



The Papillon Club of America, Inc.
Board Meeting Minutes for 23 August 2023

Nicholas Forbes, Called the Meeting to Order at 9:00 PM EDT.

Roll Call (Members in Attendance): Nicholas Forbes, Diana Sayre, Lori Livingston, Susan Bleckley, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard
(Members Absent): Cheslie Pickett-Smithey

Verification of a Quorum Present: Quorum is verified.

Adoption of Agenda as Presented: No objections.

Reading of Minutes of Last Meeting: No objections to dispensing to the reading of the last meeting minutes.

Reports of Officers:

President (Nicholas Forbes): Waiting for the agility budget from the agility trial chair.

Vice-President (Diana Sayre): None at this time.

Treasurer (Lori Livingston): August Report emailed to board members. Please note that the treasurers report was changed from an annual report to a fiscal report with the 2021 financial review. As before the report was reported on the officers annual election term.

Corresponding Secretary (Susan Bleckley): None at this time.

Recording Secretary (Danae Fayard): None at this time.

Delegate to the AKC Report (Sandy Schumacher): Regarding my Delegate appointment: I will be voted on by AKC Board of Directors at their October meeting. Assuming there are no complaints filed, my first eligibility to attend a delegate's meeting will be December, which I plan to attend.

Regarding casting the bronze awards: I found out that the foundry requires 50% deposit to start the work. Let me know if the Board approves and I will contact the foundry and let them know that the club Treasurer will send a check. Our current mold is in good shape and usable but the quote includes a price to make a new mold as a backup. Our design and the individualized engraving on each requires intricate work so it could take months to complete depending on the size of our order. The foundry will work on them over the winter and the bronzes will be available in April 2024. I can continue to store the inventory and get the six annual awards to each National unless your Board conceives another plan.

Reports of Committees:

2024 PCA SE Regional Specialty Show Chair's Report (Karen Byrd):

I have a couple of things to present to you tonight for your upcoming consideration. First, I ask that you consider having a third Regional in conjunction with this coming year's National Specialty. The only extra cost involved is the judge's fee and expenses. Usually we can hire a judge for something like this for a nominal fee and sometimes no fee at all. If we hire someone within driving distance the travel isn't that much and we should only have to provide one night's lodging at the hotel. The Robert's Centre has rooms to do Obedience and Rally plus Conformation in another ballroom. We usually get close to as many entries for these regionals which really adds to the total entries for the week. To me, it only makes sense to capitalize on this money making venture.

Next, I have received contracts from two different Show Secretaries. The two are: BaRay and Executive Dog Shows. I have been doing comparisons and due to the fact that we have no idea how many entries we will have and the fact that the cost of their services depends on the number of entries, it's a bit of a guessing game as to which one is the better contract. Based on an estimate of 200 entries it appears that BaRay is approximately \$820 higher than Executive Dog Shows but as the number of entries go higher, the gap between the two narrows. As an example, BaRay charges \$3 per entry and Executive Dog Shows charges \$8 per entry. However, BaRay charges per page for premium lists, judges programs, catalogs, etc and Executive Dog Shows has a flat fee of \$400 for these items. I have just consulted with our Treasurer, Lori, and have sent her the contracts for her professional evaluation. We are planning on doing the onsite part of it ourselves (meaning Nicholas and myself...and hopefully Lori although I haven't asked her yet...shhhh!!) This will save us a ton of money too. Since Nicholas and I are doing the ring stewarding and will already have worked with the information all week we can so this part too I have been assured.

Other than these two things I'm working on, Nicholas does have the hotel information up on the website and we are already getting entries for the show. If you haven't made your reservations yet, I want to encourage you to do so soon as there are only 30 two bed rooms at the hotel. The rest are Kings. If you can make it with a King room please do that instead of the 2 bed rooms. We need all the people we can get renting rooms there through PCA and our special rates!

2024 PCA National Specialty Show Chair's Report (Karen Byrd): See above report.

2024 PCA National Specialty Agility Trials Chair (Linda Repphun):

2024 PCA National Specialty Obedience and Rally Trials Chairs (Candy Janke and Jolene Roudebush): None at this time.

AKC Gazette Columnist Chair (Open):

PCA Benevolent Committee Chair(s) (Art and Nancy Hattan): .

PCA C&BL Revision Recommendations Committee Chair (Open):

PCA Companion and Performance Events Committee Chair (Candy Janke):

PCA Genetics Research Committee Chair (Blair Hooser):

PCA Historian (Tracy Burdick):

PCA Judges' Education Committee Chair (Angela Pickett):

PCA Juniors' Committee Chair (Tegan Stone Jaworski):
PCA National Specialty Site Search and Event Negotiations Chair (Open)
PCA Medallions and Club Pins Committee Chair (Anita Wright):
PCA Members Education Committee (Open):
PCA Membership Committee Chair (Open):
PCA Phalène Committee Chair (Kim Segar Barbolini):
PCA Top Producer Awards Chair (Tracy Burdick):
PCA Top Club Awards Chair (Nicholas Forbes) – Nothing to report until 2024.
PCA AKC New Titles Chair (Paula Botwinick) –
PCA AKC Stud Books Chair (Elyse Vandermolen) –
PCA Webmaster (Nicholas Forbes) – The website is up and running.

Election of New Members: None at this time.

Unfinished Business:

There is currently no Unfinished Business.

New Business (Suggested Motions or Similar):

1. Diana Sayre moves that the Board authorize the procurement of the next ten years of top Club Award Bronze Butterflies beginning with PCA calendar year 2023 competitions, for Golden Butterfly, Silver Butterfly, Top Obedience, Top Agility, Top Junior, and Top Owner Handler and that the Treasurer be authorized to pay any related invoice up to a value of \$12,600. The motion was seconded by Lori Livingston. The motion was adopted.
 - a. Voted Yes: Diana Sayre, Lori Livingston, Susan Bleckley, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard, Nicholas Forbes.
 - b. Voted No: None
 - c. Abstained: None
2. Lori Livingston moves that the Board authorize the President to sign the R.D. Hoag & Associates, LLC, Certified Public Accountants, 2022 Financial Review Engagement Agreement and tax return agreement and that the Treasurer to pay for the fees for these services up to a total value of \$6,000 and should at any time the fees appear to be greater than this value the Treasurer will come back to the Board for any additional approvals deemed necessary. The motion was seconded by Georgianna Renouard. The motion was adopted.
 - a. Voted Yes: Diana Sayre, Lori Livingston, Susan Bleckley, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard.
 - b. Voted No: None
 - c. Abstained: Nicholas Forbes
3. Marion Ford moves that the Board authorize the President to sign and execute the proposed 2023 PCA SE Regional Specialty Superintendent Agreement with Onofrio for the show to be held on Friday, December 15, 2023, in Orlando, Florida. The motion was seconded by Diana Sayre. The Motion was adopted.
 - a. Voted Yes: Diana Sayre, Lori Livingston, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard.
 - b. Voted No: Susan Bleckley
 - c. Abstained: Nicholas Forbes
4. Susan Bleckley moves that the Board approve the Sunshine State Papillon Club to hold a Designated Specialty with Manatee Kennel Club on Monday, January 15,

2024, to be held at Florida Classic Park, 5360 Lockhart Road, Brooksville, Florida. The motion was seconded by Diana Sayre. The motion was adopted.

- a. Voted Yes: Diana Sayre, Lori Livingston, Susan Bleckley, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard.
 - b. Voted No:
 - c. Abstained: Nicholas Forbes
5. Susan Bleckley moves that the Board approve the Sunshine State Papillon Club to hold a Designated Specialty with Manatee Kennel Club on Sunday, January 21, 2024, to be held at Florida Classic Park, 5360 Lockhart Road, Brooksville, Florida. The motion was seconded by Lori Livingston. The motion was adopted.
- a. Voted Yes: Diana Sayre, Lori Livingston, Susan Bleckley, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard.
 - b. Voted No:
 - c. Abstained: Nicholas Forbes
6. Susan Bleckley moves that the Board approve the Sunshine State Papillon Club to hold a Designated Specialty with Lakeland Winter Haven Kennel Club on Saturday, February 17, 2024, to be held at Sun & Fun Property, 4175 Medulla Road, Lakeland, Florida. The Motion was seconded by Georgianna Renouard. The motion was adopted.
- a. Voted Yes: Diana Sayre, Lori Livingston, Susan Bleckley, Danae Fayard, Marion Ford, Tegan Jaworski, Georgianna Renouard.
 - b. Voted No:
 - c. Abstained: Nicholas Forbes

7. Motions from the floor? None

Next Meeting Date and Time: Wednesday, September 20, 2023, 9:00 PM EDT,

Adjournment – The meeting was adjourned at 9:44 PM EDT,



Treasurer's Report for period ending 08/31/23

Income

No activity for August

Expense

- The general liability policy was renewed with Equisure, Inc. There was no increase in premium. The annual premium was \$600.00 and the policy period is from 8/5/23 to 8/5/24.
- An additional cost of \$775.00 for Agility Trophies for the 2023 National Specialty is reflected in the August financials.
- Miscellaneous costs incurred for August include \$15 for an AKC application, \$18.11 for Go Daddy (monthly) and \$35 for Cognito Forms (monthly).

Notes

- The engagement letter for the 2022 financial review was executed by Nicholas Forbes and submitted to John Fogle, CPA at R.D. Hoag & Associates, LLC on 8/24/23. All requested documentation for the financial review and tax return for y/e 2022 was submitted to John Fogle on 9/5/23.

Papillon Club of America, Inc.

Profit and Loss

January - August, 2023

	TOTAL
Income	
5025 - Inventory for Sale	84.23
5040 - PCA Parent Club events	
2023 Awards Banquet	3,435.74
Total 5040 - PCA Parent Club events	3,435.74
5210 - Membership Income	
5211 - Membership Dues	2,451.79
5212 - Breeders List	15.00
5214 - Dues/Breeders List	165.44
Total 5210 - Membership Income	2,632.23
5310 - Interest Income	1,869.53
5310 - Interest Income - Phalene account	34.61
Total 5310 - Interest Income	1,904.14
5320 - Genetics Donation Income	800.00
2023 - Genetics Raffle	4,800.00
5324 Genetics-Interest Income	377.70
Total 5320 - Genetics Donation Income	5,977.70
5903 2023 National Specialty Income	
2023 Advertisements	970.00
2023 Agility Entries	9,441.00
2023 Catalog Sales	1,066.00
2023 National Reserved Seating Income	7,675.29
2023 National Trophy Income	6,644.02
2023 Photos	2,880.00
2023 Raffle	3,462.00
2023 Show Entries	27,147.00
2023 Top 20	2,430.00
2023 Vendor Booths	800.00
Total 5903 2023 National Specialty Income	62,515.31
Donations	2,542.30
Phalene	
2023 Phalene Raffle	705.00
Total Phalene	705.00
Total Income	\$79,796.65
GROSS PROFIT	\$79,796.65
Expenses	
6400 Parent Club Events	
2023 Awards	745.15
2023 Awards Banquet	5,933.30
AKC Application Fee	15.00
Total 6400 Parent Club Events	6,693.45

Papillon Club of America, Inc.

Profit and Loss

January - August, 2023

	TOTAL
6404 2023 National Specialty Expense	465.00
2023 Agility Facility	4,517.23
2023 Agility Hospitality	864.88
2023 Agility Judge	2,526.68
2023 Agility Recording Fees	2,818.00
2023 Agility Trial Secretary	1,711.92
2023 Agility Trophies	9,054.04
2023 AKC Event Fees	2,268.00
2023 Ballroom Supplies	4,289.10
2023 Bathing Station	163.42
2023 Food & Beverage	5,139.27
2023 Hospitality	760.30
2023 Hotel Rooms & RV Parking	18,440.47
2023 National Apparel	880.00
2023 National Catalogs	946.50
2023 National Judge	422.40
2023 Obedience Judge	165.72
2023 Rally Trophies	1,817.51
2023 Reserved Seating	1,220.85
2023 Secretary Expenses	531.96
2023 Secretary Fee - National	1,236.00
2023 Secretary Fee - Obed/Rally	64.00
2023 Show Chair Gifts	253.07
2023 Sweepstakes	931.10
2023 Top 20 Expense	1,552.99
2023 Trophies	2,067.44
2023 Vendor Booth Supplies	75.00
Total 6404 2023 National Specialty Expense	65,182.85
7040 - PCA Regional Specialties Expense	4,715.88
2023 Regional Judges	1,393.35
2023 Secretary Fee - Regionals	1,676.00
Total 7040 - PCA Regional Specialties Expense	7,785.23
7540 - Legal and Professional Fees	1,024.38
8110 - Supplies	77.93
8140 - Postage, Shipping and Delivery	424.02
8210 - Dues and Subscriptions	24.50
8220 - Bank Charges	56.00
8520 - Insurance Expense	2,258.00
8600 - Business Expense	367.76
8650 - Business-Taxes	224.98
Total 8600 - Business Expense	592.74

Papillon Club of America, Inc.

Profit and Loss

January - August, 2023

	TOTAL
PayPal Operating - Fees	3.28
Total Expenses	\$84,122.38
NET OPERATING INCOME	\$ -4,325.73
NET INCOME	\$ -4,325.73

Papillon Club of America, Inc.

Balance Sheet

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Checking-Operating Nextier (2261306878)	11,338.68
1001 Savings-Operating Nextier (2261500793)	113,966.00
Benevolent Fund-Nextier-Restricted	3,816.96
Education Fund-Restricted	30.00
Junior Showmanship Award-Restricted	25.00
Primer Fund-Nextier-Restricted	15,230.10
Total 1001 Savings-Operating Nextier (2261500793)	133,068.06
1007 Phalene Savings- Nextier (2261500942)	3,100.46
1008 Genetics Savings-Nextier (2261500801)	31,436.56
1010 -Pay-Pal Account-Operating	789.26
Total Bank Accounts	\$179,733.02
Other Current Assets	
1410 - Inventory	0.00
1420 - Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$179,733.02
Other Assets	
1500 - Other	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$179,733.02
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3000 - Unrestricted - General Operating	48,408.16
3001 - Opening Balance Equity	0.00
3100 - Temporarily Restricted	0.00
3045 Temporarily Restricted Fund-Phalene	2,266.30
3105 Temporarily Restricted-Term Deposits	90,538.99
3106 Temporarily Restricted-Education	103.39
3110 - Temporarily Restricted - Genetics	27,597.15
3130 - Temporarily Restricted -Primer	15,337.12
3140 - Temporarily Restricted - Benevolent Fund	4,518.97
Total 3100 - Temporarily Restricted	140,361.92
3900 - Retained Earnings	-4,711.33
Net Income	-4,325.73
Total Equity	\$179,733.02
TOTAL LIABILITIES AND EQUITY	\$179,733.02