

**BORZOI CLUB OF AMERICA, INC.****CORRESPONDING SECRETARY'S REPORT**

12/20/19 – 4/16/20

- 12.20.19 Placed phone call and email to Karen Mays (former BCOA Corresponding Secretary) to request transition plans.
- 1.5.19 Placed phone call and email to Karen Mays to request transition plans.
- 1.5.20 Received BCOA puppy referral breeder names list from Joy Windle.
- 1.6.20 Received additional BCOA puppy referral breeder names from Joy Windle.
- 1.9.20 Left voicemail message for Karen Mays regarding the need for transition plans, also indicating correspondence from Midwest Borzoi Club seeking information from Corresponding Secretary.
- 1.11.20 Received note from Anne Midgarden (President Midwest Borzoi Club) asking for my assistance regarding the MBC Regional Specialty request previously submitted to Karen Mays.
- 1.12.20 Received additional BCOA puppy referral breeder names from Joy Windle.
- 1.12.20 Spoke with Karen Mays regarding Midwest Borzoi Club and BCOA job responsibilities. Karen indicated she would transfer files via email as well as send other BCOA items (letterhead, awards, etc.) through the post office.
- 1.12.20 Received a number of emails with necessary files attached for the Corresponding Secretary position.
- 1.14.20 Copied on correspondence from Ron Williams to Karen Mays indicating the need to respond to Midwest Borzoi Club and to initiate transition plans.
- 1.20.20 Responded to Ron Williams, providing him with an update of transition plans discussed with Karen Mays and items worked on with regard to BCOA.
- 1.21.20 Signed and returned BCOA Code of Ethics to Joy Windle.
- 1.21.20 Emailed Karen Mays with a list of questions regarding Corresponding Secretary responsibilities and process.
- 1.21.20 Received sponsorship form from Teresa Burks on behalf of Elita Baldrige (forwarded by Karen Mays).
- 1.22.20 Communicated with Helen Lee regarding setting up my BCOA email address and photo for the BCOA website.
- 1.23.20 Call with Karen Mays discussing BCOA business and transition.
- 1.24.20 Copied on notification correspondence to AKC regarding the change in Corresponding Secretary (provided by Karen Mays) and requesting all future correspondence be sent to me.

- 1.24.20 Created files for all correspondence from board members, committees, and club members. Also, created spreadsheet for regional specialties, AKC correspondence, etc.
- 1.25.20 Copied on correspondence to Shen Smith regarding the Charles Schwab account (from Karen Mays notifying of new Corresponding Secretary).
- 1.25.20 Received copies of correspondence, form letters, regional specialties, etc. via email from Karen Mays.
- 1/25/20 Received package of BCOA material from Karen Mays (former BCOA Corresponding Secretary).
- 1.27.20 Received BCOA Donor Advised Fund financial statement (period 1.1.19 thru 12.31.19) from Katherine Brantley of AKC.
- 1.28.20 Received Corresponding Secretary report from Karen Mays for the BCOA board meeting on 2.3.20.
- 1.28.20 Received correspondence from Amy Hammerick (AKC), acknowledging change in Corresponding Secretary and forwarded this information to AKC Event Plans department (responsible for updating the AKC database).
- 1.28.20 Communicated with Joyce Katona to re-instate my email address on her Regional Governor communications.
- 1.29.20 Received request from Colleen Miner ([colleen.m.miner@gmail.com](mailto:colleen.m.miner@gmail.com)) for puppy referral (forwarded by Karen Mays).
- 1.29.30 Received letter from AKC thanking the BCOA board for participation in the AKC 11<sup>th</sup> Annual Meet the Breeds Event.
- 1.30.20 Sent puppy referral package to Colleen Miner.
- 1.30.20 Received regional specialty request from Margaret Lucia (Lone Star Kennel Club) for the date of September 19, 2020 (Texas). Responded to Margaret Lucia with additional information request.
- 1.30.20 Sent approval for the Lone Star Kennel Club independent specialty to AKC with a note to provide judge update and show superintendent when received. Also, sent notice of this regional specialty to Helen Lee and Barbara O'Neill for their records.
- 1.31.20 Requested Excel file of all active members from Joy Windle (to sort for use in puppy referrals).
- 1.31.20 Received email from Shen Smith indicating the Charles Schwab account will be handled by other members of the board, no responsibility as the new Corresponding Secretary at this time.
- 1.31.20 Received correspondence from AKC regarding "AKC Awards Correction Tool on AKC Website".
- 2.1.20 Received request from Judy Gotwalt ([atelesgarden@bellsouth.net](mailto:atelesgarden@bellsouth.net)) for puppy referral (forwarded by Karen Mays).
- 2.3.20 Received correspondence from AKC Performance Events – Updates on new regulations regarding Fast CAT rules.
- 2.4.20 Sent puppy referral package to Judy Gotwalt.
- 2.4.20 Received Excel file with list of members in good standing from Joy Windle (for use in puppy referral information).
- 2.7.20 Received 2019 litter registration information from Vanessa Skou of AKC.
- 2.12.20 Received from AKC Government Regulations: Detroit to Consider Breeder Permits and Dangerous Dog Revisions.
- 2.13.20 Received request from Fanon Howell ([docfjh@gmail.com](mailto:docfjh@gmail.com)) for puppy referral (forwarded by Ron Williams).
- 2.14.20 Received from AKC: Promote Your Parent Club to New Puppy Owners.

- 2.15.20 Received request from Kelly Hulecki ([kelly.hulecki@gmail.com](mailto:kelly.hulecki@gmail.com)) for puppy referral (forwarded by Karen Mays).
- 2.13.20 Received the outstanding information requested from Margaret Lucia (refer to 1.30.20).
- 2.17.20 Sent puppy referral package to Fanon Howell.
- 2.18.20 Received from AKC Government Regulations: Michigan Committee to Support Ban on Breed Specific Laws.
- 2.19.20 Sent puppy referral package to Kelly Hulecki.
- 2.20.20 Received ACK PAC (Political Action Committee) Newsletter for Winter 2020.
- 2.24.20 Received correspondence from Dennis Sprung (AKC) regarding updates/news.
- 2.24.20 Received documentation from Cyndi Gredys regarding information on “Borzoi Finders Group” for breeders and joined this closed group. We discussed ways of working together when puppy referrals are received.
- 2.24.20 Received request from Jessica Cobb ([cobbjess@isu.edu](mailto:cobbjess@isu.edu)) for puppy referral (forwarded by Karen Mays).
- 2.25.20 Received correspondence from AKC Companion Events regarding Alaskan Malamute height jump changes.
- 2.25.20 Received request from Ann Dachenhaus ([asongbeforeigo@hotmail.com](mailto:asongbeforeigo@hotmail.com)) for puppy referral (forwarded by Karen Mays).
- 2.26.20 Received AKC: News from the 2020 February Board Meeting.
- 2.26.20 Provided Joy Windle with board meeting notes from the 2.3.20 meeting.
- 3.2.20 Created board minute template for existing board minutes for 2020 and future minutes. Input board minutes from February 3 (Joy Windle), February 24 (Barbara Danieli) and March 3 (Barbara Danieli) board meetings.
- 3.3.20 Sent correspondence to AKC Events with updated information on the Lone Star Kennel Club.
- 3.3.20 Sent notice of updated items to Helen Lee and Barbara O’Neill regarding the Lone Star Kennel Club regional specialty.
- 3.4.20 Telephone call with Jan Leikam to discuss questions/changes to board minute drafts that were sent to the board.
- 3.4.20 Received correspondence from AKC Events requesting additional information from Lone Star Kennel Club regarding regional specialty.
- 3.4.20 Received TSE requests from Joy Windle (to process thru AKC events). Those TSE’s relate to Northlake Kennel Club (5.29.20), Baton Rouge Kennel Club (5.30.20), Houston Kennel Club (7.17.20), and Montgomery Kennel Club (11.20.20 and 11.21.20).
- 3.4.20 Received member names for life members from Joy Windle.
- 3.5.20 Sent draft board minutes to the board for February 3, February 24, and March 3 board meetings.
- 3.9.20 Received correspondence from Veni Harlan requesting immediate assistance for Northlake Kennel Club and Baton Rouge Kennel Club as concern revolved around missing the AKC deadline.
- 3.8.20 Communicated with Helen Lee to update BCOA website to reflect my name versus Karen Mays under Puppy Referral section.
- 3.9.20 Sent puppy referral package to Ann Dachenhaus.
- 3.9.20 Sent puppy referral package to Jessica Cobb.
- 3.10.20 Sent email to Margaret Lucia requesting additional information requested by the AKC regarding Lone Star Borzoi Club independent specialty.
- 3.10.20 Received correspondence from AKC Events indicating the following TSE’s paperwork was received and processed: Northlake Kennel Club, Baton Rouge

- Kennel Club, Houston Kennel Club and Montgomery Kennel Club....all pending AKC approval.
- 3.10.20 Sent email to Helen Lee advising her to update the BCOA Regional Specialty form as well as the BCOA TSE forms. Both forms required updated information requests as well as listing the Corresponding Secretary return information for both forms (TSE was formerly processed by the Recording Secretary).
- 3.10.20 Contacted Barbara O'Neil for BCOA's AKC number as it is needed on TSE applications to the AKC. Barbara O'Neill provided the number.
- 3.10.20 Received from AKC: Outstanding Sportsmanship Award Information.
- 3.11.20 Requested the Outstanding Sportsmanship Award medal from AKC.
- 3.14.20 Received AKC updates on COVID-19.
- 3.14.20 Received puppy referral request from Kari Cuccio ([karicuccio@gmail.com](mailto:karicuccio@gmail.com)).
- 3.15.20 Received correspondence from Marilyn Polsfuss (forwarded by Karen Mays), requesting the processing of regional specialty.
- 3.17.20 Received notice from Mary McDonald regarding Borzoi Club of Delaware Valley specialty event being cancelled due to Covid-19 and requesting an application form for a new show date (forwarded by Karen Mays).
- 3.20.20 Received correspondence from AKC Meet the Breeds regarding postponement of the Philadelphia show (originally scheduled for June 6-7, 2020). No new date released at this time.
- 3.20.20 Received correspondence from AKC regarding office status and contact information during the Covid-19 pandemic.
- 3.20.20 Received notice from Lorene Connolly regarding two documents she sent that provide the names and contact information for the Borzoi Club of Central New Jersey's Membership names and Officer's names (which support her BCOA Application to hold a borzoi Specialty show on Saturday, September 5, 2020).
- 3.21.20 Received puppy referral request from Isabella Orozko ([Isabella.orozko@gmail.com](mailto:Isabella.orozko@gmail.com)).
- 3.22.20 Received puppy referral request from Vladimir Chausenko ([vachau01@gmail.com](mailto:vachau01@gmail.com)).
- 3.30.20 Sent reminder email to Margaret Lucia regarding additional information needed for the Lone Star Borzoi independent specialty.
- 3.30.20 Sent information to Mary McDonald about completing new regional specialty form for a new show date.
- 3.31.20 Received correspondence from Margaret Lucia that she had contacted AKC directly but had yet to receive acknowledgement from AKC. I requested that Margaret forward the information that was sent to AKC for my records.
- 3.31.20 Received from AKC: Noteworthy News.
- 4.1.20 Received correspondence from AKC Events the following TSE's have been approved: Northlake Kennel Club (5.29.20), Baton Rouge Kennel Club (5.30.20), Montgomery Kennel Club (11.20.20 and 11.21.20) and was also notified that Houston Kennel Club (7.17.20) was pending based on additional information needed from that club.
- 4.2.20 Received AKC Health Foundation 2019 Annual Report (forwarded from Karen Mays).
- 4.2.20 Received AKC communication regarding COVID-19 updates.
- 4.5.20 Sent notice to AKC Events that BCOA has approved the regional specialty for the Greater Twin Cities Borzoi Club (8.21.20 and 8.22.20).

- 4.5.20 Sent correspondence to Marilyn Polsfuss (Greater Twin Cities Borzoi Club) indicating the specialty had been processed. In addition, correspondence was sent to Helen Lee and Barbara O'Neill advising them of this regional specialty.
- 4.5.20 Sent notice to AKC Events that BCOA has approved the regional specialty date changes for the Borzoi Club of Delaware Valley (originally 5.1.20, rescheduled to 10.1.20), due to Covid-19.
- 4.5.20 Sent email to Mary McDonald to advise BCOA approved the date change for BCDV and the change was sent to AKC Events. Also, notified Helen Lee and Barbara O'Neill of this date change.
- 4.5.20 Sent notice to AKC Events that BCOA has approved the Borzoi Club of Central New Jersey regional specialty on 9.5.20.
- 4.5.20 Sent notice to Lorene Connolly that AKC Events was notified of the Borzoi Club of Central New Jersey's regional specialty on 9.5.20. In addition, Helen Lee and Barbara O'Neill were emailed to update their records for this specialty.
- 4.5.20 Sent correspondence to Kathleen Farrow and Prudence Hlatky indicating the Houston Kennel Club TSE is still pending as noted in correspondence from AKC. In addition, Prudence Hlatky was notified that Kathleen's email of record was not working.
- 4.5.20 Sent puppy referral package to Brianna McCrillis ([briannamccrillis@hotmail.com](mailto:briannamccrillis@hotmail.com)).
- 4.5.20 Sent puppy referral package to Kari Cuccio ([kariuccio@gmail.com](mailto:kariuccio@gmail.com)).
- 4.5.20 Sent puppy referral package to Vladimir Chausenko ([vachau01@gmail.com](mailto:vachau01@gmail.com)).
- 4.5.20 Notified Veni Harlan of AKC's approval of the following TSE's: Northlake Kennel Club (5.29.20) and Baton Rouge Kennel Club (5.30.20).
- 4.5.20 Notified Jill Zamowski (TSE Chairperson) of AKC's approval of the following TSE's: Montgomery Kennel Club (11.20.20 and 11.21.20).  
Received membership list and officers list of Greater Twin Cities Borzoi Club from Marilyn Polsfuss.
- 4.9.20 Received from AKC Events: Actions to help the Sport, Actions to help Lure Coursing Events impacted by Covid-19 and Actions to help AKC CAT and Fast CAT Events impacted by Covid-19.
- 4.16.20 Received from AKC: Extension of Best Bred by Exhibitor Award for 2021.