

PNWPWDC Board Meeting Minutes 11/28/2016

Called to order at 7:15 PM via skype

MEMBERS PRESENT Judy James, Brandon Fleming, Darlene Brushwein, Amanda Ford, Molly Speckhardt, Katrina Jackson, Jonathan Bowman

GUEST PRESENT Val Tangen

MINUTES

Minutes from 10/10/2016 approved by email 11/10/2016 and posted on PNWPWDC.org.

PRESIDENT'S REPORT (Judy James)

During the past 2 years we have tried to make budgets and continuing financial information more easily available to those who wish to see it. We have published a newsletter and look forward to continuing that endeavor. We moved our Regional Specialty date in order to have a bigger draw. We discussed and solidified our plan for the all-breed agility trial going forward. The club held an Agility Fun Day, and has a new and brighter web page. We instituted the use of PayPal for dues, trophy donations, and some entries. We have welcomed several new members to the organization. The Board has approved holding an eye clinic in 2017.

VICE-PRESIDENT'S REPORT (Brandon Fleming)

Newsletter has been reviewed and will be distributed.

SECRETARY REPORT (Amanda Ford)

Email votes since last meeting:

1. 10/17/16 Approved application of Sandra Tasca, Bellevue WA, for Associate Membership.
2. Received proposal from Cynthia Kongorski to organize an eye clinic to be held Feb 4, 2017 at Northwest Animal Eye Specialists, Kirkland, WA. Priority will be given to PWDS, other breeds will be allowed if space permits. Event and budget approved 11/8/2016. See budget attachment page 1.
3. 11/08/16 Approved application of Jane and Rand Wiseman, Bremerton OR, new Associate Household Membership.

Nominating committee (Amanda Ford, Val Tangen, and Pam Coffeen) completed the slate of nominees and notified the Board on 11/12/2016.

2017 PNWPWDC Board slate of nominees

President Cynthia Kongorski (new)

Vice-President Jonathan Bowman (moving to VP from 2d year of two year term)

Secretary	Barbara Temple-Thurston (new)
Treasurer	Darlene Brushwein (returning)
Board	Suzie LaChasse (2d year of two year term)
Board	Katrina Jackson (returning member, 1 year to replace Jonathan Bowman for his 2d year)
Board	Molly Speckhardt (returning member, for new 2 year term)
Board	Hallie Howe (New member, for new 2 year term)

Discussed procedure for changeover to new President. Both will need to go to the bank to effect signature changeover. Will need minutes showing the change and a letter from the board confirming the transition to new president.

TREASURER REPORT (Darlene Brushwein)

Membership Report:

Voted on New Member for 2017 Fiscal Year: Rand & Jane Wiseman – Associate Household Membership Bremerton, WA

Recommendation for membership fees change. Last time dues were re-evaluated was in 2008. Discussed making Regular and Associate dues the same within each level. This will simplify payment and bookkeeping.

Darlene made a motion that there be no differential between Regular and Associate dues, and that dues be set at: Regular / Associate \$25.00. Regular Household / Associate Household \$35.00. Junior \$15.00. This is the same as the current Regular dues at each level. Brandon second. Passed unanimously.

PayPal: The Eye Clinic has 12 payments on PayPal totaling \$491.61

Report on Events:

Mandy and Cynthia Kongorski helped review the Water Trials. We made adjustments and determined that the Workshop and Water Trial for Deep Lake had some very large expenses. The PWDCA sent \$200.00 Water Trial stipend and that was credited to the Deep Lake trial. Hospitality and Presenter/Judging expenses were grossly over budget. Moving forward there needs to be better oversight. Darlene will send the final financial reports on water trials to Suzanne, Kimberley, and Kathleen (the event committee chairs and secretary). Will need to do a post-mortem on the large expense overbudget on Deep Lake workshop and trial.

Final revised numbers on Deep Lake (see attachments page 2-3)

Total Loss Deep Lake Water Trial 2016: **-\$666.66**

Total Deep Lake Water Workshop 2016: **-\$462.65**

Final corrected numbers on Flowing Lake (see attachments page 4-5)

Total Profit for Flowing Lake 2016: \$909.77

Final revised numbers on Regional Specialty (see attachments page 6)

Total Loss: **-166.13**

Molly worked with Darlene to correct Trophy Donation \$ discrepancies. Some payments were received late, some were posted incorrectly. There is a total of \$75 of unpaid trophy pledges.

Discussed whether invoices should be sent for those unpaid pledges. The Specialty trophy sponsorships were submitted to the trial Superintendent by the correct deadline, but due to Super error the trophy sponsorships were omitted from the show catalog. Concluded after discussion not to bill for pledged donations since no public acknowledgement of donations was made due to this error.

2016 Agility Fun Day

Total Income: \$545.00

Lunch Expense: -100.00

Gift Card for Sligers: -75.00

Total Profit: \$370.00

As agreed we donated the profits to the Portuguese Water Dog Foundation, Inc. to thank Dave and Rebecca Sliger for hosting and teaching the Agility Fun Day. A profit of this amount was not anticipated. Proceeds have been forwarded to PWD Foundation.

In the future, presenter/facility fees should be defined in the budget at the outset, and the presenter should specify if they want those fees to be set to a charitable organization like the PWDF. As with all events, fixed costs and club financial exposure need to be taken into account when developing a budget.

Vehicle Registration:

The 2002 Ezldr Boat traile registration was renewed 11/24/2016 for \$43.75

Treasurer financial summary reports (see attachments page 7-8)

COMMITTEES:

PERFORMANCE:

1. **Tracking:** (from Judy James) January 7-8, 2016, Chuckanut Farms. Tracking trial Premium List and Entry Form are available on the web site. Proposed tracking budget (attachments page 9) for review and vote. Passed unanimously.

2. **Agility** March 17-19, 2017

(from Sarah Kahn) AKC applications are finally approved due to error on the AKC's part. Judges are confirmed (Lisa Potts and Lavonda Herring). Need judges for 2019.

Working on class schedule and offerings.

Need to get a contact person on the club website. Premium list will get posted when available. (Amanda will send another request to Cynthia to update web site with Sarah Kahn contact info)

AKC has made a change in the FAST class as of 1/3/17. I am in touch with the judges and secretary for their thoughts.

Premier class is now worth more points for qualifying for Nationals. Worth offering this class more, now.

(end of report from SK)

The Board discussed agility trial budget/profit, and have agreed that a minimum 10% profit (based on total budget) reasonable. The agility trial incurs significant financial exposure to the club, and is our single source of significant income (aside from due) to support club fixed costs and other events. This in line with the profit level from the last 2 years, although less than in previous years.

3. **Water** (Amanda Ford)

Amanda Ford submitted a request for PWDCA \$200 water trial support, was received and posted to Deep Lake trial account.

July 2016 workshop and trial: See summary from Darlene

Total Loss Deep Lake Water Trial 2016: **-\$666.66**

Total Deep Lake Water Workshop 2016: **-\$462.65**

September 2016: Financial summary in Darlene's report. Profit of \$909

April 2017 dryland training: Workshop with Lauren McDermott confirmed for April 14-16, 2017. Will be held at Sliger's facility in Port Orchard.

July trial 2017: Deep Lake trial date is July 22-23, 2017, Karen Pratt to judge. Mandy will work in December to get special use permit from WA state Parks. Committee and trial format TBD.

August trial 2017: Since we cannot hold the Flowing Lake trial our usual post-Labor Day weekend due to conflict with the PWDC National Specialty, Kimberley contacted Flowing Lake to see whether we could hold a trial there in August. To our surprise, they agreed (had always refused in the past to allow use between Memorial Day and Labor Day, thus our post Labor Day trial date). So will shelve finding an alternate site for 2017, though would like to identify another site to add to the trial location options.

The cost for the picnic shelter for 2 days and the special use permit for three days is \$258.00. Kimberley will have Darlene send a check to pay for this as well as the insurance endorsement for the activity, as requested by Snohomish Parks. Amanda Ford will judge. Info has been posted on web site. Trial dates are Aug 26-27, 2017, with match on Aug 25, 2017. Barbara Temple-Thurston chair, Cynthia Kongorski secretary.

2018 trials: Greg Illchuk will judge for us in 2018. Which trial is to be determined.

REGIONAL SPECIALTY (Molly Speckhardt)

August 2016: final accounting form Darlene shows loss of \$166

August 2017 Friday August 18, 2017, in conjunction with OKC in Enumclaw. Molly and Katrina are working on judge selection process. The Obedience trial is will be a combined specialty obedience trial. The judge will be provided and shared between various specialty breed clubs.

Discussed the possibility of adding to the Regional Specialty one day of water trial at Deep Lake (5 miles from Enumclaw). In the past, that weekend has been used by the regional Newfoundland club for their water trials, but perhaps we could look into having a water trial on Wednesday before the conformation series starts on Thursday. This would make it a complete PWD regional specialty with water, conformation, agility, obedience, and rally. Probably not feasible for 2017 since we are holding a special-date Flowing Lake trial the following weekend (Aug 26-27, 2017) but should work on the possibility for 2018.

SOCIAL:

Holiday Party 11-3 PM December 4, 2016 at Academy Of Canine Behavior. Jonathan proposed a budget of \$200 for food and hospitality (based on last year's budget of \$171) and \$125 for AOCB rental. Total event budget is \$325. Approved unanimously.

OLD BUSINESS

NEW BUSINESS

1. Budget management and when budgets for events should be submitted.

Current PPM passed 12/2014 requires that budgets be submitted 60 days in advance of events, and before any expenditure over \$250 is made.

Discussed importance of early budget projections for large events such as agility trial and regional specialty so that decisions can be made in a timely fashion. Also discussed that some events incur expenses (such as site reservations) long before the event budget is developed. Amanda made a motion, seconded by Darlene, that budget proposals for events with a total budget of more than \$1500 should be presented to the Board 90 days in advance of the event. Events less than \$1500 total budget will remain at 60 day advance for budget proposal. Any expenditures before the event budget is approved must follow the guidelines outlined in the bylaws which require Board approval for expenditures over \$250. Passed unanimously.

Modification to wording of the current Policy and Procedures Manual as follows.

Additions are in italics, old wording is crossed out. To see the original in the ppm go to <https://www.pnwpwdc.org/wp-content/uploads/2016/08/PNWPWDC-PPM-2014.pdf>

EVENT BUDGET REQUIREMENTS The ~~PWDNW~~ PNWPWDC requires that an event budget be prepared prior to all major Club events (trials, workshops/seminars, parties). The planning budget for the particular event is to be prepared by the event committee overseeing that event and submitted to the Board for review and approval at least 60 days prior to the event *for budgets of less than \$1500, and at least 90 days prior to the event for budgets of greater than \$1500.* ~~and before significant expenditures (in excess of \$250) are made.~~ *Any expenditures before the event budget is approved must follow the guidelines in the bylaws which require Board approval for expenditures over \$250.* Following the event, the Club Treasurer will prepare an "actual" ~~budget~~ *event financial report* and present it to the event committee to review for accuracy. Following this event committee review the final ~~budget report~~ *budget report* will be shared with the Board for their final review. The ~~budget's report's~~ *budget's report's* final total balance will be included in the Board minutes for that meeting. Event organizers will be privy to previous year's ~~budgets reports~~ *budget reports* for planning purposes for the current year's event and may request a copy of the ~~budget report~~ *budget report* from the Club Treasurer.

These changes are summarized in the PPM update document (attachments page 10).

2. Event Committee Report template

Jonathan and Darlene presented a draft template to be used for reports to the Board by Event Committees to update the Board on event progress for each Board meeting. Discussion and feedback to the form were provided by board members. Agreement that a standardized reporting form is necessary. Jonathan and Darlene will make suggested modifications and email to the Board immediately for approval.

(Update from Secretary 12/3/2016-- Modified Event Committee Report Form was emailed to Board members on 11/29/2016 with motion to approve the form for use, seconded by Jonathan. Approved by email vote 12/1/2016. See Committee Event Report form and sample Event Report form (attachments page 11-12).

GOOD OF THE ORDER

Thanks to all of our current Board Members for their work on behalf of PNWPWDC. Best wishes to those continuing next year, and welcome to new upcoming board members.

ADJOURNMENT at 8:35 PM