



January 2023 Board Meeting

(Videoconference & Phone)

January 26, 2023

Board of Directors Members Present: Emily Kerridge, Theresa Harper, Luciane Terra, Annie Hammer, Lynne Tatarowicz, Rebecca Stephens, Darci Kunard, Hannah Pemberton

Board of Directors Members Absent: Barth Clooten

The meeting was called to order at 8:35 pm (Pacific) by President Emily Kerridge.

Emily made a motion and Darci seconded to approve previous meeting minutes (December 1, 2022) as presented. All present were in favor, none abstained or opposed.

President (Emily)

- Welcomed the new BOD members; Annie and Hannah introduced themselves.
- One pending membership application, Heather Barkko (30 day comment period has ended). Theresa made a motion to approve; Darci seconded to approve Heather's application. All present were in favor, none abstained or opposed.
- Emily has been working closely with Mary on transitioning into President duties.

Recording Secretary (Theresa and Annie)

- Transitioning Recording Secretary duties; Theresa provided access to files and has been finishing up some items in January as well as notifying AKC of new BOD and officers.
- Mary is sending Theresa some hard copy files she has to scan and add to the records.
- Theresa has some paper files, discussion on what to do with them. BOD agreed storing them would be best. Theresa will reach out to Stephen to request to mail a box of records for storage as the archivist. This would also apply to any hard copy financial records.
- Discussed ensuring electronic files are always backed up (cloud storage + local USB/hard drive)

Corresponding Secretary (Lynne)

- Will continue to notify membership when new applications are approved after welcome letters have been sent.
- Thank you letter being sent to Kay Branson who donated stained glass awards and books. Kay asked that items being raffled, 50% to rescue and 50% to Morris Animal Foundation

Committee Structure (Rebecca)

- Committee structure document has been worked on over the last couple of years that provides goals and objectives.
- With three departing BOD members, there are some committees that need to have the board liaison re-assigned.

- Membership and microchips liaison will be Annie.
- Specialty committee liaison will be Darci.
- Hannah to be added to the Awards committee.
- BOD needs to look through all remaining spots highlighted in red and let Rebecca know what they are willing to step in to do.

Education Committee (submitted by Sheila)

- Emily and Sheila wrote an article for Show Sight magazine, which is published and available now.
- Judge's Education
 - The AKC Advanced Judges Institute for all hound breeds in Orlando, FL, took place in December 2022. I presented to about 25 potential new pharaoh hound judges. It was a great group with lots of good questions and interaction. Thanks to PHCA members Ooneen McGettigan, Luciane Terra and Dominic Carota, plus Bekki Pina for helping by making dogs available for the hands-on learning.
 - The ADSJ Advanced Institute is hosting hound seminars in Louisville, KY with the show circuit March 16-19, 2023. Pharaoh Hounds are scheduled for Saturday, March 18. I will be attending to present the pharaoh hound seminar and will be reaching out for help getting dogs for hands-on.
 - We will need to print more Illustrated Standards after the Louisville seminar. I have discussed with the club treasurer, Luciane, and will be getting local quotes for printing. The last time we had these printed it was done by Rita Sacks in FL.
 - The updated PHCA mentor requirements were published last fall but unfortunately, we have not had any new potential mentors apply at this point.
- Public Education
 - There was a MTB (Meet The Breeds) events in Columbus OH in October, 2022. PHCA was a no show due to confusion on the dates. Coordinator for the event to send AKC an apology letter.
 - Coming up is the large MTB event at Javits Center in New York City on January 28 & 29, 2023. Bonnie Folz is our coordinator for this event. I sent her all the breed pamphlets and trading cards we had. I suspect we will need more printed for future MTB events.
- Education Committee Make Up
 - The Education Committee is made up of two sub-committees, Judge's Education and Public Education, with both reporting into the overall Education Committee Chair.
 - The Judge's Education will encompass Judges Ed seminars, Ringside Tutoring, Judge Mentoring and materials associated with these). This subcommittee is made up of Emily Kerridge, Dominic Carota and myself as chair.
 - The Public Education will include Meet the Breeds, Responsible Dog Ownership events, Breed enthusiast education and events. This committee needs to be formally developed and as a starting point hopefully those who have coordinated for MTB in the past will consider serving on this committee. I need to get busy and get this subcommittee personnel in place.

Audit Committee (submitted by Rebecca)

Re: PHCA Audit Committee Report for 2021 Financial Records

Audit Committee: Andrea Schokker, Stephen Sipperly, Rebecca Stephens (committee chair and board liaison)

The PHCA Audit Committee has completed the audit of the PHCA 2021 financial documents that were submitted, and have unanimously found no issues or discrepancies. We report that the records submitted reflect excellent financial record-keeping, and were clear, very well organized, and appropriately detailed in what was presented.

The Audit Committee met via email communications, with the audit review process beginning on 8/23/2022 with the PHCA Board of Directors' approval of the audit committee members, and continuing through 10/13/2022, with the presentation of this final report.

The PHCA Treasurer submitted the following documents for review:

- 2021 Statement of Activity
- 2021 General Ledger
- 2021 Statement of Financial Position
- 2021 Statement of Financial Position (detail)

All documents were thoroughly reviewed by each of the Audit Committee members.

Specialty Committee - Western (Theresa)

- Request to use Dogzibit as our Western show secretary again this year. Has been used the last two years. Theresa made a motion to approve the Dogzibit contract for the Western, Darci seconded. All present were in favor, none abstained or opposed.
- Darci working with the lure coursing group to do coursing and is donating ribbons and prizes again this year
- Linda and Greg Witt are again donating ribbons for the 2 specialties
- Artist, Alicia Kittrell, is finalizing a t-shirt image of 6 Pharaohs and a rabbit. Each PH is in a different position (running, jumping, standing) and this will be used to do a coursing t-shirt that doesn't have a year or specialty on it. A similar version used for Ibizans and was very popular
- Facebook page and Facebook event is live and will be adding information to it over the next few weeks
- Mary loaded sponsorship items to the store, not yet live
- Judges for the specialties are set - Donnelle Richards for the Western, Bryan Martin for the independent. Bryan is already on the slate for the Hound Classic. Donnelle is located in California which will reduce costs as well.
- Robert Newman working on the premium with the show secretary.
- Packet is also being updated.
- Jennifer working to get the acrylic awards for top placements in the specialties
- Need to work on the rest of the awards, will use some left items from last year where appropriate.
- Informal meet and greet at The Little Onion again on Thursday after lure coursing.
- Lure coursing is Thursday, 2 specialties on Friday, and Supported Entries Saturday/Sunday. Waiting on information about other activities the Hound Classic will put on.
- No banquet is planned, typically do not have one for the Western
- Will have a basket raffle.

Awards Committee (Emily)

- Report will be sent out post meeting

Treasurer's Report (Lucianne)

Treasurer's Report As of Dec 31, 2022

Account Balance	12/31/2022	9/30/2022	12/31/2021
Wells Fargo – Business Checking	\$ 22,729	\$ 16,995	\$ 20,490
Wells Fargo – Business Market Rate Savings	\$ 14,419	\$ 14,416	\$ 14,415
Wells Fargo – Pam Haig Mem. Rescue Fund	\$ 28,595	\$ 28,410	\$ 28,107
PayPal – The Pharaoh Hound Club of America – PHCATreasury@gmail.com	\$ 118	\$ 666	\$ 69
Total	\$ 65,861	\$ 60,486	\$ 63,081

Summary

Most of the 2023 club membership dues [emailed middle](#) of November were paid on time. However, there are still members whose membership dues are delayed. |

2022 Eastern Specialty total net profit was \$ 5,215, including \$1,500 roll-over revenue from prior year Eastern (see draft financial report for additional details). Together, the 2022 National/Western and the 2022 Eastern, brought over \$8,000 net income plus the \$5,000 roll-over from prior year. Both Specialties were profitable, and none needed the roll-over to pay their expenses.

2022 Eastern Specialty Financial Report

Eastern PA, December 7-11 , 2022		DRAFT
Income		
Sponsorship ¹	\$	2,818
Merchandise	\$	572
Banquet	\$	1,360
Host Clubs Refund for Specialty/Supports	\$	132
Mat sale	\$	90
Basket Raffle	\$	480
50/50 Raffle	\$	160
Silent Auction	\$	695
Roll-over revenue from 2021 Eastern	\$	1,500
Total revenue		\$7,807
Expenses		
Square fees ³	\$	31
PayPal fees	\$	70
Trophies	\$	700
Merchandise	\$	464
Banquet	\$	1,170
Ringside & Raffle & Meet and Greet & Silent Auction	\$	77
Event registration & fees	\$	15
Judge fees & expenses	\$	59
Miscellaneous Expenses ⁴	\$	7
Total expenses²		\$2,592
Net income		\$5,215

¹ Sponsorship received in 2023: \$ 50

² Expenses cashed in 2023: \$ 738

³ Square fees are deducted from the revenue in QuickBooks

⁴ Miscellaneous Expenses include site fee, insurance, and trophies shipment

Business and Action Items

- Website Administrator Position
 - Send an email again to membership
 - Website can be challenging to navigate on a phone, possible optimization opportunities once we identify an administrator
 - Proposal received was for maintenance only, proposal to be resent to board, including new board members
 - If we go this route, will be maintenance only and look at optimization post getting a new administrator onboard
- Board Code of Ethics
 - Committee will be formed to evaluate and have ready before the next meeting
 - Theresa, Hannah, and Annie to review 2022 document, propose any updates and re-present at next meeting
 - Discussed addressing consultation by exiting board members in the Code of Ethics due to new term limits

- Winter Blast Supported entry in December 2023 - received a proposal from Julie Gwin for 3 days of supported entries and 1 sweepstakes. Darci made a motion to approve the supported entry proposal, Lynne seconded the motion. All present were in favor, none abstained or opposed.
- Specialty proposals will be due by April 15th for 2024 specialties, Lynne will communicate with membership to solicit proposals. Preference for National/Western combo and Eastern standalone.
- Membership application is being updated. Theresa finishing up some updates to be sent out to BOD for final review. Once approved, Darci will create a fillable .pdf.
- AKC has a new pilot program, Best Bred by in Show, discussed obtaining more info.
- AKC Parent Club emails - Emily and Annie have been added.
- AKC Communication contacts have been updated.
- Mary has volunteered to continue to run our online stores.
- Judge's Education budget - agreed to continue with the \$500 expense limit.
- Theresa is validating BOD term dates now that the bylaws have term limits.
- Discussed the idea of creating Standard Operating Procedures (SOP's) for officers to help support transitions.

Lynne made a motion to adjourn the meeting, Theresa seconded the motion. All present were in favor, none abstained or opposed. Meeting was adjourned at 10:05pm (Eastern).

Respectfully submitted by:
Annie Hammer