

USSPWDC Board Activity Time Line 2021	Updated	5/26/21		
ACTION ITEM	Owner	Start	Complete	STATUS
Board Activities				
Board Meeting to Elect Board Officers	VBaker	5-Jan-21	5-Jan-21	C
Appoint committee chairs and approve committee members	Board	5-Jan-21	5-Jan-21	C
Update Board member information on PWDCA Website	VBaker	15-Jan-21	15-Jan-21	C
Set Club goals for year	Board	2-Feb-21	2-Feb-21	C
Change bank signatory cards, if necessary	Vbaker/Wagoner	31-Jan-21	31-Jan-21	C
Appoint/reappoint WAC Committee members (email vote)	Board	2-Feb-21	2-Feb-21	C
Send out CC Soliciting NEW Board Members for 2021	NNelson	1-Jun-21	30-Jun-21	
Determine Board candidates for election for 2021	Board	1-Sep-21	30-Sep-21	
Board Meetings				
Board Meeting to Elect 2021 Officers and Chairs	VBaker	5-Jan-21	5-Jan-21	C
Qtrly 1 Board Meeting		2-Feb-21	2-Feb-21	C
Send Agenda to Board Members	VBaker	29-Jan-20	29-Jan-20	C
Qtrly 2 Board Meeting		27-Apr-21	27-Apr-21	C
Send Agenda to Board Members	VBaker	21-Apr-21	21-Apr-21	C
Review and Approve Meeting Minutes from QTR2	DJackson	10-May-21	10-May-21	
Qtrly 3 Board Meeting		31-Aug-21	31-Aug-21	
Send Agenda to Board Members	VBaker	22-Aug-21	22-Aug-21	
Review and Approve Meeting Minutes from QTR3	DJackson	10-Sep-21	10-Sep-21	
Qtrly 4 Board Meeting		16-Nov-21	16-Nov-21	
Send Agenda to Board Members	VBaker	10-Nov-21	10-Nov-21	
Review and Approve Meeting Minutes from QTR34	DJackson	27-Nov-21	27-Nov-21	
Annual Meeting	VV	7-Dec-21	7-Dec-21	
Send 1st notice of annual meeting to membership with time & place	NNelson	7-Jan-21	7-Feb-21	C
Send 2nd Annual Meeting Notice with agenda, time, place and slate of nominees	NNelson	25-Nov-21	25-Nov-21	
Club Achievement Awards	Pam Oberst			
Collect Names for and distribute 2020 Achievement Awards	Poberst	1-Dec-20	15-Feb-21	C
Develop member Ad for the Courier Magazine Mar / Apr issue.	Vbaker	15-Feb-21	30-Apr-21	C
Send CC to Members to collect 2021 Achievement Awards	Poberst/Nnelson	1-Dec-21	1-Dec-21	
Membership	Nnelson			
Terminate NON-Renewed Members remove from website and CC	Vbaker/Nnelson	31-Mar-21	31-Mar-21	C
Send out Annual membership renewal notice	Nnelson	1-Nov-21	1-Nov-21	

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Policy Reviews				
Review all policies and update as needed	Board	1-Nov-21	1-Nov-21	
Determine amount of Club's annual charity donation to PWD Foundation	Board	17-Nov-21	17-Nov-21	
TREASURER	LWagoner			
Prepare and Review 2019 Actuals and 2020 Budget with Board	LWagoner	2-Feb-21	2-Feb-21	C
D&O policy term ends Jan 24th, confirm renewal and pay prior	LWagoner	24-Jan-21	24-Jan-21	C
General Liability policy term ends March 1 st , confirm renewal and pay prior	LWagoner	1-Mar-21	1-Mar-21	C
Accident policy term ends March 1 st , confirm renewal and pay prior	LWagoner	1-Mar-21	1-Mar-21	C
File and pay Florida Annual Report	LWagoner	15-Jan-21	15-Jan-21	C
File 990-N	LWagoner	2-May-21	2-May-21	C
Renew club sanctioning. March-April. Request mailed from PWDCA.	LWagoner	30-Apr-21	30-Apr-21	C
Pay Website Domain (Auto renewed yearly by David Lavoie)	LWagoner/Vbaker	1-Dec-21	1-Dec-21	
Renew boat trailer tag (last renewal 6/15 for 2 years)	LWagoner	1-Jan-21	1-Jan-21	C
Produce Monthly Financial Reports (P&L and GL)	LWagoner	monthly	monthly	
Finalize Club budget for 2021	LWagoner	20-Feb-21	20-Feb-21	C
EVENTS				
Fun Days				
Florida Fun Day TBD	LStafford			
Georgia Fun Day TBD	MNovy			
Annual Holiday Fun Day - FL	M Defore	4-Dec-21	4-Dec-21	
Performance Events				
Conformation Events				
Supported Entry				

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Water Camps 2021				
Post All Camps to Website	VBaker	5-Feb-21	5-Mar-21	C
Post & Test Website Registrations	VBaker	15-Mar-21	15-Mar-21	C
Send CC Communion for Water Camps	NNelson	7-Feb-21	15-Mar-21	C
March 13 New Smyrna Beach, FL Dryland Training, Rowing/Steward Clinic	MDeFore	13-Mar-21	13-Mar-21	C
April 10 NSB FL Water Camp	MDeFore	10-Apr-21	10-Apr-21	C
April 23 - 25 St. Mary's, FL Water Camp	KChilders	23-Apr-21	25-Apr-21	C
Send \$180 Payment to Camden PSA for April St Mary's Camp	L Waggoner	14-Apr-21	14-Apr-21	C
Arrange for Port-A-Potty Outback Portolets St Mary's Camp	K Childers	14-Apr-21	14-Apr-21	C
April 30 – May 1 Mill Springs, NC Water Camp	NNelson	30-Apr-21	1-May-21	C
May 15 - NSB FL Water Camp	MDeFore	15-May-21	15-May-21	C
May 21 – 23 Villa Rica, GA Water Camp	KChilders	21-May-21	23-May-21	C
June 4 – 5 Mill Springs, NC Water Camp and Mock Trial	NNelson	4-Jun-21	5-Jun-21	
June 5 - NSB FL Water Camp	MDeFore	5-Jun-21	5-Jun-21	
June 11 – 13 St. Mary's, FL Water Camp	KChilders	11-Jun-21	13-Jun-21	
Send \$180 Payment to Camden PSA for July St Mary's Camp	L Waggoner	7-Jun-21	7-Jun-21	
June 19 - NSB FL Water Camp	MDeFore	19-Jun-21	19-Jun-21	
July 3 - NSB FL Water Camp	MDeFore	3-Jul-21	3-Jul-21	
July 10 - NSB FL Water Camp	MDeFore	10-Jul-21	10-Jul-21	
July 17- NSB FLWater Camp	MDeFore	17-Jul-21	17-Jul-21	
July 23 – 25 St. Mary's, FL Water Camp	KChilders	23-Jul-21	25-Jul-21	
Send \$180 Payment to Camden PSA for July St Mary's Camp	L Waggoner	14-Jul-21	14-Jul-21	
July 31 - NSB FL Water Camp	MDeFore	31-Jul-21	31-Jul-21	
August 7 - NSB FLWater Camp	MDeFore	7-Aug-21	7-Aug-21	

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Water Trials 2021				
After the Club's Liability Insurance is renewed in March send an Insurance certificate showing the PWDCA as an additional insured to Susan Cucura .	L Waggoner	31-Mar-21	31-Mar-21	C
Place Water Trial ad in Courier Magazine in time for Spring Issues	KChilders	15-Feb-21	15-Feb-21	C
Submit 2021 WT Events to Courier Calendar of Events	Kchilders	15-Feb-21	15-Feb-21	C
June Water Trial 26-27, 2021		26-Jun-21	27-Jun-21	
Select Host Committee (Prior to Water Trial App Submittal)	KChilders	7-Feb-21	7-Feb-21	C
Complete On-line PWDCA Water Trial Application (4 months requirement + 2 weeks processing time prior to trial date)	K Childers	10-Feb-21	10-Feb-21	C
Send Final June WT Premium to Web Administrator	KChilders	26-Apr-21	26-Apr-21	C
Build and Test Registration on Website	VBaker/Childers	26-Apr-21	23-May-21	C
Send CC Communiation about Trial Opening	NNelson	3-May-21	3-May-21	C
Send June Premium to Karen Pratt for posting on PWDCA website	KChilders	3-May-21	3-May-21	C
Entries Open for June Water Trial On-Line (2 weeks prior to close)	VBaker	24-May-21	24-May-21	
Confirm entry as accepted or on wait list soon after entry	Novy/Childers	24-May-21	7-Jun-21	
Entries Close - Take down Website (18 days before trial)	VBaker	7-Jun-21	7-Jun-21	
Send WT Secretary Entry Info from Website	Novy/Childers	8-Jun-21	8-Jun-21	
Refund Entry Fees for qualified withdrawals	L Waggoner	8-Jun-21	10-Jun-21	
Random Draw of entries for Running Order	Novy/Childers	8-Jun-21	10-Jun-21	
Notification of Entry with Running Order, Test Schedule and Judging Schedule	Novy/Childers	11-Jun-21	11-Jun-21	
Set up Hotel Reservation Line	J Leather	31-Mar-21	31-Mar-21	C
Send out CC to Membership about Reservations	NNelson	31-Mar-21	31-Mar-21	C
Reserve Judges Room	A Reisdorf	31-Mar-21	31-Mar-21	C
Select picture for T-Shirt art	KChilders	31-Mar-21	31-Mar-21	C
Finalize meal selection and cost	J Leather	31-Mar-21	31-Mar-21	C

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August Water Trial 14-15, 2021		14-Aug-21	15-Aug-21	
Select Host Committee (Prior to Water Trial App Submittal)	KChilders	28-Feb-21	28-Feb-21	C
Complete On-line PWDCA Water Trial Application (4 months requirement + 2 weeks processing time prior to trial date)	K Childers	5-Apr-21	5-Apr-21	C
Send Final August WT Premium to Web Administrator	KChilders	14-Jun-21	14-Jun-21	
Build and Test Registration on Website	VBaker/Childers	14-Jun-21	20-Jun-21	
Send CC Communiation about Trial Opening	NNelson	21-Jun-21	21-Jun-21	
Send August Premium to Karen Pratt for posting on PWDCA website	KChilders	21-Jun-21	21-Jun-21	
Entries Open for August Water Trial On-Line (2 weeks prior to close)	VBaker	12-Jul-21	12-Jul-21	
Confirm entry as accepted or on wait list soon after entry	Torriero/Childers	12-Jul-21	26-Jul-21	
Entries Close - Take down Website (18 days before trial)	VBaker	26-Jul-21	26-Jul-21	
Send WT Secretary Entry Info from Website	VBaker	27-Jul-21	30-Jul-21	
Refund Entry Fees for qualified withdrawals	L Waggoner	27-Jul-21	27-Jul-21	
Random Draw of entries for Running Order	Torriero/Childers	27-Jul-21	27-Jul-21	
Notification of Entry with Running Order, Test Schedule and Judging Schedule	Torriero/Childers	30-Jul-21	30-Jul-21	
Set up Hotel Reservation Line	N Nelson	30-Apr-21	30-Apr-21	C
Send out CC to Membership about Reservations	NNelson	30-Apr-21	30-Apr-21	C
Reserve Judges Room	A Reisdorf	30-Apr-21	30-Apr-21	C
Select picture for T-Shirt art	KChilders	30-Apr-21	30-Apr-21	C
Finalize meal selection and cost	N Nelson	30-Apr-21	30-Apr-21	
Water Trial Preparation for 2022				
Finalize Judge selection for 2022 Trials	WAC	15-Jun-21	15-Jun-21	C
Identify water trial judges availability for 2023 and 2024	WAC	15-Jun-21	15-Jun-21	
Negotiate and finalize contracts with Sites for 2022 Water Trials	WAC	5-Jul-21	15-Aug-21	
Complete PWDCA Water Trial Applications for 2022 water trials	WAC	TBD	TBD	