Deep Lake, July 18-19, 2015. Site reservation has been made, special use permit still needs to be done. We were not able to obtain a judge after asking all available judges outside the PNW. Suzanne Malick is judging another trial that weekend, so it will fall to Sarah Kahn and Amanda Ford to judge for the local club. Since each of them had planned to trial dogs, they propose that we expand the trial to three days, Friday July 17 to Sunday July 19. Friday will be a “mini-trial” day, with 2 AWD, 2 WWD, and 2 CWD runs available, and will be judged by Mandy. The remainder of Friday afternoon will consist of practice sessions for trial workers. Saturday and Sunday will be regular full trial days and will be judged by Sarah. Mandy will secretary the trial assisted by Pam Coffeen, Val Tangen will chair.

A motion was made to approve the three day trial plan as described, and passed unanimously.

September trial: Flowing Lake, September 12-13, 2015. Site reservation has been made, special use permit still needs to be done. Judge Frank Cardillino confirmed. Need Chair/ Secretary.

- 5. Regional Specialty**—Report from Kristle Marangon. Angela Harding has a meeting with Sammamish Kennel Club on 01/28/15. We will need to organize Obedience again this year (not done by the parent club). Amanda suggests investigating using Debbie Addicoat again as she should be approved at least provisionally for regular Obedience by this summer so can do both Rally and Obed for us. She will contact Deb Addicoat to check on availability and judging status.

UNFINISHED BUSINESS

- 1.** Change in club abbreviation from PNWPWDC to PWDCNW (Katrina Jackson) The PWDCA Board gave approval in 2014 for the change in abbreviation. Judy asked Katrina to confirm with AKC that it OK to implement this change.
- 2.** Grooming Seminar -- Molly Speckhardt. Liz Volz is scheduled to come for 3 days on Feb 28 to March 2. The first day will be a group grooming lesson, with pet groom covered Saturday morning and show groom Saturday afternoon. Sunday will consist of private ½ hour lessons. Monday will be conformation handling training. Molly is in process of finalizing the schedule, an information flyer and entry will be made, and word will be disseminated on web site, email lists, and Facebook pages.
- 3.** Policy and Procedures changes— Judy James. The P&P manual needs to be updated to add the change voted on in 12/07/14 Board meeting to define the budget procedure requirements for club events. Judy requested that other Board members review the P&P manual and see if anything else needs revision at this time.

NEW BUSINESS

1. Annual Club Budget forecast and Finance Committee. Discussion of the importance of developing a general annual budget so that we can plan expenditures in a systematic way to maintain fiscal soundness and still accomplish the objectives of the club. To this end, Darlene will send to the Board the 2014 budget projections that were made a year ago for each of us to review, and then will work from that to produce an overall spending plan for 2015. This will include club shows, trials, and events, operating expenses such as insurance, and a discretionary fund that the board will administer to provide funding for items not specifically addressed in the budget as the Board and membership decides on during the year.

The need for a standalone committee to deal with Club expenditures and work out annual budget forecasts was not decided either way. As the budget development process moves along we will be able to determine whether a finance committee is necessary, and also determine whether it will be the Treasurer or another Board member who will serve as a point of contact for event committees and individuals requesting club funding.

2. Sarah Kahn has requested procedure for approval of expenditures for worker “thank you” related to club shows and trials. She has requested \$350 for that purpose for the agility trial. The Board agreed unanimously that we support that sort of expenditure, but that it should be included as a line item in each event budget, not come out of a separate pool of money. The Board approved adding Sarah’s requested amount to the previously approved agility budget.
3. Financial Audit. Appoint 3 person Audit Committee consisting of Julie Hicks, and two other people (including one board member.) Darlene volunteered to serve as the board member on the committee. Judy will contact other members in the Portland area to identify the third audit committee member.
4. Newsletter. Board would like to start distributing a newsletter electronically in order to increase club awareness and encourage participation by the members. Brandon suggested a couple of options last year for online club management packages that have newsletter functionality as well as membership management, etc. Barbara and Mandy are willing to work on newsletter. Barbara will contact Brandon to discuss the online management options and see if he is interested in participating. Intention would be to issue a newsletter at least quarterly.

5. Courier PWDCA activities calendar. Molly Speckhardt volunteered to take over the PWDCA activities calendar reporting. There is an online form on PWDCA.org that allows for simple event entry.
6. In person board meetings. Discussed need for in person board meetings, and possible locations/dates. Skype seemed to work well for this meeting, so in person meetings may not be necessary, but will revisit the topic.
7. Procedure for email discussion/votes for board topics outside of meetings. Amanda asked that board members be sure to use good descriptive headers on email discussions and be sure to use "reply all" when asking or answering questions so that all board members have access to the same information.
8. General Membership meeting March 7 @ Pyramid Ale House, Seattle Kennel Club weekend. Judy says there is a private room available for use there. She will contact them to ask about the cost of the room and see if it is available on March 7 for the meeting.
9. Use of Paypal for online member dues/event payments. Darlene suggested that it would be convenient to have Paypal available for dues and event fee payments online. Cost is about 3% of the total. As with other trial entry systems, it would be reasonable to have the payer assume the cost by charging an extra \$1 fee if people opt to use Paypal. Darlene will investigate Paypal and other online payment systems and report back. We would like to get it implemented in time to use for 2015 membership renewals.

GOOD OF THE ORDER

ADJOURNMENT at 8:40 PM