

**MINUTES OF THE NOVEMBER 21 , 2006 BOARD MEETING
OF THE PORTUGUESE WATER DOG CLUB OF AMERICA**

The eighth meeting of the Officers and Directors of the Portuguese Water Dog Club of America for the year 2006 was held November 21, 2006 by teleconference at 4:05 PM PST.

PRESENT

President Steven Dostie, Recording Secretary Janet Boyd-Kristensen, Corresponding Secretary Cynthia O'Connor, Treasurer Pat Qvigstad, Directors Susan Becker, Kathryn Monroe, Chuck Teasley, and Phyllis Zusman. Absent – Vice President Barbara Paul and Suzanne Bohan.

Guests present – Rita Araujo, Karen Arends, Stuart Freeman, Jean Hassebroek, and Janis Watts.

MINUTES approved.

REPORT OF THE PRESIDENT – President Dostie welcomed the incoming 2007-2008 Board members as guests on the call.

REPORT OF THE VICE PRESIDENT- None

REPORT OF RECORDING SECRETARY

Resignation received from Wendy Spradlin as Policy and Procedure Manual Coordinator on November 13, 2006. The Board would like to thank Wendy for the exemplary job she has done in this role.

Received report from DataPrep, Inc. with tally of 2006 PWDCA Board elections. A total of 428 ballots were considered valid. Ten Ballots were considered invalid. (7 late postmark, 1 selected too many candidates, 2 unsigned)

1. Stuart Freeman 294 votes
2. Rita Araujo 290 votes
3. Janis Watts 270 votes
4. Karen Arends 241 votes
5. Jean Hassebroek 241 votes
6. Arthur Stern 218 votes
7. Cynthia McCullough 206 votes
8. Martha Schneider 147 votes

The top 5 vote getters will join the returning Board members: Susan Becker, Suzanne Bohan, Kathryn Monroe, Cindy O'Connor, and Phyllis Zusman.

Votes taken since last meeting:

1. Motion by Boyd-Kristensen, seconded by Monroe, to approve upgrade to LLC/PWDCA Treasurer's Quickbooks software in the amount of \$180 plus tax. Approved unanimously October 25.
2. Motion by Zusman, seconded by Qvigstad, to create an Ad-hoc committee (with Heather Shilo as Chair) to explore the IT needs of the Club, identify the long term goals and needs of the HLD and other databases, research database solutions and make a recommendation to the Board about how to proceed and the costs. The committee should report back by February, 2007 (or sooner.) Approved unanimously November 16.
3. Approved Movers & Shakers Supported Entry to be held April 8, 2007 with Piedmont KC, financial support requested on November 17.
4. Approved PWDsNE Supported entry to be held Jul 17, 2007 with Green Mt KC on November 23.
5. Active membership reinstated for Bonnie Chase on November 23.

REPORT OF CORRESPONDING SECRETARY – none.

REPORT OF TREASURER

- Balance Sheet as of October 31, 2006
- Profit and Loss as of October 31, 2006
- Restricted Equity Fund Distribution as of October 31, 2006
- Wells Fargo Bank Reconciliation as of October 31, 2006
 - Checking Account
 - Money Market Account

Approved as submitted.

REPORT OF THE AKC DELEGATE – None.

REPORT OF THE COMMITTEES

SPECIALTY REPORTS

Report from SEAT

2006 –

1. SEAT Specialty feedback survey results available on pwdcaspecialty.org
2. Financials expected to LLC Treasurer Mid-December.

2007 –

1. Official Logo submitted for review and Board approval – Motion by Teasley, seconded by Qvigstad to approve with the change of replacing “07” with “2007”. Approved unanimously.
2. Website up with information from brochure
3. Hotel reservation process underway
4. Specialty Financial Planning packets have been sent to Chair and Treasurer. This packet includes extensive budgeting tools created by the LLC Treasurer and will help hosts better plan for the financial aspect of hosting a specialty.
5. Sarah Kahn submitted as Obedience Chair for 2007. Motion to accept by Monroe, seconded by O'Connor. Approved unanimously.

2008 –

1. Treasurer – Mary Guziak submitted as 2008 Treasurer. Motion to accept by O'Connor, seconded by Monroe. Approved unanimously.

LLC and Specialty Treasurer Bonding

The SEAT committee recommends the LLC and Specialty Treasurers be bonded. Coverage is based on the amount of money the treasurer handles and is relatively inexpensive. Motion by Qvigstad, seconded by Teasley, to require the LLC to bond the LLC Treasurer and the host club(s) to bond the Specialty Treasurer each year. Approved unanimously.

2006 Specialty Post-mortem

Perpetual Trophies-

In the process of conducting a post-mortem on specialty procedures/policies, we would like to propose the following changes:

1. Change the wording in the Specialty Manual to reflect the PWDCA Trophy Chair (perpetual trophies) will be responsible for arranging the shipment of the trophies to and from the Specialty each year. The PWDCA Trophy Chair will make contact with a member of the specialty committee to be the person who will take responsibility for receiving shipment and making arrangements for their display. The PWDCA Trophy Chair will also be responsible for making contact with a committee member who will arrange for their return shipment. (Change PWDCA PPM as needed.)
2. Many of the wooden plaques are now full and we are working on a second plaque. To simplify the process and improve the display of the awards, we would like to transfer the engraved plates to a single larger plaque for each award.
3. Most of the awards plaques have the original Portuguese medallion affixed to the top of the plaque. Consolidating to one plaque per award will reduce the need for acquiring new medallions. To provide consistency in the awards display, we would like to arrange for new medallions to be created in order that all awards have a medallion affixed at the top of the plaque.
4. To preserve the integrity of all the awards, we would like to have a wooden crate built to accommodate all the new plaques ensuring their safe and easy transit for years to come. (Deyanne Miller BOB and Superdog already have their wooden crates.)
5. To complete the awards presentation, we would like to institute the 3 missing Specialty Bests awards – Best Puppy, Best Veteran, and Best Bred-by-Exhibitor.
6. A sample of the letter sent to the host committee chair is being added to the Specialty Manual Appendix, providing a heads up to hosts regarding the shipment and display of the perpetual trophies.

Janet Boyd-Kristensen on behalf of Karen Ash

Motion to approve items 1-5 in committee report by Teasley, seconded by O'Connor. Approved unanimously.

Superdog and Agility HIT

The Awards committee is reviewing the current Superdog guidelines and considering standardizing them for all future specialties. Additionally in review is clarification of the policy outlining a single Agility HIT award at National Specialties.

Specialty Manual

Enhancements/clarifications to manual in process to include – number of raffle tickets needed, agility HIT formula inclusion/procedures to be followed. Additional appendix documents to be added to the manual covering vendors and rosette colors/printing.

NEW ASSOCIATE MEMBERS

October 2006

<u>Last Name</u>	<u>First Name</u>	<u>State</u>	<u>Country</u>
Bothne-Thomas	Melissa	OR	
Burke	Thomas	NY	
Burke	Lisa	NY	
Burke	Linda	MD	
Czerwiec	Frank	MD	
Czerwiec (JrMem)	Jason	MD	
Czerwiec (JrMem)	Josh	MD	
Czerwiec (JrMem)	Jordan	MD	
DiMaio	Gina M.	DE	
Hagerman	Kit	ON	Canada
Hamersley	Sheri	MD	
Harrop	Michael B.	DE	
Kelly	Patrick J.	PA	
Kieves	William	NY	
McCormick	Penelope	FL	
Spencer	Timothy J.	OR	
Trump	Ruth K.	TN	
Walker	Mike	FL	

No applications for Active membership received.

UNFINISHED BUSINESS

Website Redesign-

Zusman reported the redesign is moving along with a sample site provided for Board review.

Health and Litter Database

Zusman to notify HLD Team of new Ad Hoc IT Committee. Until this committee reports their findings on Club IT needs, the HLD should go into maintenance mode on the existing database tool. A request will be made for a member of the current HLD team to provide input to the Ad Hoc IT Committee. The IT Committee will investigate changing the HLD tool to a totally open vs the currently partially open registry.

E-mail List Rules

Monroe reported rules are near completion and she is currently soliciting feedback from list moderators.

Code of Ethics

The Board needs further review of proposal recently submitted from committee. A survey specific email address will be created for membership input of Code of Ethics proposal via the Club website.

Eukanuba (Meet the Breed booth)

The booth will be manned by members of the Southern California PWD Club.

2008 Specialty Judge Ballot Count

Jody Van Loan reports the ballots will be counted the first week of December.

NEW BUSINESS

Club Ballot Counting Procedures

Future Club ballot counting was discussed. The use of a tabulating firm for the 2006 Board election was well received and provided an economical and expeditious method for vote tabulation. Motion by Zusman, seconded by Teasley, to send all future Club votes (to include elections, judges ballots, bylaws changes) to a tabulating firm such as DataPrep Inc. Approved unanimously.

Club Bookkeeper Position

As a result of the complexity of the Club Treasury through the various funds, tax reporting, etc., O'Connor proposed the Club consider a permanent paid bookkeeper position in order to provide consistency in Club bookkeeping. It was agreed this would be a wise direction and O'Connor and Qvigstad will put together a proposal to include budget, projected costs, etc. for the Board's consideration.

POM Ad Hoc Committee

Dostie to send a request for a status report to the Committee chair.

The next Board meeting will be held January 1, 2007 to elect officers. O'Connor will solicit consensus from the Board members as to the meeting time.

Motion to adjourn was made by Qvigstad, seconded by Boyd-Kristensen.

The meeting was adjourned at 5:06 PM PST.

Respectfully submitted,
Janet Boyd-Kristensen
Recording Secretary
Portuguese Water Dog Club of America, Inc.