

BORZOI CLUB OF AMERICA, INC.



**RECORDING SECRETARY'S REPORT
9/10/21 – 11/11/21**

- 9/10/21 Received a reply from Erin Wagner thanking me for informing her that I got her membership application and payment along with one sponsor form.
- 9/10/21 Received an email from R. McCartin containing her sponsor forms for Maria Sabella and Erin Wagner.
- 9/14/21 Sent H. Lee the report she was missing and asked her to go ahead and post the minutes and supporting documents from the May 3rd and May 24th, board meetings.
- 9/14/21 H. Lee stated that the missing report and the minutes were published on the website.
- 9/14/21 Asked H. Lee to make a correction from AM to PM in the called to order time at the May 24, 2021 board meeting.
- 9/14/21 Heard back from H. Lee that the correction had been made.
- 9/14/21 Informed the board that the minutes and supporting documents for the May 3rd and May 24th meetings were published on the website.
- 9/15/21 Wrote to R. McCartin stating I received her sponsor forms for Maria Sabella and Erin Foster. However, they were received too late for the board meeting on 9/12/21.
- 9/18/21 Received an email from R. Williams listing the type of events for which E. Ogata sends cards.
- 9/18/21 Received an email from S. McFadden asking for approval or not of a home visit to be done by Sergio Espejo for a potential new member living in El Paso and responded in the affirmative.
- 9/20/21 Received an email from B. O'Neill in response to S. Moore's email on Members Only about the disallowed awards from the 2021 National.

- 9/20/21 Received a phone call from B. O'Neill regarding S. Moore's Members Only posting about the disallowed awards from the 2021 National.
- 9/20/21 Received an email from B. Tolley asking about the disallowed awards won by V. Trantanella.
- 9/20/21 Responded to an email from B. Tolley regarding the disallowed awards won by V. Trantanella.
- 9/20/21 Received several emails asking the process of receiving and sending to the proper winner, the awards for the AKC disallowed wins at the 2021 National.
- 9/20/21 Followed up on board emails regarding the disallowed awards of V. Trantanella and the process of having them sent to S. Moore.
- 9/20/21 Received an email from C. Gredys asking for a job description for the Futurity Chairman's duties.
- 9/20/21 Sent an additional copy of the 5/28/21 annual membership meeting minutes to H. Lee for posting to the website as the first one was corrupt.
- 9/21/21 Was copied on an email from R. Williams to C. Gredys giving her the job description of the Futurity event Chairman.
- 9/21/21 I sent a response to C. Gredys thanking her for volunteering for the position of Futurity Event Chairman and stating I would get her a more detailed list of things I did as Futurity Event Chairman. I also suggested that she begin her search for an artist to create the trophies for the 2022 National Specialty as I always gave them a year to work on them. I reminded her that the budget for the nine trophies is \$400.
- 9/23/21 I wrote again to H. Lee asking if she was able to use the latest copy of the annual membership meeting to post on the website.
- 9/23/21 Sent the first draft of the 9/12/21 meeting minutes to the board for review.
- 9/24/21 Sent an email to Rebecca Peters-Campbell stating I have not received her signed code of conduct form and asking how she planned to send it to me, email or USPS.
- 9/24/21 Received an email from C. Gredys asking what the nine trophies for the Futurity were and for information on the reception duties.
- 9/25/21 Wrote to Rebecca Strieby asking for her new address for her membership application and reminding her to get a second sponsor and a new home visit. I gave her B. Tolley's email address in case she needs help finding someone to do a home visit.
- 9/25/21 Received a reply from Rebecca Strieby with her new address and saying she has another sponsor and will arrange for a home visit soon.
- 9/25/21 Wrote to H. Lee via Facebook Messenger since I have not heard back after sending 2 emails regarding posting the minutes from the annual membership meeting.

- 9/25/21 Sent an email to C. Gredys outlining the nine trophies and the instructions for the artists when creating the Futurity trophies.
- 9/25/21 Received an email from Jim Richards stating his and Martha's new email address is jrborzoi@gmail.com.
- 9/25/21 Received a message from H. Lee stating she is having some personal issues. She will try to post the annual membership meeting minutes on 9/26/21 but if not, sometime after 9/30/21.
- 9/26/21 Sent the letter including the nominating committee board seat selections and instructions on how to run on petition, to the printer for printing and mailing to the membership.
- Various Received several corrections and typos from various board members regarding the draft of the September 12 meeting minutes.
- 9/26/21 Replied to H. Lee regarding posting the annual meeting minutes.
- 9/26/21 Replied to J. Richards indicating that I changed his email address for the 2022 membership booklet.
- 9/26/21 Received an email from R. Williams with additional questions regarding the disallowed awards.
- 9/26/21 Responded with an answer to R. William's question about the disallowed awards.
- 9/27/21 Received an estimate and a proof copy from the printer for printing the nominations letter and mailing it to the membership.
- 9/27/21 Accepted the estimate and approved the proof to print and mail the nominations letter.
- 9/27/21 Sent the second draft of the September 12 board meeting minutes to the board for approval.
- 9/28/21 Received an invoice from the printer and a confirmation that the letter went out on 9/27/21.
- 9/28/21 Sent the invoice for the print job to L. Hoflin for payment.
- 9/28/21 Wrote to Market Street Print indicating that I sent the invoice to our treasurer and that they should receive payment soon.
- 9/28/21 Received an email from H. Lee saying that the minutes from the annual membership meeting were now online and responded with a thank you.
- 9/28/1 Received an email from B. Danieli to add Dana Thompson to the membership spreadsheet as she was accidentally removed.
- 9/30/21 Sent an email to the board indicating that the minutes from the annual membership meeting were now online.
- 10/1/21 Wrote in response to scheduling a board meeting and reminded R. Peters-Campbell that I have not yet received her signed code of conduct.
- 9/30-10/1/21 Various board members wrote via email to discuss having a co-chair for certain board and/or committee chair positions so if one is unable to complete the requirements of their job the other could step in to avoid the situation we were in when J. Windle passed away suddenly.

- 10/2/21 Responded to various board members regarding the suggested corrections to the September 12 board meeting minutes.
- Various Received several email changes and mentor information changes that need to be made to the membership spreadsheet and the online list of BCOA breed mentors.
- 10/2/21 Sent an email to H. Lee asking her preference regarding receiving membership information changes.
- 10/2/21 Sent an email to B. Danieli asking if D. Thompson has a different email address and phone number than her mother.
- 10/2/21 Received several emails from K. Horn Janek with changes from her region to the online Mentor list. I informed her that all necessary changes to information online needs to go to our webmaster, H. Lee.
- 10/4/21 Received an email from Katie Averill stating she has not received any hard copies of the minutes and that she paid the \$25 for them. She also asked that they be mailed to her or her money refunded.
- 10/4/21 Sent a reply to K. Averill asking if she had gotten mailed minutes prior to this and who sent them to her.
- 10/4/21 Received an email confirming that Market Street Print had received our payment for invoice #62347 and sent a thank you reply.
- 10/4/21 Received an email from K. Ackerman questioning whether or not the board had determined they would have committee chairmen sign job descriptions.
- 10/6/21 Received the 2023 National Proposal from B. Tolley and complimented her on a job well done.
- 10/6/21 Worked on updating the membership spreadsheet adding new members and new applicants.
- 10/6/21 Sent an email to the board based on the question from K. Ackerman, asking what their thoughts were on requiring signed job descriptions from the committee chairmen.
- 10/6/21 Received an email from K. Horn Janek stating a member in her region did not receive the nominating committee letter.
- 10/7/21 Replied to K. Horn Janek stating I will ask R. Williams how to deal with letters not arriving through the USPS.
- 10/7-10/9/21 Received several emails indicating people had not received the nominating committee slate via the USPS.
- 10/8/21 Received an email from K. Averill stating that J. Windle used to send her the printed minutes.
- 10/8/21 Sent an email to H. Lee containing items to post on the website.
- 10/8/21 Sent an email to the Board telling them that I posted the nominating committee's report to the members only i/o group and that H. Lee will be putting it in the Club access portion of the website.
- 10/8/21 Received an email from H. Lee asking for more information regarding the 2022 National for posting on the website.
- 10/18/21 Received and emails from the AKC with information regarding our contributions to the AKC CHF Donor Advised Fund.

- 10/9/21 Replied to Katie Averill indicating I would be sending her the minutes from now on.
- 10/9/21 Sent an email to the board indicating the September meeting minutes were posted on the website.
- 10/9/21 Received an email from L. Hoflin asking about the treasurer's reports not being on the website.
- 10/9/21 Sent an email to the regional governors containing the spreadsheet of members sorted by regions to aid in their communication with their regional members. I asked for assistance in determining why the nominating committee reports came back as undeliverable. Three to region 3: Debbie Goddard, Diana Jean Embry, and Mary Ewing and one from region 6, Meaghan Duck.
- 10/10/21 Received an email from K. Horn Janek with a response from Meaghan Duck including her new address and responded with a thank you.
- 10/10/21 Corrected Meaghan Duck's address on the membership spreadsheet.
- 10/10/21 Replied to a question from L. Hoflin and H. Lee as to why the treasurer's report is not published on the website.
- 10/10/21 Replied to an email from H. Lee answering her questions regarding website material and reminding her that Kay Casella is the facility coordinator for the 2022 National and to contact her for more information to post on the website.
- 10/14/21 Received an email from B. Tolley asking when was a good time to speak about a junior applicant from her region
- 10/14/21 Received an email from S. Moore stating she had sent a packet to me by registered mail with return receipt requested and indicated I would let her know when it was received.
- 10/14/21 Wrote to A. Balthrop telling her that I received her sponsor form for the Strieby family.
- 10/16/21 Spoke to B. Tolley regarding the junior application of Kirbie Allen from 2019.
- 10/17/21 Wrote an email to Barbara Lord asking her to verify the junior members, their applications, and birthdates to ensure the correctness of the spreadsheet and to help me determine when they will age out.
- 10/18/21 Received an email (addressed to J. Windle) from the AKC including the BCOA's 3rd quarter statement of the AKC CHF Donor Advised Fund.
- 10/18/21 Received an email from R. Williams requesting me to schedule a conference call board meeting for November 15, 2021.
- 10/18/21 Received packet of letters and an acceptance note from Sandra Moore with her intention to run for the office of VP on petition.
- 10/19/21 Scheduled the conference call board meeting, sent invitations to the board and sent an email asking to be informed if the invitation was not received.

- 10/19/21 Forwarded the AKC CHF Donor Advised Fund statement email to the board.
- 10/19/21 Wrote to S. Moore acknowledging my receipt of her packet to run for the office of vice president on petition.
- 10/19/21 Received an email from K. Averill stating she had received the board meeting minutes I sent through USPS and thanked her for the reply.
- 10/20/21 Received an email from the AKC describing the various activities open to juniors and how to get involved.
- 10/20/21 Forwarded the email from AKC regarding the various programs for juniors to the board for the governors to send to their regional members.
- 10/22/21 Received an email from R. Williams stating that B. Danieli noticed the BCOA officer page on the AKC website had not been updated and stated that she will update the page.
- 10/22/21 Received an email from B. Danieli requesting the most current membership address list to send to the AKC and sent her the spreadsheet.
- 10/22/21 Sent an email and Facebook message to Barbara Lord asking if she received my email on Oct. 17 since I had not heard back from her.
- 10/22/21 Received a reply on Facebook from B. Lord regarding the junior's information I requested. She will sent it to me as soon as she can.
- 10/22/21 Sent an email to S. McFadden asking for a reply to my email sent on Oct. 9 requesting updated address information on several region 3 members.
- 10/22/21 Sent an email to K. Novotny requesting updated address information for a region 4 member.
- 10/22/21 Received a reply from S. McFadden stating she learned in September that region 3 member Debbie Goddard had passed away last year. She will check on the other two region 3 members.
- 10/22/21 Changed the membership spreadsheet to indicate the passing of Debbie Goddard.
- 10/23/21 Received an email from R. Williams requesting standing committee end of year reports be submitted to both him and me by Thursday, November 11 in preparation for the November 15 board meeting.
- 10/24/21 Received an email from K. Novotny with the correct address information of the region 4 member whose letter came back as 'no such number, unable to forward'. Sent a thank you reply.
- 10/24/21 Sent a thank you to S. McFadden for the information that Debbie Goddard had passed away.
- 10/24/21 Was copied on an email sent from S. McFadden to the two remaining region 3 members who have undeliverable addresses, asking them to update their information.

10/24/21 Received an email from S. McFadden with the corrected address and phone number for region 3 member Mary Ewing.

10/25/21 Received and email from S. McFadden with the corrected address and phone number for region 3 member Diana Embry.

10/25/21 Sent thank you emails to S. McFadden for sending me the corrected addresses and phone numbers of the two region 3 members.

10/28/21 Received an email from B. Danieli stating she noticed errors on the spreadsheet for three members. I made the necessary corrections.

10/29/21 Received an email from D. Vidaver-Cohen stating she did not have a copy of the 2021 membership directory and needed it to check on the NOHS stats. I sent her an excel version of the directory and advised her to request a print copy from R. Williams.

10/30/21 Sent an email to K. Horn Janek and B. Danilei requesting them to send any names of the 2022 committee chairs to H. Lee as she is having difficulty getting the names from K. Casella and needs to list them on the website.

10/30/21 Received a reply from K. Horn Janek regarding the committee chairmen for 2022. She indicated K. Casella would have the list for H. Lee by the following week.

11/3/21 Sent email to S. McFadden and S. Moore requesting a bio in 100 words or less to submit with the ballot for member voting.

11/3/21 Wrote to inform the board that I received one petition to run for the office of vise president from Sandra Moore.

11/4/21 Sent an email to R. Williams requesting he write to the tabulator and introduce me as the new recording secretary who will be working with her for tabulating ballot votes.

11/5/21 Received an email from Janice McGivney asking me to check to see if she paid her dues for 2022 yet. I forwarded her email to L. Hoflin and indicated I would be sending out the renewal form soon.

11/6/21 Received an email from L. Hoflin stating there was no record of an early dues payment from J. McGivney. Sent a thank you.

11/7/21 Received the bio from S. Moore however it was longer than the 100 word limit. I wrote requesting her to trim it to 100 words.

11/7/21 Received the shortened version of S. Moore's bio for the ballot.

11/7/21 Wrote to tabulator S. Heferman asking about any stipulations I need to follow when requesting votes be submitted and what she needs from me to assist in tabulating the ballots.

11/7/21 Received a reply from S. Heferman.

11/7/21 Received an email from L. Hoflin stating she had mailed me three early dues payments.

11/7/21 Received the bio from S. McFadden for the office of vice president.

11/10/21 Received an email from L. Hoflin asking the cost of the Dial Pal calls to compare with Chorus Call that is used by the BTRC. Responded with the amount, \$130.56.

- 11/10/21 Received from L. Hoflin, by USPS, three early dues renewal payment slips.
- 11/10/21 Received an email from P. Neale discussing Barbara Lord's request regarding reinstating the use of the word 'broad' as applied to the hocks in the standard. She explained the process needed to make this correction. She would like us to consider this again as well to "correct a nearly fifty-year-old typo." I thanked her for her insight and told her I would share it with the board.
- 11/10/21 Modified and sent to the printer the Election of Officers letter and the two candidate's profiles for printing and mailing to the membership.