

BORZOI CLUB OF AMERICA, INC.



RECORDING SECRETARY'S REPORT
11/1/22 – 1/24/23

- 11/1/22 I uploaded my Recording Secretary report for the Nov. 5th meeting to the Board I/O group site.
- 11/1/22 I uploaded the membership application from Melanie Richards and her two sponsor forms to the Board I/O group site for the Nov. 5th meeting.
- 11/1/22 Sent an email to the Board asking K. Horn Janek about the inventory of the items donated by Lisa Hisey which she picked up.
- 11/1/22 Received an email from K. Horn Janek stating she has made a list but has not yet had the time to take photos and type up a formal inventory. She may have it ready for the Nov. 5th meeting.
- 11/2/22 Sent an email to the Board stating that due to my pet sitter having a family emergency and Roger being out of state, I will not be able to attend the November 5th face-to-face meeting.
- 11/2/22 Sent a blank Board Member Code of Conduct form to Stephanie Parker to sign before I create a ballot.
- 11/3/22 Received a letter asking me to change the address of Anne & Larry Goldstein. Did so and sent an email to confirm. Their new address is 14455 Chesterfield Lane, Culpeper, VA 22701.
- 11/3/22 Uploaded the final minutes to the Board I/O group for approval at the Nov. 5th meeting.
- 11/3/22 Per a request from R. Williams, I forwarded the meeting documents for the 11/5 meeting to A. Sorbie.
- 11/4/22 Received a thank you email from Anne Goldstein.
- 11/4/22 Received an email from R. Williams forwarded from Randi Chylinski with her new email address. It is randichylinski@gmail.com.
- 11/5/22 Attended the BCOA Board meeting via phone to answer questions regarding my Recording Secretary Report and membership.

- 11/5/22 Received an email from L. Hoflin with the missing information for Melanie Richard's membership application, her city, state, and zip code, St.Paul, MN 55119-3234.
- 11/5/22 Per a request from the Board, I sent the top five results of the voting for the 2024 judges for Conformation and Sweepstakes to the Board email group.
- 11/5/22 Received an email from H. Lee forwarding an email from the BCOA shopping cart on October 18, 2022. An individual paid to 'renew' her membership but she is not a member. I stated she should be told about the application process and that her money will need to be refunded if she doesn't formally apply.
- 11/6/22 H. Lee responded in agreement to the situation with the 'renewing' non-member and copied L. Hoflin since she didn't include her in the initial email correspondence.
- 11/7/22 Spoke to K. Horn Janek about what I missed from the 11/5/22 Board meeting. She clarified what was discussed during the three Executive Sessions. She also suggested that Stephanie Parker be informed of the responsibilities of the Regional Governors since she is running on petition.
- 11/7/22 Received an email from K. Horn Janek with the BCOA Guidelines for Regional Governors form attached.
- 11/7/22 Received an email from Stephanie Parker with her signed Code of Conduct attached.
- 11/8/22 Received an email from R. Williams replying to Nancy Hopkins about the Health Committee using the club's Dialpad account. R. Williams stated that they can use our account and that I will set up the meeting after she sends me the list of attendees.
- 11/9/22 Sent an email to Stephanie Parker thanking her for the signed Code of Conduct and included the BCOA Guidelines for Regional Governors form. I also stated she would be expected to help at the National Specialties, attend face-to-face meetings and be on committees.
- 11/9/22 Received an email from Stephanie Parker thanking me for the information I sent and stating she is ready for the responsibility.
- 11/9/22 Spoke with L. Hoflin regarding membership issues. She will write and explain the process to the non-member who paid dues and offer to refund her money minus the PayPal fees incurred.
- 11/9/22 Reviewed and sent edits to the 11/5 BCOA Board meeting minutes to the Board email group.
- 11/10/22 Added newly approved members to the BCOA spreadsheet.
- 11/10/22 Received an email from L.Hoflin with the email she sent to the non-member explaining the process of becoming a BCOA member.
- 11/11/22 Sent an email to Akland Printing asking for an update on the status of our Membership Renewal form that was sent to them on October 26, 2022.

- 11/11/22 Received an email from Akland Printing stating they had several large jobs that were in process when mine arrived. They stated that the renewal forms were now in the mail and thanked them.
- 11/11/22 Received an email from B. Danieli asking what dates the Board members were available in the next two weeks for a Special Board Meeting to discuss the Health Committee motions made at the 11/5 meeting and responded with my available dates
- 11/11/22 Received an email from Bo Bengtson asking for my opinion as a member of the BCOA Board, regarding his accepting ads for Silken Windhounds in his magazine.
- 11/12/22 Sent an email to H. Lee including the Membership Renewal and Life Member Update form and asked her to post it on the 'Club Access' section of the BCOA website.
- 11/12/22 Received an email from L. Hoflin stating the woman who paid for renewal but is not a member is not planning to join at this time. She donated her \$50 payment to the Club to use as needed. I thanked L. Hoflin for the information.
- 11/12/22 Received a membership application form and payment from Pamela (Pam) Schwentner.
- 11/13/22 Received an email from H. Lee stating that the Membership Renewal/Life Member Update form is now online in a fillable format. Sent a thank you reply.
- 11/13/22 Scheduled a special Board meeting for 11/21/22 at 7:30 PM EST, to discuss Health Committee voting on required health tests.
- 11/13/22 Posted on the BCOA I/O group site stating the membership Renewal/Life Member Update forms have been mailed to the US members and posted on the BCOA website in the "Club Access" section as well as the I/O group site.
- 11/14/22 Sent an email to Pamela Schwentner asking for clarification on her membership application, She replied and I adjusted her application.
- 11/14/22 Answered questions on the I/O group site regarding the membership Renewal Form.
- 11/14/22 Sent an email to H. Lee asking her to change the dues amounts on the website under the 'Pay Dues' tab to the current amounts, \$40 for single and \$50 for household and foreign. She did so and I thanked her.
- 11/14/22 Sent an email to H. Lee asking if she could determine why the payment link did not work for Lance Pearson after he wrote asking about it on the members-only I/O group site.
- 11/14/22 Received an email from Cindi Gredys asking for the username and password for the Club Access section of the BCOA website since the one she had saved is not working. I sent it and stated the password changes every year.
- 11/14/22 Received an invoice for Akland Printing for the Membership Renewal Form printing and mailing. Responded saying I sent it to our treasurer for payment.

- 11/14/22 Forwarded the email invoice from Akland Printing to L.Hoflin. Received a reply that she will mail the payment on 11/15/22.
- 11/15/22 Received an email from Amy Balthrop asking for the username and password to the Club Access section of the website and responded with the information.
- 11/15/22 Received a text message from K. Horn Janek asking if Nancy Hopkins asked me to schedule a Health Committee meeting for this evening and responded that she did not.
- 11/15/22 Sent an email to Nancy Hopkins asking if she needed me to schedule a meeting on Dialpad for the Health Committee and stating that I would set it up once she sends me the list of attendees and their email addresses.
- 11/15/22 Received an email from Nancy Hopkins stating she will be using Zoom for her Health Committee meeting.
- 11/15/22 Emailed the Membership Renewal/Life Member Update form to the BCOA members living outside the US to avoid any postal delays.
- 11/15/22 Composed and sent a letter to B. Tolley and Stephanie Parker asking for their biographies (100 words or less) to be included with the ballot for Region 3 Governor.
- 11/15/22 Received an email from Cindi Gredys with her updated life membership information attached. She listed a new address but no zip code. I replied asking for her new zip code.
- 11/16/22 Received a forwarded email from K. McCloskey showing a member paid for mailed minutes but not her dues. I wrote to the member reminding her that she still needs to pay dues for 2023. She replied that it was a mistake, not for minutes mailed but for dues.
- 11/16/22 Received an email from Nevidka Algu asking if she still needed to mail in her renewal form if she pays online. Responded that it was not necessary.
- 11/16/22 Sent an email to C. Gredys asking for her zip code that was left off her renewal form. She sent it in her reply.
- 11/16/22 Received an email from Nancy Hopkins with the names and email addresses for the upcoming Health Committee meeting. I will schedule it through Dialpad.
- 11/17/2022 Sent an email reminder to B. Tolley and Stephanie Parker asking for their biography to be added to the ballot for Region 2 Governor.
- 11/17/22 Received an email from S. Parker asking if she could send her biography to me the following week. Replied saying I needed it by the end of the weekend.
- 11/17/22 Received an email from Veni Harlan asking for a link to the membership renewal form and sent it.
- 11/17/22 Received an email from S. Parker saying she would have her bio. to me by Saturday, Nov. 19.
- 11/17/22 Received a sponsor form for Pam Schwentner from Sandra Moore Doby.

- 11/18/22 Received a forwarded email from K. McCloskey showing another member paid for mailed minutes but not her dues. I wrote to the member reminding her that she still needs to pay dues for 2023. She replied that it was a mistake, not for minutes mailed but for dues.
- 11/18/22 Sent an email to L. Hoflin forwarding a life member update form that was sent to me.
- 11/18/22 Received an email from K. McCloskey, forwarded from H. Lee, stating she felt there may be an error on the website that is causing people to pay for mailed minutes and not dues because she received a third one today.
- 11/18/22 Received an email from H. Lee regarding the issues with members paying for mailed minutes in place of their dues. H. Lee will add a line between the two things to see if it will help.
- 11/18/22 Received an email from S. Parker with her biography for the Region 2 Governor ballot attached. I replied to say it was received.
- 11/19/22 Received an email from Marcella Zobel asking if her donation to the club could be used for her dues. She mistakenly thought she was a life member and did not owe dues.
- 11/19/22 Received a membership application from Heidi Scott.
- 11/20/22 Wrote to H. Lee asking her to not make any drastic changes that could cause problems during the renewal period.
- 11/20/22 Received an email from B. Tolley with her biography for the Region 2 Governor ballot attached and thanked her.
- 11/20/22 Wrote to Marcella Zobel asking for clarification and stating that her donation would be used for her dues.
- 11/20/22 Wrote to B. Shayesteh including the membership spreadsheet and told her that a ballot was going out with a deadline of December 23, 2022, and that she will be receiving ballots to tabulate.
- 11/20/22 Sent an email to Heidi Scott stating BCOA does not accept electronic or digital signatures and to resubmit her application with her actual signature.
- 11/21/22 Received an affirmative reply from B. Shayesteh.
- 11/21/22 Received an email from Jill Zamowski requesting advice from me and B. Danieli as to where the Birmingham and Tuscaloosa Kennel clubs should send the rebate payment to BCOA. I replied that it should be sent to our treasurer, L. Hoflin.
- 11/21/22 Resent the invitation to the Health Committee Voting meeting to the Board as some members did not receive it the first time.
- 11/21/22 Received an email from R. Williams requesting votes to approve the meeting minutes for the meetings on 8/29, 9/6, 9/15, and 9/19. I replied with my approval vote.
- 11/22/22 Received an email from M. Zobel stating that since the membership renewal form stated she was a life member, she donated instead. I explained that the forms are NOT personalized and that life members would have received a certificate with their life status.

- 11/22/22 Received an email from B. Danieli with corrections to the 9/19/22 Board meeting minutes.
- 11/22/22 Sent the final minutes for the four summer meetings to H. Lee for website publication.
- 11/23/22 Received an email from Akland Printing with the invoice for the Region 2 ballot printing and mailing and forwarded it to L. Hoflin.
- 11/25/22 Sent an email to L. Hoflin forwarding an email from Dialpad stating there was a payment failure. L. Hoflin replied that they must have the old credit card in their files.
- 11/25/22 Called L. Hoflin, got the credit card number then went to the Dialpad webpage and updated our credit card information so the payment could go through.
- 11/25/22 Received an email from K. Horn Janek stating she heard a rumor that two people were running by petition and wondered if it were true. She also asked for the voting deadline. Replied stating that S. Parker is the only person running by petition and the deadline is December 23, 2022.
- 11/26/22 Received an email from Lauri Anderson asking if she needed to pay dues as her name was not listed on the website as a life member. I explained that she is a life member but that last year's life members had not yet been added to the page.
- 11/27/22 Declined to post an email from K. Horn Janek to the members-only page as it appeared to be meant for the Board group. Kim confirmed that to be true.
- 11/28/22 Declined to post an email from D. Vidaver Cohen to the members-only group as she was asking another member about other hotel options in Virginia Beach. I told her the club was not interested in having members stay elsewhere and to contact the other member privately.
- 11/28/22 Notified the Board that I censored my first post from D. Vidaver Cohen.
- 11/28/22 Got credit card information from L. Hoflin and updated our Dialpad account.
- 11/28/22 Received an email from Dialpad with the receipt for our payment through November 24, 2023.
- 11/28/22 Received an email from L. Hoflin forwarded from another member who thought they were a life member but was not.
- 11/28/22 Sent an email to Kristin Lord stating that her membership renewal form came back to me as undeliverable and asked if she wanted me to mail her a new form or if she wanted to renew online. She responded that she forgot to update her address and would renew online. She included her new contact information and asked that she be sent all BCOA mail to her email address and replied. I sent her a new renewal form and the Region 2 ballot but told her she had to mail the ballot as email voting is not allowed.

- 11/28/22 Wrote a note and mailed the Region 3 ballot to the Wright's that was returned to me due to a postal glitch.
- 11/29/22 Received an email from Ameera Hoffman asking how to confirm that she and her brother wish to continue as life members. She also asked how her husband would go about becoming a member. I replied with answers to her questions.
- 11/29/22 Received an email from Chet Weston asking for a ballot as he misplaced the first one. I sent it to him.
- 11/30/22 Received an email from K. McCloskey stating another member paid for mailed minutes but it was in error.
- 11/30/22 Sent an email to H. Lee asking her to post the Region 2 ballot in the 'Club Access' section of the website. She replied that she would.
- 11/30/22 Posted the Region 3 ballot to the members-only I/O group site.
- 11/30/22 Received an email from L. Hoflin forwarding a message she sent to the latest member to mistakenly pay for mailed minutes asking her for verification.
- 11/30/22 Received an email from L. Hoflin including the latest group of online dues payments.
- 12/1-31/22 Updated membership renewal payment status to the spreadsheet.
- 12/1/22 Sent an email to Fred Vogel answering a question he sent to the members-only group regarding the password for the Club Access section.
- 12/1/22 Received an email from Colleen Boyle with a change of address. Thanked her and updated the spreadsheet.
- 12/1/22 Received an email from Deb Vidaver Cohen asking if she can email a sponsor form instead of mailing it via USPS and replied yes. I reminded her that we require a signature.
- 12/1/22 Sent H. Lee the supporting documents from the September meetings to be added to the website.
- 12/3/22 Composed a letter to be sent to an applicant and sent it to R. Williams and B. Tolley to have our attorney review it for any issues before sending it to him.
- 12/4/22 Received an email from Lydia Pruett with questions regarding where and when the Futurity will be held in 2024. Replied saying it will be in Region5, the Pacific Northwest.
- 12/5/22 Sent an email to Heather Lukashin informing her that her membership renewal form came back as undeliverable and asking for her current address. Due to the lateness, I suggested she fill out her renewal online. She replied with her new address.
- 12/5/22 Mailed membership checks and renewal forms that came to me to L. Hoflin.
- 12/7/22 Received an email from B. Tolley with the reply from our attorney indicating she felt the letter to the applicant was okay to send.
- 12/8/22 Received an email from R. Williams giving his approval for the applicant's letter to go out.

- 12/9/22 Received an email from B. Danieli forwarded from Ronny Blackstock with questions about his membership renewal and sent it on to L.Hoflin.
- 12/9/22 Received an email from L. Hoflin with her response to R. Blackstock.
- 12/9/22 Received an email from L. Hoflin forwarding her response to another member who mistakenly thought they were life members.
- 12/10/22 Received an email from K. McCloskey forwarding another shopping cart order for mailed minutes when they meant to pay for dues.
- 12/10/22 Received an email from L Hoflin including her response to a member who asked about dues for her husband, she is a life member but he is not.
- 12/13/22 Received an email from Jill Zamowski stating problems she has with getting into the Club Access page. I offered her suggestions.
- 12/15/22 Mailed September minutes to those members who paid for the service.
- 12/21/22 Received a sponsor form from Randi Jackson for Pam Schwentner.
- 12/24/22 Received an email from Barbara Shayesteh with the results of the Region 2 election. Thanked her and reminded her to send the list of members who voted. She immediately sent the list. I also let her know that I resigned as Recording Secretary and that Ginger would be working with her this year.
- 12/26/22 Sent the results of the Region 2 ballot to the Board.
- 12/27/22 Received an email from Ginger Jones asking when I would be available to begin the transfer of Recording Secretary duties and replied.
- 12/27/22 Received an email from Sasha Davenport including her membership application and proof of payment. It was incomplete. I replied explaining what she needed to do to apply. She thanked me and said that she would follow up when she could have a complete application.
- 12/28/22 Received an email from Mary Fogerty saying that she paid her dues online but couldn't add the 5% fee. She asked how to send the extra funds. I replied stating I would forward her question to L. Hoflin in hopes that she could help. Mary thanked me.
- 12/28/22 Forwarded an email from Mary Fogerty to L. Hoflin for assistance.
- 12/28/22 Received an email from L. Hoflin containing the most recent set of online dues payments.
- 12/29/22 Updated the membership spreadsheet with the latest payment information.
- 12/29/22 Scanned Pam Schwentner's application and sponsor forms.
- 12/30/22 Received an email from G. Jones with a list of questions and items she needs me to send her and replied.
- 1/1/23 Sent an email to H. Lee asking her to please add the \$10 late fee to the dues payments on the website. She replied stating that she had already done so and I thanked her.

- 1/2/23 Received an email from Pam Schwentner asking if I received her sponsor form from Randi Jackson and replied that I had.
- 1/2--24/23 Received emails from G. Jones with membership questions and answered them.
- 1/7/23 Received an email from L. Hoflin containing the most recent set of online dues payments.
- 1/5/23 Mailed November minutes to those members who paid for the service.
- 1/9/22 Sent an invitation to G. Jones to join the Board members I/O group.
- 1/12/23 Received an email from L. Hoflin containing her list of unpaid members to cross-check with mine.
- 1/15/23 Spent 3 hours on the phone with L. Hoflin reconciling membership dues and life member contacts.
- 1/14/23 Sent a second invitation to G. Jones to join the Board I/O group.
- 1/15/23 Received notification that G. Jones joined the Board I/O group.
- 1/16/23 Sent an email to the Board containing names from my lists of non-paying members that were different from the ones L. Hoflin sent to the Board.
- 1/17/23 Sent an email to G. Jones containing the current Master copy of the membership spreadsheet and the word documents she requested.
- 1/17/23 Sent an email to R. Williams and H. Lee containing the most current membership spreadsheet before G. Jones takes over.
- 1/17/23 Received several emails from K. Horn Janek with information from members regarding their dues payments.
- 1/19/23 Received an email from Nancy Hopkins asking me to schedule the Health Committee meeting scheduled for January 24, 2023.
- 1/21/23 Created the Health Committee meeting on Dialpad.
- 1/22/23 Created the Board meeting scheduled for January 26, 2023, on Dialpad.
- 1/22/23 Received notification that G. Jones joined the Board I/O group again with a different email address.
- 1/22/23 Received an email forwarded from Ginger Jones with a sponsor form from B. Ewing for Claire Breen. Stated that she should be keeping them in her files from now on.
- 1/23/23 Created the Beverly Taylor Rescue Committee meeting scheduled for January 30, 2023, on Dialpad.
- 1/24/23 Uploaded the membership application and sponsor forms for Pam Schwentner to the Board I/O group site.
- 1/24/23 Uploaded my year-end Recording Secretary report to the Board I/O group site.