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| <b>BORZOI CLUB OF AMERICA, INC.</b> |
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**RECORDING SECRETARY'S REPORT**  
**4/1/22 – 7/30/22**

- 4/1/22 Reviewed and corrected the second proof of the membership booklet and sent it to H. Lee for final corrections.
- 4/1/22 Scheduled the meeting for the Board and Ginger Jones.
- 4/1/22 Sent the board the final minutes for the February Board meetings for approval before posting them on the website.
- 4/2/22 Sent emails back and forth with H. Lee to finalize the 2022 membership booklet.
- 4/2/22 Received an email from K. Horn Janek with two additional changes in the final minutes. Made the changes and asked again for board approval.
- 4/2/22 Wrote to H. Lee asking her if she has an old copy of a Breakdown Ballot, she does not.
- 4/2/22 Sent an email to the board including links to the 'National Borzoi Club' webpages promoting borzoi mixed breeds and asking them if they had any knowledge of such a club. Unfortunately, I don't believe there is anything we can do to stop them.
- 4/3/22 Replied to H. Lee stating all the necessary corrections to the membership roster that had been made look good and it will be sent to the printer.
- 4/3/22 Corresponded with R. Williams regarding the blast email containing the new 2022 password.
- 4/3/22 Asked H. Lee to remove the 2021 membership roster and replace it with the 2022 version on the website.
- 4/4/22 Sent a draft of the email blast regarding the password change to R. Williams.
- 4/4/22 Made the last two edits to the final February board meeting minutes and sent them to the board for approval.
- 4/4/22 Sent the final version of the 2022 membership list to Akland Printing to begin the printing of the booklet.

- 4/4/22 Sent the text for the blast email regarding the password to H. Lee.
- 4/4/22 Sent agenda items to R. Williams for the May Board meeting. (B. Ewing nominating committee change petitions and a new member first reading, Carly Blaugher.)
- 4/4/22 Sent the Excel spreadsheet of members to Akland for the purpose of addressing and mailing the booklets.
- 4/5/22 Approved the proof of the blast email for H. Lee to send.
- 4/5/22 Asked H. Lee to post the February Board meeting minutes on the website.
- 4/5/22 Received a revised estimate for printing the membership booklet. It was changed due to the fact that adding the members by state added several pages to the booklet.
- 4/5/22 Instructed Akland Printing to only print 480 booklets instead of the original amount of 500. 20 will be sent to R. Williams for members joining during the year.
- 4/5/22 Created the 'breakdown ballot' for the 2024 National judges.
- 4/6/22 Wrote to T. Jensen to confirm her email address. The blast email came back as undeliverable.
- 4/6/22 Wrote to Akland and asked for the Junior members whose parents are members to be removed from the mailing for the membership booklet. I saw no point in having 3 booklets sent to one address.
- 4/7/22 Wrote to R. Williams confirming his receipt of my agenda items for our next meeting.
- 4/8/22 Sent H. Lee formatting changes needed for the online version of the minutes.
- 4/8/22 Responded to a question from R. Williams regarding the petitions received from B. Ewing.
- 4/8/22 Asked Board members to not mention that the minutes are on the website until H. Lee can remove some extraneous material.
- 4/9/22 Received an email from K. Horn Janek stating she had gotten a notice from a member who moved, asking to be removed from the region 6 list and moved to region 4.
- 4/9/22 Received an email from H. Lee stating she could not make the changes I asked for in the pdf.
- 4/10/22 Made the necessary changes in the word doc and sent them back to H. Lee for posting.
- 4/12/22 Received an email from K. Horn Janek asking for a list of names of members who signed the nominating Committee petition.
- 4/12/22 Sent an email to the Board stating the February meeting minutes were now on the website and may be shared with the membership.
- 4/12/22 Sent the Board a list of the members who signed the petition.
- 4/12/22 Received an email from K. Horn Janek asking if Stephanie Steele was a BCOA member. After looking at my records and checking with B. Danieli and L. Hoflin, there is no listing for her after 2020.
- 4/15/22 Received a new member application and payment from Hillary Tregillus and sent a note of confirmation to Hillary.

- 4/16/22 Sent several emails out to new applicants and sponsors asking for actual signatures on the forms instead of names typed in a cursive font.
- 4/18/22 Sent several emails indicating my receipt of new applications, payments and sponsor forms.
- 4/19/22 Wrote to Sari Heffernan asking if she was ready to receive the votes for the 2024 National Judges breakdown ballot and reminded her it was a weighted ballot.
- 4/19/22 Received a reply from S. Heffernan stating that since this ballot is 'much more complicated to tally' that her fee will be \$3. per ballot.
- 4/20/22 Wrote to R. Williams asking for his approval to use S. Heffernan for this ballot since she increased her fee. I received his reply and approval.
- 4/22/22 Wrote to B. Danieli and R. Williams explaining how I am still not feeling well and that I may need assistance taking minutes at the April 25<sup>th</sup> Board meeting.
- 4/22/22 Confirmed with Akland Printing that the ballots were to go out via first class mail to members.
- 4/23/22 Sent an email to R. Williams with the tracking number for the box of 20 extra membership booklets being sent by the printer.
- 5/3/22 Received an email from Katie Averill asking the location of the 2024 National and responded, region 5, the Pacific Northwest.
- 5/3/22 Received an email from Cindy Michalak asking if she was a life member and replied.
- 5/4/22 Received an email from Katie Averill asking to be removed from the sweepstakes ballot for the 2024 National judging. Replied that the ballots were already printed and in the mail. I said if she got in the top five, I would take care of it.
- 5/4/22 Sent a copy of the ballot and the membership roster to S. Heffernan for tabulating.
- 5/5/22 Sent the invoices for the membership booklet and 2024 judges ballot printing to L. Hoflin for payment.
- 5/5/22 Received an email from D. Nutting thanking me for including the state-by-state list at the end of the membership booklet and replied.
- 5/6/22 Received an email from H. Lee asking for information on the 2023 National for her to add to the website. Replied that I was sure that B. Tolley would get her the information she needed ASAP.
- 5/6/22 Scheduled the Dialpad meeting on May 10, 2022, for the 2022 National Reconciliation discussion.
- 5/6/22 Received an email from S. Heffernan asking for the roster of eligible voters. I responded that I sent her the list on 5/4/22.
- 5/7/22 Received an email from S. Heffernan stating that she found the membership roster.
- 5/9/22 Received an email from S. Heffernan that she lost the roster again. She stated she can't save it on her computer and that the emails and attachments I send 'keep getting erased.' She asked me to

- print and mail her a copy. I responded by stating that printing out excel files has never worked for me as the formatting changes and also there would be a big time delay in her getting it. I resent the roster as a pdf and warned her she will not be able to make any changes to it for her records.
- 5/12/22 After hearing from folks who did not receive a ballot, I posted it on the Members Only group and notified the Board.
- 5/12/22 Received an email from K. Horn Janek stating she was okay with posting the ballot as long as there was not more than one vote per member. I responded saying that S. Heffernan was required to provide us with a list of who voted. I also stated she was very disorganized with this ballot and she raised her fees this year. I mentioned we need to find a new tabulator.
- 5/13/22 Received an email from B. Danieli asking me to check the minutes to determine if the Board agreed upon Linda Turner as the new OFC statistician and who was to contact her. I responded that it was agreed to at our April meeting and that R. Williams would ask Linda if she was interested in the position.
- 5/13-20/22 Received many emails from members stating they did not get confirmation from S. Heffernan and asking me to confirm that their vote was received and responded that I will cross-check all the names with the list that S. Heffernan sends of all the voters.
- 5/13-14/22 Sent several emails to S. Heffernan regarding her not confirming receipt of votes. She said she didn't send confirmations as a rule. I reminded her I would need a list of all voters upon completion of the tabulation.
- 5/16/22 Received an email from S. Heffernan stating she would get the results to me by the next afternoon since it was 'a very big job.'
- 5/18/22 Received an email from S. Heffernan with the results however, when checking them, she had left one judge off the list. I asked for a corrected version.
- 5/18/22 Wrote to S. Heffernan stating that of the 13 people who asked me to check that their ballots were counted, she had only 5 of those names on her list and asked how she planned to correct the issue.
- 5/20-21/22 More back-and-forth communication with S. Heffernan regarding votes.
- 5/21/22 Sent an email to the Board regarding the tabulator situation and asked for input as to how we should proceed.
- 6/2/22 Received an email from S. Heffernan with her invoice. Responded by thanking her for her work for us in the past but at this time, we will have to part ways.
- 6/2/22 Received an email from M. Lord Fenn including a sponsor form for a new applicant. Responded saying I received the form.
- 6/2/22 Sent the first draft of the April 11<sup>th</sup> meeting minutes to the Board for edits.

- 6/2/22 Sent a draft of the letter to send to the membership stating we will be re-doing the voting for the 2024 National judges with a new tabulator to R. Williams and B. Danieli for edits before sending.
- 6/2/22 Received an email from S. Heffernan asking if we planned to pay her.
- 6/3/22 Received an email from K. Horn Janek with the new address for Kay Collins.
- 6/4/22 Set a reply to S. Heffernan stating we agree she deserved compensation just not the full amount of her invoice due to all the errors and incomplete results.
- 6/4/22 Wrote to Barbara Shayesteh, our new tabulator, introducing myself and asking if she will agree to confirm receipt of all email votes, and received a reply with questions.
- 6/5/22 Received an email from S. Heffernan stating she feels she is owed the entire amount of her invoice.
- 6/5/22 Sent an email to B. Shayesteh answering her questions.
- 6/5/22 Sent an email to H. Lee asking for the letter regarding the vote re-do to be sent in a blast email.
- 6/6/22 Posted the letter regarding the vote re-do to the Members Only group.
- 6/6/22 Sent an email to the Board asking for opinions regarding paying S. Heffernan.
- 6/6/22 Communicated with H. Lee regarding the emails receiving the blast and the members without email addresses.
- 6/6/22 Sent the first draft of the April 25<sup>th</sup> meeting minutes to the Board for edits.
- 6/7/22 Received an email from H. Lee asking for clarification of email addresses.
- 6/7/22 Wrote to S. Heffernan offering her \$500 total for her tabulating.
- 6/7/22 Received an email from S. Heffernan agreeing to the \$500 we offered as paid in full for services rendered.
- 6/8/22 Wrote to S. Heffernan asking for a new invoice showing the total owed as \$500 to send to L. Hoflin for payment.
- 6/8/22 Wrote to B. Sheyesteh asking if she was ready to begin receiving votes. Received a reply stating she was ready and promises to reply to each email voter.
- 6/8/22 Notified the Board that S. Heffernan agreed to accept the \$500 we offered for her tabulating job.
- 6/8/22 Asked H. Lee to send the new ballots out in a blast email and to post the ballots in the 'Club Access' portion of the website.
- 6/8/22 Sent the ballot and membership list to B. Sheyesteh for tabulating.
- 6/9/22 Posted the ballot on the Members Only group..
- 6/9/22 Received an email from S. Heffernan with her revised invoice and forwarded it to L. Hoflin for payment and notified the Board.
- 6/9/22 Sent the ballot to Trudi Jensen and Jill Venturo because the blast emails to them bounced.

- 6/13/22 Wrote to B. Sheyesteh stating a couple of members had not gotten confirmation of their votes. She replied saying she had sent confirmations to both and stated some of the errors she is noting on the votes.
- 6/15/22 Sent the first draft of the Annual Membership meeting minutes to the Board for edits.
- 6/20/22 Sent a message to the Members Only group giving several reminders on how to properly send in votes and what not to do.
- 6/22/22 Sent an email to L. Hoflin confirming payment for several new applicants.
- 6/22/22 Sent emails and Facebook messages to Javier Ocasio, Keishla Brito, Adrienne Montgomery, Rebecca Strieby, John Sazy, Jessica Johnson, Tonja Osborn, Lila Burnett, Shawna & George Stone, Daniel & Lisha Piszczatoski, Samantha & Anna Isaacs, Angela & Susan Campbell, Randi Chylinski, Emily Lynn, and Susan Motisi (for Lily Butcher) notifying them that I received their membership application and still need either payments, sponsor forms and/or home visit information. I indicated that we are now accepting video home visits.
- 6/22-24/22 Received emails from several pending members regarding needed information for their application and responded.
- 6/23/22 Received an email from B. Danieli forwarded from Chris Danker with questions regarding members' addresses for mailing CH medals and replied.
- 6/26/22 Received an email from B. Sheyesteh including the results of the 2024 judges' voting and the list of members who voted.
- 6/26/22 Notified the membership via the Members Only group of the members on the 2022 Nominating Committee and the alternates. I also listed all the positions up for election this year and informed them to contact the committee if interested in any of the positions.
- 6/26/22 Sent a duplicate of the above email to the Board and asked the Regional Governors to share it with their regional members.
- 6/26/22 Sent an email to the Board stating that I had uploaded new applications and some sponsor forms to the Board group site but that the group has run out of space. Before anything more can be uploaded, space needs to be freed up.
- 6/27/22 Sent the remaining 16 sponsor forms to the Board group for review and future approval of the first readings.
- 6/27/22 Notified the Board that I have received the election results for the breakdown ballot and asked if they wanted the list I send them to include everyone or just the top five vote-getters. The decision was to just send the top five.
- 6/27/22 Received an email from L. Hoflin stating she couldn't find the records of payments for membership applications from 3 people and asking if I had a record of how their payments were received and replied that I did, they are all paid.

- 6/28/22 Sent the list of the top five vote-getters for 2024 conformation judging and the top six for sweeps due to a tie to the Board.
- 6/28/22 Sent the final version of the minutes from the April 11, April 25, and the Annual Membership meeting to the Board and asked for a vote of acceptance.
- 6/28/22 Received an email from P. Hlatky suggesting I ask the prospective judges if they are interested in the assignment and stating that Dana Cline has turned down the offer numerous times and replied.
- 6/28/22 Sent an email to S. Motisi stating as soon as we receive payment from Lily Butcher, she will be added to the list of first readings.
- 6/29/22. Received an email from Emily Lynn asking if she needs a different sponsor form filled out for the video home visit. I responded by saying that since the new form is not available to have her sponsor verify on the current form that they watched the video and approve her for membership.
- 6/29/22 Sent an email to the Board containing 3 more applications and their 6 sponsor forms to add to the list being approved via email.
- 7/2/22 Sent an email to the Board containing 2 more applications and their 4 sponsor forms to add to the list being approved via email and asked for a motion and a second to approve the first readings for this group of new applicants.
- 7/2/22 Received an email from K. Horn Janek asking if I received membership information from John Sazy since he paid the fee at the National. Responded that I have his application but no sponsor forms and that I have reminded him but received nothing.
- 7/2/22 Received an email from K. Horn Janek with a motion to accept the minutes from April 11, April 25, and the Annual Membership meeting on April 28, 2022.
- 7/2/22 Received an email from L. Hoflin seconding the motion to accept the minutes from the April 11, 25, and 28, 2022 meetings.
- 7/3-5/22 Received email votes from all Board members except K. Terra, S. McFadden and P. Hlatky to accept the minutes from the April 11, 25, and 28, 2022 meetings.
- 7/4/22 Received an email from L. Hoflin containing payment proof for new applicant, Anna Piper, and thanked her.
- 7/5/22 Received an email from S. Motisi asking if I had gotten the payment from Lily Butcher for membership. I replied saying not yet.
- 7/5/22 Received an email from Anna Piper containing her membership application and a Junior application for her daughter, thanked her.
- 7/5/22 Made a motion to approve the membership applications for the first readings for Rebecca & Christopher Strieby, Deborah Strieby (Junior member), Samantha & Anna Isaacs, Angela & Susan Campbell, Carly & Phil Ryan, Hillary Tregillus, Andrea (Andy) Scasserra, Janet Welter, Benaminh (Minh) Le, Emily Lynn, Randi Chylinski, Javier Ocasio & Keishla Brito, Jessica Johnson, Tonja Osborn, Shawna & George Stone, and Lily Butcher.

- 7/5/22 Received an email from B. Sheyesteh with her invoice for tabulating the 2024 National judges' votes.
- 7/7/22 Received an email from S. McFadden voting to approve the 3 sets of minutes from April.
- 7/8/22 Sent an email to the Board with the latest invoice from our tabulator. I also stated that I added all members' names to their email addresses on the Members Only I/O group so we can see from whom the message came since many members are still not signing their posts to the group.
- 7/9/22 Sent an email to the Board with all the recent minute revisions and asked for votes from K. Terra and P. Hlatky.
- 7/9/22 Sent an email to H. Lee with all the supporting documents from the April meetings to be posted on the website.
- 7/9/22 Received an email from K. Terra with her approval vote for the April sets of minutes.
- 7/10/22 Sent an email to H. Lee asking that the minutes from the April meetings be posted on the website.
- 7/11/22 Notified the Board that the minutes and supporting documents for the April meetings have been posted on the website.
- 7/11/22 Received an email from K. Horn Janek seconding the motion to approve the first readings of the new applicants mentioned on 7/5.
- 7/11/22 Received email votes to approve the first readings from K. Novotny, K. McCloskey, B. Tolley, P. Hlatky, S. McFadden, K. Horn Janek, and L. Hoflin.
- 7/11/22 Sent letters to the top five conformation vote-getters and the top six for Sweepstakes due to a tie for fifth place. I informed them that they have been placed into consideration to judge the 2024 National. I listed our criteria and asked for each to send me a biography of 100 words or less.
- 7/11/22 Received an email from Meghann Lord Fenn with her judge biography and replied.
- 7/11/22 Received an email from Dana Cline stating he was declining the offer to judge our 2024 National and replied.
- 7/11/22 Received an email from David Miller containing his judge biography and replied.
- 7/11/22 Received an email from Lyn Hoflin containing her Sweepstakes judge biography and replied.
- 7/11/22 Received an email from Lori Meister containing her and her husband's membership application and replied stating I need actual signatures on the form.
- 7/12/22 Received an email from Lyn Hoflin containing payment information for new applicants Lori & Scott Meister.
- 7/12/22 Sent an update to the Board regarding the status of the 2024 National judges.
- 7/12/22 Received an email vote from A. Sorbie approving the first readings.



- 7/13/22 Received an email vote from K. Terra approving the first readings.
- 7/13/22 Received an email from Corrine Miller containing her Sweepstakes judge biography and replied.
- 7/13/22 Received an email from Lori Meister containing the signed membership application for her and her husband and thanked her.
- 7/18/22 Sent an email to the Board stating I have a motion, second and all votes except from B. Danieli for the first readings mentioned on 7/5. I asked for B. Danieli's vote and said I would be asking H. Lee to send a blast email to the membership explaining the process, listing the new applicants, and asking for comments and/or concerns. I will post the same email on the Members Only group.
- 7/18/22 Received an email from B. Danieli with her acceptance vote mentioned above.
- 7/18/22 Sent an email to h. Lee asking for the letter regarding the first readings be sent as a blast as soon as possible.
- 7/19/22 Received an email from T. Golcher thanking me for sending the names of the new applicants for review and replied.
- 7/20/22 Received two emails from a member with concerns regarding one of the new applicants and thanked her.
- 7/20/22 Received an email from a second member with concerns regarding one of the new applicants.
- 7/20/22 Sent an email to the nominating committee and also the members only group stating that I will not be seeking another term as BCOA Recording Secretary.
- 7/20-22/22 Received emails from several members thanking me for my years of service to the BCOA Board and replied
- 7/21/22 Received a phone call from T.Cassano regarding her concerns about the lure coursing at the 2023 National. I told her I would share her issues to the president and show chair.
- 7/22/22 Sent an email to R. Williams and K. Horn Janek sharing the information told to me by T. Cassano.
- 7/22/22 Received an email from D. Bilak asking about RV hookups and parking at the 2023 National. I referred her to K. Horn Janek and B. Tolley.
- 7/22/22 Received an email from K. Horn Janek stating that T. Cassano spoke to B. Danieli about the same concerns and that it had been taken care of.
- 7/22/22 Sent a reminder email to three of the selected conformation judges and four of the selected Sweepstakes judges reminding them that I need their biography by July 25, 2022.
- 7/22/22 Received an email from J. Cunningham indicating that he was not available to judge the 2024 National and thanked him for replying.
- 7/22/22 Sent the invitation letter to judge our National to the next highest vote-getter.

- 7/22/22 Received an email from G. Post asking for clarification of the judging criteria for the 2023 National and including her biography and replied.
- 7/23/22 Received emails from two of the selected judges thanking me for the reminder regarding their biographies since they had forgotten, and replied.
- 7/23/22 Received an email from M. Richards containing her sweepstakes judge biography.
- 7/23/22 Sent an email to the Board updating them on the progress of getting judges' biographies and asking if anyone had information regarding J. Reeve-Newson since he had not yet replied.
- 7/25/22 Sent email reminders to two of the Sweepstakes judges stating today is the last day for sending their biographies.
- 7/25/22 Received an email from P. Hlatky stating that she contacted M. Canalizo regarding J. Reeve-Newson who confirmed that John is having serious health issues and will not be returning to judging and thanked her,
- 7/25/22 Sent an email with the invitation to judge letter to the next person in line to judge the 2024 National.
- 7/25/22 Received an email from V. Littleton stating that she would have enjoyed judging Sweepstakes at the 2024 National, but she is unable to fulfill the obligation for that year. I replied thanking her.
- 7/25/22 Received an email from D. Laurie-Beaumont including her biography for judging and thanked her.
- 7/26/22 Received an email from new applicant Samantha Isaacs asking when her membership will be approved and replied.