

**Newfoundland Club of America, Inc.**



---

**Board of Directors  
Regular Monthly Meeting**

**Thursday, July 19, 2012  
8:00 pm Eastern Time  
7:00 pm Central Time**

**Proposed Meeting Agenda**

***General Orders for a certain time:***

- Specialty Show Committee: Robin Seaman @ 9 P.M. Eastern -time
- Technical Resources Committee: if someone is joining the teleconference from TRC, this is their time slot @ 10 P.M. Eastern-time
- Versatility Newfoundland Committee: Bruce Karger @ 10 P.M. Eastern-time; if a representative from TRC is joining the teleconference.
- Newf Ambassador Committee: Marylou Roberts @ 9 P.M. Eastern – time at a session on 7.26.2012. or at next month's meeting.
- 

- I. Roll call.
- II. Reading and approval of minutes:
  - Regular May Meeting of the Board of Directors - May 24, 2012
  - Regular June Meeting of the Board of Directors – June 21, 2012
- III. Motion to adopt the July agenda -  
(in accordance with NCA Bylaw Article IX. Section 2.)
- IV. Reports of Officers and Standing Committees:
  - President's Report – *Pam Saunders*:
    - 1) General Order: Scheduling of 2012 fall face-to-face meeting weekend.
  - 1<sup>st</sup> Vice President's Report – *Pat Randall (p. 7)*:
    - 1) Start Meeting report (*under separate cover*).
  - 2<sup>nd</sup> Vice President's Report – *Lynne Anderson-Powell*:
    - 1) Award Committees Consolidation.

- Recording Secretary's Report – *Steve Britton-* (pp. 7 - 8).
- Corresponding Secretary's Report – *Kathy McIver-* (pp. 8 - 14).
- Treasurer's Report – *Mary L. Price-* (pp 14 - 19):
  - 1) General Order: Adoption of the Annual Budget
- AKC Delegate – *Mary W. Price*
- Report of NCA Regional Club Liaison- (*Pam Rubio*):
  - 2) NCNE Revised Bylaws Proposal (pending response from NCNE).
- Specialty Show (Robin Seaman @ 9 P.M Eastern-time.):
  - 1) Uniform trophies: the committee would like to explore the idea of using something other than the Lennox china at national specialties.
  - 2) The possibility of putting prior year limited edition plates in both Newf Tide and on the NCA website for sale. We have quite a few from past years and we only sell so many at a national. This would possibly allow more people the opportunity to purchase them.
  - 3) Progress relating to resolving of three business items listed on the former NCA Board of Director's "To-Do" list that are now listed under this meeting's "Unfinished Business."
  - 4) Clarification of the current NCA policy regarding conjunctive Independent NCA Regional / NCA National Specialties.
- Technical Resources (???? @ 10 P.M Eastern-time) –.
  - 1) Barbara Finch, chair of the TRC, has a scheduling conflict with this evening's meeting and is unavailable to attend. At the time of this packet's publication, it is undetermined whether someone else from the committee is able to attend.
  - 2) Frequency of the publishing of Versatile Newfoundland Reports.
- Publicity – Hope Taylor- (see attached document *p.19*)
- Working Achievement- Brian Hodges- (see attachment *p.19*)
- Newf Ambassador- Mary Lou Roberts- (tentatively @ 9 P.M. Eastern-time on 7.26.2012, or at the August meeting, see attached document *pp.21 - 22*)

#### IV. Reports of Special (Ad-hoc) Committees:

- Policy Manual Review Committee- *Pam Saunders-* (pp .22- 27)
- Audit Proposal Review Report- *Sandy Gabel-* (pp.28 – 31)

V. Election of new members and other Executive Session Business:

- Report of the Membership Chairman- *Mary Lou Cuddy*
  - 1) Consideration of New Member Applications
- Committee Appointments

VI. Unfinished Business and General Orders

- 1) Reformatting of committee job descriptions
- 2) Draft of policy regarding the listing of titles on rosettes and certificates –  
Maredith Reggie (reopened: June 21, 2012)
- 3) Appointment of a committee to track long-term contracts and activities
- 4) Develop guidelines for the appointing of National Specialty Committee  
chairman (aka, grounds, registration, etc.): pended from June 17, 2010  
BOD meeting.
- 5) Article in summary of the St. Bernard survey and the value of NCA  
membership. (Lynne Anderson-Powell)
- 6) Article to *Newf Tide* regarding the procedure for removing a name from  
AKC's mailing list/publish to e-Notes and *Newf Tide*. (PKR): Reopened  
6/21/12.
- 7) Investigate external audit/review costs (MLP; pended, February 2012.  
also pended, SG: May, 2012)
- 8) Juniors Committee:
  - 8.1) Committee to make recommendations for new medallion design (no  
date)
  - 8.2) Committee to make recommendations for recognition of Junior  
Members in working events. (no date)
- 9) Newf Ambassador Committee:  
Develop recommendations for a Facebook® puppy page (by 2/2/12  
agenda deadline)
- 10) Publicity Committee
  - 10.1) Develop article on the value of NCA membership for distribution  
to regional clubs by NCA Regional Club Committee.
  - 10.2) Develop wording for Canine Review free website listing (by  
5/2/12)
- 11) Specialty Show Coordinating Committee:
  - 11.1) Report to board on sending specialty judges ballots with the  
election ballots (by 5/2/12)
  - 11.2) Review concept of uniform trophies and methods of fund-raising  
(by 2/2/12 agenda deadline)

- 11.3) Review of 2010/2011 National Specialty financial reports (MLP, Amy Lane) (by 5/2/12)
- 12) Technical Resources Committee:  
Develop policy procedures relating to the electronic information storage.
- 13) Working Dog Committee:
  - 13.1) Review situations arising from judging inconsistencies (by 2/2/12 agenda deadline)
  - 13.2) Review entry fee clarification (by 3/1/12 agenda deadline)
  - 13.3) Review of Provisional Judges Policies (Pended: June 21, 2012)
- 14) Governing Document Committee (Special Committee)
  - 14.1) Report on the following: Review the consistency between and within the NCA's governing documents, including but not limited to AKC regulations and the Connecticut state statutes.
  - 14.2) Policies regarding new IRS Regulations regarding Non-Profits Corporations and the Pension Reform Act of 2006 (Conflict of Interest, Whistleblowers, Audit, etc.)
- 15) Newf Tide Policy Committee report back with a recommendation regarding member-vendor advertising rates for the inside the covers to Newf Tide (pended: April 2012)
- 16) Publicity Committee's Report regarding Article Revisions (Recommitment from April 2012)
- 17) *Proposed Amendment to the NCA Board's Policy:*  
"***I move*** that the NCA Board's Policy be amended by adding the following: Resolved, that provided a quorum is present, no board meeting shall be called to order later than 15 minutes after the published start time." (*Patrick K. Randall*)
- 18) "***I move*** that the Technical Resources Committee provide the board with a critical appraisal of whether the services supplied by *Club Express* would provide a viable alternative to incorporating membership and other "people" functions into our current database.  
URL=<http://www.clubexpress.com/> ." (*Patrick K. Randall*)

- 19) **Motion:** I move to amend the NCA board's policy and effective immediately, within 15 days of taking office, newly appointed officers shall receive a calendar/to do list highlighting time frames and contact information for duties pertinent for their office. For example, a calendar/to do list for the Second Vice President might read as follows:

First Thursday of every month:

- 1) Send committee agenda items to Recording Secretary.
- 2) Submit items for committee newsletter.

Last week of every month:            Send agenda deadline notices to committee chairs.

Request items for committee newsletter from chairs.

Then each month with unique duties should be noted. For example:

May -            Discuss budget submission deadline with NCA Treasurer  
                    Send budget notices to committee chairs

*(Kathy Mclver)*

**Rationale:** This will help to ensure a speedy transition for new officers and lessen the likelihood of important duties being overlooked by a new officers.

- 20) **Motion:** I move to amend the NCA board's policy and effective immediately, within 45 days of taking office, newly appointed officers shall receive all files and documents pertaining to their office. This shall include, but is not limited to, letters, emails, contracts, artwork, and soft goods pertinent to each separate office. Failure to provide said materials without due cause may be grounds for additional actions as deemed necessary by the NCA Board of Directors. *(Kathy Mclver)*

**Rationale:** This will help to ensure a speedy transition for new officers and lessen the likelihood of important duties being overlooked by a new officers. When first learning an office, it is very helpful to review actions taken by previous appointees. When I was RCL, I found reviewing letters written by my predecessors very valuable and educational. Also, it is important to maintain a record of the history of each office

- 21) **I would like it moved:** to include the presentation of the Living Legend awards in the Annual Meeting agenda, to be given out just prior to the "Oldest Living Newf" award. *(Pam Rubio)*

- 22) **I move:** to ratify the vote that took place at the 2012 Annual Meeting of the Club regarding NCA Member Conformation Judges who live abroad, and that their names automatically be approved and added to the current judges list. *(Roger Frey)*

- 23) **I move that NCA policy be amended as follows:** when a regional club hosts a NCA National Specialty, they may elect to hold a Regional Specialty Show in conjunction with the NCA's National Specialty; as long as a written request to do so is submitted to the NCA's Specialty Show Coordinator a minimum of 24 months in advance of the show's date. Before either show's application is permitted to be sent on to AKC, the request must also receive a favorable vote of the NCA Board of Directors, with this vote taking place no later than least 18 months prior to the scheduled event. Also in connection to a NCA National Specialty Show, no regional Newfoundland club is permitted to hold a regional specialty show, outside of its own club area. (*Steve Britton*)

**Rational:** The current NCA policy (located on page 101 of the Policy Manual) clearly states: "No Regional Specialty may be held within fourteen (14) days before or after the inclusive dates of the National Specialty. No Regional Specialty within two hundred (200) miles of the National Specialty site may be held within twenty eight (28) days before or after the inclusive dates of the National Specialty.

The intention of this proposed policy amendment is to provide for what occurred in 2012, without causing a to breach the club's policies regarding Regional and National Specialty Shows

#### VII. New Business

- 1) I move that the book: "A Study of the Newfoundland," as authored by the late Ronald Pemberton be added to the recommend NCA Judges Education reading list.

**Rational:** As a book, this text happens to be so well thought of that it has been translated into two or more foreign languages (German & Czech) (*Roger Frey*)

- 2) I move to amend the motion regarding the posting of canine legislative alerts by the NCA Legislative Liaison Committee that was adopted by the NCA Board of Directors at its 2012 June regular board meeting. (*Pam Saunders*)

Report of the First Vice President  
NCA Board of Directors  
2012 July

The CTMB will meet the Wednesday, July 11, so I will file a separate report if necessary.  
The attached is a report on STARTMEETING and WIGGIO (group software).

Pat r

---

Recording Secretary's Report  
to the  
NCA Board of Directors  
2012 July

The recording secretary continues to attending to his duties by prepare meeting minutes and meeting agenda packets. To this end, he has also elicited the substantial counsel of a retired Professional Registered Parliamentarian, whose non profit sector background includes editorial and publishing experience. Also, he has also sought the advise from a family member, who is a licensed secondary school english teacher and school administrator in the state of Illinois. In preparing board and club documents, he is utilizing the latest edition of *The Chicago Manual of Style*; or, sometimes the *MLA Style Manual* and the Purdue University Online Writing Lab (OWL).

Further, your secretary is grateful to those board members whose submitted materials are sent in on a timely basis, and he is appreciative to our *Newf Tide* editor, Maredith Reggie for offering her tips regarding Microsoft-Word formatting.

As an FYI, properly prepared meeting minutes should never interject the secretary's opinion on a matter. It is universally understood that the purpose for minutes is to provide a **legal** record of the **transacted business** (motions temporarily disposing of, adopting or not adopting an action; at a meeting), and not to provide a narrative of what summarily "*happened*" at a meeting, as one board member has mistakenly misinformed the board at our June meeting.

It is important to be mindful that as a "**legal**" document, minutes of an organization's meeting can be used in litigation, in opposition to the organization. As the summarized material could potentially be used against the organization in a future court proceeding, it's my belief that it's actually considered contrary to the board's fiduciary duty to adopt a motion requiring the secretary to summarily interject narrative material into drafted minutes.

.A excellent brief recent discussion on the proper content of minutes can be found at the following URL:

<http://robertsrules.forumflash.com/index.php?/topic/16253-minutes-of-board-meeting/page hl minutes fromsearch 1>”

*Steven J. Britton, PRP*

Steven J. Britton, *PRP*  
Recording Secretary

**Recommended motion:**

I move that the motion related to the secretary to including summaries of officers and committee reports, adopted at the 2012 June board of director’s meeting, be rescinded.

---

Office of the Corresponding Secretary  
Board of Directors  
Newfoundland Club of America  
June, 2012

As of 6/4/2012, I have received ten notices from AKC's Event Operations. All have been forwarded to the chair of the Specialty Show Committee, Robin Seaman.

Contact updates for the NCA have been provided to the AKC (Officer's Update, Event Operations, Electronic Reports Coordinator, and Conditional Registration Office) as well as to Eddie Dziuk for CHIC reports and Jon Curby for OFA reports.

Westminster KC (communication provided) has requested the following before 9/1/2012

- Check the breed narrative on the Westminster website (provided below)
- Check the photo on the Westminster website and replace it if necessary.
- Make sure parent club link on the Westminster website is correct and functional

(I checked, it is working) .

- Check the PA script and offer edits / suggestions.
- Send some TV sound bytes and other notes for television commentary.
- Send the name, email address, and telephone number(s) for no more than three of your key people (e.g., president, corresponding secretary, breed education chair, etc.).



Breed narrative

Sweetness of temperament is the hallmark of the Newfoundland. This large, strong, active dog impresses the eye with great strength, dignity and pride. Originating in Newfoundland, he is equally at home working in water or on land and was used by fishermen to pull nets and haul carts. His heavy oily double coat, webbed feet, deep broad chest and well-sprung ribs make him a natural swimmer with true life-saving instincts. Unique gentleness, even temper and devotion make him an ideal companion for child or adult. Colors are solid black, brown or gray with white markings or piebald white and black.

PA script

The Newfoundland is a large, strong, heavy coated, active dog equally at home in the water and on land. In his native Newfoundland, he was used as a working dog to pull nets for the fishermen and haul wood from the forest. He is a natural swimmer with true life saving instincts and is renowned in this role.

This is Newfoundland # \_\_\_\_\_

----- Forwarded Message -----

**From:** Linda Duane <[Linda@westminsterkennelclub.org](mailto:Linda@westminsterkennelclub.org)>  
**To:** "pssaunders@live.com" <[pssaunders@live.com](mailto:pssaunders@live.com)>  
**Cc:** "cachalotmailbox-ncabod@yahoo.com" <[cachalotmailbox-ncabod@yahoo.com](mailto:cachalotmailbox-ncabod@yahoo.com)>  
**Sent:** Friday, May 18, 2012 11:15 AM  
**Subject:** Greetings from The Westminster Kennel Club - request for info update - with thanks

To:	All Parent Clubs
From:	David Frei, The Westminster Kennel Club
	(Please send replies to <a href="mailto:linda@westminsterkennelclub.org">linda@westminsterkennelclub.org</a> )

The 137<sup>th</sup> Annual Westminster Kennel Club Dog Show will take place on February 11-12, 2013 and once again our Group and Best In Show judging will be shown live on television in six hours of prime time. million views each year, as well. And of course, throw in a packed house at Madison Square Garden and you can understand just how big an audience we reach.

We augment all of this with the content on our site ([www.westminsterkennelclub.org](http://www.westminsterkennelclub.org)) emphasizing the joys and responsibilities of life with purebred dogs and our terrific family sport of showing dogs. We know that you appreciate that and we want you to participate with us in doing this.

Since the early 1990's, we've embraced having the parent clubs be part of the televised Westminster show by providing valuable insights about their breed. In 2004 we expanded our teamwork of educating the dog loving public by enhancing the Breed Information section of our Web site, with a photo, narrative and a link back to your club's Web site. To find your breed page on our website, log on to [www.westminsterkennelclub.org](http://www.westminsterkennelclub.org), click on the **ABOUT DOGS** tab at the top of the home page and then **Breed Information** to find your breed.

We would like you to help us update and / or refresh your breed's information on the site. Please take a look at the following elements to ensure that this is what you want to be seen and heard by millions about the breed you love.

**WEBSITE NARRATIVE (under the photo):**

If you want to edit the narrative, feel free to do so. It is subject to our editing, but we want it to say what you want it to say. A general history of the breed and key points about function, structure and temperament might be a good place to start. Limited to no more than 100 words.

**WEBSITE PHOTO:**

Photo requirements: it must be a dog that is no longer being shown. Not a show photo. No people or show paraphernalia in the photo. No sloppy airbrushing, Photoshop work or other doctoring. Remember that millions of site visitors (and potential dog owners) could be seeing this photo. And in fact, we may also use this photo occasionally in response to media requests for specific breed images.

**IMPORTANT:** Electronic submissions are preferred, but regular mail is welcome as well. Electronic photo submissions should be *jpeg* format, high-res, and sent as an attachment to an email, not embedded within the email. Photos will be credited to the parent club.

**PA SCRIPT:**

As you know, the telecast picks up the house PA during the telecast, which gives a generic 50-75 word script about the breed. We are attaching the latest version of the PA script for your breed and ask that you please take a look at it and let us know that you are happy with it, or offer some suggestions. This is a bit of a challenge because of TV timing and delivery, so it is subject to our edit for that reason. Here's a suggestion: whatever you create for this, whether it's just an edit or a total re-write, read it out loud to someone for their reaction. We have worked very hard on these scripts through the years, please don't edit just to edit, have a purpose in your response. PA scripts are limited to 75 words.

### **TELEVISION COMMENTARY:**

I would like you to offer some thoughts for my television commentary. Over the years, I have received some great stuff from you. It basically comes down to this: give me a 10-15 second sound bite about your breed that you would like the world to hear on the telecast. It can be something about the unique characteristics, temperament, personality, training challenges, coat, misconceptions, history, anecdotes, or whatever.

Please understand that because of the vagaries of live TV, my ability to say something depends on everything that's going on around me with my partner, the producer talking to me through my earpiece, what is happening on the floor, etc. – I can't always promise that I can use it, but I will try. Please understand that I have the basic stuff all over my notes. 2013 will be my 24<sup>th</sup> year of doing the television commentary, so I have quite a collection of witty comments, interesting facts, and ad-libs (that's right, some of my ad-libs are actually in my notes!). Anyway, think of it like this: If I can only say one thing about your breed to millions of people, what would you like that to be? You can give me a list in order of priority, sometimes I might be able to use more than one thing.

### **To summarize, here is a checklist:**

- ✦ Check the breed **NARRATIVE** on the Westminster Web site.
- ✦ Check the **PHOTO** on the Westminster Web site and replace it if necessary.
- ✦ Make sure your **PARENT CLUB LINK** on the Westminster Web site is correct and functional.
- ✦ Check the **PA SCRIPT** and offer edits / suggestions.
- ✦ Send some **TV SOUND BITES** and other notes for television commentary.

*Whether or not you have any changes for the website, please send us for our address book the name, email address, and telephone number(s) for no more than three of your key people (e.g., president, corresponding secretary, breed education chair, etc.).*

### **Please submit updated information and/or photos by September 1, 2012.**

We reserve the right to use whatever you send us in whatever way we choose, and to edit as we deem appropriate. We also reserve the right of approval of all photographs to be used on the Web site. We will credit the photo as courtesy of the parent club.

Newfoundland Club of America, Inc  
Board of Directors  
19 July 2012

Regular Monthly Meeting  
Agenda & Packet  
Page 12 of 32

We look forward to your response. Our rule is that we only accept materials from the parent clubs. But if we do not hear from you in a timely fashion, we will have to solicit these materials from other sources. Parent clubs are not always happy with what happens when we have to do it that way. If you choose not to make any changes or updates, then please let us know that.

Remember, your information will reach millions of television viewers and millions of Web site visitors from around the world.

There are two attachments to this letter: the PA script that was used for the 2012 show and a sample response from the Bedlington Terrier Club of America (nicely done).

Thank you in advance for your help.

Please acknowledge receipt of this request so that we know it is in the system for the club response.

Sincerely,

David Frei

Director of Communications  
The Westminster Kennel Club  
[david@westminsterkennelclub.org](mailto:david@westminsterkennelclub.org)  
(212) 213-3212

Linda Duane

Westminster Kennel Club  
149 Madison Avenue, Suite 402  
New York, NY 10016  
212-213-8196  
fax: 212-213-3270  
[Linda@westminsterkennelclub.org](mailto:Linda@westminsterkennelclub.org)  
westminsterkennelclub.org

**Attachments**

Attachment - Sample response.docx  
Newfoundland.docx

SAMPLE PARENT CLUB RESPONSE TO  
WESTMINSTER MATERIALS REQUEST FOR WEB SITE

(Thank you to the Bedlington Club of America for being a good example)

Website Narrative

The first Bedlington Terrier was whelped around 1825 in the country of Northumberland, England. Graceful and lithe in appearance, the Bedlington Terrier has a big heart and loveable nature. Best recognized for its distinctive coat giving him the appearance of a lamb, the Bedlington Terrier is said to have the "Head of a lamb and heart of a lion". The Bedlington was developed for its courage and ability to hunt a variety of vermin by descending underground to the animal's lair or by running down its prey above ground. The Bedlington's gracefully shaped body lends to great speed and endurance.

PA Script

Best recognized for its distinctive coat giving him the appearance of a lamb, the Bedlington Terrier is also graceful and lithe in appearance. The Bedlington was developed for its courage and ability to hunt a variety of vermin by descending underground to the animal's lair or by chasing its prey above ground. The Bedlington's gracefully-shaped body lends to great speed and endurance.

TV Sound Bites and Other Notes

The Bedlington Terrier is said to have the "Head of a lamb and heart of a lion".

After being brought to America from England, the Bedlington Terrier was made popular by the aristocratic Rockefeller and Guggenheim families.

Bedlingtons come in a variety of coat colors including blue, liver, sandy, blue and tan, sandy and tan.

Unlike other terrier breeds, the Bedlington should have a springy gait with unique lightness of movement.

A Bedlington Terrier went Best In Show at Westminster Kennel club in 1948.

A Bedlington Terrier was featured on the cover of Sports Illustrated on February 8, 1960.

WORKING

**NEWFOUNDLAND**

The Newfoundland is a large, strong, heavy coated, active dog equally at home in the water and on land. In his native Newfoundland, he was used as a working dog to pull nets for the fishermen and haul wood from the forest. He is a natural swimmer with true life saving instincts and is renowned in this role.

This is Newfoundland # \_\_\_\_\_

---

Office of the Corresponding Secretary  
Report to the Board of Directors  
2012 July

I have mailed 8 AKC letters to Robin Seaman. I have forwarded a member's letter dealing with a committee matter to the Second VP. I have forwarded the current CHIC report to the BOD and chair of H&L.

Kathy McIver.

---

Treasurer's Report to the  
NCA Board of Directors  
2012 July

Dear Officers and Directors:

The following information represents the financial activity of the NCA operating accounts from June 4, to July5, 2012.

Sincerely.

*Mary L. Price*

Mary L. Price  
Treasurer

	Cash Balance s
NCA Operations	
Checking Account	27,939.89
Checking Account - 2013	9,657.45
Natl. Spec. Savings Accounts	41,331.03
CDs	95,920.95
Juniors Fund	1,000.00
Uniform Trophy Fund	<u>1,629.79</u>
	177,479.11

NCA Operations  
INCOME &  
EXPENSES for the  
period June 4 - July  
5, 2012

INCOME	
Dues - Applicants	6/16/12 DEP Massaro; Pitawanakwat
	6/17/12 EFT B Cole
	6/23/12 DEP Prior
	6/23/12 EFT Rothstein; Bynes; Everest
TOTAL Dues - Applicants	
Interest	6/30/12 EFT Interest
Newf Tide ads	6/22/12 DEP Various
	6/22/12 6880 NCA Health Challenge transfer donation
TOTAL Newf Tide ads	
Newf Tide subscriptions	6/22/12 DEP Various
	6/22/12 EFT Zalivaco; Funk
TOTAL Newf Tide subscriptions	

WD-Water - Inc.	6/17/12	DEP		Vari	publication
TOTAL INCOME					
EXPENSES					
Associations	6/9/12	6871		AKC Museum Of The Dog	1 yr. Patro membersh
Awards	6/30/12	6885		U P S	
Breeders Education	6/10/12	EFT	S	S.c. - Credit Cards	s.c. for credit card
Breeders Referral	6/30/12	6883		N Young Meyer	
Gen. Ed. - Packets, Ads,	6/30/12	6881	S	Accu Conference	teleconf. 6/2
Health Chall.	6/10/12	EFT	S	S.c. - Credit Cards	s.c. for credit card
	6/17/12	DEP	S	CTMB	reimb. credit card s.
TOTAL Health Chall.					
Legal	6/9/12	6870		Davis, O'Sullivan And Priest	
Legislative Liaison	6/30/12	6881	S	Accu Conference	teleconf. 6/1
Membership	6/10/12	EFT	S	S.c. - Credit Cards	s.c. for credit card
Newf Ambassador	6/30/12	6881	S	Accu Conference	teleconf. 6/1
Newf Tide Issues					
	6/16/12	6873		Postmaster - Montezuma, IA	2 Q 1
	6/16/12	6874		Postmaster - Montezuma, IA	2 Q 1
	6/30/12	6884	S	Federal Express	2Q
TOTAL Issues subscription expense	6/10/12	EFT	S	S.c. - Credit Cards	s.c. for credit card
TOTAL Newf Tide					



Newf Tide Policy	6/30/12	6881	S	Accu Conference	teleconf. 6/1
RAC - Management Expenses	6/22/12	DEP		CTMB	reimb. telecon
Rec Sec	6/16/12	6872		S Britton	copies, postag
	6/30/12	6881	S	Accu Conference	Board teleconf 6/21 + playbac
TOTAL Rec Sec					
Regl Club Committee	6/30/12	6881	S	Accu Conference	teleconf. 6/
Regl Spec. Coord	6/9/12	DEP		AKC	fees refur
	6/30/12	DEP		Rubio - No Cal NC	AKC fee reim
TOTAL Regl Spec. Coord					
Rescue	6/10/12	EFT	S	S.c. - Credit Cards	s.c. for credit card
	6/17/12	DEP	S	CTMB	reimb. credit car s.
TOTAL Rescue					
Rescue Prevention	6/22/12	6879		Donna Zink	teleconf. 11/22; 2/ 5/2
Unif. Trophies	6/10/12	EFT	S	S.c. - Credit Cards	s.c. for credit cards Ltd. Ed. plate
	6/17/12	DEP		NCA Trophy Fund	reimb. credit car s.
TOTAL Unif. Trophies					
Steering	6/30/12	6881	S	Accu Conference	teleconf. 6/1
Technical Resources	6/9/12	6869	S	M L Zimmerman	webmaster - Apr MC
	6/17/12	6875	S	M L Zimmerman	Blueho

Newfoundland Club of America, Inc  
 Board of Directors  
 19 July 2012

Regular Monthly Meeting  
 Agenda & Packet  
 Page 18 of 32

	6/30/12	6882	S	Marylou Zimmerman	Constant Contact contract
TOTAL Technical Resources					
Versatility	6/16/12	DEP		Vari	pin & patc
WD - Water expense	6/17/12	6877	S	D Gorsuch	publication postag
WD-chair	6/30/12	6881	S	Accu Conference	teleconf. 6/1
TOTAL EXPENSES					
OVERALL TOTAL					

Report of the Publicity Committee  
2012 July

Here is a revision on the Canine Review that Pam mentioned to me at the National...500 characters, NOT 500 words!

Thanks,

Hope

1

2 The Newfoundland Club of America, NCA was created to help in the preservation,  
3 protection, welfare and future of the Newfoundland dog. Just log on to  
4 [www.ncanewfs.org](http://www.ncanewfs.org), the NCA website and you will be amazed by the amount of various  
5 and in-depth information waiting for you; from how to pick a breeder and how to select  
6 your puppy along with health information and guidance. Visit [www.ncanewfs.org](http://www.ncanewfs.org) and  
7 discover the exciting world of the Newfoundland dog.  
8

9 Submitted 6/20/12

10 Publicity Committee

11

---

Report of the Working Achievement  
Committee  
2012 July

Hi all:

I have good news! I just heard from Roy Jones that they received the WA rosettes today and placed them in the mail. They are being mailed directly to every recipient. So, you should have your rosettes within a few days!!!

Also, I just wanted to let all of you know how touched I was to read all of your WA stories in Newf Tide. Every single one of you wrote a compelling story. It is amazing to read about the different dogs/handlers that took such diverse journeys to achieve this honor. And I was so happy to see pictures of these wonderful dogs. I am so pleased that our club adopted this award.

Anyway, I thank you all for your patience.

Best,  
Brian Hodges  
Chair, WA Committee

----- Original Message -----

---

## **Newfoundland Ambassador Committee Report**

Hi Lynne,

At its last meeting, the Newf Ambassador Committee agreed to submit the following questions to the Board for clarification:

1. We are somewhat confused about the Board's directive at it's November Board meeting for the Newf Ambassador Committee to develop a Face Book Puppy Information page. Following are the minutes from that Board meeting:

### **Facebook Puppy Information Page**

The Board briefly considered a request to develop a Newfoundland Puppy Information Page on Facebook. Some Board members felt that this could tie in as a resource for the Newf Ambassador program and the Breeders Education Committee, along with the Corresponding Secretary.

Roger Frey moved and Lynne Anderson-Powell seconded that the Board refer a request to consider developing a Newfoundland puppy information page on Facebook to the Newf Ambassador Committee and the Breeders Education Committee with reports due back to the Board by the February 2, 2012 Board agenda deadline. Without objection, the motion passed.

The Newf Ambassador Committee discussed this at our last meeting (June 27). Following are the minutes on that topic from meeting:

The NCA Board asked the committee to consider being involved in a Facebook page.

After discussion, the following motion passed unanimously:

The Newfoundland Ambassador committee has considered the request from the Board of Directors to take an active role on a Facebook page on behalf of the NCA. The committee declines this request for two reasons at the present: (1) at this stage of the committees development – without established roles or any members with available additional time, we do not have the capacity to do this actively, and (2) we feel it is outside of the scope of our current activities, which are to create a network of Newf Ambassadors, train them, and create ways for inquiring members of the public to reach them. (motion was approved unanimously)

One of our own "to do" items is, indeed, to develop a Face Book page--but it will deal specifically with the Newf Ambassador program and will direct readers to information on the NCA Web site. To develop a broader "puppy information" page, however, is not within the scope of our charge. Is this not something that should be done by the General Education Committee?

I noted that the following item was included on the June meeting summary. We assume, then, that the Board will clarify this issue at that meeting. We would be happy to come onto the call if there is any information about our committee's activities that would be helpful. [The item of business to develop recommendations for a Facebook puppy page \(originally](#)

2/02/12) was postponed to the July meeting.

2. The June meeting summary also includes the following:

50 Roger Frey moved, Pam Rubio seconded that the NCA Board of Directors approve the  
51 recommendation of the Rescue Prevention Committee.  
52 Roger Frey moved and Pam Rubio seconded to amend the earlier motion to approve the  
53 card as proposed, including the changes as the board had suggested, and to set the 2012  
54 RPC budget line item at \$1000. Without objection, the amendment to the earlier motion  
55 was adopted.  
56 The amended motion approving the information card with the suggested changes and its  
57 2012-2013 \$1000 budget line item was adopted.  
58 Voting in the AFFIRMATIVE: Anderson-Powell, Cornell, Cuddy, Frey, Gabel,  
59 M.L. Price, Randall, Rubio, and Saunders.  
60 Voting in the NEGATIVE: Britton and Reggie.  
61 ABSENT: McIver.

The meeting summary does not state what the recommendation of the Rescue Prevention Committee is/was, but I understand from a conversation that I had with Maredith Reggie that the Board has approved a budget for REACT to fund the development and distribution of an "information card." This project sounds very similar to work that is being done by the Newf Ambassador Program, for which we had already included money in our budget.

Again, I am confused about the respective roles of and coordination between the REACT, Newf Ambassador, and General Education Committees. In my mind, all of this type of work should be directed by General Education. (You all may recall that the ad hoc Newf Ambassador committee originally recommended that the program be established as a sub-committee of General Education. The Board did not agree and set us up as a separate standing committee.)

At any rate, I have some concern about overlap of activities, and our committee would like some clarification on the role/job description of the General Education Committee. We are unclear where we should be interfacing with them and where we should be off developing materials on our own. We hope you will include this on the next agenda.

Of course we will be happy to provide you with any additional information you need about our activities.

Mary Lou Roberts

## **VIII. Reports of Special (Ad-hoc) Committee**

### **Ad hoc Policy Manual**

#### COMMITTEE GUIDELINES AND POLICIES

##### Certificates of Appreciation

- Certificates of appreciation will be presented to all outgoing committee chairs and committee members at the Annual Membership Meeting

##### Committee Appointments

- All committee applications should be directed to the second vice president.

##### Committee Assignments / Proposals

- All committee proposals/input will be addressed by the Board and responded to—even if not fully resolved—within 60 days of their submission by the committee.
- Committee assignments were traditionally made by the new Board on Sunday mornings after the National Specialty was over or after the Annual Meeting.

From 1997 committee assignments have been done by the outgoing Board.

Board decided it would take a straw vote in executive session and the new Board would, in good faith, take that vote into consideration during their meeting Thursday after the Annual Membership meeting.

##### Committee Documents

- Each committee chair should have an electronic file of all documents pertaining to the work of their committee;
- There should be a separate “official/locked” copy in editable format (Word is the most universal) stored elsewhere, possibly with whoever is charged with providing printed copies of each document.
- Forward to the Board, via the 2<sup>nd</sup> Vice President, copies of all contracts binding the NCA and create a current and historical file of these contracts to be held by the President and the Treasurer

##### Committee Account Numbers / Passwords

- Any account number and/or secure password information owned/managed by the NCA (e.g., web sites, databases, password-protected CDs, etc.) be held by the NCA President, the NCA Treasurer, and the chair of the committee.

##### Committee Expenses

- Reimbursement for committee expenses will be contingent upon the Chair

- submitting a budget.
- Committee Chair is required to approve invoices for expenditures for his/her committee before forwarding bills to Treasurer for payment
- Committee Chairs to submit year-end financial reports to Recording Secretary with annual reports.
- Committee expenditures beyond adopted budgets must be approved by Board before being allocated.
- Cost of duplicating and collating materials for Board review to be borne by committees submitting documents.

### **Committee Reports**

- Committee reports are due to the 2<sup>nd</sup> Vice- President at the same time as the Board's agenda items. Deadlines will be announced as soon as they are set.
- Annual committee reports will be printed in *Newf Tide*.

### **Communication:**

- NCA committees are answerable to the Board of Directors, and only to the Board. Neither individual board members acting on their own nor other committees may assign work to committees. Board members have no special privileges with committees except when acting as a Board or at the direction of the Board. However, formal avenues of communication should not preclude a collegial relationship between committees or Board members and committees. Further, the Board may in specific instances or as a matter of policy approve specific collaborative work between committees. In any event it should be remembered that no committee member, including the chair, may speak for the committee as a whole and no such communication should be taken as having come from the entire committee
- Approval to set up an electronic mail distribution list to facilitate communicating NCA business to committees
- All NCA committee discussions have to be conducted in such a way that all committee correspondence is available to all committee members
- The Board must approve all surveys before they are sent out.
- An article will be written and published annually in *Newf Tide* dealing with the committee structure of the NCA so that the membership might be enabled to participate in the process as fully as each wishes.

### **Miscellaneous**

- Committee chairperson(s) will receive a tentative National Specialty schedule nine months prior to the specialty show for review for possible conflicts and any conflicts be resolve by the NCA President, the Specialty Show Coordinator and the Specialty Show Chair.

### **Outside Reports**

- All committees receiving reports from outside sources such as OFA, AKC,

etc., are required to provide the NCA Corresponding Secretary and the NCA Webmaster a copy of the report within 15 days of its receipt. The Corresponding Secretary will maintain hard copies of all reports. The webmaster will be requested to enter all appropriate reports into the WIKI document center.

### **Teleconferences**

- All committees are required to hold teleconference meetings of their committees at least quarterly. There must be a quorum of said committee. All committee actions must result from a teleconference or face-to-face meeting with a quorum of said committee
- Committee teleconferences must first receive express permission of the President.



## **(a) COMMITTEE GUIDELINES AND POLICIES**

### **Certificates of Appreciation**

- Certificates of appreciation will be presented to all outgoing committee chairs and committee members at the Annual Membership Meeting

### **Committee Appointments**

- All committee applications should be directed to the second vice president.

### **Committee Assignments / Proposals**

- All committee proposals/input will be addressed by the Board and responded to—even if not fully resolved—within 60 days of their submission by the committee.
- Committee assignments were traditionally made by the new Board on Sunday mornings after the National Specialty was over or after the Annual Meeting.

From 1997 committee assignments have been done by the outgoing Board.

Board decided it would take a straw vote in executive session and the new Board would, in good faith, take that vote into consideration during their meeting Thursday after the Annual Membership meeting.

### **Committee Documents**

- Each committee chair should have an electronic file of all documents pertaining to the work of their committee;
- There should be a separate “official/locked” copy in editable format (Word is the most universal) stored elsewhere, possibly with whoever is charged with providing printed copies of each document.
- Forward to the Board, via the 2<sup>nd</sup> Vice President, copies of all contracts binding the NCA and create a current and historical file of these contracts to be held by the President and the Treasurer

### **Committee Account Numbers / Passwords**

- Any account number and/or secure password information owned/managed by the NCA (e.g., web sites, databases, password-protected CDs, etc.) be held by the NCA President, the NCA Treasurer, and the chair of the committee.

### **Committee Expenses**

- Reimbursement for committee expenses will be contingent upon the Chair submitting a budget.
- Committee Chair is required to approve invoices for expenditures for his/her committee before forwarding bills to Treasurer for payment
- Committee Chairs to submit year-end financial reports to Recording

- Secretary with annual reports.
- Committee expenditures beyond adopted budgets must be approved by Board before being allocated.
- Cost of duplicating and collating materials for Board review to be borne by committees submitting documents.

### **Committee Reports**

- Committee reports are due to the 2<sup>nd</sup> Vice- President at the same time as the Board's agenda items. Deadlines will be announced as soon as they are set.
- Annual committee reports will be printed in *Newf Tide*.

### **Communication:**

- NCA committees are answerable to the Board of Directors, and only to the Board. Neither individual board members acting on their own nor other committees may assign work to committees. Board members have no special privileges with committees except when acting as a Board or at the direction of the Board. However, formal avenues of communication should not preclude a collegial relationship between committees or Board members and committees. Further, the Board may in specific instances or as a matter of policy approve specific collaborative work between committees. In any event it should be remembered that no committee member, including the chair, may speak for the committee as a whole and no such communication should be taken as having come from the entire committee
- Approval to set up an electronic mail distribution list to facilitate communicating NCA business to committees
- All NCA committee discussions have to be conducted in such a way that all committee correspondence is available to all committee members
- The Board must approve all surveys before they are sent out.
- An article will be written and published annually in *Newf Tide* dealing with the committee structure of the NCA so that the membership might be enabled to participate in the process as fully as each wishes.

### **Miscellaneous**

- Committee chairperson(s) will receive a tentative National Specialty schedule nine months prior to the specialty show for review for possible conflicts and any conflicts be resolve by the NCA President, the Specialty Show Coordinator and the Specialty Show Chair.

### **Outside Reports**

- All committees receiving reports from outside sources such as OFA, AKC, etc., are required to provide the NCA Corresponding Secretary and the NCA Webmaster a copy of the report within 15 days of its receipt. The Corresponding Secretary will maintain hard copies of all reports. The webmaster will be requested to enter all appropriate reports into the WIKI document center.

### **Teleconferences**

- All committees are required to hold teleconference meetings of their committees at least quarterly. There must be a quorum of said committee. All committee actions must result from a teleconference or face-to-face meeting with a quorum of said committee
- Committee teleconferences must first receive express permission of the President.

## VIII. Reports of Special (Ad-hoc) Committee

### Report from Sandy Gabel:

#### **TYPES of AUDITS**

While there are four major types of internal audits, **financial, operating, compliance** and **information technology** - it is not unusual to incorporate elements of each when we review a business process or department on any of the campuses. In addition, internal auditors are sometimes asked to perform **special** reviews.

**Financial** audits involve the evaluation of internal control processes over revenues and expenses, and the accuracy of their reporting in accordance with laws, regulations and internally developed policies and procedures. In addition, the safeguarding of the Organization's assets, as well as the fair presentation of its rights and obligations may be the subject of financial audits.

**Operational** audits examine the use of the university's resources to evaluate whether those resources are being used in the most efficient and effective way to fulfill the university's mission and objectives. These are sometimes called performance audits. An operational audit may include elements of both a financial and compliance audit.

**Compliance** audits review both financial and operating controls and transactions to see how well they conform to established laws, standards, regulations and procedures. In addition the audit might identify gaps between regulations and organizational procedures, and in turn, would suggest training and follow-up programs to ensure personnel are adequately informed about compliance requirements.

**Information Technology** audits evaluate the internal controls related to the management of information technology environments and related infrastructure, applications and data. Typical areas assessed include: governance with related policy and process documentation; security (physical and logical over information, applications and infrastructure assets); change management; monitoring; and business continuity/disaster recovery.

## Levels of Service

In general, there are four levels of financial statement services:

**1. Audit:** An audit provides the highest level of assurance that an organization's financial statements are free of material misstatement and have utilized Generally Accepted Accounting Principles (GAAP). The auditor performs a risk assessment, which includes evaluating the internal controls of the organization to determine the appropriate audit procedures. These procedures may include:

- Confirmation of financial assertions with outside parties
- Testing selected transactions by examining supporting documents
- Completing physical inspections and observations (e.g., examining cash, equipment, inventory and other tangible assets)

**2. Review:** If a full audit proves cost prohibitive, a review of a nonprofit's financial statements may be an alternative that provides a level of accountability and transparency. An Accountant provides a limited level of assurance that there are no material modifications that should be made to the financial statements. A re-view is substantially less in scope than an audit and generally only includes inquiries of management and application of analytical procedures to management's financial data.

**3. Compilation:** A compilation of financial statements is less costly than an audit or review; however, it provides the most basic service in preparing financial statements. The Auditor is required to have a general knowledge of nonprofits and applicable accounting principles, but is only required to read the compiled financial statements and consider whether they are in an appropriate form and free from obvious material errors. Because of the limited procedures performed, the Auditor preparing the standard compilation report cannot express any degree of assurance on the financial statements or an opinion on them.

**4. Agreed Upon Procedures Report (AUP):** An AUP is an alternative to a financial statement audit. With it, your organization can direct your accountant to review and test only specific areas of your finances, such as internal controls or bookkeeping procedures. An AUP might also be appropriate if, for example, a foundation wants evidence that its grant funds were used appropriately, in which case the AUP would look only at the use of those grant funds. Procedures are conducted only on the agreed-upon areas, and the accountant does not express an opinion on the findings.

### **Finding a Fit**

Accounting firms provide fairly standardized professional services. Yet, they vary in the depth of their expertise and industry experience. Due diligence in selecting an appropriate firm is key, and cost should not be the only factor considered.

When interviewing accounting firms, describe your organization thoroughly, including your mission and services. Likewise, state explicitly what you need the accounting firm to do.

### **Preparing for an Audit**

The key to improving the efficiency and quality of your audit process lies in preparation. The auditor may provide your organization with a Prepared by Client (PBC) list — a list of items he or she will examine and that you will need to prepare and complete. This list can include everything from bank statements and accounts receivable to details of grants received and salary/wage expenses.

Designate a staff member to be the point person and coordinate information requests. This person can then assign deadlines and delegate responsibility for requested information. The goal is to have the requested items ready at the beginning of fieldwork (and available in electronic format whenever possible).

After the audit is complete, the auditor will issue an audit report, which is addressed to the board of directors. The report includes:

- The auditor's report expressing an opinion as to whether the financial statements, taken as a whole, give a fair representation in all material respects of the organization's financial picture.
- The financial statements, including the statement of financial position (balance sheet), statement of activities (income statement), statement of cash flows and statement of functional expenses (mandatory for health and social service organizations). It also includes any accompanying footnotes that provide additional information concerning the entity and its financial position.
- A management letter outlining any deficiencies in the nonprofit organization's system of internal controls, including suggestions for improving weak spots.
- Auditor's communication with the board (those charged with governance) concerning the auditor's responsibility, the audit process and the results of the audit.

### **The Importance of an Audit Committee**

An independent audit committee is certainly a best practice in nonprofit governance, signaling your organization's commitment to transparency and accountability. Yet, there remains confusion in many circles as to what the exact function and makeup of this important committee should be.

An audit committee is typically a small, three-to-five-member group. It can include non-board members, such as former board presidents and treasurers. It should *not* include nonprofit staff, although they certainly can be invited to provide information and answer questions.

Of course, an audit committee should be completely independent. That means members should have neither conflict of interest nor financial interest in any entity doing business with the nonprofit. Likewise, they should not be compensated for their service.

In the end, an audit committee is charged with two primary tasks:

- 1. Engaging the auditor** – The first job of the audit committee is to engage a firm to conduct the independent audit.
- 2. Reviewing the audit** – The committee should be the first ones to meet with the outside auditor once the audit is completed and all required reports are prepared. Although management of the organization may attend the meeting, it is suggested that an Executive Session occur first with the auditor (i.e., a meeting of the auditor and audit committee without management present). The audit committee then reports audit results to the full board of directors.

**X. Executive Session Business**