Newfoundland Club of America, Inc.
Board of Directors
Regular Meeting
Thursday, January 17, 2013
Proposed Meeting Agenda

Committee chair call-in times (General Order):
- 2013 National Specialty - Amy Lane and Sandee Lovett
- Technical Resource - Barbara Finch
- National Specialty Show Committee - Robin Seaman
- Other Committees as announced by the second vice-president.

I. Roll call:

II. Reading of minutes:
- Regular meeting – November 16, 17, 18, 2012.
- Special meeting - December 27, 2012 (under separate cover)

III. Motion to adopt the January meeting agenda - (In accordance with NCA Bylaw Article IX. Section 2.)

IV. Reports of Officers and Standing Committees:
- AKC Delegate’s Report (Special Order) - Mary W. Price
- President’s Report – Pam Saunders
- First Vice-president’s Report – Pat Randall
- Second Vice-president’s Report – Lynne Anderson-Powell
  o Memorandum from Marylou Zimmerman -
- Recording Secretary’s Report – Steve Britton
- Corresponding Secretary’s Report – Kathy Mclver
  o email from Bruce Karger (received by recording secretary and forwarded to corresponding secretary) -
- Treasurer’s Report – Mary L. Price -
- 2013 Specialty Show - Amy Lane and/or Sandee Lovett -
- Rescue Prevention Committee - Donna Zink –
  o Lifestages -
  o Christmas Wreath and Christmas Story -
- Membership Committee - Mary Lou Cuddy
  o Electronic membership list submissions to AKC -
• Electronic Publishing Policy Committee
  o Book Review Policy
  o Memorandum from Mary Lou Zimmerman (under second vice-president’s report) -

• National Specialty Show Committee - Robin Seaman -
• Steering Committee - Memo from Chris Plum -
• Health and Longevity - Jennifer Zablotney -
• Working Dog Committee - Sue Marino - Question:
  o If the committee clarifies a regulation that is already there, does the board need to approve it, or do they only have to approve changes?
• Breeder’s Education Committee Update - Kathy McClver

V. Reports of Special (Ad-hoc) Committees:
  • Policy Manual Committee - Pam Saunders -

VI. Executive Session:
  • Consideration of committee appointments (if any).
  • Consideration of New Membership Applications -
  • Any other business customarily presented in executive session not yet handled.

VII. Unfinished Business and General Orders
  1) Reformatting of committee job descriptions
  2) Appointment of a committee to track long-term contracts and activities
  3) Develop guidelines for appointing of National Specialty Committee chairman (aka, grounds, registration, etc.): pended from June 17, 2010 BOD meeting.
  4) Juniors Committee:
     6.1) Recommendations for new medallion design (no date)
     6.2) Recommendations for recognition of Junior Members in working events. (no date)
  5) Publicity Committee

  Develop article on the value of NCA membership for distribution to regional clubs by NCA Regional Club Committee.

  6) Specialty Show Coordinating Committee: Review concept of uniform trophies and methods of fund-raising (Re-pended to Spring 2013 face to face meeting).

  6.2) It is the responsibility of the host Show Committee to produce and approve the content and 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 educational program or booth, at any National Specialty. Applications must be submitted in writing to the chair of the host Show Committee no later than June 1 of the year prior to the event. Applications should include a detailed description of the event including specific 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 by no later than July 1 of the year prior to the event and approve or disapprove based on content, space, and availability. Applicants then 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. (Report back March 2012)

7) Technical Resources Committee:
   7.1) Develop policy and procedures relating to the electronic information storage.
   7.2) Report back regarding using Zooza and Club Express services by February 7 2013 Board Meeting deadline. (pended December, 2012)
   7.3) Respond by February 7, 2013 Board Meeting concerning the splitting of the Technical Resources Committee. (pended December, 2012)

8) Governing Document Committee (Special Committee)
   8.1) 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.
   8.2) Policies regarding new IRS Regulations regarding Non-Profits Corporations and the Pension Reform Act of 2006 (Conflict of Interest, Whistleblowers, Audit, etc.)

9) Newf Tide Policy Committee
   9.1) Report a recommendation regarding member-vendor advertising rates for the inside the covers to Newf Tide (pended: April 2012)
   9.2) Consider and report on the question: “Why aren’t Newfs earning the Working Achievement award included in the Annual Titlist?” (Question received from Joan Locker-Thuring, chair of the Recognition Committee, received December 2012. “The committee would like to propose that they be included from now on.”)

10) Report regarding the following motions referred to Judges Education Committee:
    Resolved, to refer the agenda item regarding adding the late Ron Pemberton’s book “A Study of the Newfoundland,” to the Judge’s Education Committee’s recommended approved reading list, to the Judges Education
Committee, and the committee reporting back to the board by its September meeting (committed July 26, 2012).

11) Report regarding the following motion referred to committee:

“Resolved, 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=\text{http://www.clubexpress.com/} “(re list on agenda October 18, 2012)

12) Electronic Publishing Policy Committee -

The Electronic Publishing Policy Committee be directed to develop a policy for reviewing books prior to their placement on the NCA dog electronic library list.

13) \textbf{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

\textbf{Rationale}: This will help to ensure a speedy transition for new officers and lessen the likelihood of important duties being overlooked by new officers. \textit{(Kathy McIver)}

14) \textbf{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. \textit{(Kathy McIver)}

\textbf{Rationale}: This will help to ensure a speedy transition for new officers and lessen the likelihood of important duties being overlooked by a new officer. When first learning an office, it is very helpful to review actions taken by previous appointees. When I was RCL, I found reviewing letters.
15) Referred to Charitable Trust: Request regarding Rescue Prevention Committee management (pended 2012 fall face-to-face) Health and Longevity Committee: Re-commit article on permanent identification. (pended 2012 December) Rescue Prevention Committee - Newf Tide and eNotes regional club grant announcements (pended 2012 face-to-face) Annual Review of Rescue policy (Regional Club Committee follow-up): (pended 2012 face-to-face) Six-month trial regarding facebook™ advertising (ends April 2013)

New Business

1) Motion: To refer a request to the National Specialty Show Committee to review the 2014 NCA National Specialty show site and host hotel, and report to Board by the Feb. 2013 meeting, due to NCA members’ concerns based on reviews posted to travel sites such as expedia, tripadvisor, booking.com, etc. (Mary L. Price)

2) Championship Medallions (Kathy McIver)

3) Steering Committee Survey (Kathy McIver)

X. Adjournment
Newfoundland Club of America, Inc.

as of January 4, 2013

NCA Operations
Cash Balances

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>Checking Account</td>
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<tr>
<td>Checking Account - 2013 Natl. Spec.</td>
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<tr>
<td>Savings Accounts</td>
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<tr>
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<tr>
<td>Juniors Fund</td>
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<tr>
<td>Uniform Trophy Fund</td>
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\[ \text{Total Balance} = 200,334.50 \]

NCA Operations

INCOME & EXPENSES for the period December 5, 2012 - January 4, 2013

<table>
<thead>
<tr>
<th>Description</th>
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<th>Name</th>
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<tr>
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<td>Mangi</td>
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<td>Dues - Applicants</td>
<td>12/23/12</td>
<td>DEP</td>
<td>Payne; Parison; Fornadley</td>
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<tr>
<td></td>
<td>12/23/12</td>
<td>EFT</td>
<td>Howanitz</td>
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<td>415.00</td>
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<tr>
<td>Dues - Renewals</td>
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<td>DEP</td>
<td>A Thibault</td>
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<tr>
<td></td>
<td>12/26/12</td>
<td>DEP</td>
<td>Robins; Bowler</td>
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<td>DEP</td>
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</table>

TOTAL INCOME: 1,942.47

prepared by Mary L. Price, Treasurer
## Newfoundland Club of America, Inc.

### EXPENSES

#### Awards
- 12/16/12 6985 UPS $-43.50
- 12/16/12 6986 I Lyden $-136.52
- 12/16/12 6987 AKC results reports $-240.00
- 12/23/12 6993 UPS $-35.81

#### Board
- 12/16/12 DEP P Saunders one night - hotel - reimt $106.81
- 12/16/12 6990 M Reggie reimb. - fuel $-100.00

#### Breeders Referral
- 12/16/12 6988 N Young Meyer $-134.30

#### Gen. Ed. - Packets, A
- 12/26/12 7000 Accu Conference teleconf. 12/20 $-11.44
- 12/28/12 7001 Jane Byers Meet the Breeds - Eukanuba $-142.20

#### Health & Longvt
- 12/26/12 7000 Accu Conference teleconf. 12/3 $-11.00

#### Juniors
- 12/16/12 6989 Sue Putt ring favors $-177.95
- 12/26/12 JE To Void 6816 - Lost $37.71
- 12/26/12 6998 C Sullivan to replace #6816 - Lost $-37.71

#### Legislative Liaison
- 12/26/12 7000 Accu Conference teleconf. 12/18 $-4.79

#### Liability Ins
- 12/26/12 6995 Equisure, Inc. Gen. Liab. $-600.00

#### Membership
- 12/10/12 EFT s.c. Credit Cards s.c. credit cards $-21.84

#### Newf Ambassador
- 12/26/12 7000 Accu Conference teleconf. 12/5 $-13.77

#### Newf Tide

#### Issues
- 12/11/12 6982 Postmaster - Montezuma, IA 4 Q 12 $-1,300.00
- 12/11/12 6983 Postmaster - Montezuma, IA 4 Q 12 $-800.00
- 12/26/12 6999 Federal Express 4Q12 $-57.15

subscription expense 12/10/12 EFT s.c. Credit Cards s.c. credit cards $-14.56

#### Newf Tide Policy
- 12/26/12 7000 Accu Conference teleconf. 12/11 $-16.77

Prepared by Mary L. Price, Treasurer

5 of 44
<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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</table>

Newfoundland Club of America, Inc.
as of January 4, 2013

Prepared by Mary L. Price, Treasurer
• The tentative schedule is complete but will continue to evolve as the National approaches. Schedule is attached.

• The packet has been put on the NCA Website, sent to Beth Sell for mailing if necessary and has been uploaded to the Facebook page.

• Dana Cline was listed as judging Newfoundlands in Michigan January 17, 2013. Amy contacted him and asked him per his contract to change the assignment. An email response was sent from Dana Cline that he will take care of that. Dana Cline is still listed as the judge. Another email and message has been sent to be sure this is handled.

• Volunteer Drawing is being considered. Looking into having volunteers sign in when they show up for their scheduled time. Then each night the committee chairs will provide Sandee and I with the list of volunteers that worked that day. Each evening a name will be drawn for a nice prize and our way of saying thank you. One winner per volunteer and winner will be announced in Newsletter each morning with Saturday volunteer being announced at the Banquet.

• We need to start thinking about what will be done with the storage unit in Frankenmuth come the end of the National. What will we do with bathing tables, parking blocks, and all left over plates etc. I don’t feel all the responsibility of taking care of this should fall onto Sandee and Amy. We need to come up with a plan for this sooner than later.

• Still looking for more VOLUNTEERS to help committees during the National. I am counting on each board member attending the National to find a time they can help.

• Meeting room requests must be received by March 1, 2013.

• We will begin assembling the Bench Show Committee over the next month.

• The Premium List has been sent to the Superintendent.

• Sandee and Amy will be meeting with the hotel to go over banquet details.

• Sandee and Amy will be meeting with the City of Frankenmuth to just go over the grounds and discuss our plans.

Committee Reports are:

o Banquet/Meal Reservations: Beth Sell and Patte Testa
  ▪ Will meet with hotel in January to go over menu
  ▪ Added a pasta buffet and salad bar on Friday night before/included with Fine Arts/Brown Bag
  ▪ Deadline for meal reservations is April 1, 2013.

o Banquet and Banquet Decorations: Amy Lane and Sandee Lovett
  ▪ All decorations have been decided

o Brown Bag: Brooke Moore – Beck
  ▪ Please contact Brooke if you have any items to donate to the brown bag.
  ▪ Deadline to donate is April 1, 2013

o Catalog Ads: Marget Johnson
  ▪ Due to Marget by February 25, 2013

o Catalog Sales: Nancy Duggan
  ▪ Post show catalog order deadline is April 1, 2013

o CGC Test: Bruce and Tracey Willoughby
  ▪ Test on Friday, May 3 at 10am
  ▪ Deadline to preregister is April 1, 2013.

o Chief Ring Stewards: Tex and Patti Ann Peel will be our chief ring stewards. Barbara Horsey also offered to help.

o Draft Test (GLNC both days): Lynda Stierle-Dunn
  ▪ Entries open on March 1, 2013
  ▪ Entries close on April 1, 2013 or when test is full
  ▪ Volunteer for the draft test by April 1, 2013

o Draft Test Secretary: Marie Acosta

o Exhibitor Hospitality: John and Cathy Borklund
“SHOW YOUR COLORS”
National Date are: April 29th thru May 4th 2013

- Fine Arts: Stacy Roderick
  - Please contact Stacy if you have any items to donate to the auction.
  - Deadline to donate is April 1, 2013

- Golf Carts: Mike Lovett / Reservations Kathy Whitney / Distribution
  - Deadline to reserve a cart is April 1, 2013.

- Grooming Building: Steve Britton
  - Will be visiting Pavilion in January and will hopefully look over grooming to meet AKC requirements.
  - Earliest postmark January 8, 2013 and deadline is April 1, 2013

- Grounds: Chris Lyden
  - Have been asked by members to provide a recycle container for plastics/water bottles/water jugs
  - We currently supply recycle bin for cardboard.
  - Have some signs from 2001 GLNC National to use on grounds.

- Handler Parking: Kathy Whitney
  - Earliest postmark is January 8, 2013 and deadline is April 1, 2013

- H & L / DNA: Jenny Zablotny / Health & Longevity Committee
  - DNA clinic will only be held on Thursday from 9pm-5pm.
  - Dr. Joshua Stern will be the speaker on the SAS at 6:30 – 8:00pm on Wednesday, May 1.
  - Dr. Stern will also do the oscillations and echo cardiograms at the National with all monies going to research for canine cardiology.

- Honors Parade: Mary Lou Roberts
  - Parade will be Wednesday, May 1 during lunch break.
  - Deadline for entries is March 1, 2013.

- Judges Hospitality: Barbara Finch

- Juniors: Cissy Sullivan

- Legislative Committee – Janice Anderson
  - Presentation will be Wednesday, May 1 at 8:30pm

- Living Legends: Pam Rubio
  - Will be held Thursday, May 2 at lunch break

- Logo Wearables: Amy Lane
  - Ocean State Embroidery will be our logo company
  - Orders have started coming in through the online ordering site.

- Newsletter: STILL NO VOLUNTEER FOR THIS POSITION
  - Name of Newsletter will be The Kaliedoscope

- Obedience (National and Regional): PONC / Dan Carr Obedience Chair

- Opening Ceremonies: Jill Britton/Sandee Lovett
  - Olympic style opening ceremonies with Regional Clubs participating in a “float” style processional.
  - Deadline for entries is April 1, 2013
  - We are STRONGLY encouraging Regional Clubs to participate and come together to showcase what the clubs do for the dogs and the NCA.

- Publicity: Jill Britton

- Raffle Tickets / Basket Sales:
  - We are hoping SENC will have volunteers to sell the tickets for the basket raffles.

- Regional Club Baskets: SENC / Laura Rader

- Registration: Dawn Staffen
  - Will be a duffle bag as registration bag
  - Early bird deadline is February 1, 2013
2013 NATIONAL SPECIALTY REPORT 1-3-2013

“SHOW YOUR COLORS”
National Date are: April 29th thru May 4th 2013

- Deadline for registration is April 1, 2013

  o Rescue Ceremony: Sue Miller
    - Parade/Ceremony will be Friday during the lunch break.
    - Deadline is April 1, 2013
    - Rescue will have their Silent Auction in the Health Challenge tent on Friday, May 3.

  o Ringside Hospitality: Susan Wagner

  o Ringside Reserved Seating: Amy Lane
    - We have received many inquiries regarding this seating. We have also received 6 reservations at this time.
    - Deadline March 1, 2013

  o RV Camping and RV Day Parking: Chuck Ialungo
    - Overnight camping available for up to 20 self-contained RVs
    - Earliest postmark to accept reservations is January 8, 2013 and deadline is March 1, 2013

  o Show Photographer: Rob Gerity

  o Top Twenty: Sue Wagner/Cissy Sullivan
    - Tailgate party will begin Thursday at 6:30 and the Top 20/10 event will begin at 7:30. Grooming building will be closed from 7:30 til 9:30pm and re-open at 9:30 until 11:30pm.
    - Begun to take orders for their merchandise deadline for pre orders is April 1, 2013
    - Sponsorships available to help support the Top 20/10
    - Deadline to purchase tickets to this event is April 1, 2013.

  o Treasurer: Mike Lovett

  o Trophies: David /Jennifer Hansen
    - ALL CLASSES have been sponsored. Total sponsorships are over $10,000. GREAT job by Jen and David.
    - Special Awards Donation of trophy has a deadline of March 1, 2013.

  o Vendors: Marc Saunders
    - Marc is planning to have the vendors sheltered under two large tents around the ring this year rather than using individual tents.
    - Deadline is April 1, 2013.

  o Videographer: Show Dog Video Pros
    - On Demand Video will be available again from the ShowDogVideoPro website. Each evening after judging the On Demand Video will be available to purchase for viewing.

  o Water Orders: Lynne Anderson-Powell
    - Millbrook Water –delivery will be on Friday or Saturday
    - Deadline to reserve water for the National is April 10. 2013.

  o Website: Marylou Zimmerman
    - Packet information sent. Packet on NCA Website.

  o Welcome Reception: Amy Lane /Sandee Lovett

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### 2013 NATIONAL SPECIALTY REPORT 1-3-2013

**“SHOW YOUR COLORS”**

**National Date are: April 29th thru May 4th 2013**

#### 2013 NCA NATIONAL SPECIALTY

(Tentative Schedule)

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday, April 28</strong></td>
<td>4:00 p.m. – 8:00 p.m.  Registration &amp; Logo item sales</td>
</tr>
<tr>
<td><strong>Monday, April 29</strong></td>
<td>8:00 a.m. Draft Test 1 – Hosted by Great Lakes NC</td>
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<tr>
<td></td>
<td>Noon – 6:00 p.m. Registration &amp; Logo item sales</td>
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<tr>
<td><strong>Tuesday, April 30</strong></td>
<td>8:00 a.m. Draft Test 2 – Hosted by Great Lakes NC</td>
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<tr>
<td></td>
<td>8:00 a.m. Regional Obedience &amp; Rally Trials – Hosted by Penn-Ohio NC</td>
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<tr>
<td></td>
<td>10:00 a.m. – 6:00 p.m. Registration &amp; Logo item sales</td>
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<tr>
<td></td>
<td>1:00 p.m. Rally Seminar for Juniors and Junior Meeting</td>
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<tr>
<td></td>
<td>4:00 p.m. Opening Ceremonies</td>
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<tr>
<td></td>
<td>6:00 p.m. Sale of Limited Edition Plates</td>
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<tr>
<td></td>
<td>6:30 p.m. Welcome Reception</td>
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<td></td>
<td>8:00 p.m. NCA Annual Meeting</td>
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<tr>
<td><strong>Wednesday, May 1</strong></td>
<td>8:00 a.m. National Obedience &amp; Rally Trials</td>
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<tr>
<td></td>
<td>8:00 a.m. Sweepstakes &amp; Veteran Sweepstakes</td>
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<tr>
<td></td>
<td>1:00 p.m. Rally Seminar for Juniors and Junior Meeting</td>
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<td></td>
<td>4:00 p.m. Opening Ceremonies</td>
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<tr>
<td></td>
<td>6:00 p.m. Sale of Limited Edition Plates</td>
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<tr>
<td></td>
<td>6:30 p.m. Welcome Reception</td>
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<tr>
<td></td>
<td>8:00 p.m. NCA Annual Meeting</td>
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<tr>
<td><strong>Thursday, May 2</strong></td>
<td>8:00 a.m. Dog Judging</td>
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<td></td>
<td>Lunch Break</td>
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<td></td>
<td>Half Hour after judging</td>
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<td>4:00 p.m. Obedience Seminar w/ Anna Lorenz</td>
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<td>6:30 p.m. Top 20 Judging</td>
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<td>7:30 p.m. Top 20/10 Tailgate Party</td>
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<tr>
<td><strong>Friday, May 3</strong></td>
<td>8:00 a.m. Bitch Judging</td>
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<td>Lunch Break</td>
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<td>10:00a.m. CGC Testing</td>
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<td>6:30 p.m. Pre-Auction Dinner &amp; Cash Bar</td>
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<td>7:30 p.m. Fine Arts &amp; Brown Bag Raffle</td>
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<td><strong>Saturday, May 4</strong></td>
<td>8:00 a.m. Junior Showmanship</td>
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<tr>
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<td>9:00 a.m. Best of Breed Judging</td>
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<td>6:30 p.m. Cash Bar</td>
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<td>7:00 p.m. Banquet</td>
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Submitted by: Amy Lane and Sandee Lovett
From Donna Zink, Rescue Prevention Committee

Received for packet January 3, 2013 (from Donna)

Hello Lynne & Roger.

Have there been exceptions made by the Board for review of materials outside of teleconferences? With the upcoming article about Newfoundlands in Dog Fancy, along with the general increase in Newfoundland registrations at this time of the year (based on coupon requests), the committee would like to change the Rescue Stories page to use the wreath image: http://online.ncarescue.info/rpc/lifestages/Issue3/RescueStoryWreath2_3b.pdf, which contains a link to new content at the bottom to the Christmas Puppy article. This was a late-emerging idea, but to be timely, we would like to publish the changes as soon as possible. Lynne, if it is possible to get approval by email in advance of the teleconference, would you forward this request.

NOTES: This is laid out for concept; Marylou may want to include it on the page without using the Adobe version of the file. Also, the grey line is from light entering the scanner when Hope sent the wreath image. That will be resolved. These files are on the Sharepoint site to make them available for review; the pages that would be changed are the standard RPC pages on the NCA web site.

Donna
Electronic Submission of Membership Lists

December 28, 2012

Dear STEVE BRITTON, Recording Secretary for Newfoundland Club of America, Inc.,

Communication between AKC and its affiliated clubs is crucial to the success of your club’s business, planning/approving its events, and keeping each other informed of “breaking news” as well as legislative initiatives in the sport of purebred dogs. The fastest, most efficient and cost-saving way to accomplish this goal is to have up-to-date email addresses for club officers, especially the President and Corresponding Secretary, as well as all club members for larger outreach on important issues to purebred dog owners.

To date, more than 2,400 AKC clubs - that’s nearly 50% of all clubs - are enjoying the ease of submitting their annual membership lists (as required in the Rules) by using the Club Membership List Upload Tool on the AKC’s website. We’d like to thank those proactive clubs that have already submitted their forms to us through the use of the Club Membership List Upload Tool and request the remainder of clubs that have not yet done so to consider it as a cost saving measure.

AKC’s Board of Directors has extended the deadline to submit membership lists using the Club Membership List Upload Tool to July 1, 2013. After the deadline, a $50 processing fee will be charged to clubs for membership lists not submitted via the Club Membership List Upload Tool.

As you know, your club’s membership list will only be used by AKC to conduct AKC business relating to events, club relations, legislation, and other outreach by AKC to its affiliated club members. The names and email addresses on the list will not be provided to government agencies or sold to third parties. After submission of the club’s membership list using the Club Membership List Upload Tool, your club officers will receive an email from the AKC confirming the submission of the list.

Clubs can submit their membership information by uploading either a Microsoft Excel or CSV formatted file from the Club Membership Lists page here or navigating to http://www.akc.org/club_membership/ and using the access code provided below.

Your Access code as the Recording Secretary for Newfoundland Club of America, Inc. is: 648155

Newfoundland Club of America, Inc. last submitted a membership list on: 02/19/2012.

If a club finds that it is unable to submit an electronic membership list and needs assistance or if you have any questions please contact us at ClubMemberLists@akc.org.

Thank you,
Michael A. Liosis
AKC/Director of Club Relations
The EPPC discussed the charge from the Board-

- Corresponding Secretary McIver moved to refer to the Electronic Publishing Policy Committee that they develop a policy for reviewing books prior to their placement on the NCA dog electronic library list.

We felt that not only would any "review" policy be extremely cumbersome to implement (who would purchase the books, how many volunteers would review, how would titles be solicited, etc.) it would also make the opinions of the reviewers a determining factor in revenue raised for CTMB. Due to our associate agreement with Amazon.com, we are currently limited to listing only those books sold by Amazon.com (since the site launched there have only been 2-3 titles that were not available) so to a degree we are covered by their listing policy with regards to illegal/unethical materials. Rather than a pre-emptive review process, the EPPC is recommending the following disclaimer be listed on the “About” page of newfbooks.org:

The Newfoundland Club of America (NCA) provides this library site as a service to Newfoundland fanciers and students of the breed. It also serves as a fundraising vehicle for the NCA Charitable Trust. Listing on this site should not be construed as an endorsement of any title or author except where specifically noted. A number of the books listed here are out of print historical titles, and as such should be viewed as products of their time and should not be used as practical references for current standards in husbandry, training or veterinary care. The content of the books listed here are the sole creation of their authors, and do not necessarily reflect the opinions of the NCA.
2012 National Specialty Report

It has been my privilege to serve as the Chair of the National Specialty Committee with such a group of experienced and enthusiastic members. This group is comprised of Peggy Helming, Diane Lavin, Cindi Goodwin, Barbara Finch, Kathy Paxton, Nancy Duggan, Sandee Lovett, Amy Lane, Maredith Reggie, John Cornell, Kevin Gallagher and Steve Britton.

The 2012 National Specialty was held in Carlisle, Pa., hosted by New-Pen-Del Newfoundland Club. A big thank you to MaryJane Spackman and all of her hardworking committees for an outstanding National. Even though there were difficulties within the hotel as it had once again been taken over by new owners, I do not think that any other outdoor grounds are as dog show friendly than The Embers. The grounds committee with all their hardworking volunteers did an outstanding job. The tenting alone made it look so special. The National this year was preceded by a Regional Specialty hosted by New-Pen-Del on Monday prior to the National. This once again a first by any club to hold a Regional.

The 2013 National is once again going back to Frankenmuth, Michigan. The NCA is hosting it with Amy Lane and Sandee Lovett once again chairing together. The theme for the 2013 National will be “Show Your Colors”. One significant change at this National will be that both Reserve Winners Dog and Reserve Winners Bitch will be awarded a 3 point major. This policy went into effect with the American Kennel Club in September. The NCA board passed this at their face to face meeting in November since the NCA more than qualifies to the AKC qualifications.

The 2014 National will be hosted by Colonial Newfoundland Club chaired by Kathy Paxton. Unfortunately Rocky Gap cancelled all contracts with any clubs that they had, Colonial has been moved to The Host Hotel in Lancaser, Pa. One difference there will be that the conformation judging will all be judged indoors on a fully carpeted surface. The grooming tent will be right outside the door. This venue has been a home to many other large breed National Specialties. The dates are April 7-12, 2014.
The 2015 National heads a little further east to Warwick, Rhode Island. The Crown Plaza, a familiar site to many, will be the National Headquarters. New England Newfoundland Club will be the host with Donna Thibault as the Chair. The dates are May 5-9, 2015.

In November, the board gave the National Specialty Committee permission to sell all the rest of the Limited Edition plates. The plates available are from the years 2008 through 2012. They are specially priced at $30 each or if you add a second plate it is $45. These special prices include shipping and handling for one or two plates. (The $45 is per pair purchases which can include different designs.) The orders are being sent to Nancy Duggan at cen90654@centurytel.net or 810-639-7206. Make checks payable to NCA.

The committee is here to help any Regional club that is interested in hosting a National Specialty. We can answer any questions and give as much guidance and aid as possible. The National Specialty Guide is also on the NCA website and can easily be downloaded.

From: Christopher Plum [mailto:christopher.n.plum@gmail.com]
Sent: Thursday, December 27, 2012 1:34 PM
To: Lynne NCA BoD 2nd VP
Subject: Re: NCA Board Meeting re-scheduled for Thursday Dec 27th!! - Comment from the Steering Committee

Lynne:

The Steering Committee does not yet have an update on our survey results, other than the fact that it has been returned by almost 40% of the members at this time.

We did want to be sure that the 'early release' version of the survey that the Board got was the real survey and the answers are included in the overall survey results. One of our committee members reported informal feedback that implied their might have been confusion and that one or more Board members may not have entered complete information because they did not think it was the "real" survey. If any of the Board members would like the survey reopened to them, we can do that.

Chris
Jennifer Zablotney, Health and Longevity Committee Reports:

To the Canine Health Foundation Grantors,

We understand Dr. Augusta Pelosi is seeking funding from the Canine Health Foundation to initiate an international longevity database across all breeds recognized by the American Kennel Club and the Canadian Kennel Club. The information gained by this research will serve as a gateway of knowledge into breed trends on life expectancy and diseases that affect the different breeds, including the Newfoundland. This information will be valuable to our breed, as well as all breeds, as a launching pad for additional research based on the trends observed as cause of death, which will in turn lead to improved diagnostics and treatment. Additionally, this information will help to educate breeding programs and potential owners on the risks and investment of each breed. Having stated this, the Newfoundland Club of America fully supports the research proposed by Dr. Augusta Pelosi and her research team. We plan to support this research by the following ways:

- Posting the research summary and survey on our website
- Providing space and set up assistance for a table at our National Specialty show in Frankenmuth, MI, showcasing 600 Newfoundland dogs
- Scheduling a presentation for Dr. Pelosi to speak to the benefits of this research at the National Specialty show.

Thank you for considering funding this important research.

The Newfoundland Club of America, Health Committee
Special Committee Reports
BOARDS OF DIRECTORS MEETINGS

Agendas
- Board agendas, approved Board minutes and Bulletin Boards to be emailed to all committee chairs.

- NCA Board meeting agendas, including rationales, to be posted on the NCA website 48 hours after receipt of said agenda by all the Board members

- All unfinished business shall be listed in the minutes and the agenda of each meeting

- Items to be submitted to the entire Board, either as an informational item or with an agenda item, should be sent to the Recording Secretary for distribution, preferably in an electronic format. Two exceptions to this policy are items that are very time sensitive and would not reach the Board in the normal agenda packet and would normally be acted upon at the next Board meeting, or items that, because of their bulk or weight, would be more economically distributed by mailing to the individual members.

Annual Meeting
- Annual meeting to take place at National Specialty as per new By-Laws

Bulletin Board
- Board agendas, approved Board minutes and Bulletin Boards to be emailed to all committee chairs.

- The Bulletin Board will be posted after each meeting session, whether it is recessed or adjourned

- Bulletin Board report each motion in its entirety and how the Board voted, with the disclaimer that this is an unofficial report

Communication
- Board agendas, approved Board minutes and Bulletin Boards to be emailed to all committee chairs.

- Board discussions should try to adhere to the following guidelines in Roberts Rules of Order listed under “Decorum in Debate” (pp 379-381):
  1. Confining remarks to the merits of the pending question.
2. Refraining from attacking a member's motives.
3. Addressing all remarks through the Chair.
4. Avoiding the use of members' names.
5. Refraining from speaking adversely on a prior action not pending.
6. Refraining from speaking against one’s own motion. (This does not mean one cannot vote against it.)

- Require in all dealings and communications with the attorney hired by the Board that all requests to the attorney be in writing and all such reports, letters, or communications from and to the attorney be sent to the entire NCA Board within five business days. Further that any telephone conferences be summarized and reported to the Board within five business days. This directive will include both committee and Board members.

- The Board encourages and approves the free communication of members to one another and for members of the Board to communicate with the membership. The Board will encourage such communications and not discourage such communications.

- When the Board directs any Board member to perform an action, the same standard of communication that applies to committees will apply to all Board members. They will report back when the action has been completed or give reasons why the requested action was not performed.

Documents

- All letters of complaint or recommendation received by a Board member are to be sent to the Recording Secretary and, if appropriate, to the respective committee chair, within one week of receipt.

- All official documents of the NCA to be identified as such to prevent confusion.

Email

- Email meetings are not allowed according to State of Connecticut statutes.

- When sending an e-mail as an NCA official letter or document, it must be marked “NCA Official” in the subject line. The sender of the email should send it to the Recording Secretary for distribution to the entire Board. If the Recording Secretary does not get confirmation within 48 hours of the distribution, the Recording Secretary will call anyone not responding. All responses are to be sent back to the Recording Secretary per instructions. If email is not marked in this manner, it is deemed as personal or FYI. Please be aware of any personal attachments on emails and use discretion.

- E-mail that is to be considered Official Business should be labeled as such. Any e-mail considered confidential should be so labeled. No e-mail should be forwarded on unless the original person sending the e-mail has given their written
permission.

**Executive Session**
- General Membership recommends to the Board of Directors that use of Executive Session at Board of Directors meetings be restricted to voting on applicants lists for membership, making committee appointments, formal grievances, contract negotiation and litigation

**Meetings**
- Board meetings to be recorded using the technology available through AccuConference and these recording will be made available to the membership starting with the next teleconference meeting
- Per Connecticut state statutes, once a quorum has been established a quorum will hold.
- The Board of Directors will hold monthly teleconference meetings.
- Board approved the concept of a set schedule of meeting dates.
- At each National face-to-face meeting one NCA Board member will be appointed to research the lowest cost location and meeting sites for the NCA Board for its fall face-to-face meeting
- Board members will share rooms to the extent possible in order to save money at Board Fall face-to-face meetings.
- Two (2) face-to-face Board meetings per year will be held. One (1) will be at the time of the Club's annual meeting; the preferred season for the second meeting is fall

**Minutes**
- Board agendas, approved Board minutes and Bulletin Boards to be emailed to all committee chairs.
- All unfinished business shall be listed in the minutes and the agenda of each meeting
- At the beginning of the minutes, include a listing of the topics contained so that members have a brief synopsis of what was accomplished, and have that summary linked on the web site minutes so members can just click on that heading and go directly to that portion of the minutes

**Policy on Approval of NCA Board Minutes:**
1. It is acknowledged that the members would be far better served if Board minutes were approved by email rather than waste time at a teleconference.

2. After the Recording Secretary writes the minutes, he will send them by email to Board members. The email will contain a MS Word file in rtf format and an Adobe PDF file. The email will bear the subject line NCA Official Initial draft of minutes of ____.

3. All Board members will carefully review them and make any changes deemed necessary. Board members have seven (7) days to respond with any suggested changes to the email. The preferred method shall be using MS Word with the track changes feature turned on and making the corrections on that document. If that is not possible, a separate email with suggested changes may be sent.

4. After all of the changes are received back, the Secretary will make modifications to the minutes taking into consideration the suggestions of the Board members.

5. The Recording Secretary will then email out the corrected minutes and all Board members have seven (7) days to respond with any further suggested changes or comments on the changes. The email will bear the subject line NCA Official second draft of minutes of ____. If a Board member disagrees with any of the changes, the Board member is to email the entire Board with the concerns.

6. At that point in time, a final draft of the minutes will be prepared and sent to the Board members who will vote on approving them or not approving them. The email will bear the subject line NCA Official FINAL draft of minutes of ____ for Board approval.

7. If the approval is less than unanimous, then the secretary will inform all Board members who may make comments to be recorded with their vote.

8. Final approval of all minutes will be at a teleconference or at a face-to-face meeting.

- Minutes of the NCA Board will be tape recorded and transcribed but not distributed to persons other than Board members without specific approval of the Board. The original tapes will be held until the minutes are approved. Executive session will not be tape recorded. Board members may request the tape or copy of the transcript.

- Board of Director minutes be placed on the NCA website as soon as they are approved.

- Minutes to include rationale for motion, the motion, pro and con discussion without names, vote with names and when not unanimous a roll call for each member to state the reason for his or her vote.
• Final approval of all minutes done only at a face-to-face meeting or a teleconference call.

• Board accepts recommendation of General Membership. Minutes of meetings to contain a summary of the discussion prior to the vote on any motion, excluding names.

• General Membership recommends to the BOD that minutes of the Board of Directors meetings provide a summary of both sides of its discussions on all motions.

• Board of Directors minutes will reflect only the voting record. No dissenting rationales be recorded in the minutes. Voting record on every motion be listed by name of those voting in the affirmative, negative, abstaining and absent.

**Motions**

• Whenever possible when speaking to a motion, Board members will state if they are speaking in favor of or against a motion.

• That a Board member would be allowed to speak to each motion twice, unless the Board decided a particular motion warrants more discussion.

• A motion or a rationale must not use language that reflects on a member’s conduct or character or is discourteous or unnecessarily harsh.

• Anything stated in rationale [of votes] must have been stated in discussion

• Minutes to include rationale for motion, the motion, pro and con discussion without names, vote with names and when not unanimous a roll call for each member to state the reason for his or her vote.

• Motion carried that "since all members of the Board are elected by the membership at large, said members are entitled to vote on any issue that comes before the Board".

**Teleconferences**

• The Board will set a fixed time for teleconferences. This Board selects the third Thursday of each month. Each new Board shall, at the Annual meeting of the Board, set a meeting date for the next year

• Per Connecticut statutes, as member participating via telecommunications is considered to be present and therefore can vote

• NCA use the least expensive teleconference provider available to reduce high
teleconference costs, assuming acceptable quality

- Board meetings, Committee members, in addition to chair, be allowed to listen and participate in teleconference calls when their committee is under discussion
- Committee chairs be invited to participate in teleconference calls when their committee is under discussion
- The Board of Directors will hold monthly teleconferences to increase communication

**Voting**

- Reinstate Board members’ voting rationales, such rationales to be limited to 50 words. The rationale must be stated during the discussion and cannot be edited later for content
- Approved request by Board member to call in on speaker phone to participate. By-laws preclude voting.
- Movers and seconds of motions at Board and Annual Meetings will be named in the meeting minutes
- Vote tally for each Board candidate will not be published; results may be obtained from the Recording Secretary
Executive Session