

PWDCA BOARD MEETING MINUTES OF 9 DECEMBER 2008

The tenth meeting of the PWDCA Board Members for the year 2008 was held on Tuesday, 9 December 2008 via teleconference. The meeting was called to order at 7:03 p.m. EST by Karen Arends, President.

PRESENT – Karen Arends (President), Chuck Teasley (Vice President), Mary Eadie (Recording Secretary), Jean Hassebroek (Corresponding Secretary), Marti Martin (Treasurer) and Rita Araujo, Joan Bendure, Stu Freeman, Paula Stevens, Janis Watts (Directors). Jan Shirreffs (incoming Board member) was also in attendance.

MINUTES – The Minutes of the 28 October 2008 PWDCA Board Meeting have been posted on the PWDCA website and will be published in *The Courier* with the following correction to page 10:

"Puppy List Requirements – The recent change in the Bylaws allowing only Active Members to list their litters on the PWDCA's Puppy Listing was discussed. It was restated that all owners and co-owners of the dam of the litter must be Active Members and that the sire of the litter must be up to date in his health reporting at the date the litter was bred and throughout the listing period in order to participate in this program."

RECORD OF E-MAIL VOTES (28 October to 8 December 2008)

1. Received 11/11 – MOTION by Joan Bendure, SECOND by Karen Arends to approve an application received on 11/8/8 from the PWD Club of Greater Chicagoland requesting permission and \$100 in financial assistance to hold a supported entry in conjunction with the International Kennel Club on 21 February 2009. IN FAVOR Rita Araujo, Karen Arends, Joan Bendure, Mary Eadie, Stu Freeman, Jean Hassebroek, Paula Stevens; Chuck Teasley, Janis Watts; NO BALLOT RECEIVED Marti Martin; **APPROVED** on 17 November 2008.

2. Received 11/14 – MOTION by Chuck Teasley, SECOND by Rita Araujo to approve an application received on 11/14/8 from the Movers & Shakers PWD Club requesting permission and \$100 in financial assistance to hold a supported entry in conjunction with the Greenville Kennel Club on 14 February 2009. **APPROVED UNANIMOUSLY** on 24 November 2008.

REPORT OF THE PRESIDENT – Karen Arends thanked Rita Araujo and expressed the Board's appreciation for Rita's helpful and efficient service to the PWDCA.

REPORT OF THE VICE PRESIDENT – Nothing to report.

REPORT OF THE RECORDING SECRETARY – The Board was advised by Stu Freeman that as of 29 November 2008 the official address of the PWDCA is as follows:

The Portuguese Water Dog Club of America, Inc.
C/O Edwards Angell Palmer & Dodge, LLP
Attn: Theodore P. Augustinos, Esq./Stuart B. Freeman
20 Church Street
Hartford, CT 06103

The Courier was nominated in several categories for the 2008 Dog Writer's Association Awards, plus two nominations for special awards. This also makes the ninth year in a row that *the Courier* has been nominated by the DWAA as best Club publication.

HUMOR/POETRY/FICTION: Humorous art (cartoon, comic strip, or other humorous art)
Verne K. Foster, Dinghy and Friends, The Courier Magazine

CLUB PUBLICATIONS: National Club: magazine format
The Courier, Portuguese Water Dog Club of America

CLUB: REGULAR COLUMN
Kathryn Monroe, M.Ed., "Understanding our Dogs" The Courier

CLUB: SUBJECT RELATED SERIES
Brytt Hasslinger, "Breeding to the Written Standard" The Courier

Congratulations also goes to **The Nutmeg Calendar** for the nomination in the Poster/Calendar category

SPECIAL AWARD CATEGORIES

AKC Club Publication Excellence Award
Eligible: All AKC-affiliated club publications
Criteria: Best national, regional or local club publication
Terry Cardillino, The Courier

Ottawa Kennel Club/Bob Cole Award for Educational Writing
Eligible: Newspaper, magazine and club publication articles
Criteria: Offered for the article best illustrating either the fine points of a single breed or particular aspects of structure and movement in general, accurately informing and educating dog breeders and the public. **Brytt Hasslinger, "Breeding to the Written Standard" The Courier**

REPORT OF THE CORRESPONDING SECRETARY – Nothing to report.

REPORT OF THE TREASURER – Profit and Loss Statements for January through October 2008 and financial reports for October 2008 (Reconciliation Detail, Restricted Equity Fund Distribution, Profit and Loss, Wells Fargo Checking Account) were distributed.

The Board discussed the fees being charged for teleconferencing services. Stu Freeman and Joan Bendure will investigate if a more cost effective option would be feasible.

Karen Arends noted that the Purina Partnership program has brought in \$112 last year and \$119 this year. Purina has sent out an e-mail promotion encouraging participation which can be included in show catalogs and club newsletters.

REPORT OF THE AKC DELEGATE – The Forum at the December Delegates Meeting will be devoted to questions directed to Board Candidates running for vacancies on the AKC Board, which are to be filled at the March 2009 meeting. This will be the first year that recently approved term limits for Board Members have provided known vacancies. The vacant positions are currently held by:

Charles Garvin, M.D. – Marion Ohio Kennel Club
Steve Gladstone – Reno Kennel Club
Hon. David C. Merriam – Duluth K.C.
Patricia Scully – Obedience Training Club of Hawaii

The candidates for election are:

Lee Arnold, Southern Colorado Kennel Club
Carl Ashby, United States Kerry Blue Terrier Club
Dr. Fred Bock II, Key City Kennel Club
Judy Daniels, Mt. Baker Kennel Club
Carl Gomes, Pacific Coast Boston Terrier Club
Alan Kalter, American Bullmastiff Association
John Nielsen, English Setter Association of America
Dr. Robert D. Smith, Memphis Kennel Club

COMMITTEE REPORTS

Policy & Procedures Manual (PPM) – Robin Lee Burmeister reported that she is continuing to review past minutes and highlight items that need to be referenced in the PPM. When she is able to complete reading all the minutes, she will begin the process of making sure items were referenced in the PPM through the years. Inasmuch as some minutes were vague (e.g., references were made to passing votes but "what" was voted on is missing), some information may be sketchy on occasion. She plans to note missing information so that the Board can be kept abreast of such items and hopes to have the project completely up to date by mid-2009.

PWDC-L Committee - The Board discussed the proposed mission statement prepared by Gail Browne-McDonald and shown below. Janis Watts noted that Gail did an excellent job and recommended changing the number of members from "five" to "three to five". MOTION by Janis Watts, SECOND Jean Hassebroek to approve the PWDC-L mission statement with one revision. **APPROVED UNANIMOUSLY.**

MOTION by Chuck Teasley, SECOND Paula Stevens to designate Janis Watts as the Board's representative to the PWDC-L Committee. **APPROVED UNANIMOUSLY.**

- A. Name of committee: PWDCA-L Committee
- B. Mission and scope.

The mission of the PWDCA-L Committee is to act as liaison and a bridge between the membership, the Officer's and the Board of Directors and List Administration in the operation of the PWDCA-L email list.

The PWDCA-L was started, and is still currently owned, by Scott Marshall for the benefit of the PWDCA. Scott turned stewardship of the PWDCA-L over to the PWDCA and rules of operation were approved by the Board of Directors on February 20, 2007. Scott Marshall is no longer actively involved in the operations of the list and has appointed Gail Browne-McDonald as his owner-designee. (Previous to 2008 the list was administered by a team of two designees). The PWDCA-L is currently administered by the current owner-designee.

The committee will provide the framework for the list administrator(s) in determining rules of operation and participation by PWDCA members.

C. Size and composition of committee.

The committee will consist of three to five members:

The owner of the PWDCA-L

The current owner-designee who actively administer the list

One to two volunteers from the general membership, one from the Board of Directors

D. Method of selecting committee members and positions.

The owner is predetermined.

The owner-designee is selected by the owner.

The volunteers are selected from club members who have filled out a volunteer form expressing an interest in the PWDCA-L Committee. The Board volunteer is appointed by the Board of Directors.

Ideal candidates will have a familiarity with the PWDCA-L, the members who participate on the PWDCA-L and issues and concerns of operating an email list.

E. Any special funds that must be allocated to the committee. None at this time

F. Any special authority to act that is granted to the committee.

G. First quarterly reporting date, subsequent report schedule, and/or special directives.

First quarterly reporting date - December 2009

Subsequent reporting date - quarterly in March, June, September and December of each year

H. Term (for special/ad hoc committees).

Specialty Event Advisory Team SEAT – Janet Boyd reported that the Specialty survey is still underway and will close 3 January 2009.

2008 Specialty – Is in the process of final closeout of the books which will be followed by the SEAT Treasurer audit and final distribution.

2009 Specialty – A rough draft of the specialty logo was submitted for the Board's approval. MOTION by Chuck Teasley, SECOND Jean Hassebroek to approve the draft version official logo for the 2009 National Specialty. **APPROVED UNANIMOUSLY.**

2010 Specialty – Sherry reports the host hotel and alternate hotel contracts have been signed. She is currently working on the water trial site special permits.

2011 Specialty – Roy and his team are busy with preliminary planning. He reports “we have a signed and approved contract with Callaway Gardens. A water trial event is planned for the Callaway Gardens site in the summer of 2009. This will be a good test for the up-coming specialty water trial. We are actively recruiting volunteers to work with our committee heads. We have contacted several superintendents for pricing and we are looking into videographers and photographers. We have

contacted an agility group in Atlanta about the use of their equipment. We will be accelerating our organizational activities after the first of the year. We have provided preliminary budgets and organizational charts to the committee chairs as well as a list of deadlines.”

NEW ASSOCIATE MEMBERS @ October 2008

<u>Last Name</u>	<u>First Name</u>	<u>City</u>	<u>State</u>	<u>Country</u>
Beasley	Carol	Healdsburg	CA	
Beasley	Virgil	Healdsburg	CA	
Brown	Jim	Rochester	NY	
Doster	J.	Shelburne Falls	MA	
Holladay	Mary Ann	Salt Lake City	UT	
Meehan	Nancy	Chelmsford	MA	
Mobley	Jennifer	Kennedyville	MD	
Mobley	Michael	Kennedyville	MD	
Mylchreest	Joan W.	Gulfport	FL	
Tole	Dana	Medicine Hat	Alberta	Canada
Urquhart	Jeff	Huntington Station	NY	
Vaughn	Joyce	Edmonds	WA	
Wellman	Kendall	Annapolis	MD	
Wellman	Melinda	Annapolis	MD	

NEW ASSOCIATE MEMBERS @ November 2008

<u>Last Name</u>	<u>First Name</u>	<u>City</u>	<u>State</u>	<u>Country</u>
Ashley	Lauren	Arlington	VA	
Eisenberg	Noa	Norwalk	CT	
Feehrer	Anne C.	Cleveland	TN	
Fleming	Dawn	St. Louis	SK	Canada
Gregg	Bill	Highlands Ranch	CO	
Gregg	Teresa	Highlands Ranch	CO	
Magee	Maryann L.	Edgewater	MD	
Moore	Sarah	Columbus	OH	
Needham	Brad	North Plains	OR	
Needham	Linda	North Plains	OR	
Rubenstein	Iris	South Egremont	MA	
Underwood	Harriet S.	Albany	GA	
Wright	Renee	Rehoboth Beach	DE	
Wright	Steven	Rehoboth Beach	DE	
Young	David	Norwalk	CT	

ASSOCIATE TO ACTIVE MEMBERS

The following Associate Members' applications for Active Membership were sent to Board Members via e-mail prior to this meeting. They are published in the Minutes of this meeting in order for PWDCA Members to have an opportunity to review them and submit comments to the Board before being voted on at the next Board Meeting.

Lori DECHEINE – Sponsors: Linda Hunt; Katie Barrett Kramer
Amy LANE – Sponsors: Kathy Maguire; Peggy Helming

ELECTION OF ACTIVE MEMBERS

The following Associate Members' applications for Active Membership were presented at the 28 October 2008 Board Meeting for review. No comments from PWDCA members were received.

Belinda & Brad HARVEY – Sponsors: Janet Boyd; Jean Hassebroek
Sarah TURGEON – Sponsors: Christine Harris; Karen Kirby Ash
Edward B. WAGNON – Sponsors: Candace Riggs; Nigel Clark

MOTION by Jean Hassebroek, SECOND by Janis Watts to approve the above applications for full membership. **APPROVED UNANIMOUSLY.**

OLD BUSINESS

AKC Club Management Tool - Jean Hassebroek recommended it would benefit the PWDCA to enroll in the AKC Club Management Tool to facilitate National Specialty planning. The Recording Secretary will take responsibility for this task and also be responsible for updating the club officers roster.

Breeder Referral Services Coordinator - The Board reviewed the rewritten proposal submitted by Robin Lee-Burmeister and her committee outlining the duties and responsibilities of the Breeder Referral Coordinator position. After discussion, the Board recommended changing the word "Coordinator" to "Administrators" in the second paragraph. MOTION by Stu Freeman, SECOND Jean Hassebroek to approve the description of the breeder referral coordinator position with one change in the second paragraph. **APPROVED UNANIMOUSLY.**

BREEDER REFERRAL SERVICES COORDINATOR

The Breeder Referral Services Coordinator ("Coordinator") is responsible for receiving breed information requests from the public. Such requests to the Coordinator may be by regular or overnight mail services, online requests via the Internet, and/or by telephone or facsimile.

The Coordinator works in conjunction with the Health & Litter Registry ~~Coordinator~~ Administrators to assure that all health information required by the PWDCA to be reported under the terms of the Breeders Agreement is in compliance for all new and returning participants' dogs and litters in the PWDCA's Health and Litter Database. The Coordinator makes sure that all current information is available on the Breeder Agreement participant package as well as the Available Puppies/Dog List, and listed litters with nearly expired CERFs are followed up on to make sure that re-certification in a timely manner has taken place with copies of such certifications received by the Health & Litter Registry Coordinator.

The Coordinator also works with the PWDCA Treasurer in handling monies and credit cards received with applications, as well as submitting reimbursable expenditures incurred by the Coordinator in overseeing the program.

The Coordinator shall provide, at PWDCA expense, to any inquirer requesting information, a copy of the Breeders Agreement membership list as well as a copy of the Available Puppies/Dog List, plus any additional information approved by the PWDCA Board (e.g., regional club information, training and grooming information, AKC standard, etc.). Reminders for annual renewals shall be posted by the Coordinator on the PWDCA e-mail list(s) as well as provided to members requesting same via avenues other than the Internet.

The Coordinator may respond to questions from inquirer's about characteristics of the Breed, but may not offer advice to anyone inquiring about which members on the Breeder Agreement list should be contacted

Member Not in Good Standing - The following definition of a member "not in good standing" was discussed. MOTION by Janis Watts, SECOND Chuck Teasley to adopt the following definition (more changes "may" be considered before adopting the final version. **APPROVED UNANIMOUSLY.**

A PWDCA member considered to be "not in good standing" is any member who:

- Has been convicted of a Felony or Major crime;
- Is not in good standing with the American Kennel Club;
- Has been expelled from membership of a PWDCA Sanctioned Regional Club;
- Has been removed from the Breeder List or other approved PWDCA program for failure to comply with the requirements of that program;
- Has received a final reprimand for misleading advertising; or
- Has had a grievance filed against them that was upheld by the PWDCA.

NEW BUSINESS

PWD Club of Canada Water Trials - Chuck Teasley discussed with the Board insurance liability in regards to the PWDCA sanctioning PWDCC Water Trials. To eliminate PWDCA liability issues, the PWDCC has proposed dropping the "sanctioning of the PWDCC" as specified in the PPM and that PWDCC Trials be modeled exactly as the PWDCA Water Trial Manual. They would take our Water Trial Manual and remove all PWDCA notations and footers, but the manual would otherwise remain the same. PWDCA approved Judges will be used, titles earned would be reciprocal between the two clubs and PWDCC titles would also count towards the PWDCA ROM awards. It was noted that the Awards Committee and the Water Committee have reviewed and were both in agreement with their proposal. MOTION by Jean Hassebroek, SECOND Paula Stevens to approve the PWDCC's request to use the PWDCA's water trial manual, dispense with sanctioning requirements and honor all PWDCC titles earned. **APPROVED UNANIMOUSLY.**

CHF - 6th International Canine Cancer Conference - The Board reviewed the request by Dr. Erin Mayfield for the PWDCA to sponsor a member to attend the Canine Cancer Conference. Although the Board appreciates the importance of this conference, the opportunity to participate was declined.

Courier Editor - The Board reviewed Terry Cardillino's request to modify her existing contract as Editor of *the Courier*, due to expire upon publication of the July/August 2009 issue. After discussion, the

Board determined that the PWDCA could not legally provide liability insurance coverage to independent contractors and that Marti Martin will investigate the development of a more secure method for *the Courier* to handle credit card transactions. MOTION by Stu Freeman, SECOND Chuck Teasley to approve Terry Cardillino's contract as Editor of the Courier with the following modifications: (1) Term of the contract would be effective as of the September/October 2009 issue through the July/August 2010 issue, with the option of an additional one year extension upon mutual consent of both parties, through July/August 2011; (2) Editor's stipend increases from \$5500 per issue to \$6000 per issue and (3) This agreement may be cancelled by either party upon one-hundred and twenty (120) days written notice. **APPROVED UNANIMOUSLY.**

EXECUTIVE SESSION - At 8:30, the Board entered into Executive Session and returned to the regular portion of the meeting at 9:10.

IN PERSON BOARD MEETING - It was decided that the in-person meeting usually scheduled for the beginning of the year will be deferred for 2009 in consideration for the current state of the economy.

The next Board Meeting will be held on 1 January 2009 at 1:00 PM ET to elect next years officers.

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Mary Eadie
PWDCA Recording Secretary