

Portuguese Podengo Pequenos of America, Inc.

Minutes for Board Meeting of October 26, 2016

Board Members in Attendance –

John Fitzpatrick – President, Rose Hidlay – Interim Vice President, Penny Schroeder – Treasurer, Michael Hobbs-Ohlinger – Interim Secretary, Stacy Faw – Board Member at Large and Media Chair, Patti Litchfield – Board Member At Large and Membership Chair, Lance McGinness – Board Member at Large and Robin Kirtley – Board Member At Large, Margaret Boisture – Member At Large

Meeting was called to order by President John Fitzpatrick, at 6:03 PM PDT

1. **Minutes from September 28, 2016:** Minutes previously approved via an email vote, to allow for the officer's change at our financial institution.
2. **Approval of the Report for the Treasury of September 28, 2016 through October 24, 2016:** Lance made a motion to accept the Treasurer Report; Patti seconded the motion. All attending board members voted in favor of the Treasurer's Report for September 28, 2016 through October 24, 2016; Treasurer's Report approved.
3. **Reports of Committees:**
 - A. **Judges Education** – No update at this time.
 - B. **Health & Research** – Bud sent out to the Board, the October Health and Research report.
 - C. **Media – Website:** Jaqueline Zwirn is working on the club website. GoDaddy, our domain has been paid up until July 2017. We are paying monthly to GoDaddy until we have our website complete. Currently our website is up and running. **Newsletter:** Margaret is helping with completing the PiP Newsletter. The newsletter should be out within the next couple of weeks. John to provide Margaret the President's Message for the newsletter. **Facebook:** Susan Souza is helping add new members to the Club Facebook page. Margaret has volunteered to help post the minutes and treasurer's reports to our Facebook page.
 - D. **Membership** – All new members have been approved. Patti sent an email asking the membership for change of addresses. Several people have responded and the membership list has been updated.
 - E. **By-Laws Committee** – The board has reviewed part of the By-Laws. The board will set a day and time for the review of the balance of the By-Laws.
 - F. **Sunshine Committee** – The November birthdays cards are ready to go out. A condolence card was sent to the family of Susan Yates. The club sent a \$50.00 donation to the Agility Club of Indianapolis in memory of Susan Yates.
 - G. **Versatility Program** – No update at this time.
4. **Unfinished Business:**
 - A. **"Meet the Clubs" section to AKC Family Dog Magazine** – The club has decided to pass on advertising, this will be reviewed prior to the next edition.
 - B. **Move up of the Club Officers** – Penny has sent the paperwork to Michael and John for signatures to add John to the Club bank account.
5. **New Business:**
 - A. **By-Law Review Meeting** – The next By-Law review has been set for Wednesday, November 23, 2016. We will have a brief Board Meeting and the balance of the meeting will be spent working on the By-Laws.
 - B. **Update on Website/Pedigree Database** – John will talk with Bud to make sure the website host can support the Pedigree Database. Database has been purchased and Bud has possession of the program.

- C. **Audit of the Club Financials** – A comparative study audit for the years 2013 and 2014 were performed in November 2015 by C. Boyen Thompson, PC. In 2011, 2012 and 2013 the club ledgers were reviewed by Mark R. Ferro. Mark is a businessman and a club member who volunteered his expertise and his time. The club has not filed income taxes since the incorporation of the club. Before the club proceeds with a financial audit, the Board felt that the club financial records need to be input into an accounting software program. Accounting Software – Michael made a motion to purchase an accounting software for the Treasurer; Lance seconded the motion. The club will purchase an accounting software for use by the Treasurer. Penny will work with Margaret to input previous year financials into the accounting software. Penny will photocopy the ledger for 2013 through 2015 to send to Margaret.
- D. **Board Members attitudes and respect of others** – There have been emails sent by members of the club to other club members that have been borderline harassing. We as the board need to become more professional, we need to set an example to the club members and make a stand that we as a board will no longer tolerate degrading emails from club members to other members and to non-members. All members have signed the Code of Ethics and must abide by the Code.
- E. **Membership Renewal** – The membership renewal must be sent out and processed through the Treasurer of the club. Previously in 2016 we had a discussion to have the Membership Chair to take on this duty; during the discussion it was decided, until the By-Laws are changed, the Treasurer must maintain the control and maintain the process of the membership renewal. A statement will be added that the members will abide by the Code of Ethics, as well as the request for the month and day of each member's birthdate.

Adjournment – Meeting was adjourned at 8:25 PM PDT