

PNWPWDC Board Meeting Minutes 03/30/2015

Called to order at 7:10 PM via skype

Members present: Judy James, Amanda Ford, Molly Speckhardt, Katrina Jackson, Darlene Brushwein. Members absent: Barbara temple-Thurston, Mary Masten, and Brandon Fleming.

Guest present: Val Tangen

MINUTES

Minutes from 1/26/2015 board meeting were reviewed, corrected, and approved by email on 2/2/2015.

PRESIDENT REPORT

1. Responded to inquiry about puppies, sent to PWDC Breeder Referral.
2. Request for upgrade from Associate Household to Regular Household from Kathy and Don Marshall from Colbert, WA, sponsored by Suzanne Malick and Barbara Temple-Thurston. Vote on at the next General Membership meeting July 18' 2015.
3. Due to consistently low attendance and lack of quorum at the 1st General Membership Meeting of the year at Seattle KC, discussed changing the date of that meeting. Options discussed were Bremerton (3rd wk of March), or the March PNWPWDC agility trial. Pose question at the General Membership Meeting on July 18, 2015.

VICE-PRESIDENT REPORT

Brandon is out of town.

SECRETARY REPORT

1. Just received PWDC club sanctioning information request, will complete that ASAP.
2. Email votes since last meeting:
 - a) Amanda Ford made a motion that we support breed trophies for the Mount Rainier Working Dog Club for Friday August 14, 2015 at the gold level for \$95, and include Obedience HIT at a cost of \$10, for a total expenditure of \$105. Motion is passed 2/7/15 with six yes votes (Judy, Mandy, Barbara, Molly, Mary, Katrina). Judy will contact them to notify.
 - b) We have an application for Associate Household Membership which was submitted in November and never brought to the Board. Judy contacted the couple and they would like the process to go through. Debbi and Larry Vanselow of Seattle have a puppy from Hallie Howe named Webster. They have been

involved in another breed previously and would like to get on board with us.
Approved by email vote 3/9/15.

TREASURER REPORT

Submitted by: Darlene Brushwein

1. Report on Membership:

We have 104 members. 90 members have paid at a total of \$2,289.00. 14 members are currently outstanding at a total of \$395.00. 23 people used PayPal. The fees are \$24.06.

We had 3 members who chose not to renew: Deana & Randy Volker, Laurits Dixon, and Owens & Little.

Unpaid members will not automatically lapse until May 1, 2015, and an additional 60 days may be added at the Board's discretion. Darlene will again attempt to contact all who have not renewed.

We had several members whose Spouse passed. Kathy Johnston's, husband Stephen. Donna Dunning's, husband David.

Don, Kathy and Lindsay Marshall want to from Associate Household to Regular Household.

Debbi and Larry Vanselow became new Associate Household. Male dog, Webster. Debbi has event planning experience and has a meeting room available. She wants to volunteer, and should be contacted about July Water Trial hospitality. 206-706-4550

2. Report on Events:

January Tracking had a loss of \$192.03

Grooming Seminar had a profit of \$322.71

Agility Trial (Still working w/Sarah to Audit results) to date has a profit of \$2,549.99
Entries were down and expenses were up, but still made a substantial profit. Additional publicity may help to boost entries in the future.

3. Report on Insurance:

Equisure, Inc. (Insurance Carrier) paperwork has come. The current policies expire on 5/01/2015. Equisure issues 2 separate policies for the club, plus the additional Club Personal Property coverage. (see attached documents)

The Club General Liability Policy provides coverage for the Club and its members, board members, officers, and directors. The Club Accidental Death and Dismemberment Policy provides coverage for accidental injuries sustained by volunteers, officials, judges. The current cost of these two policies combined is \$600.00. In addition, we pay an extra premium for expanded Club property coverage of \$10,000. Cost is \$200.

Discussed that current personal property coverage of \$10,000 is inadequate to replace all club equipment. Amanda made a motion to increase the Club's personal property coverage from \$10,000 to \$20,000, which would increase the personal property premium from \$200 to \$400 per year. Katrina seconded the motion, passed unanimously.

Darlene included the cover sheet and the work sheet for review. She will fill out the paperwork after the board meeting.

The Treasurer is the primary contact to request additional Insurance certificates. Darlene can add additional Board members as well, so will add Judy James and Amanda Ford as people authorized to request insurance certificates. Darlene also included a blank for to be used to request Insurance Certificates (see attached).

4. Club storage unit:

Unit C146 monthly cost is \$68.00 and Unit 8079 monthly cost is \$101.00 Total storage costs are \$169.00. Darlene has not been able to find an inventory of items the Club owns.

Amanda will email Cathi Jzyk to see if she has an inventory. Judy, Molly, and Amanda will arrange a time to visit the storage unit and do an inventory if necessary.

5. Club Financial Records

Darlene has 8 years of paper financial records that she is currently organizing. We need to keep records for 7 years. QuickBooks is set up well and will provide good financial continuity into the future.

6. New Checks

Darlene Needs to order new club checks from Bank of America.

Included attachments:

1. Profit & Loss Comparison
2. Statement of Cash Flow
3. Equisure, Inc. Insurance Information

COMMITTEES:

Membership: See Treasurer report above. Will be time for a new roster after the May 1, 2015 lapse date. Need to send the updated e-mail addresses to Brandon and Janet Boyd ASAP.

Mary is working with Judy to send out welcoming letters to new members.

Performance:

1. **Agility** – See financials in Treasurer report above. Since entries were down, Sarah Kahn and the trial secretary arranged an approved AKC Agility Match held after the trial on Saturday.
2. **Training seminar –May 9-10, 2015** From Sarah Kahn. As of 3/25/15, Sarah had just starting working closely with Sue Ailsby to determine the workshop format and schedule. Both levels will attend both days, with the non-working group stewarding/assisting/learning with the other group. Registration will be open for two weeks for members, then will be open to non-members. Lunch will be included, may try to subsidize dinner. Auditors will be limited due to space considerations. Budget was reviewed and approved unanimously.
3. **Water** – Report from Amanda Ford. Suzanne Malick placed the ad in the Courier for our July and September water trials.

July trial: Deep Lake, July 18-19, 2015. Special use permit has been sent to WA State Parks, still awaiting response. Trial Chair is Val Tangen, Secretary is Amanda Ford. Trial approval has been received from PWDCA for a limited entry trial on Friday (2AWD, 2WWD, 2CWD, judge Amanda Ford), and for regular trials on Saturday and Sunday (all levels, VERS if space permits, Sarah Kahn judge). Discussion is underway as to whether or not to hold some sort of practice session on Friday as well. Premium list is nearly complete. Budget is nearly complete.

Ribbons—According to inventory we have 14 Junior, 6 Apprentice, 10 Working, 12 Courier, 5 CWDX, 22 Versatility. Last year we used 7 AWD total, in 2013 it was 5, in 2012 it was 6. If Versatility is a titling level starting 2016, we will need to order new versatility ribbons that say ‘title’ instead of ‘Award’. We will order 12 more AWD for this year since we’ll have to do a VERS title order next year, and then we can add others too if we need them after this year.

Trophies-- Val and Pam are planning on some engraved stemless wine glasses for titling level trophies this year, and something lesser for JWD and VERS. Cost will be approx \$14 each. We think it would be a good idea to order enough for both July and Sept trials this year for consistency. The glasses will have a water image, but no date, so they can be used for future events as well.

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. Chair is Suzanne Malick, Secretary is Pam Coffeen.

4. Regional Specialty—8/22/2015

Amanda Ford investigated using Debbie Addicoat for Rally and Obedience, but since her Obedience judging approval is still in progress she cannot commit to judge. Chris Cornell has been secured as our Obedience/Rally judge for the Regional Specialty for 2015.

Amanda received notification on 3/11/15 from AKC of “event not received” and “judge panel not received”. Forwarded to Kristle Marangon. Her response: “I just got this too... don't know what is going on at all. I put it all in online - but at the time Sammamish didn't have theirs on there yet. Don't know if that had something to do with it or not. Will try to submit it again and then send them an email to have them confirm. Still need to get a sweeps judge. Angela contacted people in the Mt. Rainier working dog club to see who is interested. Mike can't do it”

Since we do not yet have a sweepstakes judge, Katrina suggested Gary Dunlop. Judy will notify Kristle of this option.

Discussed whether to change the regional specialty date and hold it with Rainier Working Dog Club and Olympic Kennel Club for 2016. Sammamish has been less than helpful this past year, and the new show site is less desirable than the previous location at Marymoor Park. Molly Speckhardt is closely involved with the OKC show and it would be logical to take advantage of that relationship. That show includes Obedience/Rally/Agility as well. Consensus is that we should change the Regional Specialty to the OKC show.

Judy made a motion that we change affiliation for our Regional Specialty from Sammamish KC to Olympic KC starting in 2016. Amanda seconded. Motion passed unanimously.

UNFINISHED BUSINESS

1. From Katrina Jackson--Proposal to change in club name from PNWPWDC to PWDNW was withdrawn due to objection from AKC. By phone the AKC rep said we could do what we want locally but with any correspondence with the AKC we should always spell out the full name. In the written response the rep expressed an opinion against it . Basically because they feel their staff would be lost if we ever sent in the abbreviation as PWDNW instead of spelling out the whole name Pacific Northwest Portuguese Water Dog Club. They are against it.
2. Policy and Procedures changes—add the change voted on in 12/07/14 Board meeting to define the budget procedure requirements for club events. Amanda updated PPM with new section on event budget procedures. She also reviewed all minutes from 2012 to present to be sure that all PPM updates have been done. Updated PPM has been posted to PWDNW.org.
3. Financial Audit. Audit Committee consists of Julie Hicks, Darlene, and Dixie Matson. Darlene will contact them to schedule audit.

NEW BUSINESS

1. Annual Club Budget forecast and Finance Committee. Mandy will contact Darlene to spearhead this process.
2. Newsletter – At the General membership meeting in Seattle, Brandon offered to prepare the first quarterly newsletter. Judy sent him the current email list.
3. Brandon also volunteered to organize Holiday party to be held Dec 6, 2015.
4. Next Board Meeting is scheduled for May 25, which is Memorial Day. Meeting date will be changed to May 11, 2015 due to schedule conflicts on May 25 and May 18.

ADJOURNMENT 8:30 PM