



THE PHARAOH HOUND CLUB OF AMERICA

May 2021 Board Meeting **(Videoconference & Phone)** **May 20, 2021**

Board of Directors Members Present: Mary Severino (President), Meredith Wille (Corresponding Secretary), Luciane Terra (Treasurer), Rebecca Stephens, Lynne Tatarowicz, Emily Kerridge, Theresa Harper (Recording Secretary), Linda Witt

Board of Directors Members Absent: Stephen Sipperly (Vice President)

The meeting was called to order at 5:33 pm (Pacific) by President Mary Severino.

- **Meeting Minutes**
 - Theresa Harper made a motion and Lynne seconded to approve April meeting minutes. All were in favor. Meeting minutes were approved.
- **President's Update (Mary)**
 - **General:**
 - For the past few weeks, I have been focused on two primary areas, the Treasurer transition and the AKC Meet the Breeds. I have submitted a 'President's Message' to Darleen Dimor for inclusion in the upcoming Scribe that I attached to this report.
 - **Treasurer's Transition:**
 - Luciane will provide the update in this month's Treasurer's Board Report. I completed tasks through the first quarter and until Luciane was able to fully perform the treasurer duties. We will continue to work in tandem to improve treasurer transition issues for the future. If/when financial questions or needs arise, Luciane is the primary contact for the Board.
 - **Committees and Structure:**
 - Rebecca Stephens has been following up on her work with committee structuring and I have utilized her in determining the appropriate individuals to engage in various discussions, issues or needs that arise for the club.
 - **Rescue:**
 - There has been follow-up on the Luna surgery that the Board discussed over the course of the month. Theresa Harper and Luciane will provide an update as appropriate.

- I followed up on the Board's recommendation to obtain information about establishing corporate separation, a **501 (c) 3** charity, for our rescue activities. I talked with friends in The American Whippet Club who set up a separate corporation for their rescue activities under the name WRAP (Whippet Rescue and Protection). Jennifer Beach-Buda, who runs much of their business, forwarded me WRAP's Constitution and bylaws for our review with a strong recommendation in favor of our moving forward. Their organizational issues are controlled with QuickBooks and PayPal, systems that we currently have in place for the PHCA. I will garner further information and will update the Board.
 - **PHCA Annual Audit:**
 - PHCA's 2020 books have been reconciled and are ready for the Audit Committee's annual review. Linda Witt was nominated as the Board's Audit Chair in April's Board Meeting. Since she was unable to attend that meeting, we need to confirm that she is willing to accept that role.
 - **PHCA Online Store:**
 - Shortly after our April Board Meeting and following a message to the membership that the online store was 'live,' we had sales grossing an impressive amount for our specialties. The interest following the e-blast emphasized both the value and the importance of frequent promotion of the specialties and the online store.
 - **Bylaws Committee:**
 - No updates since last month. I hope to bring the committee back into action this coming month.
- **Recording Secretary (Theresa)**
 - Waiting on return of ballots for Kendra Williams application. I have 6 thus far.
 - Preferred judges ballots have to be postmarked by May 15. I have received a number of ballots thus far but expect to see more in the next couple of weeks.
- **Treasurer (Luciane)**

Wells Fargo – Account Balance	5/14/2021	4/30/2021	3/31/2021
Business Checking	\$ 7,826.33	\$7,678.67	\$6,165.05
Business Market Rate Savings	\$ 14,413.81	14,413.81	\$14,413.69
Pam Haig Mem. Rescue Fund	\$ 28,263.92	\$28,263.92	\$26,263.70
Total	\$50,504.06	\$50,356.40	\$46,842.44

Treasurer Position Transition

Mary Severino and I continue to work on the Treasurer transition. Currently, I have access to all key systems: QuickBooks, Wells Fargo, PayPal, and Square. However, access levels are still being adjusted. Wells Fargo access level will require approval by the Board. I will suggest language for discussion ahead of our next Board meeting. Mary has prepared the Q1 Treasure report for the Scribe.

April not closed yet due to issues with the transition. Luciane will look at banking changes with an eye towards easier transitions in the future.

Rescue

Luna, one of the two 8 years-old rescue females in New Jersey (previously in Florida), had an eye removal surgery on Friday 5/14/2021. Rescue is covering the eye removal: \$699.50 with \$300 previously donated by Karin Robbins specifically for the care of Luna and Zorra rescue efforts.

PHCA Online Store

Following the 4/19/2021 PHCA email on trophy sponsorship, there was some good activity on the PHCA store (over \$1,600). The increase in Wells Fargo checking account observed in April was driven by trophy sponsorship. However, within days the store went completely silent. The last transaction was completed on 4/24/2021. Additional advertisement is essential.

Specialties Trophy Sponsorship Summary

	Sale	First transaction	Last transaction
National	\$1,230	4/17/2021	4/24/2021
Eastern	\$ 145	4/19/2021	4/19/2021
Western	\$ 270	4/19/2021	4/19/2021

Other Business:

QuickBooks has been connected to the three Wells Fargo accounts and PayPal. As of Sunday May 16, QuickBooks connection to Square was established but initial transfer of operations and validation had not been completed. The email PHCATreasury@gmail.com has been created for PayPal.

- **Committees (Rebecca)**

- Sent out blurb for Scribe.

“The PHCA Board of Directors has been working on our club's committee structure this past year, creating some new committees, and aligning all committees, new and existing, with a structure that will facilitate communication between committees and the Board of Directors and other committees and subcommittees. We are pleased to announce to our members the full list of PHCA Committees and Subcommittees, along with the committee liaisons who serve on the PHCA Board of Directors. Each committee has a PHCA Board Liaison who serves as a contact person for their designated committee(s). Each committee also has or will have a Committee Chairperson and when possible, a Committee Co-Chairperson. Each subcommittee also has a Subcommittee Chairperson, and the Subcommittee Chairs will communicate primarily with their Committee Chair.

We encourage PHCA members in good standing to review the list of committees and subcommittees and, if you are interested in serving on a committee, please contact the Committee Liaison who is listed for that committee before 6/30/2021. Their email addresses

are provided. Please communicate your interest with the Board Liaison for that committee, since at this stage, the Board Liaisons are the individuals who are coordinating their respective committees development.

The Committee Liaison will then forward the information of your interest to the appropriate committee chair for follow up contact.

Please note that this is an important first step in our process of committee development. After members are able to communicate their interest in specific committees, we will better be able to proceed with finalizing committee chairs, co-chairs, and members, and can then more effectively communicate that updated information to members as well.

The strength of any organization is reflected in the commitment and involvement of its members, and we hope that you will find this list to be helpful to you in connecting with opportunities for involvement with the PHCA.”

○ **The following is a proposal for how the PHCA will structure its committees and subcommittees and communications with committees:**

PHCA Committees

- 1) As per the PHCA By-Laws, standing committees are created and appointed by the PHCA Board of Directors (Article VI, Committees, Section 1.) Appointments may end or be terminated as per the process established in the PHCA By-Laws.
- 2) Each committee shall have one committee chairperson and a co-chair. The chair of a committee shall be appointed and approved by the PHCA Board of Directors. Current PHCA members in good standing may notify the board of any interest that they may have in serving as a committee chair. Subcommittees shall have one subcommittee chair, appointed and approved by the Board of Directors.
- 3) Each committee and subcommittee shall have the opportunity to have committee members, as appropriate, and those committee members will be current PHCA members in good standing. Committee and subcommittee members shall be appointed and approved by the PHCA Board of Directors and the committee chair.
- 4) Each committee shall have a committee liaison who is a current member of the PHCA Board of Directors, and who will serve as a resource and communication person between the committee and the Board of Directors. Subcommittee chairs shall communicate with their committee chairperson.
- 5) Each year, in January, the PHCA Corresponding Secretary will send out an email to all current PHCA members in good standing inviting members to contact the Committee Board Liaison to indicate an interest in serving on a committee or committees. The Board Liaison will then compile a list of all interested members, communicate that list to committee chairs, and submit that information to the PHCA Board for approval.
- 6) The following is a list of proposed PHCA committees and subcommittees. Those designed with asterisk * are proposed new committees or sub-committees, or represent a new placement within the committee/subcommittee structure.

Committee	Chairperson	Committee Members	BOD Committee Liaison
AKC Delegate/Liaison	Dominic Carota	N/A	Mary Severino mseverino@mgza.com
Audit Committee	BOD Pres sets up committee annually		Mary Severino mseverino@mgza.com
Awards Committee	Emily Kerridge		Emily Kerridge Nefer-temu@iinet.com
Breed Education Committee	Sheila Hoffman		Rebecca Stephens rstephens4@aol.com
Judges Education Subcommittee (Judges Ed seminars, Ringside Tutoring, Breeder Judges Mentoring)*	Subcommittee Chair: Sheila Hoffman	Emily Kerridge	N/A
Public Education Subcommittee (Meet the Breeds, Responsible Dog Ownership events, Breed enthusiast education and events)*	Subcommittee Chair: Shelia Hoffman	Lori Evans Bonnie Folz Ooneen McGettigan Rebecca Stephens	N/A
Breeder Referral Committee	Stephen Sipperly	Linda Witt Theresa Harper (microchips)	Stephen Sipperly ssipperly@aol.com
By-Laws Committee	Mary Severino	Emily Kerridge, Linda Witt	Mary Severino mseverino@mgza.com
Communications Committee*	Lynne Tatarowicz		Lynne Tatarowicz radamesmom@aol.com
Newsletter Subcommittee*	Subcommittee Chair: Darleen Dimor		N/A
Social Media Subcommittee*	Mary Severino		N/A
Store Subcommittee*	Mary Severino		N/A
Sunshine Subcommittee*	Subcommittee Chair: Lynne Tatarowicz		N/A
Website Subcommittee*	Subcommittee Chair: Cynthia Guinn		N/A
Health Committee	Stephen Sipperly	Meredith Wille	Stephen Sipperly ssipperly@aol.com
Membership Committee*	Theresa Harper		Theresa Harper theresafharper@yahoo.com
Membership Renewals Subcommittee*	Subcommittee Chair: Luciane Terra	Luciane Terra Theresa Harper	N/A

New Members & Owners Outreach and Mentoring Subcommittee*	Subcommittee Chair: Lynne Tatarowicz	Theresa Harper	N/A
Young Members & Junior Handler Outreach and Mentoring*	Subcommittee Chair:	Theresa Harper, Emily Kerridge	N/A
Performance Committee (Agility, Coursing, FastCAT, Herding, Barn Hunt, CGC, Obedience, Rally, Tracking, Etc.)*		Meredith Wille, Luciane Terra	Linda Witt churuka@aol.com
Rescue Committee	Robert Newman	Sue Carter, Bonnie Folz,, Theresa Harper, Laurie Levanthall, Marie Henke, Sheila Hoffman, Darci Kunard, Meredith Wille	Theresa Harper Theresafharper@yahoo.com
Specialty Committee	Meredith Wille		Meredith Wille jagr@comcast.net

Note: N/A= Non applicable. BOD Committee Liaisons are not required for subcommittees. Subcommittee chairs will communicate reports to their respective committee chair, and the committee chair will communicate reports to the BOD Committee Liaison. Each committee will also have a designated co-chair to assume responsibilities if the committee chair is at any time unable to serve in the chairperson role.

- **Rescue (Theresa)**

- The 3 bitches are still in foster homes and not adopted.
- Two are in a foster in New Jersey: Luna and Zora. Luna had her eye removed a few days ago. Zora is recovering from her spay. Both will likely be adopted by their foster Shenandoah.
- Penny (was Jewel) is in Illinois. Christine is still deciding if she will adopt her. Likely yes. Suspicious lump dissipated on its own and she's still getting treatment for hookworm.
- Once the committee is notified about a potential rescue, the rescue committee should nominate someone to see the situation through until the end. Otherwise, the situation can fall through the cracks.

- **Communications via email to membership (Lynne):**

- Sending out regular AKC Communicates
- Planning on reaching out to various breeders with a list of questions to give people an opportunity to know more about the various breeders in the club.

- **Corresponding Secretary (Meredith)**

- No update
- **Specialties Liaison (Meredith)**
 - National (approved)
 - AKC approved the national and sweeps.
 - The online store is available and we have a few sponsorships.
 - I sent Darlene information to post in the Scribe.
 - Next weekend I am meeting with the others involved in Lure Coursing, we will have more details once we all discuss judges, club expenses, etc. Then I will send in the applications to AKC and ASFA for the trials.
 - Working on budget and will have after next weekend.
 - Western (approved)
 - No new updates
 - Eastern (approved)
 - No new updates
 - PHCA online store is live for National, Western, Eastern
 - Due to the lack of updates for the specialties, the board decided to invite the specialty planners to a special meeting – date to be determined.
- **Education (Sheila)**
 - We had a couple virtual tutoring sessions recently. One that Dominic conducted, and one Emily conducted.
 - The Carolina Dog Show Judges Study Group is sponsoring seminars and workshops for judges at the Greenville, SC cluster July 29 – August 1st. To be held at the TD Convention Center in Greenville, SC in conjunction with the breed show cluster. I have agreed to present our pharaoh hound seminar. Dominic and Linda will probably be able to help with this one and I'll coordinate once it gets closer.
 - None of our mentor were able to commit to a breed seminar at the Windy City Cluster in the Chicago area, June 10 -20. I noticed them that we could not have anyone available for this year.
 - I am working on getting up to speed on the AKC MTB new program that Mary has started the beginning coordination.
 - Provided breed information for Chewy's content website.
- **Awards Committee (Sheila)**
 - *Chairman: Sheila Hoffman (currently) Members: PHCA board of directors*
 - This committee manages the qualifications for the PHCA Awards and administration of the annual awards.
 - Status: I discussed with Emily her interest in taking on the chairmanship of this committee as I have not devoted the time to it that is needs. Hopefully she has or will bring this up with the board. I am willing to stay on as a committee member and continue with the annual awards/presentation as needed.

- Emily agreed to take over this committee.
- Perpetual trophy issues
 - Still don't have one of the challenge trophies take home awards for the last three years.
 - Emily to reach out to the person that is responsible for the take home awards
 - Theresa offered to pay for the last three years awards so the winners would finally get them if Meredith ordered/mailed them.
 - **Board agreed that if you do not provide your challenge trophy take home award, you will not be eligible to take home a challenge trophy take home award should you win one.**
- **Audit Committee (Linda Witt)**
 - BOD nominated Linda Witt to head this committee this year.
 - Linda Witt agreed and will find the required number of members to be on the committee.
- **General Discussion**
 - Luciane brought up that agility trials can be used to raise funds. She needs 5 people on a committee to do this and she has these people. Will be looking at weekends that are available and moving forward with this.
 - Daily Paws is asking about Pharaoh Hounds for an article Mary will send out link to BOD to look over and determine if it is credible.
 - Should provide an update of BOD activities for the Scribe.

Lynne Tatarowicz moved to adjourn the meeting; Luciane seconded the motion. It was unanimously approved, and the meeting was adjourned at 7:37 PM (Pacific).

Respectfully submitted by:

Theresa Harper
PHCA Recording Secretary