

Pharaoh Hound Club of America
Board Meeting (Videoconference & Phone)
February 18, 2021

Members Present: Mary Severino, Rebecca Stephens, Meredith Wille, Luciane Terra, Stephen Sipperly, Linda Witt, Lynne Tatarowicz, Emily Kerridge, Theresa Harper

Members Absent: none

The meeting was called to order at 5:34 pm (Pacific) by President Mary Severino.

- Discussed a Code of Conduct for board members
 - Each board member needs to submit their Yay or Nay
- President's Update (Mary)
 - We ushered in the 2021 version of the PHCA with a new officer roster and our two new Board members. The issues of communication, board transparency and disenfranchised members remain a challenge for the club in 2021. Many challenges that face this current board are rooted in lingering resentment from the past. I am focused on moving the club forward with action that will benefit our overall objectives today and for the future.
 - Treasurer Transition:
 - Luciane Terra and I met via video conference on February 5. I have sent her a 'transition' document that outlines the current responsibilities for the Treasurer position.
 - Until Luciane becomes a signer on the bank accounts, I will continue to accept club deposits and will pay bills that are due. We will work in tandem over the next few months as she becomes familiar with our QuickBooks software.
 - I will complete the reconciliation of books for year 2020 and will take the responsibility for governmental filing for the state and IRS.
 - I will copy Luciane on actions and transactions for the club until she assumes full control of the accounts.
 - PHCA FaceBook Page:
 - Theresa Harper and I have been added as administrators for the PHCA FaceBook page. I am hopeful that this page will be one of our areas of communication for the public to better understand what the PHCA is all about. Mindful that this page represents 'official' information and positions for the club, it is important that our information is current.
 - Membership and Member Communication:
 - Lynne Tatarowicz will take over sending email blasts to the membership when needed. Andrea Schokker has worked with both Lynne and I to understand how to make those happen.
 - As Treasurer, I kept the running spreadsheet list of member information. The Treasurer must work in tandem with the Recording Secretary for applications, dues updates and member status, but does not necessarily need to be the 'Membership Chair.' Luciane and I will review the responsibilities as we move through the Treasurer transition period, but we would like to have another Board member assume the primary responsibility for membership.
- By-Laws Committee (Mary)
 - Linda Witt, Emily Kerridge and I met via video conference on February 8 after discussing preliminary bylaws committee thoughts via email. Each of us brought member names to the table, finalizing two selections each for a total of six membership participants. Our committee, totaling nine people consists of the following non-board members:

- Cynthia Guinn, Sheila Hoffman, Jayme Jones, Julie Gwin, Darleen Dimor and Mariah Houser. All have formally agreed to serve on this committee.
- Committee members were forwarded the AKC Parent Club Sample Bylaws, the PHCA current Bylaws and the 2020 Red-lined PHCA Bylaws document.
- The Committee's target for updating the document is April 2021.
- Recording Secretary (Theresa)
 - New minutes were sent out prior to meeting
 - Stephen made a motion to approve, Lynne seconded, all were in favor
 - Theresa will get the new minutes to Cynthia and Darleen for the website and The Scribe
- Committee Initiative (Rebecca)
 - Rebecca Stephens and Mary Severino began to review the PHCA's committees last year. We met via video conference on February 3 to discuss our committees, particularly with respect to the link that is missing on the rescue committee now that Robert is no longer on the Board. Rebecca will follow up with further thoughts about how we can clarify the committee situation with the club.
 - Rebecca needs each board member to email her what committees they are currently serving on and any committee they would like to see us have
 - This is an important initiative this year to improve transparency and club relations
- Rescue (Mary)
 - We have one rescue that Sheila, Hannah, and Robert have worked on from a complicated dog raid situation. Aza is now in her new home. The new owner provided us a \$250 adoption donation.
 - Two additional rescues are in process. Darci and Laurie and Karen Robbins working to resolve and the dogs are in foster care. A donation of \$300 was made to defray costs of this rescue by Karen Robbins.
 - Rebecca Stephens received a request from someone in the northeast regarding his hope for assistance in a mixed breed rescue. Rebecca reached out to several people in the east to network on behalf of this individual and his dog.
 - Theresa is already on the rescue committee so will become the rescue liaison.
- Treasurer (Mary and Luciane)

Account Balances: 01/31/21

Business Checking: \$ 6,829.47
 Business Market Rate Savings: \$14,413.45
Pam Haig Mem. Rescue Fund: \$25,713.27
 Total Accounts Balance: \$46,956.19

Account Balances: 12/31/20

Business Checking: \$ 7,423.24
 Business Market Rate Savings: \$14,413.33
Pam Haig Mem. Rescue Fund: \$25,713.27
 Total Accounts Balance: \$47,549.63

Change in Balances – 12/31/20 – 01/31/21

Business Checking: \$ (593.77)
 Business Market Rate Savings: \$.12
Pam Haig Mem. Rescue Fund: \$.21
 Total change from 12/31/20: \$ (593.44)

Current Account Balance: 02/16/21

Business Checking: \$ 5,623.14 (Primary expense is insurance payment on 2/12/21)

- General:
 - Although we received several additional payments for dues renewals, recurring January expenses account for the drop in the checking account balance. Our monthly QuickBooks fee, the Delaware Corporate Tax Report Fee, ASFA dues renewal and a necessary fee for web troubleshooting were the primary expenses for the month. In February, our Executive and Directors Protection insurance

payment was due (\$1,047) along with other monthly expenses. The major insurance payments which are major yearly expenses, are now paid through the year.

- Treasurer Position Transition:
 - Luciane Terra and I met on February 5, to begin the transition of the Treasurer's position. This process will take time and will be done gradually to minimize the impact of the change on club operations. We are sharing responsibilities until Luciane is brought on as an approved signer on bank accounts and is comfortable taking over the QuickBooks updates. As discussed in the January 21 Board meeting, we will have me, Stephen Sipperly and Luciane as officer/signers on the Wells Fargo accounts.
 - We are working through the details on transferring the QB account. Our current online plan allows only one person access to the operations. We are evaluating other plans that will allow two officers to access the software.
- Corresponding Secretary (Meredith)
 - No update
- Specialties
 - National
 - The National committee has withdrawn their proposal due to issues surrounding Covid and Purina Farms
 - A decision was made to have approve a National in Ohio provided Meredith submits a proposal/budget as described in the specialty guidelines just as any other member would have to do. This is a 4-day cluster over Labor Day in Ohio. Will be a scaled down National but the concern is that we will not have a national if a board member doesn't take it on given the uncertainty around planning a specialty during Covid.
 - The board is recommending no indoor dinner, no triathlon, etc. so that all events are outdoors as we do not know the Covid restrictions that will be in place.
 - Western (approved)
 - Tentative schedule will be emailed to the board by Emily as she has obtained this from Jayme
 - Sue Carter sent a contract over for Eva Berg for the Western Specialty. Ms. Berg is on the approved judges list.
 - Eastern (approved)
 - No new updates
- Executive Session
 - Board entered an executive session to discuss two specific issues: charges filed by one member against another and feedback received from members about membership applicants.

Lynne moved to adjourn the meeting, Stephen seconded the motion. It was unanimously approved and the meeting was adjourned at 7:10 PM Pacific.

Respectfully submitted by:
Theresa Harper
PHCA Recording Secretary