

BORZOI CLUB OF AMERICA, INC.



**RECORDING SECRETARY'S REPORT
5/5/21 – 9/9/21**

- 5/5/21 Wrote to Adrienne Montgomery explaining that she needs to have a home visit at her new address in El Paso, Texas before she can have a second reading on her membership.
- 5/5/21 Sent congratulatory message to new member Sheryl Amburgey.
- 5/5/21 Sent congratulatory message to new members Brian & Diva Davis.
- 5/5/21 Sent congratulatory message to new junior member Leah Graham.
- 5/5/21 Added Sheryl Amburgey into the BCOA membership spreadsheet.
- 5/5/21 Added Brian & Diva Davis into the BCOA membership spreadsheet.
- 5/5/21 Added Leah Graham into the BCOA membership spreadsheet.
- 5/5/21 Wrote to Paul Allard stating BCOA will again support the Borzoi Canada 2021 Eastern National Specialty with our usual donation.
- 5/5/21 Received a reply from Adrienne Montgomery. She confirmed that she moved after submitting her paperwork. She will look for someone to conduct a home visit.
- 5/6/21 Responded to Shirley McFadden's question on the Board io group as to how it is decided which lure trial(s) to hold at each National.

- 5/7/21 Wrote to Helen Lee asking her to make the spelling correction to Erik Fuller's name in the Recording Secretary report from 1/25/21 and to add the motion to accept the Standing Committee reports from 1/25/21 with the partial information available at that time.
- 5/7/21 Received sponsor form for Lewis & Elena Dorman from Ariel Duncan.
- 5/7/21 Received sponsor form for Lewis & Elena Dorman from Mary McDonald.
- 5/7/21 Wrote to Lewis Dorman informing him that I have received both sponsor forms and that he and his wife will have their first reading at our next board meeting.
- 5/7/21 Received a reply from Lewis Dorman thanking me for the good news and stating they were going to their first borzoi event on Saturday, 5/8/21.
- 5/8/21 Got a reply from Diva & Brian Davis thanking me for the wonderful news and stating that they were looking forward to sharing their love of borzoi and promoting the breed with BCOA.
- 5/9/21 Received a reply from Paul Allard thanking BCOA for agreeing to donate a trophy to the 2021 Borzoi Canada Eastern National Specialty.
- 5/9/21 Received new membership application from Janice Tyler.
- 5/9/21 Responded to Janice Tyler stating that I received her membership application and that once I receive notice of her payment and her sponsor forms she will have her first reading.
- 5/9/21 Received receipt for new membership application payment from Janice Tyler.
- 5/9/21 Replied to Janice Tyler that I received her payment receipt.
- 5/9/21 Received sponsor form for Janice Tyler from Kari McCloskey.
- 5/9/21 Replied to Kari McCloskey stating that I received her sponsor form for Janice Tyler and asked about the one due for Maria Sabella.
- 5/10/21 Received sponsor form for Maria Sabella from Kari McCloskey.
- 5/10/21 Received TSE application for April 9 & 10, 2022 with the Birmingham KC and Tuscaloosa KC from Jill Zamowski.
- 5/11/21 Received an email from Keith Ward wanting to donate items for the art auction.

- 5/12/21 Replied to Keith Ward thanking him for his generosity, offering help and sending him the link to the donation form.
- 5/12/21 Received sponsor form for Janice Tyler from Renee McCartin.
- 5/12/21 Wrote to Renee McCartin stating that I received her sponsor form for Janice Tyler and asked about the one due for Maria Sabella.
- 5/12/21 Wrote to Janice Tyler informing her that I have received both sponsor forms and that she will have her first reading at our next board meeting.
- 5/12/21 Received a reply from Janice Tyler thanking me for my assistance with her membership application.
- 5/13/21 Spoke to Lorrie Scott regarding the Futurity medallions. As she is not attending the National, she will mail them to me.
- 5/14/21 Sent completed 2021 membership roster to Helen Lee. I waited until she had finished with online entries and proofreading the National catalog.
- 5/14/21 Received a reply from Helen Lee thanking me for waiting to send the membership roster and telling me she will begin working on it soon.
- 5/14/21 Replied to Helen Lee thanking her for letting me know she received the membership roster.
- 5/14/21 Received emails from Helen Lee with questions regarding website placement and the membership roster..
- 5/14/21 Responded to Helen Lee answering her website and membership questions.
- 5/15/21 Received an email from Deb Vidaver-Cohen asking for membership information for the NOHS statistics.
- 5/15/21 Replied to Deb with the requested information.
- 5/15/21 Wrote to Patricia Silverman with questions about her address.
- 5/15/21 Received a reply from Patricia Silverman with answers to my address questions.
- 5/15/21 Received several additional emails from Helen Lee with questions regarding the membership spreadsheet.
- 5/15/21 Replied to Helen Lee regarding her membership questions.
- 5/15/21 Received a 'proof' copy of the membership booklet to review and correct as necessary.
- 5/16/21 Received additional questions from Helen Lee regarding membership.
- 5/16/21 Replied several times to Helen Lee with answers to her various membership questions.

- 5/16/21 Wrote to the BCOA Board asking for information and assistance regarding a potential new member, Ruth Fairbanks.
- 5/17/21 Received an email from Anna Stewart with an address change.
- 5/17/21 Changed Anna Stewart's address on the membership spreadsheet.
- 5/17/21 Responded to Anna Stewart that her address change has been made.
- 5/17/21 Received an email from Renee McCartin stating her sponsor form for Maria Sabella will be coming soon.
- 5/17/21 Sent several emails to Helen Lee regarding the membership spreadsheet.
- 5/17/21 Received the Futurity medallions from Lorrie Scott.
- 5/17/21 Received an email from life member Robin Clifford checking on her and her husband's membership status because she just found the renewal form.
- 5/17/21 Responded to Robin Clifford stating she and her husband are still members and asked her to let me know if there were any information changes.
- 5/17/21 Received a thank you email from Robin Clifford.
- 5/17/21 Sent an email to the board asking for any information about Rita Fairbanks. She sent in a payment but has never applied for membership.
- 5/17/21 Received an email from Nancy Hopkins with her summary of the Borzoi Arrhythmia Project. It was requested by Ron Williams for the annual membership meeting. He will copy it to place on the tables at the meeting since Nancy is unable to attend.
- 5/17/21 Received an email from Helen Lee asking about putting a proof copy of the membership booklet online for members to check for accuracy.
- 5/17/21 Received an email from Kay Novotny regarding possible new member Rita Fairbanks.
- 5/17/21 Received an email from Barbara Danieli regarding Rita Fairbanks.
- 5/17/21 Responded back to Barbara Danieli regarding Rita Fairbanks.
- 5/18/21 Replied to Helen Lee's question of putting a proof copy of the membership booklet online.
- 5/19/21 Responded to question regarding number needed for a quorum.
- 5/19/21 Received membership application and payment from Jenifer Sealy.

- 5/19/21 Changed Sandra Moore's email in the membership roster as requested.
- 5/19/21 Wrote to the io group regarding meal issues and website orders being online only. Barbara O'Neill needs final meal count by Friday, May 21.
- 5/19/21 Wrote to Ron Williams regarding items to be printed for distribution at the Annual Membership Meeting.
- 5/20/21 Received and mail from Patti Neale asking for clarification about her meal choices for the National.
- 5/20/21 Responded to Patti Neale regarding her meal reservations.
- 5/20/21 Helen Lee emailed regarding posting the proof of the membership roster to the website.
- 5/20/21 Received email for Helen Lee stating she was updating the standing committee chairs in the membership booklet and asking for names.
- 5/20/21 Responded to Helen Lee regarding proof of the membership roster and committee chair names.
- 5/20/21 Received multiple emails from Helen Lee regarding juniors listed in the membership booklet.
- 5/20/21 Received email from Helen Lee informing me that she removed most of the old items from the Club Access section of the website.
- 5/20/21 Received email from Bonnie Dalzell updating her information for the membership directory.
- 5/21/21 Received email from Meghann Lord-Fenn with a correction for the committee list in the membership booklet.
- 5/20/21 Responded to Meghann Lord-Fenn stating the change had been made.
- 5/20/21 Wrote to Barbara Lord to request a list of the birthdates of all the Junior Members to determine when they will age-out of the program.
- 5/21/21 Received email from Lyn Hoflin indicating she had worked out the details of changing the Bank of America account signers.
- 5/22/21 Received many questions through various online methods regarding the password to access the "Club Access" section of the website.
- 5/22/21 Requested that Helen Lee send a blast email giving out the 2021 password to the BCOA Club Access website page.
- 5/22/21 Sent the letter to Helen Lee that she will use to blast email to

- the membership regarding the username and password.
- 5/23/21 Received email from Karen Denning stating her information in the membership proof was correct.
- 5/23/21 Received email from Suzan Burns giving me her new address for the membership booklet.
- 5/24/21 Received email from Liz Duncan asking for the username and password to login to check the membership proof.
- 5/24-29/21 Received many requests from various members at the National to check their information for the membership roster.
- 5/24-31/21 Received many emails from members confirming that their membership information is correct.
- 5/24/21 Received email from Victor Whitlock correcting the membership directory information for R.Lynn Shell and himself.
- 5/24/21 Received an email from Sherri Nichols asking for a correction of the dates she and Ashley Sydow joined BCOA. After checking the past minutes, I made the necessary corrections.
- 5/25/21 Received an email from Tom Golcher stating his city was spelled incorrectly.
- 5/24/21 Received an email from Kalen Dumke Voogt with corrections to the membership proof.
- 5/26/21 Received an email from David Nutting stating his and Betsy Tolley's membership booklet information is correct. He also suggested for the future we add a section in the back listing members by state to facilitate communication with nearby folks for things such as building entries for shows, transporting rescues, and recruiting new members to local dog clubs.
- 5/28/21 Received membership application from Rebecca A. Strieby, Christopher M. Strieby and Deborah A. Strieby.
- 5/28/21 Received Sponsor form for the Strieby family from Ashley Cirimeli.
- 5/31/21 Received an email from Sandra Moore advising me of her new email address.
- 6/1/21 Received an email from Dawn Gibas stating she could not find the username and password for the Club Access page. She included her information to make sure it was correct.
- 6/1/21 Received an text from Cindi Gredys enquiring about the available Futurity positions.

- 6/5/21 Received an email from Lyn Hoflin stating receipt of membership application fees from Janice Tyler and Rebecca Strieby.
- 6/7/21 Received information from Jill Zamowski regarding the TSEs being proposed for April 9 & 10 with the Tuscaloosa and Birmingham kennel clubs.
- 6/8/21 Received an email from Ron Williams requesting a correction to Nate McCannon information in the directory.
- 6/9/21 Received an email from Lyn Hoflin informing of the fact that the signature cards are complete.
- 6/10/21 Received an email from Carol Kubiak-Zamora stating she cannot log on to the Club Access page and responded with the information she needed.
- 6/10/21 Wrote to Ron Williams, Barbara O'Neill and Barbara Danieli regarding Cindy Gredys' interest in the Futurity positions.
- 6/11/21 Received an email from Ron Williams requesting me to set up a conference call for a 2022 National Update Meeting on June 14.
- 6/13/21 Received an email from Cherie Hunchak informing me of her new phone number.
- 6/15/21 Received an email from Chris Swilley enquiring about what is involved in handling the Futurity.
- 6/19/21 Sent email to Helen Lee with additional corrections to the membership directory.
- 6/20/21 Received an email from Ron Williams with an address change for the Rowtons for the membership booklet.
- 6/21/21 Received an email from Gwen Post with a new email address for the membership directory.
- 6/22/21 Responded to Gwen Post indicating I sent her update to Helen Lee.
- 6/23/21 Received an email from Helen Lee mentioning the last few changes that needed to be made to have her database match my spreadsheet. The goal is to have the most accurate membership directory yet.
- 6/24/21 Wrote to Helen answering her questions regarding the membership spreadsheet.
- 6/26/21 Received four emails from Helen Lee regarding the membership spreadsheet.
- 6/27/21 Received an email from Lois Schultz asking about rooms for the 2022 National.

- 6/28/21 Received four emails from Helen Lee with last minute changes and including the PDF and updated cover page for the membership directory.
- 6/29/21 Wrote to Jan Leikam asking for the information for the printer who had done our directory in the past.
- 6/30/21 Wrote to Chris Swilley regarding the Futurity positions.
- 7/1/21 Received a response from Jan Leikam with the information for the printer.
- 7/2/21 Received a phone call from Barbara Lord to discuss the Junior Members program. She stated that she has been using the Canine Chronicle for the statistics when updating the information for the Juniors.
- 7/5/21 Received an email from Ron Williams containing the change of address and other forms require to renew our Registered office in Pennsylvania.
- 7/6/21 Wrote to Market Street Print requesting a quote for printing our membership directory.
- 7/6/21 Got a response from Market Street Print stating they will get a quote to me.
- 7/6/21 Received an email from Market Street Print with an estimate for printing our membership booklet.
- 7/6/21 Received a BCOA Mentor application from Barbara Binder.
- 7/11/21 Wrote to Helen Lee with more changes to the membership directory.
- 7/11/21 Received an email from Helen Lee stating she could make the changes and re-send me the files for the printer.
- 7/11/21 Received an email from Helen Lee with the most recent directory changes for the printers.
- 7/12/21 Sent the pdf of our membership directory to Market Street Print.
- 7/12/21 Adjusted the spreadsheet to avoid sending duplicate booklets to married couples.
- 7/12/21 The following individuals passed away over the past year and were removed from the membership spreadsheet: Barbara Johansson and Helga Kauffman. (See 7/17/21)
- 7/12/21 The following individuals did NOT renew their membership in BCOA and were removed from the membership spreadsheet: Bradley & Michelle Burger, Casey Cedano, Michelle Copeland, Codi Craft, Kenneth Porter, Barton Rowe, Ahryn W. Rowlette, Stephanie Steele, and Paula Steenson.

- 7/13/21 Sent the adjusted spreadsheet to Market Street Print to use for the mailing addresses.
- 7/13/21 Sent a corrected cover with my name in the return address spot.
- 7/13/21 Received an email from Market Street Print asking to confirm the amount of booklets to print and where to send the extras.
- 7/13/21 Responded to Market Street Print with the correct number of booklets to print.
- 7/13/21 Received an email from Market Street Print with pictures for proofing and indicating the amount due for postage.
- 7/13/21 Contacted Lyn Hoflin requesting a check for the postage be sent to Market Street Print.
- 7/13/21 Received an email from Lyn Hoflin confirming the correct amount to send to Market Street Print for postage payment and responded.
- 7/14/21 Received an email from Market Street Print indicating the invoice that was sent was not finalized until the international postage is calculated.
- 7/14/21 Wrote to Lyn Hoflin to wait to send the final payment to Market Street Print since the invoice was incomplete.
- 7/17/21 Received an email from Helen Lee indicating that in the last blast email she sent out, three bounced. Two have been corrected and one was for Lyn DePrizio who she just learned had passed away earlier this year.
- 7/19/21 Received an email from Market Street Print stating they received the check for the printing but not for the postage (They required two separate payments.) and stating they were still working on the international postage.
- 7/19/21 Wrote to Market Street Print requesting them to use the check they had for the postage amount and send me an update invoice once they had the international postage amount. They agreed.
- 7/19/21 Wrote to Lyn Hoflin giving her the most recent information from Market Street Print.
- 7/20/21 Received an email from Lyn Hoflin stating she mailed the postage check.
- 7/21/21 Received an email from Sunny Grant asking if there were any rooms available at the 2022 National hotel and responded.
- 7/21/21 Received an email from Lewis Dorman asking for an update on the status of his membership application and responded.

- 7/23/21 Received an email from Market Street Print containing the final invoice with the remaining balance for the membership booklet and forwarded the email to Lyn Hoflin.
- 7/27/21 Received an email from Lyn Hoflin stating that she was out of town and would pay the Market Street Print invoice upon her return home.
- 8/1/21 Received an email from Ron Williams with the paperwork received from the Commonwealth of Pennsylvania approving our change of address.
- 8/14/21 Received an email from Cindi Gredys asking for clarification regarding the Futurity Chair and Secretary restrictions on showing at the National and responded.
- 8/17/21 Received an email from Cindi Gredys asking for the board's decision as that will be the deciding factor as to if she will take over the responsibilities of the Futurity.
- 8/19/21 Received an email from Betsy Tolley requesting a copy of the current membership roster sorted by regions.
- 9/1/21 Wrote to Helen Lee sending her the minutes for May 3, May 24 and the annual membership meeting on May 28 along with the supporting documents to be posted on the BCOA website.
- 9/4/21 Wrote to Helen Lee asking if she had received the documents I sent that needed to be posted on the website.
- 9/6/21 Received an email from Kim Horn Janek including the 2021 Nominating Committee report.
- 9/6/21 Received membership application and payment from Justin and Erin Wagner.
- 9/6/21 Received sponsor form for Justin and Erin Wagner from Sandra Moore.
- 9/8/21 Received an email from Helen Lee stating she has been busy but would get the minutes and documents posted as soon as possible.
- 9/8/21 Replied to Helen Lee regarding the postings and asked her to check the quality of the copies she received before publishing due to board members receiving different versions.
- 9/9/21 Wrote to Erin Wagner stating that I received her application and payment.
- 9/9/21 Wrote to Sandra Moore stating I received her sponsor form for the Wagners.
- 9/9/21 Wrote to Renee McCartin informing her that I never received her sponsor form for Maria Sabella. If I get it by the end of the

day, Maria can have her first reading on Sunday, 9/12/21. Also she is listed as a sponsor for the Wagners and needs to send a sponsor form for them as well.

9/9/21

Wrote to Jenifer Sealy stating that I have not received her sponsor forms from Rita Rice and Danielle Steenkamp.