



NEWFOUNDLAND CLUB OF AMERICA, INC.

Board of Directors Teleconference Meeting

27 December 2013

Minutes

(All times Eastern Standard)

Call to Order

Pam Saunders, president, called the meeting to order at 8:03 p.m.; with Steve Britton, recording secretary, present.

Other officers and directors present: Lynne Anderson-Powell, John Cornell, Mary Lou Cuddy, Roger Frey, Sandy Gabel, Kathy McIver, Mary L. Price, Pat Randall, Meredith Reggie, Pam Rubio. Absent: Mary W. Price, ex-officio (non-voting).

Reporting via telecom: Donna Zink, chair of the Rescue Prevention Committee.

Minutes

Meredith moved, and Lynne Anderson seconded, to dispense with (postpone) the reading and approval of the November 16-18, 2012, face to face meeting minutes to the January 17, 2012 regular meeting: Motion adopted.

Due to the distribution of the face to face meeting minutes during the holiday season, some board members opined there was not sufficient time to prepare corrections to them.

Officers and Standing Committee Reports

Special Order: AKC Delegate's Report

The president reported that the Mary W. Price, AKC delegate, was out of the country and unable to attend this meeting. The recording secretary reported that the AKC delegate reported that she had mailed to AKC a cover letter, donation form and check for NCA's one-thousand dollar donation to the AKC Sandy Fund. The treasurer reported she recently receive a letter from AKC confirming the donation.

Second Vice-president's Report

Lynne Anderson-Powell, second vice-president, reported she expected acceptances of some recent committee appointments and that a member had declined a recent appointment to the Arbitration Committee.

Recording Secretary's Report

Steve Britton, recording secretary, reported receiving five requests from NCA member households concerning incomplete election materials mailings. The five households were mailed the appropriate materials to complete their board election mailing. A sixth household's election material was returned to the recording secretary by the USPS as undeliverable. The latter parcel will be re-sent to the member household pending a response verifying their address information.

Kathy McIver, corresponding secretary, reported she sent a letter concerning the Slobber Stopper apparatus and on the informational correspondence she received from Zooza online membership management systems.

She also reported sending Robin Seaman, specialty show coordinator, routine correspondence from AKC.

Pam Rubio moved, and Lynn Anderson seconded, to refer information concerning Zooza and Club Express web management services information to the Technical Resource Committee for review and comment. The committee is expected to reply to the board prior to the February 7, 2013 board agenda meeting deadline: Motion adopted.

Pam Rubio moved, and Kathy McIver seconded, that the Technical Resources Committee respond to the board of director's inquiry regarding splitting the committee prior to the February 7, 2013 meeting agenda deadline: Motion adopted.

Treasurer's Report

Mary L. Price, treasurer, presented the following treasurer's report which represented the following financial activity, November 3, 2012 - December 4, 2012:

Gross Revenue: \$3282; Expense: \$-13,175.89 Net Income: \$-9,893.89;
Checking Account: \$17,686.64; Checking Account - 2013 National. Specialty: \$5,460.12;
Savings Accounts: \$91,364.83; CDs: \$96,064.79; Juniors Fund: \$96,064.79;
Uniform Trophy Fund: \$4849.82 NCA total cash assets: \$216,871.20

Pam Rubio commented on individual mileage expense submitted by board members. Further, the treasurer commented that the mileage reimbursement could be equal to or less than air fare, due to differing airport locations.

The treasurer reported that the NCA's annual corporate filings fees with the State of Connecticut were up-to-date, and that the automated e-notification to the NCA's registered business agent was not received as advertised.

Mary L. Price also reported the loan balance to the NCA trophy fund was repaid; but it may be necessary to make a future loan.

The treasurer also reported that 2013 National Specialty report is stating receipt of ten thousand dollars for trophies, but to date, she (as treasurer) has received \$7,009.19. She has not heard back from the show's trophy chair regarding her inquiry. She assumes this may be a timing issue.

The treasurer reported that members of the Specialty Show Committee indicated the inventory of Best of Breed and High in Trial medallions was depleted and needs reordering. She reminded the board this expense was not included in the committee's 2013 requested budget and she further reported suggesting the committee solicit quotes from J. Jenkins, the current supplier and Woodbury Pewter.

The treasurer further reported receiving approval from Barbara Finch, chair of the Technical Resources Committee, to pay the remaining balance to Dogfish Software on Phase III of the NCA database.

Payment for Phase III - NCA Database

Based on the recommendation of Barbara Finch, chair of the Technical Resources Committee, Roger Frey moved, and John Cornell seconded, to pay the thirteen thousand dollar balance due Dogfish Software for improvements to the NCA Database, made under the Phase Three agreement: Without debate, the motion was adopted.

2013 Specialty Show Committee

The board received two written reports from Amy Lane, chair of the 2013 National Specialty, and Sandee Lovett, vice-chair. The board reviewed the responses to questions formulated at the November face-to-face meeting.

Pam Rubio inquired about the discrepancy in the treasurer's information and what is presented in the report. Lynne Anderson-Powell suggested the difference in the reported information was due to the method of categorizing the data.

It was reported the 2013 Specialty Show planned to return to a "normal" dog show catalog. Pam Rubio opined that in the show's budget, a six thousand dollar expense for printing catalog advertisements should be represented and included differently in the show's budget.

Meredith Reggie interpreted the six thousand dollar expense as the cost for printing the catalog, including the printing of advertising pages (instead of out-sourcing the catalog advertising to a third party printer).

Mary L. Price, treasurer reported that a copy of the 2013 Show superintendent contract was not presented. The discussion continued regarding the associated cost of using a "spiral" vs. "perfect" catalog binding and the effect it may have on the show's net-profit.

Pam Saunders inquired about budgeted club expense for a show photographer and discussed various photographer contract options.

Meredith Reggie inquired about the budget item for signs and suggested the signs could be used for future specialties.

Steve Britton reported the Great Lakes Club has a number of signs remaining from the 2001 NCA Specialty and has offered their use to the grounds chair and were offered for the 2010 and 2011 specialties; but the grounds chair declined. He volunteered to inventory the signs and to send a list to the show chairs: Without objection, it was requested Steve Britton provides a copy of the GLNC sign inventory to the show chair.

The board postponed hearing the Rescue Prevention Committee Report.

Awards Committee Report

The board received a report from the Awards Committee. At the November face-to-face meeting, the board received a written request from a member to establish a group all-breed points award. The board referred the request to the Awards Committee.

The committee chair reported for various reasons it was not in favor of establishing the award at this time, and clarified the current award was based on breed points and not all-breed points based on the number of dogs defeated when taking a group or best in show placement.

Pam Rubio moved, and Meredith Reggie seconded, that the NCA Board accept the recommendation from Ingrid Lyden, chair of the Awards Committee, concerning an All-Breed Points Award, and respectfully decline the member's generous offer to sponsor such an award at this time: Motion adopted.

Rescue Prevention Committee

Donna Zink, chair of the Rescue Prevention Committee, reported she was aware of some board members' concern regarding the use of specific commercial *You-tube* bathing/drying videos in the latest proposed issue of *Lifestages*.

Donna Zink, despite the promotional content, stated the videos were inspirational and encourage people to do things with their dogs.

Pam Saunders stated that the intent of the article is for a novice Newfoundland owner and by placing the video links in the article promoted an unintended message that bathing a Newfoundland dog needs a five- hundred to one-thousand dollar commercial bathing system. She stated if this video is continued to be used in this manner, it needed more detailed explanation.

Meredith Reggie stated that the consequence of placing this video into the article acted as advertising for a particular groomer or product line and it was inappropriate for the NCA's website. She also stated this video wasn't appropriate for a novice owner audience.

Other Board members agreed that it wasn't appropriate to use a commercialized video on the NCA website.

Steve Britton disclosed until recently, his wife was a vendor for a particular brand of dog shampoo (made in Canada), no longer manufactured; many NCA members sell commercial dog products and services. He opined giving club members or product lines the benefit of this sort of exposure created the appearance of an endorsement, and is inappropriate for the club's website.

The board discussed soliciting club members to create appropriate educational bathing/grooming videos (or other topics) which didn't give the appearance of product or services endorsements. The board thanked Donna Zink for attending the meeting.

Kathy McIver moved, and Pat Randall seconded to remove the links to the bathing and drying videos from the pending *Lifestages* articles: Motion adopted. Abstention: Britton.

Kathy McIver moved, and John Cornell seconded, to remove the links to the bathing and drying videos from the NCA website: Motion adopted. Abstention: Britton

Lynne Anderson moved, and Pam Rubio seconded to approve the *Lifestages* issue three, age four months (with links to the bathing videos removed): Motion adopted.

It was discussed whether there was a specific Electronic Publications Policy Committee policy that discussed the commercial aspects of product references on the NCA website.

Health and Longevity Committee

The board received a proposed article concerning permanent identification from the Health and Longevity Committee.

After discussion and without objection, the board agreed to recommit the article concerning permanent identification to the Health and Longevity Committee: Motion adopted. The board instructed that the article needed to note all microchips need registration and the contact information needs periodic updating.

The board considered an updated spay/neuter article by Jennifer Zablony, chair of the Health and Longevity Committee. A discussion included concerns about additional grooming, weight maintenance, increased aggression concerns and related health issues

Some Board members opined that the article too generalized, and inappropriate for large breed dogs and advised that the decision to spay/neuter should be made by the breeder, owner and veterinarian.

Roger Frey moved, and Pam Rubio seconded to remove the current article: Early Spay/Neutering - Fact vs. Myth - from the NCA website: Motion adopted.

Voting in favor: Anderson-Powell, Cornell, Cuddy, Frey, Gabel, McIver, M.L. Price, Randall, Rubio and Saunders.

Voting Against: Britton and Reggie.

Kathy McIver left the teleconference.

Recognition Committee

Lynne Anderson-Powell introduced a question from Joan Locker-Thuring, chair of the Recognition Committee regarding the list of the Working Achievement Awards in the *Annual of Titlists*.

The board discussed the difference between titles and designations as they related to the Working Achievement Awards; clarification is needed concerning recording of requalifying of working titles in the *Annual of Titlists*.

Mareidh Reggie moved, and Pam Rubio seconded, to refer the inquiry from Joan Locker-Thuring, chair of the Recognition Committee, regarding the listing of Working Achievement

Awards in the *Annual of Titlists* to the *Newf Tide* Policy Committee: Motion adopted;
Absent: Mclver.

Lynne Anderson-Powell requested clarification on Versatile Newfoundland Awards for non-members. Obedience Trial Champions receive a letter, but not a medallion or a pin; for other titles and awards, non-members receive NCA awards.

Without a motion, it was decided to continue distributing NCA awards to non-members at the annual meeting; and if left unclaimed the awards will not be mailed to non-members. No action was necessary. Absent: Mclver

Special Committee Reports

Policy Manual Review Committee

Pam Rubio moved and Pat Randall seconded to approve the amended committee policies section to the *NCA Policy Manual*. The following amendment to the policy manual was adopted (Absent: Mclver):

COMMITTEE GUIDELINES AND POLICIES

Committee Appointments

- *Committee applications should be directed to the second vice president.*

Committee Assignments / Proposals

- 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 Documents

- Documents to be used by a committee for distribution outside of the committee must be approved by the Board prior to distribution.
- Each committee chair should have an electronic file of all documents pertaining to the work of the committee;
- Backups should be kept of all committee documents

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

- Responsibility of the Committee Chair to submit an annual budget.
- Committee Chair is required to approve invoices for expenditures for his/her committee before forwarding bills to Treasurer for payment
- 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 2nd 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
- Board approval is required to set up any electronic mail distribution list.
- 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.

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.

Teleconferences

- Committees are required to hold teleconference meeting at least quarterly. Committee actions must result from a teleconference or face-to-face meeting with a quorum.
- Votes are to be recorded & reported
- All actions reported to the Board must include the vote counts.

Pam Saunders reported to the board her discussion with Marylou Zimmerman regarding the concept for a table of contents format that will correspond when new sections of the *Policy Manual* are approved.

Pat Randall moved, Lynne Anderson-Powell seconded and without objection, the board postponed its review of the board policy section in the *NCA Policy Manual* to its regular January meeting. Absent: McIver

Executive Session

At 10:35 p.m. Pat Randall left the teleconference; Pam Rubio moved and Lynne Anderson - Powell moved to enter closed session: The motion was adopted without objection. Absent: McIver and Randall.

At 11:19 p.m., without objection, the board returned to regular session; during the closed session, there were technical difficulties with the teleconference service which were later resolved.

Unfinished Business

The board reviewed the list of unfinished business items to the January 17, 2013 regular meeting: No actions were taken.

At 11:27 p.m., Pam Rubio moved and Sandy Gabel seconded to adjourn.

Steven Britton

Recording Secretary
Newfoundland Club of America