

## **Mayflower Portuguese Water Dog Club Board Meeting Minutes March 10, 2019**

**Present:** Paula Markiewicz, Tobi-Ann Kocher, Kim Holden, Olivier Kocher, Sue Coyne, Sue Rosenstein, Michael Laroche, Chris Framson

**Absent:** Lynn Green

### **Meeting Commencement**

- The meeting was called to order at 6:10 pm by Paula Markiewicz. The meeting was held by scheduled conference call.

### **Board Meeting Minutes from February 10, 2018**

- Kim emailed the minutes of the February 10th meeting to all board members. Sue Coyne made a motion to approve. Paula seconded. All approved.

### **President's Report – Paula Markiewicz**

- Paula noted that the new on-line registration process appears to be working very well now. All agreed.
- Regarding June's Specialty:
  - All of the deadline stuff is completed.
  - Details are being pulled together on what needs to be completed.
  - A 20x40 foot tent for seating has been ordered.
  - Food and raffle are our two sources of income so we will need more volunteers.
  - Refrigeration, coffee urn and generator are needed. We will discuss whether club should purchase these items at next meeting.
  - April 25<sup>th</sup> is the deadline for an advertisement for the catalog. All agreed to keep it simple. Paula will ask Whitney to pull together the ad.
  - Paula has asked Pam Evans to look into getting a license for the raffle.
- Regarding club inventory:
  - Chris had provided a vendor for screen printing
  - Tobi-Ann proposed to work with Kris Coffeil about designing a shirt. .
  - Michael suggested keeping items related to the event itself.
  - Paula liked the idea of ribbon racks.
  - Mary Bush has offered to set up items at our events such as in water camp.

### **Treasurer's Report – Michael Laroche**

- Current balances – Citizens = \$12,410, PayPal = \$4,966.
- Motion to approve Treasurer Report by Tobi-Ann, seconded by Sue Coyne. All approved.
- **Credit card reader** – Michael recommended that we move forward with this purchase. Sue Rosenstein made motion, Chris Framson seconded. Michael will purchase the PayPal card reader.
- Michael asked if we should purchase two. Chris mentioned that you don't need to use the device if you have the app on a mobile device. Fees are larger if you hand enter the card information. For now, the agreement is to stick with one device and order a second one if necessary.
- **Expense reimbursement** – Michael mentioned that we don't have a process. He discussed that we should have following best practice. He offered to draft up one for review of the board.
- **Delegated authority** – We need to also have a policy of who is allowed to spend money and how much they are allowed to spend before it needs approval. Chris added that we should include what the approval process should be. Paula suggested that the limits as such:

- Expenditure over \$500 – Board approval.
  - Expenditure between \$201 and \$499 – President and Treasurer approval
  - Expenditure \$200 or less – no approval.
- Bonding – no information yet but Michael will address this this week.

#### **Membership Report –Sue Rosenstein**

- Sue had emailed the board earlier in the week with the following membership numbers:
  - Single Voting members: 17
  - Household Voting 26
  - Associate members 18
  - Household Associate members 6

We have a total of 67 members with fifteen new members since Festivus.

- Kathy McCann has paid her dues twice so Michael will reimburse.
- Sue will reach out to Bev Jorgenson who had questions regarding her renewal.
- Kim will reach out to Jane Harding regarding her renewal.
- We discussed what to do when a member joins towards the end of the year. We decided that there would be no pro-rating. October 1<sup>st</sup> will be the cutoff date meaning any member making a payment after that date will be for the coming year.

#### **First Aid Seminar –**

- The March seminar was cancelled due to bad weather and will be rescheduled.

#### **Dry Dock Seminar –**

- Pampered Puppies will be open in time to hold this event on April 28<sup>th</sup>.

#### **Water Camp –**

- Need to close registration as now it is full.
- Paula to reach out to the YMCA and get details on the cabins and gazebo.

#### **Fall Buffet –**

- Contract is signed with Lord Blackinton Inn and date set for Sunday, September 29<sup>th</sup>.
- Looking for speakers and ideas.

The next meeting is scheduled for April 14th at 6:00 pm.  
The meeting was adjourned at 7:12 pm.

Respectfully submitted,

*Kim Holden*