



United Sunshine States Portuguese Water Dog Club, Inc

1101 Banks Rose Court  
Celebration, Fl. 34747

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Board of Directors Meeting  
Date: 01/30/2023

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### In Attendance

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Lizette Wagoner called the meeting to order at 6:02pm. In attendance were: John Brock, Karen Childers, Zac Crump, Amanda Ellery, Marie Forgach, Pam Oberst, John Rodenburg, Lori Torriero

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### President Report – Lizette Wagoner

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Lizette's report will be included in the New Business Timeline review.

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### Vice President Report – Lori Torriero

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Nothing to report.

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### Secretary Report – Karen Childers

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**VOTE:** Karen moved to require all Director's reports and financial statements to be posted to the USSPWDC G-Drive by end of day on the Saturday prior to the quarterly Board meetings. Unanimously approved.

### **2022 E-mail Votes after November 14 Board Meeting**

**November 17, 2022** – Motion to approve revisions to Policy #4 Membership. The revision changes the Qualified New Puppy Membership to Qualified Complimentary Membership to also include members who adopt dogs from PWDCA Rescue. Approved, Leigh Stafford did not vote.

**November 28, 2022** – Motion to approve November 14, 2022 Board Meeting Minutes. Approved, Leigh Stafford and Lori Torriero did not vote.

**December 13, 2022** – Motion to approve minutes from the Annual Meeting held December 12, 2022. Approved, Leigh Stafford did not vote.

### **2023 E-mail Votes**

**January 13** – Approval of January 3 Board Meeting minutes. Unanimously approved.

**January 17** – Approval of structure, pricing and costs for Dry Land Training:

February 11 – New Smyrna Beach Dry Land Training and Rowing Seminar, lunch included. USSPWDC Member pricing \$35 first dog, additional dogs same handler \$25. (Non-Members \$45 per dog). Lunch provided for handler, additional lunches for guests are \$12/each.

February 25 and 26 – Dry Land Seminar at Sarasota Obedience Training Club. Two separate days of training. The 25th geared toward beginners/less experienced dogs, 26th geared to those with more experience. Each Day is limited to 8 teams of one dog and one handler. You may sign up for both days. Bring your own lunch. Member pricing is \$25/dog/handler team. (Non-Members \$35/dog handler team).

Unanimously approved.

**January 19** – Approval of WAC proposed 2023 Water Trial equipment budget of \$965 which includes rowboat oars, water trial markers, water trial directional signs, pop-up tent, 6 ft table and miscellaneous other trial supplies. Unanimously approved.

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### Treasurer Report – Pam Oberst

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We ended the year with net income of \$2,098 and a cash balance of \$30 thousand. Financial results by cost center:

2022 YTD Actual			
Membership / Admin		-331.76	Includes PayPal Fees and Insurance
Water Trials		4,207.38	Includes raffle of \$3,632
Water Training		4,053.16	
Utility Trailer		-1,112.33	
Supported Entry		-2,763.46	
Merchandise		538.10	Includes water equipment sales
Fun Days		5.46	Includes raffle proceeds of \$175
Achievement Awards		-498.36	
Donation		-2,000.00	
Net Income		2,098.19	

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### Membership – Lori Torriero

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As of January 23, 2023 we have 9 new members for 2023 including 2 QNP memberships (note that QNP status is now extended to include those who have adopted their first PWD through rescue as well as member breeders). There are 2 new members pending (in the 10 day waiting period) and 121 members have renewed.

There are still 32 members from 2022 who have not renewed. Lori will send out e-mails to those individuals every 2 weeks starting February 1 until the lapse period ends on March 31.

The WAC is requesting approval ASAP for the following 2023 water trials and the Utility Trailer Budget so we can place orders (oars specifically) prior to our water season. The water trial applications need to be submitted mid-February.

1. June JR/APP One day Water Trial

Location: New Smyrna Beach – Meg and Bud DeFore's  
Dates: Workshop June 3 led by John Brock, JR/APP Water Trial June  
Water Trial Chair: Karen Childers  
Water Trial Secretary: Terry Revak  
Judge: John Brock

2. June LaGrange Water Trial - Two Water Trials

Location: LaGrange GA  
Dates: June 24 - 25  
Water Trial Chair: Vickie Baker  
Water Trial Secretary: Marilu Novy  
Judge: Greg Ilchuk

3. October Water Trial in conjunction with Jamboree

Location: Lake Keowee, SC  
Dates: October TBD  
Water Trial Chair: Vickie Baker  
Water Trial Secretary: Coleen Bragg  
Judge: John Brock and TBD

I have conducted a full inventory of the work that Tom Leather did on the Utility Trailer and it is magnificent. The items on the equipment list need to be purchased both as replacements and because stuff is missing. (Water Trial Equipment Budget passed by E-mail vote on January 19). The trailer work is completed other than replenishing the supplies needed for upcoming water trials. Ordered a second set of Oars for Club Boat (following board approval)

Pulled together and Submitted USSPWDC Water Trial AD for next Courier due out Late May

The WAC voted unanimously to use perfdog for 2023 water trials. Vickie contacted perfdog.com and has forwarded information to the 2023 Water Trial Secretaries. USSPWD Club events will be set up on perfdog following Board approval. A letter will be sent out with instructions to all club members on how to open their own accounts and use perfdog. We will continue to use jotform in 2023 for Meals, t-shirts, volunteers and practice day.

The WAC voted to use random draws for the 2023 water trials based upon the condition that we agree on the parameters. WAC members are working that now.

Following a huge effort to develop the budget for awards, it became apparent that the Club needs a process or system to track who gets awards every year and how to anticipate future needs. Volunteers appreciated! Contact Vickie.

## **VOTES:**

The Board unanimously approved the Jr/App Seminar and Water Trial to be held on June 3 and 4 at the DeFore Pond in New Smyrna Beach, FL. The LaGrange and Seneca water trials were previously approved by e-mail vote on October 26, 2022.

There was discussion related to using perfdog not just for water trial entries but for all water trial items such as meals and t-shirts. It was concluded that the Board should follow the recommendation of the WAC and use perfdog for water trial entries only in 2023 and evaluate use for other items for 2024. Unanimously approved.

Water Training:

Dry Land Training:

We have 6 people signed up for NSB Dry Land Training, three of which are new. We have 3 people signed up for Feb 25 in Sarasota, all are newnew. We will send out another CC first of February.

Lori stated that no one had registered for the advanced training day on Feb 26. Karen suggested waiting until after another CC goes out and then considering combining the two training days based on registration.

Water Camps:

Vickie and Karen are currently working on setting up the Jotforms. We tested Version 1 and have a few revisions to make. Hope to have the sign-up open on the website by early February.

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Club Historian – Karen Childers

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Nothing to report.

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Communications – Zac Crump

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The last CC sent out was Dry Land information.

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Website – Vickie Baker

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Updated the new 2023 Board Member bios on website. Plus did some general Website cleanup.

Updated Policy #4 - membership on both the website and jotform to address the name change from QNP to Qualified Complimentary Member.

Updated and tested DryLand training jotform and website for NSB and Sarasota Dry Land Training Events.

Updated Water Camp Jotforms (NSB and Villa Rica and One Free Camp) and updated language on the website.

Performance Awards Jotform will be downloaded and sent to Pam Oberst on Feb. 1

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## Merchandise – John Rodenburg

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John talked to Debbie Jackson, who was in charge of merchandise last year' and Mike from Home Team Prints, our current merchandise supplier. John would like input from all Board members and will talk with Karen and John B about their knowledge of merchandise. When looking at other club's websites we seem to have a lot of items {too many?} to choose from. I would like to have hats available. Any thoughts from anyone would be appreciated. John, Lizette and Karen will talk about merchandise at NSB Dry Land Training on Feb 11.

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## Events – Amanda Ellery

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### 2023 USSPWD Event Ideas

April 22 - ACT at the Leathers. Would love to see a couple in FL spring or fall. Should I reach out to members for volunteers to organize? P Leshner? Judy is already planning this. Thoughts of making this a USSPWD event? I would be happy to attend. Free lunch for members? Also a participation trinket for PWDs? Discussion followed as to what it meant to "sponsor" this event. John B thought we should use it as a membership drive but others didn't think ACT, where a dog has to be trained in agility, would solicit nonmembers. Item left open.

Late Oct/Early Nov - Fun Day "Barks, Boos and BBQ" Jones Farm-Villa Rica, GA. Games, Costume Contest, BBQ lunch. Possible Tricks Testing.

December – Holiday Party and Fun Day at Meg and Bud's. Lizette suggested December 2 or 9. Amanda to check with Meg. She also suggested the we could offer ACT and Rally runs to video. Those who wanted could submit the videos to AKC.

Spoke with 2 different EYE veterinarians. Main concern is needing a pitch dark room. I do not think we have those accommodations at either water trial site but we may be able to do at other events. Fun Days? Or I can set up days at different vet schools in our region?

Set up Urban CGC in GA and FL. Lizette said she can evaluate CGCU. Questioned whether we could CGCU in town of Seneca.

Baseball Game Meet Up - All minor league and a few major league teams offer. Awaiting promo schedules. We had several new PWD families attend in Buford last year.

I can set up any "try it" or workshop we could think of. Metro ATL (mostly north of) has several facilities that offer Fast CAT, Dock Diving, Barn Hunt, NASDA, Rally/OB, Scent Work etc. Would be happy to search for the same in FL/AL Again, P Leshner comes to mind. I'm hopeful there is a member in the Panhandle and on the east coast that would help.

My goal is to engage those PWD owners who typically stay home.....not an easy task but I'm an eternal optimist.

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## Achievement Awards – Marie Forgach

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Pam will request the Achievement Award jotform summary this week and will make changes that have been requested by members after they submitted. She will send the updated form to Marie who will send the information to the crate tag maker.

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## Supported Entry – Zac Crump / John Brock

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The USSPWDC Supported Entry for the CFWGA held on Friday, December 16th was a great success.

Entries: 3-15(15-5)

The evening was capped off with a social at Bahama Breeze where we had approximately 55 in attendance, 25 of those being members. We had 3 PWDC Board Members and the Editor of the Courier. Cost was \$26 per person.

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## PWD Jamboree – Zac Crump / Amanda Ellery

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PWD JAMBOREE 2023 (dates to soon be announced). High Falls Park, Seneca SC. Sponsored by Movers, and Shaker PWD Club and USSPWD. 4 Days of Water Trials (open only to PWDs) as well as many other activities and seminars (open to all recognized AKC breeds). Things in the Works: First Aid Course, Grooming, Multiple other seminars plus Tracking, CGC, CGCA, FAST CAT, ACT, Scent Work Trial, Rally Obedience Trial, Wet Dog Contest, Rowing instruction and Rowing Challenge. Plus, Special Dinners and a Banquet with a huge Raffle and Auction.

Angie Robinson who designed the Jamboree 2023 logo has donated the 4 original designs for Auction!

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## Old Business

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None

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## New Business

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### How to Use Google Drive:

The Board is using Google Drive (G Drive) to upload, share and update Club documents. Zac gave a short tutorial on how to use.

### Timeline:

The Board Timeline of all required To Do's in 2023 is posted on the G Drive. All Board members should update their responsibility areas and indication completion as appropriate.

### Club Goals:

Each Board member please submit at least one Club goal to Lizette by the end of February.

### Annual Meeting Date:

Tuesday December 12 via Constant Contact with Board activity summary and financial reports. Zac to communicate this date via CC as required by our Bylaws.

### Request for Donation of Basket for 2023 National Specialty:

Debbie Price, on behalf of the PWDCA National Specialty committee asked for our Club to donate a raffle basket for the National Specialty 2023 to be held in Albany OR, 8/25/2023-9/1/2023. Karen stated that in the past club members Jean Hassebroek or Marilu Novy, who attend most Specialties, put our basket together.

Zac will contact Marilu and Jean about a 2023 basket and will also work with Vickie to set up jotform to solicit donations.

### Changes to Policy #9 Water Activities Committee:

The WAC updated Policy #9 for 2023 by taking Water Host Trial Committee Responsibilities out of the Charter document and adding it as a standalone Role and Responsibilities document along with:

- Water Activities Committee Flowchart
- Water Trial Chairperson and Host Committee Responsibilities
- Water Trial Secretary Responsibilities
- Chief Steward Responsibilities
- Hospitality Coordinator Responsibilities
- Land and Boat Steward Responsibilities

**VOTE:** The Board unanimously approved revision to Policy #9 Water Activities Committee Charter

### Bylaws Review Discussion:

Lori is leading a review and discussion of potential changes to the Club Bylaws. Nothing to report at this time.

### AKC Local Specialty Club Status:

See report attached. **VOTE:** Based on the attached report the Board unanimously decided not to move forward with pursuing being licensed as an AKC Local Specialty Club (also known as AKC Sanctioning).

### PWDCA Sanctioning Renewal:

Pam will take care of changing our Liability Insurance to renew between November 1<sup>st</sup> and January 31<sup>st</sup> of each year as requested by the PWDCA sanctioning committee. Lizette and Lori will put together all the other sanctioning information required.

### Website Accuracy:

Karen stated that this agenda item was not requested by Vickie Baker who maintains the website but as an observation by Karen that we tend to think Vickie is responsible for keeping the website current when in fact the Board has that responsibility. She recommended these guidelines:

Currently, as well as likely in the future, the Website Chair is not a member of the Board and is not privy to all Board information. *Board members are responsible for making sure information contained on the website is correct and accurate and informing the Website Chair when revisions are needed.*

**Secretary:**

Update Board information in January each year

Send the following documents for website posting: Approved Board Meeting Minutes, approved revised Policies

**Other Committee Chairs:**

Update dates and information at the beginning of the year related to your responsibility area and ensure information is accurate.

Work with Website Chair to create any needed jotforms and test to make sure working as planned.

Quarterly review **all** Website information for accuracy and appeal to membership.

Make changes as needed to website language and jotforms if a Policy related to your responsibility area is changed.

**2023 Budget:**

The 2023 Budget was reviewed as supplied by Board and WAC members and compiled by the Treasure. Changes were made between the Supported Entry and Events budgets. Budget by cost center:

2023 Budget with Lump Sum Jamboree Budget			
Membership / Admin	-395.00		Includes PayPal Fees and Insurance
Water Trials	-1,096.00		Includes raffle \$800
Water Training	1,175.00		DeFore site fee increased from \$75 to \$150 per day, less camps
Utility Trailer	-965.00		
Supported Entry	-3,600.00		
Merchandise	250.00		
Fun Days	-1,500.00		
Achievement Awards	-550.00		
Donation			No donation amount included
Jamboree	5,000.00		
Net Income	-1,681.00		

**VOTE:** 2023 Budget unanimously approved. The Jamboree budget place holder of \$5,000 is not an approved budget.



Increase in Membership Dues:

Following the budget approval Pam proposed that we should increase our membership dues to cover administrative items. It was noted that dues have not been increased for several years.

**VOTE:** The Board unanimously approved a membership dues increase from \$25 to \$30 for individual memberships and from \$35 to \$40 on family memberships effective April 1.

Lori to work with Vickie to change jotforms and website information.

Revision to Policy #2 Funds Disbursement:

Pam said she had used the Club credit card to make the \$2,000 donation to the PWD Foundation without realizing that it was against Policy #2, item 5: *The debit card may not be used for any single disbursement over \$1,000 with the exception of Club water trial expenses.* There was discussion as to whether that restriction was still valid.

**VOTE:** Remove item 5 from Policy #2 Funds Disbursement. Unanimously approved.

No other business, meeting adjourned 8:59 pm.

## Summary – AKC Local Specialty Club (AKC Sanctioning) January 2023

The Club was contacted by Jane Harding related to liability insurance in conjunction with Regional Club Sanctioning. She informed us that if we had AKC Local Specialty Club status liability insurance would be more readily available.

Although our current insurance carrier provides the level of liability insurance required, we investigated the requirements to become an AKC Local Specialty Club.

The Club has looked at this in the past and we did not meet the previous requirements of having enough members living in the same geographic area. However, the number of members living within the same geographic area has been reduced and this is the current requirement:

**Membership in local specialty clubs should number a minimum of 20 total households (separate units/addresses), with at least 12 of those households residing within a concentrated area we can consider “local” to the club to serve (usually a greater city area, multiple adjacent counties), not already served by an existing club. There is an allowance for an extended area for those specialty clubs of less popular breeds based on the membership data.**

Karen took the membership list and sorted by geographic designation then looked up counties. Based on membership in adjacent counties, it looks like we could qualify in one of the following geographic areas:

Greater Tampa / St Pete Area – 15 members

Greater Sarasota Area – 15 members

Central Florida Area – 13 members

Greater Jacksonville Area – 12 members

We also have 16 members in the Metro Atlanta area but since the club is registered in Florida, AKC sanctioning in Florida may be easier.

As we are an “All Breed” club, we would need to satisfy AKC requirements to hold Conformation shows as stated in the AKC policy:

**Local specialty clubs serve the interests of a single breed on a local level. These clubs serve their breed by holding conformation shows and/or the performance events for which the breed is eligible. Once a Specialty Club becomes licensed for either conformation or performance events, it may also become licensed for obedience trials, agility trials, and tracking tests.**

Once we are licensed for conformation events, we could seek licensing to hold other AKC events and trials.

The requirements for Local Specialty Club status are quite rigorous and time-consuming. An e-mail outlining the above was sent to Board members in mid-December.

John Brock provided the following response:

So, I went through this entire process in the early 1980's with the Siberian Husky Club of Greater Atlanta. I was President of that club at the time and served through receiving AKC sanctioning and our first independent specialty. That was 40 years ago and it was a LOT of work back then. It required a big commitment on the part of the board and the membership. As I remember, there was also a lot of paperwork between the club and AKC. It also takes a commitment to maintain sanctioning.

Early on the SHCGA wanted to hold independent specialties, and we did, but it soon became too much work, to the point where it was all we did as a club. Somewhere along the line the club joined the combined specialties which are held at the April Perry, GA shows.

I'm not sure it is a good move for the USSPWDC to chase this objective. I'm concerned it will become overwhelming and will completely change the direction of the club. Right now we are well balanced between social, performance and conformation. Sanctioning in order to hold specialties will push us hard in the direction of conformation.