

## **2017 ANNUAL MEETING MINUTES**

The annual meeting of The SCA Rescue and Health Foundation, was called to order by the President, Lee Ann Stusnick, at the Hampton Inn and Suites, 1700 Rodeo Drive, Mesquite, Texas on Wednesday, April 5, 2017 at 12:15 pm. The secretary is present.

Directors present: Beverly Henry, Beth Lilly, Kristin Morrison, Kathy Navarrete, Lee Ann Stusnick and Karen Ward. Melanie Coronetz is absent.

Guests present: Michele Kasten and Mary Kraus

### **REPORT OF THE PRESIDENT**

The Schipperke Club of America Rescue & Health Foundation was founded for the benefit of all Schipperkes. As an organization granted IRS designation as a public charity under 501(c)(3), it may accept tax deductible donations and distribute them to:

- advance Schipperke health and genetics
- support health research projects of importance to the breed
- promote education of owners, breeders and potential owners
- provide financial help to rescued schipperkes through approved rescue organizations.

The Foundation's established Rescue Assistance Policy is part of a continuing effort to provide financial assistance for those performing Schipperke rescue. The Foundation has provisions to assist individuals not associated with a rescue group, as well as a rescue assistance policy to accompany that. Additionally, nonprofit organizations may apply for funding by completing a grant application.

The Foundation sponsored an educational seminar by Pat Hastings entitled "A Glimpse at Structure in Action" at the 2016 National. Thirty-eight individuals attended this very informative seminar. The feedback from attendees has been very positive. In addition the Foundation co-sponsored with the SCA Breeder Education Committee a seminar by Patti Strand *Patti Strand, founder of NAIA. The topic was "Saving Purebreds - Challenges and Opportunities.*

The SCA Rescue & Health Foundation is pleased to present a FREE seminar at the 2017 SCA National Specialty Show from 1-4PM on April 6, 2017. This is one education opportunity no Schip breeder should miss. **The Nuts 'n Bolts of Genetics for Dog Breeders**, will be presented by Carol Beuchat PhD, the Scientific Director Institute of the Institute of Canine Biology. Currently there are 50 attendees signed up to attend.

Additionally the Foundation is sponsoring a mobile veterinary clinic of North Texas with Dr. Sherri Swanton who will be onsite on Thursday, April 6th. She offers OFA Health testing, including hips and elbows, patellas, BAER testing, cardiac auscultations and other veterinary services including cold laser therapy and ultrasound.

The Foundation continues to host a website. Webmaster Beverly Henry does a great job of keeping the site updated. The Foundation has created an e-mail list to facilitate communication between the Foundation and Schipperke lovers everywhere. The link to join this group appears at the bottom of the Foundation website home page <http://www.schipperkefoundation.org>. Also see us on Facebook.

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The Foundation would like to thank all those who have donated to further its mission. Our Treasurer, Karen Ward, mailed letters of substantiation to all 2016 donors, as well as those to date in 2017. These letters may be used to claim a deduction from income tax. Please note the Foundation is a public charity granted 501(c)3 status by IRS, making deductions tax deductible.

The eleven years since our founding in 2006 has been a time of growth for our organization. The directors will continue to update policies and practices to keep the Foundation current. The directors look forward to future opportunities to advance the stated mission of the SCA Foundation.

### **REPORT OF THE SECRETARY**

Our 2016 Annual Meeting was held via teleconference on June 25, 2016. Motions passed at that meeting were:

Michele Kasten moved **to adopt the budget presented by Karen Ward in her 2016 annual treasurer's report, to include the addendum regarding the rescue fund.** Barbara Harris seconded. Motion passed unanimously.

Beverly Henry moved **that we do a financial review on the 2015 books by two people, without conflict of interest, suggested by the treasurer with approval of the trustees, then reviewed every year thereafter.** Barbara Harris seconded. Motion passed unanimously.

#### **STANDING RULE**

Beverly Henry moved **to add to all application forms and cover letter that we have the right to ask additional questions.** Seconded by Shirley Quillen. Motion carried unanimously.

Barbara Harris moved **that the foundation review the operating procedures, standing rules, policies and actual practices every two years to ensure compliance with federal and Texas laws governing the trust and realign them in a timely manner.** Michele Kasten seconded. Motion passed unanimously. *STANDING RULE*

Barbara Harris moved **that we include date of our annual meeting on our website and on Facebook page in a timely manner.** Seconded by Michele Kasten. Motion passed unanimously. *STANDING RULE*

On November 8, 2016 we received resignation emails from Michele Kasten, Barbara Harris and Shirley Quillen. Shirley stated she will still be available to the Schipperke community for veterinary medical information and has continued to provide information on our Yahoo Group.

I, Beverly Henry, move **that the Foundation invite Dr. Sherry Swanton of the Mobile Veterinary Clinic of North Texas to be on site with her Mobile RV on Thursday, April 6<sup>th</sup>. She can provide the following services: OFA Hip x-rays, OFA Elbows, OFA Thyroid, OFA Patellas, Dentition, Microchips, Vaccinations, Semen Evaluation, Progesterone, Artificial Insemination and Heartworm Testing. She will not charging anything for being there. You can check her out at <http://www.mobilevetntx.com/id-0819>.** Seconded by Beth Lilly.

Motion passed unanimously on 11/17/2016.

I, Karen Ward, **nominate Kathy Navarrete to complete the remaining of Michele Kasten's term.** Seconded by Beverly Henry. Motion passed unanimously on 11/17/2016.

## **THE SCHIPPERKE CLUB OF AMERICA RESCUE AND HEALTH FOUNDATION, INC.**

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Beverly Henry, Beth Lilly and Kathy Navarrete were nominated to fill the 3 open Trustee positions that will run from January 1, 2017 until December 31, 2019. Passed unanimously on 11/17/2016.

I, Beth Lilly, move **to appoint Norma Yarbrough, EA (retired from the IRS as an auditor) and Patrick Yarbrough, to conduct a financial review on the 2015 books for the Foundation, as suggested by our Treasurer, Karen Ward.** Seconded by Beverly Henry. Motion passed unanimously on 11/18/2016.

I, Karen Ward, **nominate Kristin Morrison to fill the remaining term resulting from the resignation of the SCA Board appointed trustee, to expire December 31, 2017.** Passed unanimously on 11/18/2016.

Beverly Henry nominated Lee Ann Stusnick as President; Karen Ward nominated Beth Lilly as Vice President; Kathy Navarrete nominated Beverly Henry as Secretary; Beth Lilly nominated Karen Ward as Treasurer and Beth Lilly nominated Melanie Coronetz to fill vacant term of Shirley Quillen expiring 12/31/17. Passed unanimously on 12/12/2016.

We received the report of the 2016 Financial Review on February 9, 2017. All records were in order.

I, Karen Ward, move **we retain Sharon Steckler as our legal counsel for an amount to not exceed \$1500-\$2000.** Seconded by Beverly Henry. Motion passed unanimously on 2/16/2017.

I, Karen Ward, move **the Foundation no longer wants to operate as a trust but as a non-profit organization and to incorporate in the State of Texas, establish bylaws, and file of change of name with the IRS.** Seconded by Beverly Henry. Motion passed unanimously on 2/16/2017.

I, Karen Ward, move **the Board of Directors of the Schipperke Club of America Rescue and Health Foundation do hereby set aside its Declaration of Trust, as well as its Operating Procedures. This Foundation, has never been officially formed in either the state of Florida or the state of Texas. The Foundation now wishes to operate as a nonprofit corporation in the state of Texas.** Seconded by Beth Lilly. Motion passed unanimously on 2/18/2017.

I, Beverly Henry, move **that the Foundation offer the seminar on canine genetics by Carol Beuchat PhD at the 2017 SCA National Specialty at no cost to attendees.** Seconded by Karen Ward. Motion passed unanimously on 2/27/2017.

The Schipperke Club of America Rescue and Health Foundation officially became a non-profit Texas corporation as of 3/5/17.

I, Karen Ward, move **Lee Ann Stusnick purchase the Epson VS240 SVGA 3LCD Projector 3000 Lumens Color Brightness: Electronics at a cost of \$300 for use by the Foundation for seminars.** Seconded by Kristin Morrison. Motion passed unanimously on 3/31/2017.

### **REPORT OF THE TREASURER**

- Individual balances for the following accounts as of March 31, 2017:
  - Checking account -- \$25,619.65
  - Savings account -- \$100,713.32

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- The substantiation letters have been mailed to those who gave donations in 2016 and thus far in 2017. Donations since my last report June 24, 2016 have been received in the amount of \$275 - \$6.15 (PayPal fee) = \$168.85, plus \$100.00 received via check and \$68.43 from AmazonSmile for a total of \$237.28 (\$50 was designated for Rescue the remainder assigned to the General Fund).
- The Foundation is supporting a seminar on April 6, 2017 with Carol Beuchat, PhD, entitled *Nuts 'N Bolts of Genetics for Dog Breeders* being held at the 2017 SCA National in Mesquite, TX. The total cost for the speaker, room, microphone, screen, guest room, flight, and expenses for the speaker is unknown at this time.
- IRS 990-N was submitted and accepted for 2016. There was no cost for the filing.
- Directors and Officers Liability Coverage: I have done no further investigation due to incorporating the Foundation which needed to be completed prior to researching insurance coverage and needs to be discussed with legal counsel.
- Certificate of Deposit: On hold due to incorporating and the need to discuss with legal counsel.
- Financial Review: A financial review of the 2015 and 2016 Financial Records was conducted by Norma Yarborough, EA, a retired IRS auditor who audited the financial records of Fortune 500 companies. She determined the records were in order. The report was provided to the Directors.
- Annual Budget – The Foundation lost \$2890.00 in 2016; however, the Michael Downs Estate donation for rescue skews Income and Expense. The Budget was provided with the 1<sup>st</sup> Quarter Report.

	2016	2017	2017	
	Actual	Projected	Actual	<i>as of 3/31/2017 based on financials</i>
<b>Income</b>				
<i>Donations</i>				
Education	\$ 90.00	\$ 100.00	\$ -	
General Fund	\$ 1,251.46	\$ 1,300.00	\$ 203.99	
Health & Genetics	\$ 200.00	\$ 100.00		
Interest	\$ 4.16	\$ 20.00	\$ 7.45	
Rescue	\$ 475.00	\$ 500.00		
National: Educational Seminar or Health Clinic	\$ 740.00	\$ 750.00		
<b>Total</b>	<b>\$ 2,760.62</b>	<b>\$ 2,770.00</b>	<b>\$ 211.44</b>	
<b>Expenses</b>				
<i>General Admin Expenses</i>				
Administrative Costs <sup>1</sup>	\$ 170.88	\$ 100.00	\$ 500.00	
D&O Insurance	\$ -	\$ 1,300.00	\$ -	
PayPal Fees	\$ 39.87	\$ 50.00	\$ 3.90	
Postage <sup>2</sup>	\$ (25.13)	\$ 100.00	\$ -	
Square Fee	\$ 39.00	\$ 60.00	\$ 15.00	
Website Maintenance	\$ 280.00	\$ 300.00	\$ -	
Health & Genetics	\$ 410.05	\$ 1,000.00	\$ -	
National: Educational Seminar or Health Clinic	\$ 1,108.92	\$ 750.00	\$ -	
Rescue	\$ 628.00	\$ 2,000.00	\$ -	
<b>Total</b>	<b>\$ 2,651.59</b>	<b>\$ 5,660.00</b>	<b>\$ 518.90</b>	
<b>Net Income</b>	<b>\$ 109.03</b>	<b>\$ (2,890.00)</b> <sup>3</sup>	<b>\$ (307.46)</b>	

<sup>1</sup> Covers miscellaneous costs not elsewhere classified in the budget

<sup>2</sup> Cost of mailing but can be a negative due to Plush Puppies and Decals the client actually pays for it

<sup>3</sup> The 2017 budget reflects a loss which is not accurate due to the Rescue Funds from the Michael Downs estate donation of \$110,480.

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## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

The President recognized Michele Kasten who reported that her kennel club has placed the AKC Reunite Trailer on hold and suggested we contact AKC to use our remaining \$1000 for another trailer. Michele also noted that she had delivered the items donated by Dee Scott to Beverly Henry.

Karen Ward moved **that we investigate redesigning the current Foundation logo. Kristin Morrison will discuss design possibilities with Dawn Bannister.** Seconded by Kathy Navarrete. Motion passed unanimously.


Fundraising was discussed. One suggestion was for automobile window shades. Lee Ann has the ability to cut Schipperke silhouettes to go on them.

There was discussion on research to see if we can take part of the money in the rescue fund and put it toward saving our breed.

There being no further business, the meeting was adjourned at 1:03.

Motion made to adjourn made by Kathy Navarrete and seconded by Karen Ward.

Respectfully submitted,

  
Beverly Henry, Secretary