

PNWPWDC Board Meeting Minutes Thursday, September 20, 2018

Called to order by President Cynthia Kongorski at 6:31 pm via conference call.

MEMBERS PRESENT: Cynthia Kongorski, Barbara Temple-Thurston, Mary Masten, Linda Reimen, Hallie Howe, Darlene Brushwein and Kimberley Hart.
Absent: Molly Speckhardt

SECRETARY'S REPORT (Barbara Temple-Thurston):

Notices received from AKC Events Operations:

- Received two reminders that Tracking judges missing from the upcoming event. Forwarded to tracking committee chair.

Membership

Membership stands at 167, with 64 Regular (voting) members, 102 Associate members, and 1 Junior. Since the July meeting we have received three new applications:

Associate Member Applications:

- Sonja Krejci and William Clark, Seattle, WA
- Art Tustin, Bainbridge Island, WA
- Richard and Alysa Ellison, Port Townsend, WA

TREASURER'S REPORT (Darlene Brushwein):

Bank statements have been reconciled through August 2018.

Financials:

Current Profit & Loss statement and Balance Sheet compared to 2017 was provided.

- 2018 Regional Specialty results attached
- 2018 Deep Lake Workshop and Water Trial results attached (preliminary - some reimbursement outstanding)
- 2018 Flowing LakeTrials' results attached (preliminary - some reimbursement outstanding)

REPORTS OF COMMITTEES

Regional Specialty Committee (co-chairs Cindy Thorson and Katrina Jackson)
Report received and placed on file.

Water Committee (chair, Amanda Ford):
Report received and placed on file.

Agility Committee (chair, Rachel Cullen):
Report received and placed on file.

Tracking Committee (chair, Judy James)
No report received.

UNFINISHED BUSINESS:

Holiday Party: Linda Reiman and Cynthia Kongorski will regroup to identify an evaluator for a Demonstration of Tricks at our Holiday Party.

Members-only content for our website: Rachel Cullen and Kimberly Hart have some videos already and Kimberley will work further with Rachel on editing.

NEW BUSINESS:

Expense Reimbursements:

A clarification email will be sent to committee members on reimbursable expenses. We are all volunteers in the club. As such, the time we spend on club projects is not reimbursable. The only exception to this is if a member is being paid to perform a service which is covered by an agreement, contract, etc. The cornerstone of the word “volunteer” is the lack of compensation, the selfless act of giving time and/or service to the tax-exempt organization.

Updated Event Budget Requirements in PPM:

Update event budget requirements policy in the Club’s PPM to comply with Washington’s Nonprofit Corporation Act, Section 24.03.135 (<http://app.leg.wa.gov/RCW/default.aspx?cite=24.03.135>).

Changes to this section in the Policy and Procedures Manual are as follows (changes are in bold below; excised section is struck through):

The 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.

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 event financial report and present it to the event committee to review for accuracy. Following this event committee review the final report will be shared with the Board for their final review. The report's final total balance will be included in the Board minutes for that meeting. **A member may request copies of previous year's financial reports from the Club Treasurer.** ~~Event organizers will be privy to previous year's reports for planning purposes for the current year's event and may request a copy of the report from the Club Treasurer.~~

MOTION by Cynthia Kongorski: To change policy as reflected above. Unanimously approved.

Nominating Committee:

Linda Reimen agreed to serve on the Nominating Committee as the board's representative. Four Regular members (2 members and 2 alternates) serve with Linda on the Nominating Committee. An email will be sent to the membership requested additional volunteers.

Timeline

- Nominating Committee in place by 10/15/2018
- Nominating Committee's first meeting held on or before 11/1/2018
- Nominations to the Secretary by 11/15/2018

Committee Communication

Tracking – the tracking budget will be considered by the board for approval when the board receives the outstanding tracking committee report. A follow-up email will be sent to the tracking chair on the board's behalf asking for this report.

Meeting was adjourned at 8:13 pm.

Respectfully,
Barbara Temple-Thurston
PNWPWDC Secretary

Pacific NW Portuguese Water Dog Club Profit & Loss

January through December 2018

	Jan - Dec 18	Jan - Dec 17	% Change
Income			
Advertising Income	130.00	145.00	-10.35%
Annual Membership Dues	3,280.00	3,025.00	8.43%
Donations for Hospitality	15.00	24.50	-38.78%
Income Ship's Locker	497.57	1,337.56	-62.8%
Interest Income	3.03	0.77	293.51%
Match/Practice	595.00	1,085.00	-45.16%
Meals Purchased - Income	0.00	687.50	-100.0%
Misc Donations	10.00	53.00	-81.13%
PWDCA Contributions	0.00	200.00	-100.0%
Raffle	261.00	150.00	74.0%
Revenue from Events	29,839.57	37,607.00	-20.65%
T-Shirt Sales	88.00	614.40	-85.68%
Trophy Donation	900.00	1,075.00	-16.28%
Total Income	35,619.17	46,004.73	-22.58%
Gross Profit	35,619.17	46,004.73	-22.58%
Expense			
Advertising /Promotion Expense	75.00	265.00	-71.7%
AKC/PWDCA Fees for Events	4,677.00	5,507.50	-15.08%
Awards	1,050.23	1,252.01	-16.12%
Bank Service Charges	0.00	0.91	-100.0%
Equipment Storage	1,618.00	1,985.00	-18.49%
Expense for Events	10,548.63	16,869.20	-37.47%
Expenses Ship's Locker	294.41	1,108.75	-73.45%
Gifts and Donations Given	438.33	2,010.84	-78.2%
Hospitality Expense	596.96	1,253.08	-52.36%
Insurance Expense	1,269.00	1,169.00	8.55%
Judging/Presenter Expense			
Airfare	2,385.50	2,560.50	-6.84%
Hotel Expenses	1,471.79	1,695.38	-13.19%
Meals and Entertainment	420.35	361.43	16.3%
Mileage/Travel/Parking	338.78	498.17	-32.0%
Total Judging/Presenter Expense	4,616.42	5,115.48	-9.76%
Judging/Presenter Fees	3,164.72	4,101.00	-22.83%
License Fees	10.00	48.75	-79.49%
Meals Purchased - Expense	0.00	747.38	-100.0%
Office Supplies	39.47	25.97	51.98%
PayPal / Square Fees	307.34	553.32	-44.46%
Postage & Delivery Charges	44.03	135.34	-67.47%
Printing	269.48	407.41	-33.86%
Refund	834.00	965.40	-13.61%

Pacific NW Portuguese Water Dog Club
Profit & Loss
January through December 2018

	Jan - Dec 18	Jan - Dec 17	% Change
Supplies for Events	0.00	55.43	-100.0%
T-Shirt Expense	0.00	529.04	-100.0%
Web Site Expense	49.00	181.90	-73.06%
Worker's Coupons	515.00	585.00	-11.97%
Total Expense	30,417.02	44,872.71	-32.22%
Net Income	5,202.15	1,132.02	359.55%

Pacific NW Portuguese Water Dog Club Profit & Loss by Class

All Transactions
Regional 2018

(Regional Specialty)

Income

Advertising Income	130.00
Raffle	201.00
Revenue from Events	1,321.00
Trophy Donation	785.00

Total Income 2,437.00

Gross Profit 2,437.00

Expense

AKC/PWDCA Fees for Events	321.50
Awards	601.09
Expense for Events	956.45
Gifts and Donations Given	199.43
Hospitality Expense	63.72

Total Expense 2,142.19

Net Income 294.81

Pacific NW Portuguese Water Dog Club
Profit & Loss by Class
 All Transactions

	Deep Lake Trial 2018 (Water Trial - Deep Lake)	Deep Lake 2018 (Water Workshop/Deep Lake)	Deep Lake Trial & Workshop 2018 TOTAL
Income			
Donations for Hospitality	10.00	0.00	10.00
Revenue from Events	1,185.00	1,895.00	3,080.00
Total Income	1,195.00	1,895.00	3,090.00
Gross Profit	1,195.00	1,895.00	3,090.00
Expense			
Advertising /Promotion Expense	25.00	25.00	50.00
AKC/PWDCA Fees for Events	20.00	0.00	20.00
Expense for Events	171.18	251.66	422.84
Gifts and Donations Given	36.00	0.00	36.00
Hospitality Expense	73.61	122.42	196.03
Judging/Presenter Expense			
Airfare	124.20	248.40	372.60
Hotel Expenses	164.28	241.34	405.62
Meals and Entertainment	20.15	71.28	91.43
Mileage/Travel/Parking	9.33	18.67	28.00
Total Judging/Presenter Expense	317.96	579.69	897.65
Judging/Presenter Fees	100.00	400.00	500.00
Postage & Delivery Charges	6.70	0.00	6.70
Printing	59.20	83.19	142.39
Total Expense	809.65	1,461.96	2,271.61
Net Income	385.35	433.04	818.39

Pacific NW Portuguese Water Dog Club Profit & Loss by Class

All Transactions
Flowing Lake Trial 2018
(Water Trial - Flowing Lake)

Income	
Donations for Hospitality	5.00
Revenue from Events	3,390.00
Trophy Donation	115.00
Total Income	3,510.00
Gross Profit 3,510.00	
Expense	
Advertising /Promotion Expense	25.00
AKC/PWDCA Fees for Events	64.00
Awards	60.06
Expense for Events	425.34
Gifts and Donations Given	36.00
Hospitality Expense	236.49
Judging/Presenter Expense	
Airfare	539.09
Hotel Expenses	221.76
Total Judging/Presenter Expense	760.85
Judging/Presenter Fees	200.00
Printing	38.29
Refund	475.00
Total Expense	2,321.03
Net Income	1,188.97

Reports of Committees

Agility Committee



Event Committee Report to PNWPWDC Board

Date: 9/14/2018

Event Committee Name: Agility

Committee Members: Rachel Cullen, Lisa Kinney, Gary Masten, Hallie Howe

Date, Time, and Location of Committee Meetings: telephone, email

Attendance at Committee Meeting(s) since Last Report:

Narrative:

Budget for the event is in development.

Evergreen State Fairground – Contract will be sent out in October 2018. Per our club's Bylaws, the President must sign. The venue rental is approximately \$6,000.

Insurance Binder: a binder is needed when the deposit is sent to the Evergreen State Fairgrounds. Insurance binder will be provided when the deposit payment is made.

Trial Secretary / Equipment Rental – Lori Sage is the Trial Secretary and she also provides equipment rental (K9-Sports). Two contracts have been received from Lori, one for secretary duties, and the other for equipment rental.

Insurance Binder: a binder is needed with K9-Sports named.

Judges –

Individual named to serve judges' liaison for contracts, travel, hotel arrangements, etc., the same person as last year.

- Christian Eckhoff, Woodinville
- Pending confirmation of second judge

Comp'd Workers - Course builders, chief ring stewards and event chair often do not get the full 8-minute walk-through in advance of their run. Participation in the event is comp'd.

- **Course Builders** – typically there are 4 course builders that are comp'd to run two dogs per day. Non-member course builders are in the process of being contacted.

- **Chief Ring Stewards** – there are 2 ring stewards assigned per day that are comp'd to run one dog per day for the day that they are working. Chief ring stewards are being evaluated.
- **Chair** – there is 1 person comp'd to two dogs per day.

Awards / Ribbons – need to identify coordinator(s) for the ribbons and HIT at the event. The ribbons are in the storage locker in Woodinville. Need to review whether more ribbons will need to be ordered.

Match – need to identify multiple club members who will participate as gate stewards and bar setters at the event. Need someone assigned to collect fees before the Match begins.

Vendors – need to identify coordinator for the vendors in the “raffle” room. Advance notification and email to vendors was requested by several vendors last year.

Raffle – need to identify coordinator of the raffle, can be the same person as the vendor coordinator. Vendors will be asked to donate to the raffle.

Food Vendor – the Evergreen Fairground’s contract will specify the food vendor who will need to be contacted to confirm the event and hours. In the past, it’s been Star Espresso.

Photographer

- **Pictures** - need to confirm whether Nancy Gaffney wants to participate for all three days. If not, then contact Nina Sage.
- **Video** – need to contact Tripod Vision to ask if they want to participate.

Submitted by
Rachel Cullen and Cynthia Kongorski



Event Committee Report to PNWPWDC Board

Date: 9/12/2018

Event Committee Name: Water

Committee Members: Amanda Ford, Sarah Kahn, Suzanne Malick, Kimberley Hart, Pam Coffeen, Kathleen Jose

Date, Time, and Location of Committee Meetings: No in person meeting since last report

Attendance at Committee Meeting(s) since Last Report:

Narrative: 2018 water events

- **July 20-22, 2018 Deep Lake workshop/trial:** Trial Chair Sarah Kahn, Trial Secretary Amanda Ford. Workshop with Cindy McCullough had 32 working teams and several auditors each day as well. The Introductory session was particularly well-received and brought in a number of participants new to water events. Water trial had 23 entries, and 5 qualifiers
- **September 8-9, 2018 Flowing Lake trial:** Trial Committee: Chair Amanda Ford, secretary Pam Coffeen, Judge Greg Illichuk. Good turnout for the trial, nearly full each day. There were 29 dogs entered on Saturday with 8 qualifiers, and 30 entered on Sunday, also with 8 qualifiers. We will need to order additional ribbons for next year (including a Master titling ribbon), as well as trophies for next year as we've used up all we have in stock.

2019 water events:

- Investigating the possibility of Sue Ailsby for a dryland seminar in 2019. Not yet confirmed as to her availability, or date/location.
- 2019 Deep Lake trial will be the usual weekend, July 20-21, 2019. Would like to hold an Introduction to water trial session on Friday afternoon July 19 with local people as instructors. This is a good way to get new people interested and involved. Sarah Kahn is the next local judge in the "rotation" and has offered to do July.
- 2019 Flowing Lake trial will conflict again with Specialty. Kimberley has gotten preliminary approval from Snohomish County Parks to hold our trial Aug 24-25, 2019. That cannot be finalized until after November of 2018 since the site application can't be submitted before then. Alan Reisdorf has agreed to judge for us, pending confirmation of trial dates.
- Would like to try to offer 2-3 organized practice sessions next year. Sandy Overton has volunteered to let us use her location. Will investigate logistics.

Respectfully Submitted,
Amanda For, Chair

Regional Specialty



Event Committee Report to PNWPWDC Board

Date: 09/15/2018

Event Committee Name: 2019 Regional Specialty

Committee Members: Katrina Jackson Cindy Thorson co-chairs

Date, Time, and Location of Committee Meetings

5/19/2018 Lynden Cindy Thorson and Katrina Jackson volunteered to Co-Chair the 2019 regional specialty

6/7/2018 emails and telephone discussions between Cindy and Katrina about venues, judges and fair way to select these options.

6/8/2018 email from Cynthia Kongorski about club downloads for event planning, expense profit sheets from 2010-2017 PNWPWDC Regional Specialty and links to AKC event rules.

7/27/2018 board approves Katrina Jackson and Cindy Thorson as Co-chairs of the 2019 PNWPWDC Regional Specialty

7/28/2019 Cindy Thorson surveys the membership about venues and dates, food choices, stated our theme and solicited for volunteers

8/7/2018 Cindy sent all emailed results of the survey to Katrina and by telephone we tallied results

9/4/2018 Katrina contacted the hosting clubs of the North West Cluster and we were referred to the Mt Baker Kennel Club Shirley Stiles

9/13/2018 Cindy talked to Molly Speckhardt about ribbon orders. They are done by the superintendent BaRay Events. Since the show was done in this location last year and she was chair she will be available to answer questions.

Attendance at Committee Meeting(s) since Last Report:

Narrative:

15 members responded to our survey.

The results of that survey led us to The North West Cluster in Lynden, Washington Sunday, the 3rd week in May 2019. It will be a concurrent specialty

Katrina's telephone discussion from 9/4/2018 we will be working with Shirley Stiles from the Mt Baker Club for our Sunday event.

She said same accommodations are as the 2018 regional specialty and they can help with the judge's expenses.

Katrina thinks they paid the obedience judge and gave us a meeting place for free. They understand that it would be helpful if we had a judge we liked that was their pick also that could

come Sunday for the Monday show or stay after the Saturday show for Sunday so that we could pick up their day expense and avoid the airfare. In 2018 they did not charge the club for setup or rental for our concurrent event.

The food choice will be at the show location cold cuts, fruit and vegetables, dips and deserts.

Fund raising: Angela Harding volunteered her building to have a grooming and training seminar Katrina volunteered her grooming skills to instruct the seminar. We checked with the club if there would be insurance issues for using Angela's building. There were no issues.

Issues:

We need volunteers for trophy committee, judges hospitality, ring stewards, silent auction, catalog sales.

We need to set a date for the grooming seminar.

We need to plan for more fund raising events

We need to get an agreement from Mount Baker about our expenses and theirs.

Event Committee Meeting Focus –

I discussed with Cynthia Kongorski about AKC paperwork for this event. It is done online. We were given passwords, but warned it is not always user friendly so will seek guidance from the treasurer.

Respectfully Submitted,

Cindy Thorson, Chair