

American Beauceron Club

August Board Meeting Minutes

August 12th, 2021, 6pm ET/5pm CT/4pm MT/3pm PT
Microsoft Teams Meeting Recorded, 6:05pm started



Roll Call & Attendance

Present: (Yes/No)

Y	President	Adrienne Scott	N	Vice-President	Eric Vavassori
Y	Treasurer	Ashley De Noma	Y	Secretary	Gail Sherwood
Y	Region 1 Director	Courtney Goddard	Y	Region 2 Director	Regina Fasold
N	Region 3 Director	Irina Sasu-Pernoll	Y	Region 4 Director	Kayla Phillips

Reports

Report of President: Adrienne Scott

My president's report is light this month. However, the Board handled several heavy issues this past month, and we had a short turn-around from our last BOD meeting in July. That said, I feel we are now better positioned to concentrate on upcoming events and health programs which is definitely the forward course we have been trying very hard to achieve. Our club has some very successful committees, we experienced a successful National, and now we will turn to the election process and the report of our Financial Review Committee. It has been all-hands-on-deck and there have been several hands offering to help, although we still have some committees who are shorthanded. We'd be grateful of any other club members who would like to help however they can. I hope summer finds all of us enjoying some deserved downtime and healthy loved ones.

Report of Secretary: Gail Sherwood

- July 23rd BOD draft meeting minutes sent on 08/12.
 - Motion to approve meeting notes: Adrienne moved to accept, Kayla 2nd; no nays.
- For the record, the BOD responded to a member's request for official club documentation that was made last month. BOD worked with our attorney to understand and deliver the documentation (federal and state, which differ slightly) to the club member.
 - Request was received on July 23rd, 2021.
 - Worked with attorney and sent attorney-approved letter and the documents required according to federal to member via USPS (with tracking) on 07/30/2021.
 - Those documents required by federal regulations were sent with the letter on 07/30 (tax reporting 990s, the application filed for exemption under Section 501 of the IRS code, and the 'determination letter').
 - PA state requirements to have the proceedings of the Board of Director and membership meetings (e.g., minutes), membership register to include names, addresses and classification of member, if applicable; and, books/records of account, which are recorded as presented, are in meeting notes on the website. In person review of PA documents can be requested by notifying secretary and scheduling two weeks in advance to visit her office.
- Election preparation has been in progress for a month or so.
 - Election slate announced on 08/01.
 - 2022 Dues amount to be decided and changed NLT 9/15. See Bylaws; may want to increase dues.
 - Please note I will be emailing, Teams messaging, and posting on the website:

- A notice to members asking all to verify their mailing address is correct in their website profile.
- Additional nominations of candidates is due to Secretary NLT October 1st, 2021. (see bylaws & checked w/Parliamentarian, these must be sent via USPS mail to: Gail Sherwood, 2 Old Littleworth Rd Dover, NH 03820)
- Work on our Beauce.Org Website this past month:
 - Discovered that InMotion is our webhosting site, not GoDaddy
 - I have tried upgrading to https three separate times this month, and it has not worked. (No error message; just doesn't change.)
 - Will present a proposal for \$24.99 one-time installation fee, and \$99.99 annual recurring fee to have InMotion webhosting to perform this change
 - Updated payment information
- Upgrade WordPress versions
 - Asked InMotion if they would upgrade, but their support won't do that.
 - I would need to find a separate consultant/contractor to do so.
 - The other option is to have InMotion support perform a backup before I click on the "upgrade" icons. If need be, InMotion could reload our website from the backup.
 - Want to address multiple email fields, phone fields, and missing zip code field in database/application entry screen.
- Drafting process documents for various secretary's tasks.

Report of Treasurer: Ashley De Noma

Savings: \$34,957.11

Club Checking: \$3,743.54

PayPal: \$19,846.31

Other/Rescue Checking \$11,560.25

Reimbursement to Susan Griffin was paid.

Region 1: Courtney Goddard

Still working on the specialty and Journee. Next meeting is this Sunday. Draft specialty documents are on Region 1 Teams, in Files.

Region 2: Regina Fasold

Regina presented her topics in Unfinished Business and Discussion Topics.

Region 3: Irina Sasu-Pernoll

Nothing to report.

Region 4: Kayla Phillips

Dixon, CA supported entry (October) was approved by the BOD.

Archives & History: Sarah Price, Committee Chair; Board Liaison, Regina Fasold

Archives is still hoping to receive anything from the National Specialty; please send to archives@beauce.org.

Breed Certification: Ambre Schaffer, Committee Chair; Board Liaison, Regina Fasold

CURRENT FOCUS: In continuation with our previous year's effort to revamp the club's awards to be current and more inclusive, we submitted a proposal for the Register of Merit award in February. A member has inquired about submitting a ROM application after patiently waiting for an update. The proposal was resubmitted to the board July 7th via email. The board reached out at the end of July to touch base prior to proceeding to review the award. The committee eagerly awaits a decision and update from the board expected by the September board meeting.

The committee was asked to research the parent club evaluating temperaments and submitting the applicable application to AKC to receive a TT title. We are eager to discuss our thoughts and incorporate these tests into our committee/club.

A club and ABC committee member has proposed to have the HAOM include a requirement to submit DNA to the OFA DNA Repository. We are eager to work in tandem with the health committee as their goals align closely with our current Health Award of Merit.

The Breed Certification Committee cordially welcomes Regina Fasold of Region 2 as our newest Board Liaison. We are excited to work together with a prompt, openminded, and kind club member!

FINANCES: Mailing expenses of \$2.80 for Syndi Keats/Mesa's Versatility award and Shelby Vannarsdall/Perun's HAOM. Expense report will be submitted once the balance is significant.

ACHIEVEMENTS: No pending applications. **CURRENT / UPCOMING TASKS:** Awaiting board decision regarding Register of Merit proposal. Parent Club / AKC TT application. HAOM – OFA DNA Repository requirement. Create article celebrating previous year's recipients. Encourage club member's participation in awards program. **CURRENT NEEDS:** The committee would love for any prior recipient to contact us with a photo of their Beauceron to assist in building a catalog of award winners.

Breed Standard: Pam Boyer, Committee Chair; Board Liaison, Eric Vavassori

The breed standard committee is in the process of typing up the changes that have been expressed to me to then send the whole thing to the committee. Things are moving slow as my helper and typist is also working on the DNA collections. With some patience I should be able to get this done soon. Thanks, Pam.

Bylaws and COE: Irina Sasu-Pernoll, Committee Chair and Board Liaison

No report provided.

Health: Pam Boyer, Committee Chair; Board Liaison, Adrienne Scott

We are in the process of getting a collection process done to allow club members to get their dogs DNA collected and stored through OFA. I would like to link the collection information for the U of M and through OFA to an email and message to get distributed to ALL club members many do not use TEAMS. This weekend I am attending the CHF conference on Zoom. The cost was 125.00, I will be asking for reimbursement, but I will split it between my two clubs. Thanks, Pam.

Judges Ed: Adrienne Scott Committee Chair and Board Liaison

The AKC/DJAA Advanced Judges Institute for the Toy and Herding breeds will be held with the AKC National Championship-presented by Royal Canin the Orlando cluster of dog shows in Florida. Our seminar will take

place on Thursday, December 16, 2021, at 8 AM to 9:30 AM. The hands-on portion will be from 9:45 to 10:45 AM. Our breed was assigned a great day of the week and time this year. We need 6 dogs for the hands-on portion and 2-3 dogs for the Seminar. If you can bring your dog to participate in either portion, please contact myself at president@beauce.org or scottabs16@hotmail.com or Karla Davis beaucerons@earthlink.net or Eric Vavassori vp@beauce.org or eric.beauceron@gmail.com.

Also, we will be filming for the Canine College. If you are interested in having your Beauceron filmed and possibly used in the Beauceron's breed course, contact us at any of the above emails for further details. Thank you for your help, commitment, and time.

National Specialty: Sidney Wilcox, Committee Chair; Courtney Goddard, Board Liaison

As of now we have \$4710.78, BUT we have one last small payment to make for last logo wear order. After paid the money in total will be sent to treasurer for treasury to show profits of a national to membership.

Thus far all judges, Baray, hotels, shipping was covered for ALL mailed ribbons (including Canada), logo wear and extra left-over trophies and caterers have been paid. One remaining bill for logo wear is to be paid yet. Yay!

From how I have come to know and understand the bylaws the Standing National Committee is same as all committees and changes over in the beginning of every year by board vote.

This particular committee does not plan the national it helps guide and answer questions or helps with past contracts for judges or how it is handled with AKC or staying within budget of fundraised money. We do have a wonderful website that was the backbone to organization and making orders and sponsorships. My hope is that national website be able to be used time and time again as a draft for trophy budget and information needing circulated.

We are happy to have fundraised so much money for spectacular trophies, ribbons, and complimentary meals for our members.

My hope with showing profits from a rather large national with a complimentary Wine and Cheese, all drinks from 3 large event meals and welcome bags and being largest national in history with no Journee that the board consider how the profits be shared or spent in the future.

The Member of the Year perpetual trophy was sent with Treasurer to stay in the hands of a board member.

Thank you to all that helped with this national as it was a huge success of friendship, dogs, community, and great club event. Having a Temperament Test and CGC offered was a good replacement for not being able to have a Journee. We hope the national was good for all that attended and hope we can do it again in the future.

I hope all had highlights of their trek to Idaho for the American Beauceron Club National Specialty.

As of now no proposal has been sent to the committee for 2022 but, it may be in boards hands or soon to be in committee hands to help with planning or gaps.

It has been with greatest honor to pilot this as an individual, Sidney Wilcox, to the largest national and proceed as Standing National Committee chair to help guide and enjoy further national events.

Another round of applause for our club members and community for a turn out event that is to be remembered by all with exquisite Beaucerons and club member participation. I share notes from many judges, exhibitors, and spectators how wonderful of a showing our breed was the national week.

Newsletter: Stacy Crivello, Committee Chair; Gail Sherwood, Board Liaison

Current Focus: Getting the newsletter out on time. Achievements since last report: Previous newsletter went out. Current/Upcoming Tasks: Compiling and putting together the current upcoming newsletter.

Financial Update: N/A. Additional Notes: Looking for additional help on the newsletter committee.

Public Ed: Cam Staroski, Committee Chair; Courtney Goddard, Board Liaison

The Philadelphia PA Meet the Breeds event has been postponed for unknown reasons, according to AKC. Stacy Crivello will be hosting the Meet the Breeds event in Dallas Texas August 21st and 22nd.

Rescue: Kara Staroski, Committee Chair; Courtney Goddard, Board Liaison

There are currently two dogs in rescue: Miles, and Shallot.

Shallot is new, she was a shelter transfer from another rescue. She was surrendered to them for being too hyper/too much dog. She is being fostered by experienced Beauceron owner/foster home Ming Ng. She doesn't find Shallot to be hyper at all, just a typical, year old Beauceron. The former owner thought that Shallot was deaf. She has a BAER test scheduled (\$175 cost, approximately.) and needs to be spayed. Her spay appointment is set for the end of October. I asked her foster to also be on a cancellation list in case another appointment opens up sooner. Shallot is a little shy, but overall will make a great pet. She is great with people she knows, good with other pets, just needs training.

I have posted on social media about Rescue Raffle to start rounding up donations. I will be sending a write up to the secretary, hopefully she can share with the membership. I will also send to Rebecca to be posted to the website.

I followed up with a couple Facebook tags and Petfinder posts about potential Beaucerons. Nothing appeared to be a Beauce, except for a young dog in central Florida, but the rescue never responded to me.

We have not increased our adoption fees in over a decade, I am going to discuss this with the rest of the Rescue committee and see how they feel. Adoption fees don't always cover what we sometimes "put into" a dog, but they help defray the costs. It might be time for an adoption fee increase.

Respectfully submitted, Kara Staroski

Ways and Means: Erika Stephens and Alicia Wells, Committee Chairs; Board Liaison, Adrienne Scott

The committee has placed its order for the 2022 calendars; watch for further details. Erika Stephens has announced that she will be leaving after the first of the year and will need a replacement. This means that both our wonderful co-chairs need time to move on to other things for a while. If you are interested in joining

us on Ways and Means please reach out to Erika Stephens through teams, the waysandmeans@beauce.org email, or directly on Facebook to get things started.

Web Site: Stacy Crivello, Committee Chair; Gail Sherwood, Board Liaison

See secretary's report.

Working and Sports: Lauren Trathen, Committee Chair; Board Liaison, Eric Vavassori

None received.

Unfinished Business

- Region 2 Scentwork license status update – received AKC approval.
 - Application for the first trial must be received by AKC 18 weeks prior to the closing date of the Trial
 - First scent work trial is in the planning stages, may be scheduled in the first quarter of 2022.
- Region 2 Designated Specialty is being planned – on Friday, December 17th, which is just prior to the Royal Canin
 - Michael Faulkner is the judge; show chair is Cindy Hartwell
 - Cindy is asking for club sponsorship; we've asked for a budget

Discussion Topics

- Financial Review Committee Report
 - Special thanks to Caitlin Bailey, committee chair, and all the committee members! The report
 - Report was read to the club and is included as an appendix to these minutes.
 - Report delivered on time on 08/01; special thanks to the committee for their hard work on the review and the report!
 - Statements reviewed were the General Checking and Rescue Checking (01/01/2018 – 12/31/2020), and PayPal statements (since inception, April 2014 – 12/31/2020).
 - Committee reports there was no evidence of nefarious activity that the club should be concerned about.
 - There was a single mistaken transaction on February 7th that was resolved.
 - There is a lack of clarity in bookkeeping, receipts, and notes.
 - See Appendix A of these minutes for complete Financial Review Committee report, including recommendations.
- OFA/CHIC DNA Databank Kit Announcement
 - Health committee submitted a proposal, and the BOD approved \$500 to reimburse members to submit dog information and DNA samples.

Scheduled Events

- Region 4 Herding Clinic - August
- Meet the Breeds Event, Dallas, Texas - August
- Supported Entry, Northern California Herding Group Association in Dixon CA on October 29th and 30th.
- Region 2 Farm Dog & Temperament Test Event (October 30th)

- Region 2's Regional Specialty (Friday, December 17th)
- Scent Work Trial – TBD; tentatively will be in Q1 2022

Next Meeting: TBD.

Motion to Adjourn Club Meeting and Enter Executive Session by President Adrienne Scott.

Second: Secretary Sherwood 6 ayes, 0 nays, 0 abstain Motion passes, meeting adjourned at 8:24 pm.

Online Motions (July 24, 2021-August 12, 2021)

1) R1 Director Goddard: *"I move that the ABC pay for all items on Finn's invoice except for the foreign body surgery cost (\$272.60), and we pay for 50% of the anesthesia cost (\$64.61), which comes to \$507.44. The bill total after tax came to \$895.38, after boarding fees, half the anesthesia cost and foreign body surgery costs came out, the total is \$507.44."* (July 31, 2021)

Second: R3 Sasu-Pernoll Ayes: 6 Nays: 2 Abstain: 0 Motion passed August 2, 2021

Ayes = Goddard, Sasu-Pernoll, Phillips, Sherwood, Scott, De Noma; Nays = Vavassori, Fasold

2) President Scott: *"I move to pay the invoice for the club's attorney in the amount of \$208.00 for communication and documentation regarding the member motion from the 2021 National Specialty involving club disciplinary issues with a former member and a member's disclosure request of the club's records."* (August 4, 2021)

Second: R2 Fasold Ayes: 8 Nays: 0 Abstain: 0 Motion passed August 5, 2021

3) President Scott: *"I move to amend the original Motion made by Region 4 Director, Sidney Wilcox, for Committee Chair Pam Boyer of the Health and Genetics Committee to the amount of \$500 for the purpose reimbursing approved owners and their Beaucerons at the Committee's discretion for the OFA/CHIC DNA Databank Program for a 1-year term beginning 1 August 2021 – 31 July 2022."* (August 3, 2021)

Second: R2 Fasold Ayes: 8 Nays: 0 Abstain: 0 Motion passed August 5, 2021

4) R4 Phillips: *"I move that we have an ABC Supported Entry at the Northern California Herding Group Association on October 29th & the Sacramento Dog Fanciers Association on October 30th & 31st."* (August 1, 2021)

Second: Secretary Sherwood Ayes: 8 Nays: 0 Abstain: 0 Motion passed August 5, 2021

5) Secretary Sherwood: *"I move to advance purchase 75 calendars, to be ordered through PrintingCenterUSA, for a total of \$583.53 (plus tax, so the amount will be a bit higher) for upcoming calendars."* (August 4, 2021)

Second: President Scott Ayes: 8 Nays: 0 Abstain: 0 Motion passed August 5, 2021

Appendix A – ABC – Financial Review Committee Report 08/01/2021

Sunday, August 1, 2021

Financial Committee Report

General Report

Provided Statements for Review:

- Wells Fargo General Checking Statements January 2018 through December 2020
- Wells Fargo Joint Rescue Checking and Savings Statements January 2018 through December 2020
- General PayPal Transaction Records April 2014 through December 2020

Upon reviewing the provided statements from the Treasurer, it is of this committee's opinion that there is no, nor has there ever been, nefarious activity that the club should be concerned about regarding the state of the financials. There was a single transaction on February 7, 2020 from Kim Bissing's business "Beyond the Leash" to the club PayPal that was immediately sent to Paige Johnson's PayPal with no loss of funds to the club. It seems to have been an honest mistake of Paige's paycheck being sent to the incorrect PayPal and then reconciled. During the time that the board transitioned between Treasurers (January 20, 2020 through February 26, 2020), no additional transactions were made that were out of the ordinary.

The main issue we saw throughout investigating the statements was a lack of clarity concerning the nature of many transactions, as well as a lack of bookkeeping. While many receipts were found in order to reconcile transactions that had unknown origins, many were not found. The assumption is that many members submitted their receipts through Facebook messenger or the old committee Facebook groups in order to receive reimbursement prior to the Microsoft Office implementation. These receipts are going to be impossible to gather since the groups are gone and the Treasurer position changes so regularly.

It is the recommendation of this committee that a few things happen moving forward:

1. The club utilizes the new Wave accounting system in order to better manage the financials. There is a bookkeeping portion of the Wave software that can be set up in away that every single PayPal or direct checking account transaction is accounted for and separated based off of the nature of that transaction. This will provide for clearer accounting and Treasurer reports in the future.
2. The club implements a committee of volunteers with accounting or bookkeeping background in order to back log as many transactions as the Wave bookkeeping software will allow. This will allow for more accurate bookkeeping for the current year resulting in a clear picture for Year End 2021. If the club feels like assembling a committee of volunteers with this background is unobtainable, we recommend consulting with the Wave Advisor team in order to outsource our bookkeeping until the books are reconciled and clear enough for the club to take back over. (Pricing included at the bottom)
3. All transactions produce some kind of virtual "paper trail". Reimbursement receipts must be submitted to the treasurer through email or Teams chat for consistent backlogging. All PayPal transactions must be identified as to the nature of the

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transaction (i.e., renewal, candy-grams, calendar, rescue donation, DCM donation, etc.). If the nature is unknown, receipts (conversations/order forms/invoices) must be added to the transaction in Wave for accurate bookkeeping.

4.All “funds” have separate PayPal accounts linked to the General checking account (or Rescue account for the Rescue PayPal). There should not be any PayPal accounts that are not managed by the treasurer but each entity that is being fundraised for (i.e., DCM, National Specialty, Rescue, etc.) should have a separate PayPal account. General club fundraising will go to the general PayPal account.

One of the last goals of this committee was to provide accurate club balances for various fundraising entities (Rescue, DCM fund, National Specialty, etc.). Due to the lack of receipts found and/or information provided to the committee, we could not complete this goal. It is our hope moving forward that this goal will be obtained once the books have been reconciled.

Pricing

Below are various options for accountants to review our financials should the club continue with a fraud examination:

Gillmore Accounting Practice in Winter Park, FL:

The fee for a Fraud Examination starts at **\$5000 (retainer)** which should cover the entire examination. If more time is needed, they charge **an hourly fee between \$175-\$250**. Gillmore is credentialed by the internationally recognized Association of Certified Fraud Examiners, they provide unbiased reports based on information gathered ethically. Their clients include attorneys, spouses, and business owners who suspect wrongdoing by a family member, employee, or partner in a business. They interview potential witnesses and persons having a general knowledge of the facts and circumstances giving rise to the claim of fraud. They examine the financial books and records given rise to the dispute. They examine those records and produce an opinion on them.

HHCBR: A CPA Firm

Fraud examination ranges from \$5000-\$10,000 for organizations with accounting software we are familiar with. Other software may require additional costs. Organizations without up-to-date books may incur additional costs.

We contacted several other accounting firms, but they refused to give us concrete numbers without an official consultation and updated bookkeeping.

Below is the pricing for employing Wave to manage our bookkeeping:

Starting at \$149/month for annual plans, month-to-month is also available;

Monthly fees are calculated based off of a calendar month of transactions and the size of the organization;

Customizable quotes are available if we wish to move forward.

Sunday, August 1, 2021

Conclusion

We as a committee hope that this report has been informative and helpful to not only the Board of Directors but the entire club. Accurate bookkeeping is foundational to the success of an organization and we hope moving forward, this will become a priority.

Sincerely,
Caitlin Bailey
Susan Griffin
Crystal Bomer
Regina Fasold

DocuSigned by:

Gail Sherwood

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9/20/2021

Gail Sherwood

ABC Secretary