

Portuguese Podengo Pequenos of America, Inc.

Minutes for Board Meeting of January 20, 2016

Board Members in Attendance –

Suzanne Faria – President, John Fitzpatrick – Vice President, Penny Schroeder – Treasurer, Michael Hobbs-Ohlinger – Interim Secretary, Stacy Faw – Media Chair, Patti Litchfield– Board Member at Large, Rose Hidlay – Board Member at Large and By-Laws Committee Chair, Lance McGinness – Board Member at Large

Meeting was called to order by President Suzanne Faria, at 6:01PM PDT

1. **Minutes of the prior Meeting of October 28, 2015 and December 30, 2015:** The meeting minutes were presented for approval; John made the motion to accept the minutes, Patti seconded the motion – all were in favor, minutes accepted.
2. **Report of the Treasurer of October 28 through December 30, 2015:** The treasurer's report was presented for approval; Patti made the motion to approve, Lance seconded the motion – all were in favor, treasurer's report approved.
3. **2015 National Specialty Treasurer Report:** The Specialty Treasurer's Report was presented for approval; Lance made the motion to accept the treasurer's report, Patti seconded the motion – all were in favor, 2015 National Specialty Treasurer Report approved as is. The \$150.00 donated by Stacy Faw at the 2015 National will be transferred from the General fund to the Health and Research fund. This was done by the Treasurer since that meeting (to be noted in the upcoming Treasurer's Report on Feb. 24th).
4. **Reports of Committees:**
 - A. **Judges Education** – PPPA will hold a Judges Education at the 2016 National Specialty in August. The presenter of the Judges Education is to be determined. John has resigned as a member of the Judges Education committee.
 - B. **Health & Research** – Bud presented the Health and Research report via email. Bud does an amazing job with the committee and reports.
 - C. **Media** – Status of Newsletter – The newsletter is in progress. Stacy has put together a committee to work on the newsletter.
Website – Stacy is working with Alice to gain access to the website to make updates and possibly revamp the website; prior to adding the expense of a firm to revamp the website.
 - D. **Membership** – Update unavailable at this meeting.
5. **Unfinished Business:**
 - A. **Versatility Program** – Suzanne has emailed Alice asking to provide an outline of the Versatility Program. A mass email will go out to the membership asking for volunteers to help organize and kick off the Versatility Program.
 - B. **2016 National Specialty Report** – Tentative schedule has been presented. Suzanne asked for the Board to approve a Concurrent Specialty that will be held on Saturday, August 27 in conjunction with the Mensona Kennel Club. John made the motion to hold the Concurrent Specialty; Stacy seconded the motion; all were in favor; the motion was approved. The judges for the National Specialty have been contracted. Judy Wilson will be the show secretary, Diane Callings will judge the juniors, Carol Sowders will judge the sweepstakes. The only person that is unable to show at the national specialty is the show secretary.

- C. **By-Laws Committee** – Chair Rose Hidlay reports, a meeting was held on January 10, 2016. The By-Laws Committee is progressing with their work; it will be a few more months before they are ready to present the By-Laws.

6. **Old Business topics:**

- A. **Standing Rules** – Rules that were voted on by the board of the club. We will leave this open for the board to submit emails tagged as standing rules.
- B. **Sunshine Committee** – Rose has been going through the membership list and FaceBook to put together the birth dates (not year) of the members. It has been suggested that the birth date be added to the membership application/renewal form. Rose has put a call out for volunteers to help with the Sunshine Committee. Rose does have a volunteer to help with the committee. Rose will continue to work on the committee; she will send out an email to the board with the completion and vote of the member to work on the committee.
- C. **Position Descriptions** – The position descriptions need to be developed for the committees and the board positions. These can be placed on the website, so members are aware of what is expected of a person that is interested in a committee or board position. Suzanne is working with Susan Souza on a show chair manual.
- D. **Ethics Statement with Membership renewal** – We would like the Code of Ethics to be sent out each year with the renewal application, so everyone is aware of the Code of Ethics of the club. A discussion was held about the Code of Ethics. Do we need to update our Code of Ethics? This will be an ongoing discussion, whether to we can mandate breeding stock to have health tests as part of our Code of Ethics. To be listed on the PPPA Website as a Breeder of Referral, the requesting kennel must have their breeding stock CHIC certified.
- E. **General Discussion** – The following topics will be listed on the January meeting Agenda as old business:
- Standing Rules – see above
 - Facebook Page – this is the perfect place for club members to speak freely, it has been decided that we will not set up the FaceBook page to be monitored prior to posting to the member's only FaceBook page.
 - The idea was brought up, when a communication is sent out by the secretary to request a delivery/read receipt, so we as a board know the intended communications are reaching the membership. The secretary will continue to request a receipt with the emails.
 - Why would I want to become or remain a member of the PPPA club? What do we have to offer the members. We need to educate new members. As a parent club we should be mentors to new owners of PPP's. As a club we need to work with AKC to send out a flyer with new registration paperwork for pequenos. Stacy and Patti will send out information they have received from AKC that is sent out with new registrations. Stacy will follow up with AKC.

7. **New Business Topics:**

- A. Ambassador Program – Victoria Canter has volunteered to be the Ambassador for the PPPA. The interim secretary has reached out to Victoria asking if she a member of an All-Breed club. This will be decided at the next board meeting.
- B. 2015 National Meeting Minutes – Page 92 of Roberts Rules, the minutes of the annual meeting should be read at the next regular meeting. The interim secretary will send out the 2015 Annual Meeting Minutes to general membership with a 10-day approval.
- C. AKC submission of Pequeno registrations/litters – Suzanne has spoken with AKC. The AKC will send a new form to Suzanne for the board to review and assign a new appointee.

Suzanne will forward the letter from the AKC representative, for board members to contact the gentleman if they have questions.

- D. Pedigree Database – Patti is working with several different sources gathering information on building a Pedigree database. John will talk with the Norwich Terrier Club to inquire as to which program they currently use.
- E. Website – Stacy has a couple of people on the Media Committee that are interested in helping with the website. As a board, we are in agreement, to have the Media Committee look into a whole new server service for our website. We want to keep the same domain name for the website.
- F. Membership Chair – what is the responsibility – It has been decided:
 - 1. The new member applications will be sent to the Membership Chair
 - 2. The Membership Chair will send the payment to the Treasurer and the Name, City and State for the prospective new member to the Secretary.
 - 3. The Membership Chair will send out an email blast for a 20-day commentary from the general membership
 - 4. The Membership Chair will send the new member information and any commentary from the general membership. The Secretary will present the new member to the board for approval/denial
 - 5. Once approved the Membership Chair will present the new member to the general membership.
 - 6. The Membership Chair will send the new member a welcome letter and a list of members.

John made the motion to accept the definitions of the Membership Chair, Stacy seconded the motion; all in favor, the new definitions are approved.

Stacy made a motion to accept Patti Litchfield as the new Membership Chair, John seconded the motion; all in favor, motion passed – congratulations Patti!

- G. Certificate of Appreciation for Alice’s work with the club and board – Stacy to also make a certificate for Mary Ellen. Stacy will print out on card stock and send to Suzanne to sign and mail out to Alice and Mary Ellen.
- H. General Discussion – Lance asked, if a topic is not on the agenda, can the topic be voted on during the board meeting. If a topic is brought up during a board meeting, the topic can be voted on during the board meeting.

John has stated that we should change our meetings to monthly. John made a motion to change the Board Meeting to monthly, Patti seconded the motion; all in favor, motion approved.

The secretary to send out an email blast to the general membership asking for applications for the open board position with a 10-day close for applications.
- I. Meet The Breed – Jean appointed as the liaison for meet the breed.
- J. Brochure for meet the club – Penny will contact the AKC representative to obtain a copy of the PPPA brochure for Meet The Breed at Westminster.

6. Adjournment – Meeting was adjourned at 8:26PM PDT