

**NCA Board of Directors  
Face-to-Face Meeting  
Bavarian Inn Lodge  
Frankenmuth, Michigan  
Minutes of the April 18th, 28th and 29th, 2013  
(Approved August 18, 2013)**

**Call to Order**

President Pam Saunders called the meeting to order at 8:05 p.m. (EDT). The officers and other directors and the club's AKC delegate were present. Also attending the teleconference were Steve McAdams and Donna Thibault, directors-elect, Amy Lane and Sandee Lovett, 2013 National Specialty Show Chair and Specialty Show Vice Chair.

**AKC Delegate's Report**

Mary W. Price, AKC delegate, reported the following:

- An invitation to submit nominations for the AKC Lifetime Achievement Awards. The submission deadline for nominations is June 1, 2013.
- Announcement of a new initiative called the *Good Dog Helpline*.
- The third notice for Responsible Dog Ownership Day to be celebrated in September.
- There will be three all-breed dog shows held in conjunction to the AKC Eukanuba Classic Dog Show to be held in Orlando, Florida, on December 14<sup>th</sup> and 15<sup>th</sup>
- AKC encourages parent clubs to offer AKC Obedience at national specialty shows.
- A request for nominations for the AKC Awards for Canine Excellence. Awards are given in five categories: Companion, Law Enforcement, Search and Rescue, Therapy, and Service.

**President's Report**

President Pam Saunders reported countersigning and mailing checks to vendors per current policy. Also, she expressed concern over the cyber-harassment and cyber-bullying occurring on Newf-I and other social media outlets by some NCA members.

Roger Frey moved and Mary Lou Cuddy seconded to post the NCA Board of Director's policy on cyber-bullying to Newf-I.

Meredith Reggie moved, Kathy McIver seconded, and without objection, the board entered executive session.

After returning from executive session, without objection the board postponed the vote on the pending motion concerning posting the NCA Board of Directors policy on cyber-bullying policy on Newf-I.

**March 21, 2013 Minutes**

The board dispensed with (postponed) the reading of the minutes.

**2013 Specialty Show Committee**

Amy Lane and Sandee Lovett joined the teleconference, and the board received their report concerning the pending 2013 National Specialty. Highlights of the report included the following information:

- There are 555 total entries.
- A late request for funding emptying trash cans at Frankenmuth's Heritage Park during the specialty.
- All judges' travel arrangements have been confirmed.
- Ocean State Embroidery is delayed in shipping pre-ordered logo items.
- The videotaping of the Health and Longevity presentation was donated by a board member.
- There will be a chocolate fountain at the 2013 annual meeting welcome reception.
- The CAC Building has been rented to complement the reserved grooming area.
- The washing tables owned by NCA will be transported to Maryland for storage.
- Sixteen regional clubs and the Newfoundland Club of Canada have confirmed their participation in the opening ceremonies.
- Sixteen regional clubs have donated regional club baskets.
- The photographer will set up with the Cass River in the background, weather permitting.
- The cardiologist will use the Rotary Building.
- Details concerning the Legislative and Health and Longevity programs.

The Board thanked Amy and Sandee for their leadership and work for a successful National Specialty. Amy and Sandee left the meeting.

#### **President's Report, Continued**

President Saunders reported progress on the board's letter regarding alleged impure breeding practices, prior to mailing to AKC.

Mary W. Price, AKC Delegate, requested a copy of the draft letter.

Pam Rubio moved and Kathy McIver seconded to authorize Pam Saunders, in the capacity of NCA president, to send an amended letter of concern to AKC and include a request to investigate the allegations of impure breeding practices brought forward by an NCA member. The motion was adopted.

#### **First Vice-President's Report**

Pat Randall reported the Charitable Trust Management Board met April 17 and discussed CTMB appointments and reappointments, Junior Scholarships and the Mars homozygosity genetic test.

The first vice-president also reported on StartMeeting's™ new pro-account. He reported that this new billing report consolidated the billing information into one statement. He also reported that StartMeeting™ guaranteed the 3.5 cent / per minute rate.

#### **Second Vice-President's Report.**

Lynne Anderson-Powell reported Chris Plum, Steering Committee chair, requested the board's permission to make copies of the recent Steering Committee Survey Report and allow it to be reviewed by attendees of the 2013 NCA National Specialty.

A board member inquired if the proposed report was something the board previously reviewed, or was it something new which needed prior review and action by the board.

Without objection, the board agreed to contact Chris Plum prior to proceeding with the request. The vote on the request was postponed.

The second vice-president presented the proposed membership renewal form and the proposed revised membership application from the membership chair. Mary Lou Cuddy, membership chair, answered board members' questions concerning changes to the application and membership renewal forms.

After consideration of the membership application, Pam Rubio moved and Steve Britton seconded to adopt the amended application form. The questions concerning whether prospective members enjoyed dogs as family companions, whether someone has ever applied using an alias were deleted, and the wording concerning an applicant's regional club membership was amended. The motion was adopted, abstention: Mary Lou Cuddy

After considering the membership renewal form, Steve Britton moved and Pat Randall seconded to adopt the amended membership renewal form as proposed. Without objection the motion was adopted, abstaining: Mary Lou Cuddy.

#### **Recording Secretary's Report**

The recording secretary reported that he was completing meeting notices and other agenda items for the Charitable Trust meeting, the annual membership meeting and the annual meeting of the board of directors.

The board postponed the *Newf Tide* Policy and National Specialty Show committees' reports to the face to face meeting.

#### **Corresponding Secretary's Report**

Kathy McIver reported corresponding with a new Newfoundland owner regarding a biting puppy, and correspondence from another person concerning their dying puppy.

She also reported a communication from an NCA member asking if the club forwarded the member's email address to Facebook™. The member is receiving emails from Facebook™, soliciting her to signup for Facebook™.

After discussion, Pat Randall moved, Kathy McIver seconded, and without objection the following motion was adopted:

That Kathy McIver, Corresponding Secretary, respond in writing to the member's concern directly, and Marylou Zimmerman, webmaster, address the member's concerns to the board, at the pending face to face meeting. The motion was adopted.

#### **Treasurer's Report**

Treasurer Mary L. Price's written report was presented in the published packet. She cautioned board members that the bank account balances appear large due to amounts received and invoices and bills not yet paid relating to the 2013 National Specialty Show. Account balances as of April 4, 2013:

Checking Account	\$ 6,093.34
Checking Account - 2013 National Specialty	35,930.92
Savings Accounts	71,411.70
CDs	96,400.96
Juniors Fund	1,445.00
Uniform Trophy Fund	<u>4,334.32</u>
	\$215,616.24

The treasurer's written report informed the board that the total income from March 8, 2013 to April 4, 2013 was \$2,900.00 and the total expense was \$2,477.03.

**Breeder's List Committee Report**

The board discussed proposed changes to the *Breeders List* application and renewal forms. The proposed changes could include kennel inspections under certain circumstances. Some board members felt this item would be better served after discussion at the face to face.

Without objection, the board postponed this proposal.

**The following committee reports were postponed to the April 28, 2013 face to face meeting:**

*Newf Tide* Policy Committee, National Specialty Show Committee, Technical Resources Committee, Health and Longevity Committee, Breeders Education Committee, Regional Club Liaison, Recognition Committee, Electronic Publication Policy Committee, and NCA Policy Manual Committee.

**Regional Club Committee**

Steve Britton reported the Regional Club Committee met after the adoption of the recent changes to NCA's rescue policy, and the committee requested further amendment. Specifically, the committee proposed a modification to the recently adopted policy relating to contacting breeders. Instead of what was recently approved, the committee proposes to require NCA Rescue to contact NCA member breeders only.

There was board discussion concerning the committee recommendation. Mary L. Price informed the board that the Charitable Trust Management Board had discussed this same issue, and had decided it was the CTMB's belief that in general all breeders, not just NCA member breeders, have an obligation to Newfoundlands placed in rescue, and not just those bred by NCA member breeders.

On behalf of the committee, Steve Britton moved and Roger Frey seconded a motion to approve the committee's recommendation to insert the words "NCA member" before the word "breeder" in the NCA Rescue policy. The motion was lost, abstention: Pam Rubio and Steve Britton.

The Regional Club Committee requested a survey of NCA regional club rescues regarding their feelings concerning the newly adopted rescue policy. After discussion, a board member opined that if members of the RCC wished to conduct a survey, they should follow club policy and present the proposed survey document to the board for approval.

**Newf Ambassador Committee**

The board considered two forms proposed by the Newfoundland Ambassador Committee.

Meredith Reggie moved and Sandy Gabel seconded to approve the Newf Ambassador Contact Evaluation Form. The motion was adopted.

Sandy Gabel moved and Mary Lou Cuddy seconded to approve the Newf Ambassador Record of Contact Form with minor edits. The motion approving the form was adopted.

### **Unfinished Business**

Without objection, the board postponed the following items of unfinished business;

- Reformatting committee job descriptions.
- Appointing committee members to track long-term contracts and activities.
- Develop guidelines for appointing National Specialty Show chairs.
- Report from the Juniors Committee for a new medallion design and recognition of juniors in working events.
- Publicity Committee article concerning the value of NCA Regional Club membership.
- Specialty Show Committee uniform trophies proposal.
- A report from the Technical Resources Committee concerning long term electronic storage, Zoosa™, and Club Express™.
- Governing Documents report concerning IRS regulations.

The board discussed a motion brought by Kathy McIver concerning officer to-do calendar lists. A board member questioned whether the fifteen day specification conflicted with the thirty day specification in Article IV, Section 2b or the club's bylaws. The board decided to postpone the motion to the pending face to face meeting.

The board postponed the following items of unfinished business:

- concerning turning over officer files.
- ending the six month Facebook™ advertising period.

The board discussed agenda packets. Meredith Reggie moved and seconded by Lynne Anderson-Powell that monthly agenda packets for committee distribution will be posted on the website, and committee chairs will notify members when the agenda packets are available. The motion was adopted.

The board discussed special recognition awards. The item was postponed to the upcoming face to face meeting.

The board discussed mileage reimbursement. Meredith Reggie moved and Pam Rubio seconded that mileage reimbursement to board members attending the fall face-to-face meeting should not exceed the average coach air fare to the site one month prior to the meeting. This will be decided on an honor system by the board member submitting the mileage reimbursement request.

Mary L. Price, treasurer, as an FYI, informed the board mileage reimbursed at the current IRS reimbursement rate to four board members for the 2012 fall face-to-face meeting saved \$207.42.

The motion was adopted, abstentions: Steve Britton and Sandy Gabel.

The board postponed the committee to committee communication proposal to the face to face meeting.

### **New Business**

Pat Randall moved and Kathy McIver seconded that any committee or individual must have prior approval of the NCA Board of Directors to collect data from the NCA membership. The proposal and the final survey or other instrument must explicitly describe the scope of confidentiality, and the procedures to be used to insure confidentiality. The final application may use a predominantly visible link to the confidentiality information. The Board of Directors must approve the proposed survey in its final form. Without debate the motion was adopted.

The board discussed a member's request to archive her Newfoundland memorabilia. No action was taken.

Without objection, the board briefly went into executive session.

The board returned to open session prior to adjournment.

### **Adjournment to April 28, 2013 at 6 p.m. (EDT)**

Without objection, the board agreed to reconvene at 6 p.m. (EST), Sunday, April 28 2013 at the Bavarian Inn in Frankenmuth, Michigan.

The meeting adjourned at 12:10 a.m. (EDT) on Friday, April 19, 2013.

### **Meeting Reconvenes**

Pam Saunders called the meeting to order at the Bavarian Inn Lodge at 6:05 p.m. (EDT) Sunday, April 28, 2013 with the officers, directors, and the AKC delegate present. Corresponding Secretary Kathy McIver attended by polycom. Also attending were Donna Thibault, director elect, and Marylou Zimmerman, chair of the Electronic Publications Policy Committee, Lynn Nuss, Breeder's List Committee member, via polycom, Amy Lane, 2013 NCA Specialty Show chair, and Sandee Lovett, 2013 NCA Specialty Show vice-chair.

### **Welcome to Frankenmuth**

Amy Lane and Sandee Lovett welcomed the board to Frankenmuth and the 2013 NCA National Specialty. The Board thanked Amy and Sandee for the Board's meeting arrangements and for their leadership to provide an excellent National Specialty for the fancy.

### **Addition to the AKC Delegate's Report**

Mary W. Price, AKC delegate, reported an option for electronic elections presented to delegates at the recent delegate meeting. She recently mailed copies of the information to board members.

### **Executive Session**

Without objection, the board entered into executive session to consider membership applications and to review the Technical Resource Committee's response to a Letter to the

Editor of *Newf Tide* that criticized the NCA's database management by the Technical Resources Committee. Also attending a portion of the Executive Session was Marylou Zimmerman, a Technical Resources Committee member.

With Roger Frey abstaining from the decision to return to open session, without objection, the board returned to open session.

While in the executive session, the board approved membership applications.

Pam Rubio moved and Roger Frey seconded to approve the letter from the Technical Resources Committee with minor typographical and grammatical editing. The motion was adopted. Abstention: Meredith Reggie.

### **Breeders List Application**

The board reviewed changes to the *Breeders List* application with Lynn Nuss, *Breeders List* Committee member, present, to answer questions. Some board members felt that the scope of change to the application was drastically changing the mission of the *Breeders List*.

### **Addition to the Second Vice-president's Report**

Lynne Anderson-Powell reported that an NCA member was retiring from breeding Newfoundlands and her website's high internet traffic URL may become available.

Pam Rubio moved and Mary Lou Cuddy seconded to contact an NCA member regarding the NCA acquiring the URL. President Saunders requested the corresponding secretary to follow-up with the potential acquisition of this high internet traffic URL from the NCA member.

### **Regional Club Liaison**

Pam Rubio reported that the Newfoundland Club of New England was informed that the NCA Board of Directors had approved the club's revised bylaws.

### **Recognition Committee**

The Recognition committee reported on progress with their medallion engraver.

Lynne Anderson-Powell reported a concern regarding potential postage costs under the current arrangement and she further stated that Dona Baker reported that the postage costs under the current arrangement were relatively nominal and reasonable.

Pam Rubio moved and Kathy McIver seconded to authorize Hans Reinisch as the Recognition Committee's vendor for engraving at his current rate. The motion was adopted.

### **Electronic Publications Policy Committee Report.**

Marylou Zimmerman, committee chair, reported on the proposed audit of the NCA's website. Acquisition of the program would allow the EPPC to examine the website and electronic newsletter relative to current best electronic publication industry standards. She also asked the board's permission to contact other parent clubs to acquire recent copies of their electronic newsletters as another examination tool. This audit would encompass the website, social media and electronic newsletters and making the website more mobile device friendly.

Also, Marylou Zimmerman noted the NCA owns nineteen domain names, and the committee is looking at breaking down the information on the current website so that the various domain names could be linked and utilized.

Mary Lou Cuddy moved and Lynne Anderson seconded to authorize the EPPC to contact other parent clubs for any useful information in evaluating the NCA's online communications. The motion was adopted.

The concern surrounding Facebook™ acquiring the email addresses of the distribution list of those persons receiving *NCA eNotes* was discussed.

Marylou Zimmerman reported that the invitation to join Facebook™ came through a onetime auto generated special event through an agreement between Constant Contact™ and Facebook™. The special event was offered to organizations that have Facebook™ pages with less than five-thousand reader "Likes".

Some board members advised that Constant Contact™ should not be given access to the *NCA eNotes* distribution email addresses.

Also, the board discussed linking the *Lifestages* subscriptions series entirely through the NCA websites, rather than sections linked through *Sharepoint™*.

#### **Companion Newfoundland Committee**

Kathy McIver reported on correspondence received from Diane Lynch, chair of the Companion Newfoundland Committee. Diane Lynch requested that the board give her permission to contact regional clubs for story ideas.

Meredith Reggie requested referral of the correspondence to the *Newf Tide* Policy Committee.

Meredith Reggie moved, Pam Rubio seconded, and without objection the board entered executive session. The motion was adopted without objection. Marylou Zimmerman left the meeting.

While in executive session, the pending motion was adopted.

Upon returning to open session, the board took further action on the request:

Mary Lou Cuddy moved and Pam Rubio seconded that articles will be published with the approval of the *Newf Tide* editor and/or the *Newf Tide* Policy Committee. The motion was adopted: Meredith Reggie abstained

#### **Adjournment**

Prior to adjournment and without objection, the board agreed to reconvene at 8 a.m. (EDT), Monday, April 29, 2013.

The meeting adjourned at 9:15 p.m. (EDT).

#### **Meeting Reconvenes**



The meeting was called to order by President Pam Saunders on Monday, April 29, 2013, at 8:03 a.m. (EDT) at the Bavarian Inn Lodge. All officers, directors and the AKC delegate were present. Kathy McIver attended by polycom. Also attending the meeting was board member-elect, Donna Thibault.

#### **NCA Policy Manual Committee**

The board reviewed proposed changes to the board of directors section to the policy manual informally; finalizing wording, grammar and syntax.

After much editing, and review, Pam Saunders, Policy Manual Review Committee Chair, requested referral of this draft to the committee for retyping prior to its final adoption. There was no objection to the request.

#### **Solicitation from International Kennel Club (Chicago)**

The corresponding secretary received communication from the International Kennel Club inviting the NCA to hold specialties or supported entries at their benched show in Chicago, Illinois in late February.

Board members experienced with the show and benching requirements spoke against the NCA holding specialty shows or supported entries at the show, but one board member advised the communication should be forwarded to the North Central Newfoundland Club to make their own decision separate from the NCA board's decision.

Steve Britton moved and Mary Lou Cuddy seconded to forward the communication to the North Central Newfoundland Club. The motion was adopted.

#### **Solicitation from the American Dog Judges Association**

The corresponding secretary received a solicitation from Dr. Gerald Penta regarding the Dog Judges Institute held annually in Indiana, Pennsylvania. The ADJA was soliciting the NCA for a sponsorship contribution to help defray the institute's cost. There was no stated deadline in the solicitation.

Roger Frey moved and Steve Britton seconded to refer this request to the Judges Education committee for comment to the board by the first Thursday in June. Motion adopted.

#### **Steering Committee**

Lynne Anderson-Powell announced she received a response from Chris Plum concerning distribution of the Steering Committee Survey results.

After discussion, Roger Frey moved and Mary Lou Cuddy seconded to allow the Steering Committee to distribute the answers to the Steering Committee Survey at the annual membership meeting. The motion was adopted.

#### **Executive Session**

Without objection the board entered executive session.

During the executive session, Sandee Lovett and Amy Lane were voted members of the year, and Betty McDonnell was voted the club's nominee for the Companion Dog AKC Lifetime

Achievement Award. The board designated Kathy McIver to do the write-up for Betty McDonnell, and Roger Frey was designated to do the write-up concerning Amy Lane and Sandee Lovett.

Kathy McIver reported receiving a response to the inquiry concerning the domain name. NCA member Joanne Givens has agreed to generously donate the domain name to the NCA. Without objection, the board referred the donation to the Electronic Publications Policy for acquisition.

#### **Luncheon Recess**

Sandy Gabel moved and Steve Britton seconded the board meeting recess for lunch. The motion was adopted.

Pam Saunders called the meeting to order at 12:45 p.m. (EST).

#### **Approval of Minutes**

The minutes of the March 21, 2013 meeting were approved as corrected.

#### **Steering Committee Survey**

The board revisited the discussion concerning the Steering Committee Survey. No further action was taken.

Pam Rubio moved that the survey be returned to the committee with a request to present it in a more concise document which would be published in *NCA eNotes*. The motion was adopted, Abstention: Roger Frey.

#### **Rescue Prevention Committee Flyer**

The board considered a proposed *Got Newf* flyer submitted by the Rescue Prevention committee.

Lynne Anderson-Powell presented the flyer and without objection the board considered the flyer's text. After editing, without objection, the flyer was adopted. The board thanked the committee for their efforts.

#### **Long term Contract Oversight**

After discussion and without objection, the board agreed to refer the motion adopted at the fall 2012 face to face meeting concerning long term contracts to the *NCA Policy Manual* Committee to formulate an implementation policy.

Without objection, the board took a brief recess.

After returning from recess, the board discussed the agenda item concerning appointing specialty show chairs.

#### **Appointment of NCA National Specialties (When the NCA is the host)**

Mary Lou Cuddy moved and Pam Rubio seconded that the Specialty Show Coordinating Committee submit the proposed show chair and treasurer for board approval for NCA hosted specialty shows and this change be reflected in the *NCA Specialty Show Guide*. The motion was adopted.

### **Process for Scheduling Programs at NCA National Specialty**

The board informally considered a motion presented by Meredith Reggie. After discussion and a series of friendly amendments, the board agreed to the following, and the motion was subsequently adopted, as follows:

Meredith Reggie moved and Lynne Anderson-Powell seconded that it is the responsibility of the show committee to produce and approve the schedule of events for each NCA National Specialty. Any NCA committee or recognized NCA regional club may apply to host an event, such as an education program at any National Specialty. Applications must be submitted in writing to the chair of the host Show Committee no later than June 1st two years prior to the event, including speakers or facilitators; the requested date and time the event would be held; the anticipated number of attendees; the space, desired equipment and setup needed for the event; and a budget.

The host show committee will review all applications no later than July 1st prior to the event. Applicants will be notified of the status of their proposed event. When completed, the show committee should send a copy of the schedule to the NCA Specialty Show Coordinator.

In the event of a scheduling conflict, the committee will submit the details to the Specialty Show Coordinator for resolution. The resolution of the conflict will take into consideration any NCA committee or regional club which has not presented an event in the last year. The *Specialty Show Guide* will reflect this change. When completed, the show committee will send a copy the schedule to the NCA Specialty Show Coordinator. The motion was adopted.

### **Barbara Frey Memorial Draft Test Medallion**

Roger Frey showed the board the new Barbara Frey Memorial Draft Medallion which he was asked by the Great Lakes Club host to present for the first time at this year's National Specialty draft test. The medallions were given through the generosity of Great Lakes Newfoundland Club and its committee chaired by Kathy Whitney.

### **Dinner Recess**

The meeting recessed for dinner at 5 p.m. (EST).

### **Meeting Reconvenes**

Pam Saunders called the meeting to order at 7:25 p.m. (EST)

### **Consideration of Officer Day Calendar List for Officers**

Kathy McIver presented a motion advising officers to keep a day calendar which, upon retiring from the office, would be turned over to the next officer.

After discussion and amendment the following was adopted:

Effective at the end of the 2013-2014 club year, within 30 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. The motion was adopted.

### **Inter-Committee Communication Policy**

Maredith Reggie presented a motion to amend the current inter-committee communication policy.

After discussion, Roger Frey moved the question on the amended proposal as follows:

The NCA encourages collegial relationships and communication between committees. However, NCA committees are answerable to the board. Neither individual board members acting on their own, nor other committees may assign work to 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 as a whole and no such communication should be taken as having come from the entire committee. Board members have no special privileges with committees except when acting at the direction of the board. However, formal avenues of communication should not preclude a collegial relationship between committees or board members and committees. The amended proposal was adopted.

**Request for the NCA to accept Memorabilia Donations**

Mary Lou Cuddy agreed to contact a member offering the member's memorabilia collections to NCA upon the member's death.

**Technical Resources Committee**

Via email, Barbara Finch, committee chair, reported the TRC was currently meeting and would be available to discuss the transition plan splitting the TRC into two or more committees at a later time.

Pam Saunders reviewed end of term and details concerning the annual meeting with the board.

**Adjournment**

As there was no further business to be brought before the board, Pam Saunders adjourned the meeting at 8:21 p.m. (EDT).

Steven Britton  
NCA Recording Secretary