

# Arctic Bird Dog Association Board Meeting

**Wednesday, February 23, 2022**

Zoom meeting was hosted by Hilde Stappgens,  
which began at 7:00 PM and ended at 8:25 PM

## Welcome and recognition of members:

Present:

- President Hilde Stappgens
- Vice President Bud Rice
- Secretary Jeanne Holifield
- Treasurer Carol Hedges
- Others present included:
  - o Dana Stewart
  - o Tim Gallagher (past President)

Introduction of Jeanne Holifield, new ABDA Secretary. Jeanne has been a member for 2 years and has a Golden Retriever.

## The bird program:

Hilde - Bird costs are going up exponentially; a number of suppliers in the States have gone out of business recently. Hilde believes vendor – Karl Bear of Diamond Ridge (?) - is trying to prepare her for an increase in price. The vendor is also going to try to become a certified transporter.

Both NAVHDA clubs are also using this vendor. They will pick up some of their birds in May. Do we want to follow suit? They will need to be picked up immediately, with no housing available

Bud suggests this would lower costs, but might not be the best idea, and would be best to find a local supplier

## Setting budget recommendations for events:

Hilde wonders will this be too onerous for event organizers to adhere to, and if it would be better to have a suggested budget prepared for each event by someone who has been involved in the event before. This will show where the money originated, and where it was spent and will allow for more accurate cost analysis post-event

Bud agrees that this is a good idea, so that all costs are accounted for and nothing comes as a surprise.

Chuck suggests one generic form that could be all-encompassing for all ABDA events; Hilde concurs and will create.

### Memberships:

Carol has received membership checks sporadically in the mail. When a check is received, she currently notifies Hilde. Will change to also notifying Dana, so Dana can update membership

Online payment of memberships is currently available through PayPal portal on the website. Dana will facilitate verbiage on website noting that online payment is “preferred.”

Need a volunteer willing to contact recently expired memberships and solicit renewal. Membership is rolling – expires one year from date of sign up. Dana is willing to email individuals who are expiring and will also email the list to the Board members. Dana will also post an updated (active) list every month on the website

Bud suggested Chuck and Tim call individuals personally. Tim agreed to assist with this.

### Website and mass emails:

Stacey Dean is the main contact for each website inquiry. She responds, and forwards inquiries that she cannot answer to the correct Board member.

General question to Dana Stewart about how to make mass emails easier to membership. The website developer recommended NOT to use the utility (“PHP”) in the website itself, but rather MailChimp (free to lists under 2,000 individuals). Dana is willing to experiment with MailChimp and will collaborate with Jeanne.

Need to address who should be listed as contact for each event on website and have event page updated. Bud will check with event chairs to see if they are willing to have their contact information posted on website

Need to check into our website functionality for post event “Thank you” emails to attendants. It might be simpler for event chairs to send individual emails to those who assisted.

Need to check into our website functionality for event registration confirmations and for per-event communication ability. Dana will look into this and check with Brian.

### 2021 Taxes:

Per Carol, non-profits are due by May 15<sup>th</sup>; very simple to file, and she will take care of it.

### 2022 Calendar:

Dana is asking for feedback on this year's events/training days calendars, and ways to streamline.

Miscellaneous upcoming tasks needing ownership:

1. Need payments to Gary Thompson for 2022 pen rental \$2,000 – Carol agrees to handle this.  
Hilde will send Carol an email stating such, for tax trail purposes. Chuck asked if this needs to be a board vote. Hilde proposed vote, no objections noted
2. Need to get in touch with the State for lease payment for the Eagle River property and send payment of \$500 – Carol agreed to also handle this. Hilde will send email request to Carol for tax trail purposes.
3. Need to contact the State regarding the ER property to ensure no changes have been made to the lease (year 3 of 5-year lease). Bud agreed to handle this. Also need to find out if there's a usage calendar for that property, and/or if other groups will be using it this season.
4. Need insurance certificates for ACT, SOA-ER property, BDA, TF, Dan Robertson's property. Carol agreed to handle this. Hilde will place Bud and Carol as authorized payees for these accounts.
5. Need to sign contract with ACT for novice class and send check by mid-March. Hilde will sign contract and return (\$325 for 2 consecutive weeks for facility rental).
6. Novice classes need more attendees. The Pointing class is just over half full. The Spaniel class has only one signed up. Where else can it be posted on Facebook? Suggested: MSGRC and NAVHDA.
7. Need to organize how Dan and Mike Kasterin get sign-up list. Dana will handle, with help from Bud.