

ETRC Board Meeting, 1/14/18
Pegasus Technologies Bldg, Lenoir City, TN

Present from the Board: Lois Luthenauer, Alan Bruhin, Karen Edwards, Donna Smith, Tom Gibson, Rick Fyfe, Luke McCoy, Jim Pearce, John Broucek, Michele Fletcher (AKC delegate)

Absent, excused: J. Michael Evans, Roberta Williams,

Members present: Mike Smith

A quorum is 50% of the Board. Therefore, a quorum of the Board was present.
Meeting called to order at 3:10 p.m.

Officer's and AKC Delegate's Reports

President's Report: Lois noted that this is her next to the last meeting to preside as President. She thanked the Board for putting up with her occasional absences during her last two years as president, and for people pushing on her to keep her active and engaged. If she hadn't been elected as President shortly after her husband Kevin died, she said she was afraid she would not have stayed active in the sport, and is very glad that she has and did. She looks forward to continuing to work on the board next year as Past President and also to assist as Chief Marshal at the tests and trials.

Secretary's Report. Karen Edwards.

- **Minutes:** Last meeting was 11/1/17; minutes were approved within a week via email and sent to the club website. Alan moved that we dispense with reading the minutes out loud, and vote formal approval of minutes. John Seconded, and the motion passed unanimously.
- **Correspondence:** letter from AKC requesting new officers and membership list. Will take care of this following the banquet meeting.
- **Membership:** End of year 2017 membership was 61, with 7 new pending final vote in February and 1 new pending first reading and assignment of sponsors today. 15 members from 2016 did not renew in 2017, total 2016 membership was 59. Renewals for 2018 starting to come in.

Treasurer's Report: Karen Edwards. Current balance in ORNL FCU as of 1/14/18 is \$23,537.05. end of the calendar year balance was \$23,176.46, which is \$7,464.88 more than we had on January 1, 2017. Bills still owed: one invoice from Patti Gibson for spring food (she can't find it).

AKC Representative's Report: Michele Fletcher. Has AKC sportsman medallion to hand over to Michael, and AKC has requested that she provide them information on who is the winner after the banquet. Karen will provide Michele with the full info for her to send on to her AKC contacts.

Old Business

1. **Banquet Planning.** 2/17/18, 6:30 p.m. Michael was not here to give a status report. Karen has been collecting RSVPs and has about 13 so far. Michael did provide some questions for consideration by the Board about title awards.

- a. Should we give title awards for Field Trial AKC titles? We have not apparently done this in the past, but we don't know about the early days. This came up because Karen suggested we should give John Broucek a title award for his dog's QAA that she earned earlier this year. However, after doing some research and talking to John, it turns out that QAA is an informal title. The formal AKC title is QA2, which means a dog has to earn the QAA twice, and John's dog has not yet done that. We decided that AKC titles for field trials should be rewarded by the club, should we have any in the future, but a QAA would not count for a title award.
 - b. One new member earned a JH title in 2017 and most of his SH title before joining the club on 10/21/17; his final SH leg was earned at ETRC's fall test at the time he joined. The question was, should we give new members title awards for titles earned during the year, or only for titles earned after they are already members? After some discussion, but no formal vote and no dissension expressed at the meeting, the decision was reached to give him the plaques and work to clarify our policies as below.
 - c. Codification of our title awards policies: we have not got written down anywhere what the club rules are for receiving a title award. Karen suggested that it would be a good idea to do this, so that everyone is clear what the eligibility for such awards are. She volunteered to write up a draft and bring it to the board for discussion and approval. After approval, it will be posted on the Club website.
 - d. Voting on Member of year and AKC delegate of year (secret ballot). Michael had provided Karen with all the nominations for these awards. Karen handed out a sheet of paper with all of the nominations and an envelope to each person present, and each person marked their choice and sealed the ballot in an envelope for Michael to pick up later in the week.
 - e. Lois and Alan brought back the perpetual trophies they earned last year. Jim will keep them at the Pegasus Technologies Building until later this week when Michael has an opportunity to pick them up, along with the ballots, a plaque from last year with the wrong name on it, and the AKC medallion. He will take everything to the engravers before the end of the week.
2. **Training dates:** The dates scheduled for December and January were canceled due to bad weather. Brian Caldwell has agreed to reschedule for next weekend, February 17, and Karen sent out an email to the membership calling for renewed RSVPs. So far, the weather forecast looks promising. Our next scheduled training after that is Feb 10, but so far we hadn't pinned down a location or a leader. John Broucek said he would be willing to lead that one, and after some discussion, it was decided to try to do this at the Dogtown facility if Brady Collins would be willing. John says he will contact Brady to ask, and check his calendar, and asked Karen to send him a text reminder. In March, Alan Bruhin has agreed to lead a training session following the club trial scheduled for that date. We still don't have a location for that event.
3. **Kevin's Fund:**
- a. Rules: Karen and Lois worked on revising the initial program rules. Changes suggested are for clarity and to use a special membership form for youth program participants that would have parental signatures and contact info for kids under 18,

plus contact info for the kids personally. Membership fees would be paid for out of program funds for kids who are not already part of a family membership. Also, in the points totaling for end of year awards, a category was added for participation in organized club training sessions. A picture of a proposed perpetual trophy award, which would cost approximately \$150, was also handed out. After review and discussion, Alan moved that we approve the draft rules and membership form as presented, and also approve ordering the perpetual trophy. John seconded the motion, which carried unanimously. Karen will order the trophy along with the Hunt Test ribbons within the next week or so, in order to take advantage of Hodge's winter 10% sale.

- b. Program balance remaining as of today: \$3,675, thanks to Ken Campbell's generous contribution.
- c. Program participants for 2017: Cade and Ivan Chambers. Both of them were at the club seminar, at one or more training sessions, at a club test, and at the spring hunt test. At least one of them titled their dog during the year. Lois will work with the Chambers to develop a point total for the trophy award.
- d. Youth Handler's seminar: Lois has been unable to pin Brian down on a date, and has now asked Sherie Catledge if she would lead the seminar. John B volunteered to help as well. There was some discussion on whether there should be a minimum age. So far, participants have ranged in age from 10 or 11 to 17 or 18. Alan Bruhin said he would be willing to help with a separate group of very young kids if there were any. We discussed advertising this widely, beyond the club, for participation. Lois intends to have the plans and dates finalized for announcement at the banquet.

4. ***Spring Hunt Test:***

- a. Karen has filled out the online form for AKC, with Carol Stone listed as HT Secretary replacing Roberta, and Luke (incoming pres, Michael (past pres), Jim (equipment guy), Lois (Chief Marshal) and Karen (Sec/Treas) making up the rest of the committee. AKC stuff is done pending submission of judges' panel.
- b. Judges: Luke has been working with Michael and has a slate of people to call to see if they will judge for us. He has fallbacks on the master judges if some of these don't pan out.
- c. Status of Hiwassee paperwork etc.: Unknown. Need to check with Michael to see if this has been done already.
- d. Ribbon order: on sale for another couple of weeks. Will inventory and buy any we need while the price is cheap. We will need JH ribbons and possibly SH ribbons. We have plenty of MH ribbons and title ribbon tabs.

5. ***Dog/Puppy of the Year rules:*** Finalized and will be printed in the February newsletter in entirety, as well as posted on website. Committee (Karen, Michael, Mike Evans, John B) will start looking at field trial stuff to see what we should do about awards re AKC field trials. Aim is to have this ready in time for 2019 awards year.

New Business:

1. ***First Reading, New members:***

- a. Bryson Bayles, 305 Tom Garrison Road, Evensville, TN 37332. College student. Bryson.bayles@icloud.com. Cell phone 423-280-8539. Will judge at club trials, work with training supplies. Has a young black lab, interested in hunt tests, dog training, breeding. Luke knows him and has volunteered to be one sponsor; John B has agreed to be the second one. Jim moved that we accept Bryson as a tentative member on first reading, pending final vote at the February meeting. Luke seconded the motion which passed unanimously. Karen will send emails to the new member and both sponsors with mutual contact info.

2. **Transition of stuff from Roberta:**

a. ***Entry Express:***

1. Contact Tara, Office Mfg 1-800-863-4647 Add new HT Sec'y Administrator Profile. Karen will get in touch with Carol Stone about getting this done.
2. Shipping Addresses for Check and Catalogs, (2) separate shipments. Preferably send the check to Karen and Treasurer, but if this is a problem, send everything to Carol.
3. Delete previous HT Sec'y Administrator.

b. ***Insurance:***

1. Equisure (AKC) Affiliate - Last Payment 2/20/17, \$850.00 Billing and 2018 Application must be filled out and submitted for approval, Officers and Directors Liability Policy
2. Equisure (AKC) Affiliate - Last Payment 10/29/17 \$850.00 Billing and 2018 must be Filled out submitted for approval Application, Club Umbrella Liability Policy
3. Roberta has always taken care of these items, but it seems to make more sense for this to be a secretary duty. Karen will contact the insurance companies and get the address changed, and will be responsible for sending insurance certificates to events as necessary.

c. ***Corporate/Government Stuff***

1. IRS Annual return - Not for profit - 990-N Postcard Due May 15, 2018 Print off Form 990-N from IRS website- can use this as long as we bring in less than \$50,000 per year.
2. Annual Report, State of Tennessee, due spring. Roberta is probably doing this online; usually there is a form sent out several months in advance to the address of record, giving a special code for doing this online. Probably the form is being sent to the PO Box now, will need to put in a forwarding order. Making an address change with the State will cost an additional \$20 this year in addition to the \$20 filing fee.

d. ***PO Box***

1. In Sevierville. Roberta and Chuck used to check it frequently. We need to change the address because there is no long any way to get it checked regularly. Options are: PO Box elsewhere that someone is willing to check regularly, or Karen's home address as secretary/treasurer. After some discussion, Alan moved and John seconded that we change ETRC's official address to Karen's home address until she is no longer Secretary. The motion passed unanimously.
 2. Forwarding to new address for PO Box: we have an invoice for continuing on with the box. Karen will write a letter to the Postmaster instead, and include a change of address form so that mail coming in to the box will be forwarded to Karen's address.
- e. ***Second Signatory on Checking Account:*** need to have a second person in case Karen is unavailable or incapacitated. Roberta has been the second signatory. This is not necessarily a HTSecretary job and would be good to have someone who almost always comes to the meetings – Carol has indicated that she will probably miss a number of them. Michele volunteered to be the second person. Jim moved and Luke seconded that Michele be authorized to sign checks as the second signatory in lieu of Roberta, who is retiring from active participation in club management. Karen and Michele will need to meet up together at an ORNL office and get the new signature authority card done. The Kingston office is probably the best one for making Michele's drive a little less onerous.
- f. ***Supplies, Equipment, etc.*** : We have some of Roberta's stuff and need to do an inventory on what Lois has gotten from her so far, and what we still need to pick up. Lois has everything at her house and will bring it to the banquet so we can transfer some of it to Carol or elsewhere. Items we should have already include:
1. (2) Egg crates with (10) Judges Books (8-½ x 11) White
 2. Miscellaneous Office supplies - Ribbon Mailers-
 3. (2) Storage Boxes with (6) Judges Books (8-½ x 11) given to Michael Evans October 20-21 Hunt Test-
 4. (2) Red Ink Qualified Stamps
 5. (1) Storage Box (10) Club Trial Judge's Books

For years, Roberta has been our historian and must have dozens of boxes full of stuff back to when the club first started. Some of it may be items we can throw out, but the AKC charter info, the original members list, the incorporation papers, and some degree of tracking what has happened through the years needs to be maintained. Lois says she has a dry, empty basement and if we can make arrangements with Roberta and/or her daughter, we can go over to her house, load it all up and get it to Lois's. Lois suggested that sometime in the summer, some of us should get together and go through it all, paring down as necessary and organizing. Some of it should be digitized. Karen will ask Roberta about this, and Michael will also mention this to her daughter to make arrangements as necessary.

g. *Anything else we need to transition?* No one could think of anything at this time.

Any other new business?

Thanks to Lois for providing white bean chicken chili soup and fresh homemade bread with butter. Karen provided pumpkin bread and pumpkin pie ice cream for dessert.

Adjourn: There being no other new business, Jim moved that we adjourn. Tom seconded the motion which then passed unanimously. The meeting was adjourned at 4:42 p.m.

Respectfully Submitted

Karen Edwards

Karen Edwards, Secretary/Treasurer

Changes:

1. On reviewing the minutes, Luke and Donna objected to the use of the word ‘consensus’ regarding the decision to give a trophy to a person who had only recently joined the club and is not yet a full member. Minutes were changed to read “After some discussion, but no formal vote and no dissension expressed at the meeting, the decision was reached to give him the plaques and work to clarify our policies as below.”

Approvals:

1. Alan Bruhin 1/16/18
2. Jim Pearce 1/16/18
3. J. Michael Evans 1/17/18
4. John Broucek 1/17/18
5. Michele Fletcher 1/17/18
6. Karen Edwards 1/20/18
7. Rick Fyfe 1/20/18
8. Luke McCoy 1/20/18
9. Donna Smith 1/20/18