

**MINUTES OF THE DECEMBER 18, 2007 MEETING
OF THE PWDCA BOARD OF DIRECTORS**

The eleventh and final meeting of the Officers and Directors of the Portuguese Water Dog Club of America for the year 2007 was held December 18, 2007, by teleconference. The meeting was called to order by Karen Arends at 7:03 pm EST.

PRESENT

President - Karen Arends, Vice President – Rita Araujo, Recording Secretary - Suzanne Bohan, Corresponding Secretary - Cynthia O'Connor, Treasurer – Phyllis Zusman, Directors - Susan Becker, Stuart Freeman, Jean Hassebroek, Kathryn Monroe and Janis Watts. Guests: Paula Stevens, Joan Bendure, Mary Eadie, Marti Martin, Chuck Teasley.

MINUTES

Minutes of the November 13th Board meetings are posted on the PWDCA website and will be published in The Courier.

Minutes of e-mail votes. The following votes were recorded by the Recording Secretary from October 12th to November 8, 2007:

Record of PWDCA Board E-mail Votes from Nov. 14, 2007 to December 17, 2007

1. MOTION on November 21, 2007, that:

In revision of the following motion which was passed September 18, 2007 -

"4. What supporting information is required of data placed into the database?
MOTION that Health information be allowed to be entered by owners or breeders without additional source documentation required. However, there will be an option to allow owners/breeders to enter data and code what the source is. Phyllis Zusman, 2nd Jean Hassebroek. APPROVED unanimously -

the following be approved:

1. If participants submit information referring to results from PWDCA designated health testing facilities or registries prior to receipt of the information in a direct feed from the open registry to the H&LD, they must also submit a copy of the specific documentation defined for each test.

2. Entries into the comment section of the HLD can not reference a PWDCA designated health testing facility or registry without supporting documentation consisting of a copy of the specific documentation defined for each test.

3. Information that has been entered by a person authorized to submit information on the dog in question may not be changed without prior notice by e-mail and USPS to the submitter (see #4 & #5).

4. Any questions regarding potential changes should be brought to the attention of the Database Support Team (see "Contact us" on the database site). If a question is received by the Database Support Team, additional supporting documentation may be requested of the participant/submitter. This documentation may include but is not limited to official certificates from testing facilities, veterinary medical records or a signed statement from a veterinarian, and registration certificates. If this information can not be supplied, the Database Support Team has the authority to remove the information until supporting documentation can be supplied.

5. If the Database Support Team and the HLD Participant cannot agree on the content to be contained in the HLD, the matter shall be referred to the PWDCA Board of Directors for resolution.

- Karen Arends - 2nd Rita Araujo. In favor: Rita Araujo, Karen Arends, Susan Becker, Suzanne Bohan, Stu Freeman, Jean Hassebroek, Kathy Monroe, Cindy O'Connor, Janis Watts. Not voting: Phyllis Zusman. APPROVED November 26, 2007.

2. MOTION on November 21, 2007, that PWDCA place a display advertisement in Puppies USA 2008 for one year at the cost of \$830 - Phyllis Zusman - 2nd Suzanne Bohan. APPROVED unanimously, November 29, 2007.

3. MOTION on November 26, 2007, that Barbara Cawley be added to the Bylaws Committee – Karen Arends - 2nd Stu Freeman. APPROVED unanimously, November 30, 2007.

4. Automatic suspension. The Board was notified that PWDCA member, Patsy Berge, accepted a suspension from AKC registration privileges for six months effective April 13, 2007. Per the PWDCA Bylaws, Ms. Berge is automatically suspended from the PWDCA for a six month period of time, to commence on December 9, 2007.

5. MOTION on December 10, 2007, that Ann Gaskell, Laurie Hardman, Mary Parszewski, and Phyllis Shurzinske be appointed to form the Epilepsy Committee, with Mary Parszewski as Chair - Karen Arends - 2nd Rita Araujo. APPROVED unanimously, December 15, 2007.

REPORT OF THE PRESIDENT

Karen Arends thanked the Board for making this a productive year and is looking forward to another productive year next year.

REPORT OF THE VICE PRESIDENT

None.

REPORT OF THE RECORDING SECRETARY

Suzanne Bohan reported that she has contacted members of health committees regarding the need to update committee member volunteer applications and sign the new confidentiality agreement (included in the Sept 2007 version of the volunteer form. This led to a discussion regarding updating the membership of committees. As the PPM sections on committees are updated and reviewed by the Board (beginning in early 2008), the Board can work on contacting committees to update their membership. The Board discussed adding language to the PPM regarding expectations regarding volunteer involvement on committees.

REPORT OF THE CORRESPONDING SECRETARY

None.

REPORT OF THE TREASURER

Phyllis Zusman submitted the following information for consideration by the Board:

- Balance Sheets as of November 30, 2007
- Profit and Loss Statements as of November 30, 2007
- Profit and Loss Previous Year Comparison (Jan through November)
- Restricted Equity Fund Distribution as of November, 2007

REPORT OF THE AKC DELEGATE

Karen Arends presented the December 2007 AKC Delegate report. (See PWDCA website for full report)

REPORT OF COMMITTEES

Health Information Coordinator - The Board reviewed the report submitted by Elsa Sell (See PWDCA website for full report).

MOTION to place a health (diet, feeding and temperament) index of Courier articles onto the PWDCA web site. Phyllis Zusman, 2nd Kathy Monroe. APPROVED unanimously.

The Board agreed that it wanted to review the final index format before placement on the web site. The Board would like to see information regarding how articles identified in the index can be located.

Information Technology –

Stu Freeman provided an update on Gary Galunas' work on the PWDCA database. Among issues flagged by Gary are providing for on-line data entry for Club members who lack web access, simplifying finding information in the database by providing a single authorized user name for each member, and the continued need for a permanent committee to administer and oversee the database.

Specialty Event Advisory Team - The Board reviewed the report submitted by Janet Boyd (See PWDCA website for full report).

NEW ASSOCIATE MEMBERS

NEW ASSOCIATE MEMBERSHIP @ November 2007

<u>Last Name</u>	<u>First Name</u>	<u>City</u>	<u>State</u>	<u>Country</u>
Bernard	Marjorie	Oyster Bay Cove	NY	
Berndt	Jo Ann	Columbia	MD	
Brown	Francine	Bellmore	NY	
Brown (JrMem)	Jake	Bellmore	NY	
Bucks	Daniel	Millbrae	CA	
Bucks	Miriam	Millbrae	CA	
Frendo	Cyndi	Cumberland	ON	Canada
Gonzalez	Carina	Branchburg	NJ	
Hankinson	Dorothy	Herndon	VA	
Hanners	Billy	Glenford	OH	
Hanners	Donna	Glenford	OH	
Johnson	Carol	Payson	AZ	
Keel	Linda E.	Edenton	NC	
Kowalczyk	Kevin	Chicago	IL	
Kowalczyk	Heidi	Chicago	IL	
Kuehne	Otto A	East Amherst	NY	
Millard	Mary	Superior	WI	
Mills	Nancy A.	Coventry	RI	
Neal	Beth L.	Gulf Breeze	FL	
Rissman	Burton M.	Des Plaines	IL	
Schermerhorn	Diane	Dahlonega	GA	
Schermerhorn (JrMem)	Brooke	Dahlonega	GA	
Tillison	Jeff	Reno	NV	
Wierenga	Kevin	Saranac	MI	
Wierenga	Debbie	Saranac	MI	
Wierenga (JrMem)	Lauren	Saranac	MI	
Zettel	Mary L.	New Berlin	WI	

ELECTION OF ACTIVE MEMBERS

The following Associate Members' applications for Active Membership were sent to Board Members via e-mail prior to this meeting: Kimberley J. GAGE, Beth MERCIER, and Sherry N. RADY. The Board will review these applications and will vote on them at its next regular meeting following the January 1, 2008 meeting.

The following Associate Members' applications for Active Membership were sent to Board Members via e-mail and presented at the November 13, 2007 Board Meeting for review: Mary GUZIAK and Erin MAYFIELD. MOTION to approve the applications of the following persons

for Active Membership: Mary GUZIAK and Erin MAYFIELD. Rita Araujo, 2nd – Janis Watts. APPROVED unanimously.

OLD BUSINESS

Nominating Committee Procedures – The Board reviewed the draft questionnaires prepared by the 2007 Nominating Committee for Board candidates.

MOTION to approve the questionnaire drafted by the Nominating Committee with the addition of the following question:

Service on the Board requires a significant investment of time in order to participate fully in Board teleconferences, e-mail discussions and in-person meetings to attend to Club business. Are you prepared to make this investment of time and able to do so consistently?

Kathy Monroe, 2nd Stu Freeman. APPROVED unanimously. This information will be added to the PPM and to the template of information for future Nominating committees.

PWDCA/Courier Trademark - Stu Freeman provided an update regarding securing a trademark. PWDCA has received a registered service mark for the PWDCA logo. Stu summarized reporting requirements and protocols for use of the logo with the registered mark.

Courier Volunteer Recognition Program – Phyllis Zusman reported on her proposal to feature PWDCA volunteers in the Courier. The Board discussed this proposal and agreed that a committee should run this program. Phyllis will prepare a proposal for a Courier Volunteer Recognition Committee for the Board’s review.

Rabies Challenge Fund – The Board discussed the recent commencement of the Rabies Challenge Fund studies at the University of Wisconsin School of Veterinary Medicine. The purpose of the 5 and 7 year challenge studies is to determine the long-term duration of immunity of the canine rabies vaccine, with the goal of extending the state-mandated interval for boosters. PWDCA is supporting this research with a financial contribution.

Understanding Our Dogs – Kathy Monroe reported that Amanda Ford has prepared a summary of the e-list discussion on “Understanding Our Dogs.” MOTION to put this summary on the web site, pending approval of Dr. Lori Haug. Kathy Monroe, 2nd Jean Hassebroek. APPROVED unanimously.

NEW BUSINESS

Approval for Pictures at 2008 National Auction – The Board discussed Jane Harding’s recent e-mail request to frame certain Elisa Ferracane pictures for the auction at the 2008 National Specialty. The Board agreed that this would be appropriate.

MEETING ADJOURNED at 8:15 pm EST.

The next Board Meeting will be held on January 1, 2008 via teleconference. The only Agenda items for this meeting will be election of 2008 PWDCA Officers.

Respectfully submitted,
Suzanne Bohan
PWDCA Recording Secretary