Newfoundland Club of America, Inc.
Regular Board of Directors Teleconference Meeting
8:00 p.m. EDT
20 August 2015

US toll number: (530) 881-1212
US toll-free number: (855) 212-0212
Meeting ID: 860-250-452#
Meeting wall & Meeting PIN: 1859
https://www.startmeeting.com/wall/860-250-452

Using the (530) 881-1212 telephone number saves the NCA on teleconference expense; please verify your unlimited long distance status.

Committee chairperson call in and times:
- Aura Dean – 9 p.m.

Agenda

1. AKC Delegate’s Report (David Helming).
2. Approval of minutes:
3. President’s Report (Pam Saunders)
4. First Vice President’s Report (John Cornell):
   4.1. The minutes for June and July CTMB meetings were approved for publication in Newf Tide.
   4.2. Donor Advised Fund (AKC Canine Health Foundation) was approved for $10,000 grant for a cancer study.
   4.3. Donor Advised Fund (AKC Canine Health Foundation) was approved for a $5000 grant for Establishing Best Practices in the Treatment of Atopic Dermatitis to prevent antimicrobial resistance.
   4.4. The CTMB approved Mary Jane Spackman to represent the Health Challenge and Diane Lynch, assistant rescue chair, to attend the allergy seminar put on by Black Diamond Productions.
   4.5. At its August 3, 2015 CTMB teleconference, the following motion was approved:
       “To direct the NCA Liaison (NCA 1st vice president) to request NCA's AKC Delegate to submit NCA's policy – “The Newfoundland Club of America believes that breeders of Newfoundlands should make and support a lifetime commitment to all Newfoundlands they breed.” [NCA Rescue policy, 2013] - to the Responsibility section of the new AKC H. E. A. R. T. program.
5. **Second Vice President’s Report (Lynne-Powell).**

   *(See Committee Reports)*

6. **Recording Secretary’s Report (Steve Britton):**
   6.1. Prepared/compiled written synopsis of last month’s officer and committee reports
   6.2. Prepared meeting minutes.
   6.3. Prepared agenda and meeting packet.
   6.4. Forwarded AKC information on behalf of our club’s AKC delegate.

7. **Corresponding Secretary’s Report (Pam Rubio):**
   7.1. Letter from Arantxa Domínguez (Spain); *pp. 12 – 13.*
   7.2. Eukanuba response from Newfoundland Club of Florida (NEWFFLA); *p. 14.*

8. **Treasurer’s Report (Mary L. Price):**
   8.2. Bank Balances Report - on August 6, 2015; *p.18.*
   8.3. Fall Face-to-Face Meeting.

9. **Committee Reports:**
   9.1. Working Dog Committee; *pp. 19 – 21.*
   9.3. *Newf Tide* Policy Committee; *pp. 38 – 46.*

   *Newf Tide* Policy committee: Members: Patti Emmerling, Nancy Gasser, Beth Sell, Julie Poulin Siefert, Jeannette Voss and Aura Dean, chair, respectfully requests the Board to address the following items:

   1. Review of process and update from NTPC relative to any future issues of *Newf Tide*;
   2. Per our June report: Editorial bid for *Newf Tide* *(two files Sample Letter/ Bid Components)*;
   3. *Confidential: Bid & NTPC Recommendation for timely implementation (separate)*;
   4. Trust Report quote for the printing thereof as: a) Ride Along (Supplement) b) Part of magazine, i.e., bound within the spine of the magazine;
   5. Suggestions for a review of the lines of communication for future assignments to committees.
10. **Executive Session:**

10.1. *Newf Tide* Editorship. (*Under separate cover*)

10.2. Follow up to letter sent to member (postponed to September board meeting).

10.3. Letter in opposition to a recently published membership application; *pp. 60 – 88.*

10.4. Pending Membership Applications (Mary Lou Cuddy, membership chair); *pp. 89 – 114.*

11. **Unfinished Business and General Orders**

11.1. Develop criteria for the NCA Good Sportsmanship Award (*from 08.21.14*) – postponed to fall face-to-face meeting.

11.2. Technical Resources Advisory Committee (*from 11.7 - 9.14*).

   Investigate the development of an NCA members-only section of the *NCA Website* and the logistics for log-in and passwords with content to be determined later. A report will be due back to the Board by the January 6, 2015 agenda deadline. (Pat Randall – March 2015.)

11.3. Discussion Item: We have spent an enormous amount of money on our database, but its utility is very limited. It does not have specialized queries to allow on to obtain a selection of dogs with the same sire, same dam, particular clearances, etc.

   I move that we refer to the database committee a motion that we provide a read only clearance to individuals that would like to access the database via an external SQL client. If we end up using another vendor’s software to handle the membership renewals, dues, etc. this should not entail an enormous security issue. (Pat Randall – originally from 3.19.15)

11.4. I propose that all future NCA National Specialties following the 2017 National Specialty be held at the same central location. Possible locations could be Frankenmuth, or Purina Farms.

   This would eliminate always having to search for a regional club willing to take on task on in the past, and it has worked well. We know the pitfalls. (*Pam Rubio*) such a huge endeavor, and make our National Specialty truly National. Having the Specialty in one central place would also bring down the cost, as contracts for tenting, lodging, power etc. could be negotiated for multiple years. NCA has had to take this task on in the past, and it has worked well. We know the pitfalls. (*Pam Rubio; June 18, 2015; this item was Referred to Specialty Show Committee July 16, 2015*).

11.5. Database Committee – Update.


11.7. Rename committee to Titlist Database.

11.8. Distinguished Member Committee – Revisit inventory.

11.9. International Liaison Committee Job Description Amendment(s).

11.10. NCNC Bylaws Amendment – Sue Marino; *pp. 47 – 58.*
11.11. Consideration Top Show Dog, Top Sire, Top Dam and similar awards (review) – postponed to September meeting.

11.12. Curry and Drury Memorial Award Medallions.


12. **New Business:**


13. **Adjourn.**
2015 – 2016 NCA Board Member Directory

**President:** Pam Saunders  
26825 NW West Union Rd  
Hillsboro, OR 97124-8182  
Home: 503/647-2472  
Cell: 503/705-7181  
Email: pssaunders@live.com

**First Vice President:** John Cornell  
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**Second Vice President:** Lynne Anderson-Powell  
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**Recording Secretary:** Steve Britton  
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**Corresponding Secretary:** Pam Rubio  
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**Treasurer:** Mary L. Price  
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Email: mlprice@mhtc.net

**AKC Delegate:** David Helming  
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**Director:** Roger Frey  
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Fax: 716/685-2685  
Cell: 716/481-8095  
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**Director:** Sue Marino  
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**Director:** Steve McAdams  
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Email: shadrack@grics.net

**Director:** Pat Randall  
7238 Hwy 162  
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Email: pkrboard2011@comcast.net

**Director:** Donna Thibault  
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Cell: 860/465-7743  
Email: donnatbo@live.com

Revised: 5/26/15
Dear Sir, Madam,

Please find attached my story with my Newfoundland (called Terranova in Spanish), recently adopted. There is no virus, nor spam.

I would ask you to read it. I am sure your organisation is interested in how is managed in other countries. I am so glad that all of you have welfare and rescue programs in your organisations. This is amazing.

I am only a current woman involved in animal rescue. Sadly, in Spain there is too much work to do, but I hope our hard work could help someday to improve.

Thank you in advance for reading it.
Yours sincerely,

Arantxa Domínguez
Barcelona - Spain
In February 2015 we adopted Chelsea through an animal rescue group we met through Facebook.

Even she is a lovely Newfoundland dog breed, her weight (48 kilos) and her age (8), don’t let her many opportunities of being adopted. We wanted to meet her. She was sad and disoriented. We take her to our home, and what I discover a few days later fills me of indignation, so I need to spread this story.

Our dog Chelsea, elderly for dog shows, with hanging breasts of several litters, with the scar of the recent sterilization, you can find her complete profile, as we did, on Internet: http://www.anmalamual-basaburua.com/

She is the waste of a Newfoundland breeder placed in Vallgorguina, Barcelona (Spain), apparently very reputable, which prides itself to be a responsible breeder. We invite you to visit their website, before they eliminate the contents.

You can find our dog Chelsea, called also "love at first sight" in all its glory. A pure breed dog that today, after many litters, unable to get pregnant again, she is not useful anymore, so she is rejected.

I feel responsible to spread this story, my own experience. The former owners of Chelsea, Anmalamual & Basaburua, Patricia Melara, know that everything I have written is so absolutely true as I have their dog at home. If they have any interest in where their dog is living, I am going to tell that she’s fine. She’s learning to play and not to be afraid anymore.

Thanks to the power of social networks, the way you act can be known by your clients, your neighbours, friends... the whole community. This is the real courthouse. I hope the breeder, Anmalamual & Basaburua, Patricia Melara in Vallgorguina, Barcelona (Spain), understands soon that drop their living goods is not for free.

But above all, I hope this helps to current people like me, that we absolutely ignore this could happen. If someday you plan to buy a cute pure-breed puppy, please get informed and realise what this business so morally reprehensible can become. Even the most prestigious breeders could have something to hide.
From: Kristi Calleja <kristi.calleja@vistaproducts.com>
Date: August 7, 2015 at 1:48:11 PM PDT
To: Pamela Rubio <pamelar@garlic.com>
Cc: Jeffrey Arent <jeffarent@cfl.rr.com>
Subject: RE: Meet the Breeds at Eukanuba

Pamela
Yes, we will be more than Happy to support Meet the Breeds again this year. I believe this is our fourth year with the event. I hate to see it go to another state next year. I am out of the country until after Labor Day. Once I return I will submit a budget.

Kristi Calleja
President

-----Original Message-----
From: Pamela Rubio [mailto:pamelar@garlic.com]
Sent: Friday, August 07, 2015 3:37 PM
To: kristi.calleja@vistaproducts.com
Subject: Meet the Breeds at Eukanuba

Dear Kristi,

The AKC Eukanuba National Championship is coming up, and once again the NCA has been invited to take part in The Meet the Breeds program held in conjunction with this event. The Board is hoping that once again NewfFla is willing to represent NCA and the breed at this venue. If you agree, I will send you all the necessary information and paperwork to register.

The NCA will support you both monetarily and with ideas/materials in order to help present our wonderful breed. We ask that you submit a budget to Mary L. Price to cover the costs you anticipate to incur. Both Bear Mountain Newfoundland Club and the Newfoundland Club of Southern California have lots of experience with Meet the Breeds events, and I'm sure would be more than willing to assist you in any way possible. I know Lynne Anderson Powell and Denise Hatakeyama were very instrumental in their clubs' presentations. I believe the SoCal Club got first place overall one year and first place in the Working Group the following year. Quite a production, but they had fun doing it.

NCA thanks you for your past involvement, and hope you will be willing to take on this task again this year. Please let me know if your club will participate.

Sincerely,
Pam Rubio - NCA Corresponding Secretary

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## Newfoundland Club of America, Inc.
### Receipts and Disbursements
#### June 30 - August 6, 2015

### INCOME

**Breeders List**
- **7/11/2015 DEP**  
  Moore; Starkey; Danielsen  
  **100.00**

**Dues - Applicants**
- **7/5/2015 DEP**  
  Sovie; Woodward; Kramer; Boring; Cook  
  **615.00**

- **7/5/2015 7548**  
  C Sovie  
  refund overpmt  
  **(25.00)**

- **7/25/2015 7550**  
  S Cook  
  refund - denied  
  **(75.00)**

**Dues - Renewals**
- **7/17/2015 DEP**  
  Various  
  **6/9/2015**  
  **3,523.00**

- **7/17/2015 DEP**  
  Various  
  **6/11/2015**  
  **4,272.00**

- **7/17/2015 DEP**  
  Various  
  **6/12/2015**  
  **3,511.00**

- **7/17/2015 DEP**  
  Various  
  **6/13/2015**  
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- **7/17/2015 DEP**  
  Various  
  **6/16/2015**  
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- **7/17/2015 DEP**  
  Various  
  **6/20/2015**  
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- **7/18/2015 EFT**  
  Various  
  **6/9 - cr.**  
  **895.00**

- **7/18/2015 EFT**  
  Various  
  **6/12 - cr.**  
  **1,350.00**

- **7/18/2015 EFT**  
  Various  
  **6/13 - cr.**  
  **490.00**

- **7/18/2015 EFT**  
  Various  
  **6/16 - cr.**  
  **1,190.00**

- **7/18/2015 EFT**  
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  **6/20 - cr.**  
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- **7/26/2015 EFT**  
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- **7/31/2015 DEP**  
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- **7/31/2015 DEP**  
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- **7/31/2015 DEP**  
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- **7/31/2015 DEP**  
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  **7/6/2015**  
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- **7/31/2015 DEP**  
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  **7/7/2015**  
  **3,575.00**

- **7/31/2015 DEP**  
  Various  
  **7/13/2015**  
  **3,300.00**
Newfoundland Club of America, Inc.
Receipts and Disbursements
June 30 - August 6, 2015

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EXPENSES

Board
7/11/2015 7549 StartMeeting 6/18 teleconf. (9.96)

Breeders Education
7/11/2015 7549 StartMeeting 6/4 teleconf. (2.14)

Breeders List
6/30/2015 7535 L Nuss postage, copies (14.19)

Breeder Referral
6/30/2015 7536 N Young phone (72.12)

CTMB
6/30/2015 DEP CTMB reimb. teleconf. 49.08

Health Challenge - Management Expenses
7/11/2015 7549 StartMeeting 7/1 teleconf. (12.01)

Legislative Liaison
7/11/2015 7549 StartMeeting 6/16 teleconf. (5.22)

Membership
7/1/2015 7547 DB Design Renewal notices (1,407.84)
7/11/2015 EFT S. C. - Credit Cards (7.67)

Newf Ambassador
7/11/2015 7549 StartMeeting 7/1 teleconf. (0.81)

For distribution 10 of 52

prepared by Mary L. Price, Treasurer
**Newfoundland Club of America, Inc.**  
**Receipts and Disbursements**  
**June 30 - August 6, 2015**

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Newfoundland Club of America, Inc.
Balance Sheet
as of August 6, 2015

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For distribution
12 of 52
Hi Lynne!

Hope August is treating you well, your water test training is in full swing, and that life at your place continues to give you lots of chuckles as we continue on our journeys with our beloved Newfoundlands!

I am submitting the attached report of the WDC and a request for board approval for your upcoming August NCA board meeting. I hope that the format works for you, if you need me to reformat it in any way, please let me know. Can you just shoot me back an email to let me know you've received this?

Hugs to all your furry friends from me -- Ruca and Sadie send slobbery kisses too.

Sue R
Report to the NCA Board of Directors for July-August

The WDC would like to thank the board of directors for reconsidering their position on committee reappointments. The WDC has spent the summer months reorganizing roles, providing information to regional clubs for upcoming events, and clarifying regulations based on judges questions and comments at the WDC Forum at the national, correspondence the committee has received, as well as member comment.

The WDC has completed the following:

- Processed for acceptance 20 draft tests and 6 DDX tests for Spring 2015
- Processed for acceptance 47 water tests for 2015
- Updated the NCA website with current contacts for WDC members
- Distributed clarifying emails to all water test judges regarding questions on regulations raised from judges comments
- Answered questions from test secretaries on the process for NCA member early-entries
- Revised the judges tests based on judges and board member feedback to eliminate vague or misleading wording on the judges test for all judges both draft and water.
- Updated the judges list based on year-one of the phased in process of judges’ testing
- Submitted data for all spring draft tests to the NCA database
- Celebrated the successes of Newfoundland qualifiers by sending certificates and patches to all qualifiers for 2015 to date.

The WDC continues to work on:

- Updating all WDC working files, correspondence, and committee working documents, regulations and spreadsheets into the shared NCA database. It is hoped that this will be completed no later than Jan 1 of this year.
- Refining regulations for board approval based on member feedback through test evaluations and judges comments.
- Developing educational and involvement opportunities for working dog judges.
- Development of further opportunities to involve more Newfoundland owners in working events.
These refinements and new opportunities will come before the board for approval at future meetings.

**Action items for NCA Board of Directors Approval**

The WDC would like to utilize online fillable forms for judges to submit comments, positive suggestions for regulation updates, and judges’ qualifications updates.

To begin this process, the WDC would like to include the following online form on both the website and in future Judges Corner Newsletters to streamline the process for updating judging files and improving the response to changes in judging status.

This is the link to what the form looks like:

https://docs.google.com/a/jeffcoschools.us/forms/d/1AljQy-gcvBYMC2rr46fpU0k8jKGGV7JBPlQGpIGeMs/viewform

This is what the responses will look like:

https://docs.google.com/spreadsheets/d/1dRvxhcWbUaRbyItzCC_zx_0I_8L-oU_4c7tduk-jUfi/edit?usp=sharing

The forms have been developed in Google documents because that is the program that is most familiar to the group, it provides easy file sharing capability and can be accessed by multiple individuals. If need be, and with a little “training” from somewhere, we can convert these to a different platform that the NCA would prefer.

The WDC would appreciate approval of this to be implemented as soon as possible. Please contact me with any questions or concerns.

Respectfully submitted:

Sue Raney
Working Dog Committee Chairperson
Website Report May 2015

Current Status:

Newfdogclub.org — This URL (address) is still active and online, but all pages point to the homepage of the ncanewfs.org, to encourage people to update their bookmarks. This was done so if anyone has older saved bookmarks for newfdogclub they will not get a “File Not Found” message and a dead-end.

In the April 656 visitors to newfdogclub.org were redirected to ncanewfs.org.

NCANewfs.org –

Statistics for NCANewfs.org

<table>
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Top 5 Pages continue to be:  Homepage, Calendar, Breeders List, All About Newfs, Regional Clubs
These pages got between 1,300-13,000 hits each month

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Top Downloads - FAQ Brochure – 479  
GOLPP – 215  
WT Regs – 192  
NCA Info Brochure – 160  
Newf and You - 154

Top Referral Links – Westminster (February – 1007), AKC Classified, Facebook, AKC Breeder Search, Dogtime.com

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<th>Referrals from External Sites</th>
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<tr>
<td>Squidoo/HubPages</td>
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<tr>
<td>Pinterest</td>
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NCA Currently manages 61 email accounts and 55 email forwarders
Recent Action Items have included:

- Updated pages as content received – committees, minutes, summaries, agendas, contacts, etc.
- Updated index page – posted e-Notes articles, NTPC, Info from AKC Delegate
- Updated committee personnel pages, email accounts
- Updated Advanced Draft Title Forms, Water Test Regs

Add This Analytics May 2015

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NCADatabase.org –

Statistics for NCADatabase.org

NCACarities.org –
Statistics for NCACarities.org

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Action Items -
- updated pages as needed - minutes, etc.
- Development of Mobile Optimized Site based on navigation scheme approve by BOD 5/14

EBay - PayPal Giving Fund –

Newfbooks.org – aStore through Amazon.com

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<td>Total Referral Fees</td>
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NCARescue.org –

Statistics for NCARescue.org

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Action Items: • Updated contacts and info as needed

NewfPuppy.com –

Statistics for Newfpuppy.com

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Statistics for Newfoundlandpuppy.org

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• Newf and You downloads for May 2015 were 739

Google AdWords™ Information: May 2015

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<th>Avg. CPC</th>
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NCANationalSpecialty.org –
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Action Items:
- transferred access to NCNE for 2015/2016 Specialty as of August 2014
Electronic Newsletter Report 2015

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<td>1</td>
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<td>2-3.15</td>
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<td>0.1% (4)</td>
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<td>3</td>
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<td>44.5%</td>
<td>37.1%</td>
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<td>6/4/15</td>
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<td>0.0% (1)</td>
<td>38.4%</td>
<td>25.1%</td>
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</table>

Daily News sent out during the National Specialty – average open rate of 40.1%

Each article from e-Notes now being posted individually on the homepage (ncanewfs.org) over the course of the following month.

**Contact List:**

Total 3197 Contacts

**Surveys:**

Newf Ambassador feedback forms being run through Constant Contact to facilitate reporting to committee

Steering Health Interest/Education Survey launched December 2014 – closed with 500 responses in March 2015.
Social Media Report May 2015

Facebook™:

Currently the NCA has a presence on FaceBook™ with 3 pages:

Newfoundland Club of America – 12210 (5/31) fans – This page contains postings of general NCA info – links to Agendas/Minutes, AKC Registration Pledge, DNA Submission, Photo Contest, etc. Postings of excerpts from Newfpuppy.com are highlighted on a weekly basis. Posting schedule includes- Monday – Tip of the Week, Throwback Thursday (historical) Friday Breed Study (excerpts from Illustrated Guide)

Newfoundland Club of America Charitable Trust – 1214 (5/31) fans - Migrated Causes™ page to Facebook, as FB no longer supports non-native app displays, built page, and began promoting to build Likes. Since CTMB now has it’s own page, could potentially alter the paid promotion of posts to split 50/50 or have CTMB pay for an additional promotion. Postings include – health articles from H&L web, study updates, rescue updates, fundraising channels.

Newfoundland Club of America Juniors – 825 (5/31) fans – administered by the NCA Juniors Committee - highlights juniors news and info.

Instagram posts are shared to Facebook daily.

Comparison to Industry Peers-
<table>
<thead>
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<th>Page</th>
<th>Total Page Likes</th>
<th>Posts Last Week</th>
<th>Posts This Week</th>
<th>Engagement This Week</th>
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<td>National Purebred Dog Club</td>
<td>41K</td>
<td>74</td>
<td>5.8%</td>
</tr>
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<td>Newfoundland</td>
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<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Newfoundland Dog Club</td>
<td>21K</td>
<td>4</td>
<td>1.8%</td>
</tr>
<tr>
<td>6</td>
<td>I Love My Newfoundland</td>
<td>13.3K</td>
<td>132</td>
<td>5.9%</td>
</tr>
<tr>
<td>7</td>
<td>Newfoundland Club of San Francisco</td>
<td>12.3K</td>
<td>8</td>
<td>2.4%</td>
</tr>
<tr>
<td>8</td>
<td>Golden Retriever Club</td>
<td>5.8K</td>
<td>1</td>
<td>183</td>
</tr>
<tr>
<td>9</td>
<td>Planet Newf</td>
<td>4.1K</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Labrador Retriever Club</td>
<td>2K</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>11</td>
<td>Orthopedic Foundation</td>
<td>800</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Currently 20 Boards with 435 images pinned. 1214 followers

Boards Created in 2015:
**Instagram™:**
Opened Instagram account 3/15. Located at- [https://instagram.com/ncanewfs/](https://instagram.com/ncanewfs/)
Currently posting #iamNCA series – utilizing pictures of dogs submitted by NCA Breeders List members and working event photographers, paired with quotes from 2014 Survey of “3 Reasons to Join the NCA”. Each post is shared after 24 hours with Facebook and then weekly collected to Pinterest #iamNCA board. Also utilizing #akcnewfoundland so images are shared on the Newfoundland breed page of the AKC website.

Samples of recent Instagram Posts:
Twitter™:

Opened Twitter account 3/15. Located at- https://twitter.com/NCANewfs

Currently posting #ncaseries series – utilizing pictures of dogs submitted by NCA Breeders List members and working event photographers, paired with quotes about life with dogs. Each post is collected to Pinterest #NCANewfs board. Also utilizing #akcnewfoundland so images are shared on the Newfoundland breed page of the AKC website.

The main NCA Facebook was configured to auto share all posts to Twitter.

Samples of recent Twitter posts:
Search and Rescue Newfoundland

Beginning training for Search and Rescue with a Newfoundland Dog

Swim Training your dog

By Sue Manna, Chair, NCAWDC

Are there actually Newfoundland that don’t know how to swim? More than likely, all Newfoundland know how to swim, but there are some that are too afraid or unwilling to try. Granted some...

Proofing Trained Behaviors

Problem solving to help dog trainers work through difficulties after activities are learned. Once the basics are understood, every dog goes through a learning period where they test the parameters of each exercise.

Movies that feature Newfoundland Dogs

The impressive size and historical significance of the Newfoundland dog has led to feature work in a number of Hollywood releases. Here is a summary of some of these gentle giants best acting performances from Newf...

Researching A Dog Breeder Online

Learn to use the vast amounts of data stored online to research claims from dog breeder websites. Learn to read past the slick marketing and find verifiable information about the health and pedigree of the dogs...

Evaluating A Breeder Website

So, you are looking for a Newfoundland puppy. There is nothing in the world that is cuter than a Newfoundland puppy. You will find many websites loaded with adorable pictures of fluffy pups getting into all manner of...

Coming When Called … Or Not

When you call your Newf, does he drop everything and head for you at a dead run and sit down as soon as he gets to you … every time, no matter where you are and what he is doing when you call? No? Well, it could be a…
Caring for Your Older Newfoundland Dog

A celebration of the golden years by Elizabeth Heath. General Education Committee, Newfoundland Club of America. Learn about common ailments that may lessen the quality of life for an older dog, and things you can do to...

Newfoundland Dog Diet Plan

One of the many subjects in our "Newf Know How" series, provided by the Newfoundland Club of America to help Newfoundland dog owners everywhere raise happier, healthier dogs. This article was written by Tracy...

The Newfoundland Club of America

The Newfoundland Club of America (NCA) was founded in 1930 for the advancement of the Newfoundland Dog. The NCA and its 25 Regional Clubs actively support canine health research and provide rescue, adoption, and assistance...

Bath Day for Your Newfoundland Dog

Improper grooming causes many skin problems. In other words, a well-groomed dog is a healthy dog. Mats called dematting lead to hot spots which smell. A matted dog is not pleasant to touch or live with. Regular grooming...

Coming When Called ... Or Not

Movies that feature Newfoundland Dogs

Proofing Trained Behaviors

Evaluating A Breeder Website

Swim Training your dog

The Newfoundland Club of America

Search and Rescue Newfoundlands

Researching A Dog Breeder Online
Squidoo has migrated to HubPages. All content and setting is being migrated to the new host. Each article will be reviewed/proofed after the transfer to make sure the formatting is maintained, etc. and then new links will be published in e-Notes, Pinterest and in other sharing.

Earnings setting have been configured on Hubpages to maintain earnings previously obtained through Squidoo.
Newf Tide Editor Bid Information Package
July 2015

Overview

Newf Tide is the quarterly publication of the Newfoundland Club of America, Inc. (NCA). Its circulation is made up of NCA members and additional subscribers. While the magazine varies in size from issue to issue, it averages approximately 104 pages per issue. (Samples of Newf Tide to be provided upon request.)

The deadlines for receipt of materials from NCA members and committees are January 2, April 1, July 1, and October 1, with a mailing date within eight weeks of deadline. While some types of content are consistent across issues (for example, regional specialty results, working tests, and committee columns), each individual issue also contains special features:

- 1st Quarter – Annual committee reports
- 2nd Quarter – NCA top producing and winning Newfoundlands, ROMs, and Versatile Newfoundlands
- 3rd Quarter – NCA National Specialty
- 4th Quarter – Photo contest results

The Newf Tide Editor has the overall responsibility for the timely publication and distribution of the four issues of Newf Tide each year in accordance with the publication schedule defined by the NCA.

Materials are submitted to the Newf Tide Editor in a variety of ways, including email with attachments, hard copy, and disk. Most submissions come from members who are novice writers. Submissions to Newf Tide are governed by the policies that are listed in the NCA Policy Manual, accessible on the NCA web site at www.newfdogclub.org. The publication is policy-driven, meaning there are certain items which must remain in the specific format that may not be altered.
Newf Tide Editor General Job Description

The Newf Tide Editor has the overall responsibility for the timely publication and distribution of four issues of Newf Tide each year, according to the publication schedule defined by the NCA. The Editor is responsible for receiving, organizing, and presenting the content of each issue; preparing all artwork; scanning and adjusting photos and laying out files for publication; coordinating the graphic design and layout; presenting the content of each issue for printing; and ensuring that it is submitted on time to the printer.

The Editor's relationship to the Newfoundland Club of America is that of an independent contractor.

The term is ongoing, subject to a satisfactory job performance evaluation by the NCA Board of Directors. Except in the case of non-performance, each party is expected to give 90 day notice of intent to cancel the agreement.

Compensation will be commensurate with ability and will be determined by the NCA Board of Directors and set forth by contract.

Editorial and Design Skills Required

The Editor is expected to have the following experience and skills:

- A minimum of five years of experience in professional publication including editing and writing, professional layout and graphics (samples and references required). (A degree in journalism, communication, English, graphic arts, or related field is preferred but not required.)

- A thorough knowledge of computers, desktop publishing software, and word processing software as well as scanners, email, PDFs, and FTPing and transferring files

- Ability to scan, crop, and lay out photographs and produce aesthetically acceptable graphics consistent with editorial / written content
The Editor is expected to have the following experience and skills (continued):

Knowledge of the Newfoundland dog, activities pertinent to the breed and information surrounding its health, longevity and well-being.

- General knowledge of working breeds and associated activities and information
- General knowledge of a dog-related activities and information
- A thorough working knowledge of English grammar, punctuation, and spelling.
- Ability to set priorities and consistently meet deadlines
- Strong attention to detail, consistency, and accuracy
- Self motivation and creativity
- Ability to multi-task, working on several projects simultaneously
- Ability to work with a variety of individuals, being tactful and helpful when reviewing and editing the work of others
- Ability to recognize and continue the established format of *Newf Tide* as identified in the guidelines
- Ability to layout the magazine in a manner that will efficiently utilize space to be cost effective.
- Mindful of consistent use of types and sizes of fonts so that the publication is easily readable to all members and subscribers.

Editorial / Design Responsibilities

- Assume responsibility for the design and layout of *Newf Tide*
- Collect and edit the content for each issue of *Newf Tide*.
- Scan and adjust all photographs according to the printer’s specifications
- Format the text and graphics for *Newf Tide* in an aesthetically pleasing and highly readable format.
- Prior to submission of magazine to printer, ensure that all proofing has been completed, pictures are appropriately placed, cropped and in the correct format; Changes to submitted proof are expensive and are charged on a per page basis and should be avoided.
- Prepare layout for submission using printer’s exact specifications; Communicate directly with printer or his Project Manager prior to submission of magazine. Make sure exact directions are followed and understood prior to submission of magazine, including the exact
requirements for proper pagination, especially when color pages are to be printed.

- Upon receipt of Sherpa printer’s proof, review entire proof for accuracy and proper placement; consult with *Newf Tide* Policy Chair prior to the return of the proof for printing. Proof to be returned within twenty-four (24) hours of receipt by overnight Federal Express delivery.

- Coordinate with the printer to ensure a smooth production process.

- Create a magazine that is factually correct and contains coverage of NCA-related events.

- Create a balance in the magazine that portrays the breed as versatile and functional in accordance with the Breed Standard.

- Review and edit all copy for accuracy, content, length, grammar, and style.

- Verify the correct registered name and titles (AKC or NCA) for each dog listed in committee columns or other copy using the AKC Online databases and/or the NCA database, Specialty Reports excluded.

- Verify that the registered names and titles for photo captions in Regional Club specialty reports are as contained in the Regional Specialty catalog and verify all titles, health clearances and names with NCA database.

- Write photo captions as required and ensure accurate identification of the dogs and handlers using the verification process as outlined above.

**Advertising**

- Receive copy for all display advertisements. Check advertisements for content, using guidelines specified by the *Newf Tide* Policy Committee and the Ethics Guide.
- Check advertisements for spelling, punctuation, and grammar.
- Verify that the advertiser is an NCA member
- Lay out the advertisement, if not camera-ready
- Keep a record of checks/payments received and forward them to the NCA Treasurer on a bi-weekly basis. If an incorrect amount is
submitted, or a necessary payment is omitted, the editor will inform
the sender and hold the material until payment is received, or return
the material to the sender. Under no circumstances is advertising
published without correct advance payment. The NCA Treasurer
must be notified if a refund is due or information is needed to
prepare the refund.

- Maintain a record of free advertisements allotted to regional clubs
  as allowed policy.

- Communicate with the original authors when changes to copy are made.
- Work with the *Newf Tide* Policy Committee, following NCA guidelines as
  they relate to *Newf Tide* policy.
- Keep the *Newf Tide* Policy Committee, the NCA Board, columnists, and
  any other relevant participants apprised of publishing status and
  outstanding issues as they arise.
- Coordinate the work of any volunteers and outside contractors involved
  with the preparation of the magazine.
- Notify the *Newf Tide* Policy Committee and the NCA Board of the
  appointment by the Editor of volunteers and columnists, and any issues
  that are encountered with their work. [*Newf Tide* Policy Committee
  recruited volunteers and with Board approval]
- Maintain an electronic file of all photos, stories, and layouts of all issues of
  *Newf Tide*.
- Generate a post-publication report (as defined by policy) within 45 days of
  the mailing date of each issue.
- After publication of each issue provide a copy of the final InDesign file and
  the final .pdf file to the *Newf Tide* Policy Committee Chair and the chair of
  the Technical Resources Committee.
- Personal online storage accounts, such as Dropbox, Photobucket, etc
  **shall not be used** in place of the Editor's email account or other
  designated location.
- Maintain and adhere to the *Newf Tide* style guide for captions for the
  National Specialty and regional specialties which include the listing of AKC
  and NCA titles and verified health clearances. Adhere to proper formatting
  in the reporting of NCA Water and Draft tests.
- Create a monthly backup of the electronic files used to create each issue
  of *Newf Tide* and other files and transfer the backup file to the chair of
  the Technical Resources Committee.
- Promptly notify the *Newf Tide* Policy Chair, the liaison to the NCA
  Board, of any inability to fulfill responsibilities.
• At the termination of the agreement, within ten (10) days turn all relevant records and files over to an individual to be named by the NCA Board of Directors.

• Record the receipt of photos to be published, and return them to the sender in a timely manner if postage or SASE was received with the submission per NCA policy. Imperative that this be followed each quarter.

• Verify NCA membership for all submissions.

Equipment and Supplies Needed

• Computer hardware and software necessary to fulfill the responsibilities listed above. This will include but not be limited to:
  o Adobe Photoshop
  o Adobe Illustrator
  o Adobe InDesign
  o MS Office
  o Adobe Acrobat Professional

• Email and Internet access

• Access to the AKC, OFA, and NCA online databases to verify title information and health clearances.

• Current edition of the Associated Press Handbook

The following items will be provided to the Editor by the NCA:

• Newf Tide Style Manual

• Links and access to databases for title and health clearance information

• Newf Tide columnist and NCA Committee chair contact information

• NCA Membership roster

• NCA Annual of Titlists
Bid package must include:

1. **Editorial and Design Experience**

   - A resume detailing your professional editorial experience and professional design/layout experience, including a list of your job responsibilities
   - A statement of your experience in the world of dogs
   - A list of publications to which you have contributed with links to online viewing or hard copies to reference
   - A minimum of three professional editorial, design, or layout references from current and previous publishers or employers
   - Samples that demonstrate your editorial, writing, design and layout skills

2. **Scope of Responsibility and Authority**

   (The job description is provided above. If you wish, you may expand on the job description and state your reasons for doing so.)

   In addition:
   - Identify any problems you perceive with the job description as written.
   - Identify any changes you propose to the job description.
   - If there are risks involved with the job description as written, identify those risks and describe how they can be mitigated.
   - Describe how you will perform the duties and meet the responsibilities as defined in the job description.
   - Describe what procedures you would implement to work with members regarding submission of content.

3. **Hardware/Software Capability**

   Describe the hardware and software that you will use for the receipt of files from volunteers and other contributors. Please be specific about your ability to send and receive files via the Internet.

   Describe how you will manage archiving and storing materials (paper and electronic media). Describe your plan for safeguarding these materials in the event of a natural or man-made disaster, and how you would be able to recover in the event of a hardware failure on your own system.
The NCA will **not** provide software or reimburse for software; the applicant must own or have access to a licensed copy of all software required to complete the duties of the *Newf Tide* Editor. The NCA will not provide or reimburse the applicant for any computers, components, or other equipment required to complete the duties of the *Newf Tide* Editor.

4 **Itemized Costs**

State what you will charge to complete the work required, including the cost for necessary materials and other expenses. (Note: commercial printing costs are **NOT** to be included in your bid for the Editor position.)

If there are additional costs for transition, show these costs as a separate, one-time expense.

Itemize administrative costs (mailing correspondence, maintaining files, managing volunteers, interfacing with the *Newf Tide* Policy Chair and the NCA Board, and coordinating schedules with the printer's project manager).

**On or before August 6, 2015, in accordance with the directions contained in the cover letter, please return the completed bid information and requested samples of work to the following six (6) individuals:**

- Patti Emmerling 5210 Cedar Creek Rd. Temple, TX 76504-4807  
  pattiemmerling@gmail.com
- Nancy L. Gasser PO Box 3608 St. Augustine, FL 32085-3608  
  emmynewf@hotmail.com
- Aura Ellen Dean 1206 North Negley Ave Pittsburgh, PA 15206-1518  
  auradean@comcast.net
- Beth Sell 2605 W. Lake Rd. Cazenovia, NY13035-9816  
  bsell4315@windstream.net
- Julie Siefert 1593 Oakridge Rd. Neenah, WI 54956-2108  
  jps@new.rr.com
- Jeannette Lucile Voss 24061 SW Baker Rd. Sherwood, OR 97140-9007  
  jvoss@pcez.com
Dear ____________

Thank you for your interest in the position of editor of Newf Tide, the Newfoundland Club of America’s quarterly publication.

Attached is a file which gives an overview of the editor’s responsibilities, a detailed job description, the editorial and design skills required, responsibilities and equipment required for this position. If you wish to be considered for this position, you must submit a written bid.

The details required for submitted bids are outlined on pages 7 and 8 of the attached file. On or before August 6, 2015 a copy of your bid (including work samples) is to be submitted to each one of the six members of the Newf Tide Policy Committee (NTPC) as listed on page 8.

The bids will be reviewed by the NTPC, and the committee will forward all bids and submitted work samples, together with its recommendation to the NCA Board of Directors for its anticipated consideration at its August meeting. The NCA Board will make the final selection. It is anticipated that this position will be filled to assume the responsibility for the preparation and editing of the 4th Quarter Issue of Newf Tide which has a submission deadline of October 1, 2015 with a mail date of December 1, 2015.

If you do not have access to previous editions of Newf Tide, please provide your postal address and samples will be mailed to you. If you have any questions, please do not hesitate to contact me by email or phone.

Thank you once again for your interest.

Sincerely,

Aura Ellen Dean, Chair

Aura Ellen Dean, Chair

Newf Tide Policy Committee
Attached are the bylaws
Sue

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

Subject: RE: by laws

Date: Sun, 12 Jul 2015 14:59:51 -0500
From: John J. Mertens <johnjmertens@earthlink.net>
To: 'Susan Marino' <vnnewf97@charter.net>

Hi Susan,

Here are our final buy-laws.

We changed the fiscal date to start 1-1.

Everything else is the same except when dues are due, changed the date to correspond to the fiscal year.

Everything is renumbered and ready to go.

Our membership has reviewed and accepted as it is at the annual meeting so if the NCA approves the final submission we are completed.

Thanks
John
North Central
Newfoundland Club, Inc.
Constitutions and By-Laws

Revised June 6, 2015
North Central Newfoundland Club, Inc.  
CONSTITUTION

Article I.  Name and Objectives

Section 1.  The name of the club shall be the North Central Newfoundland Club, Inc., hereinafter referred to as the Club.

Section 2.  The objectives of the Club shall be:

(a) To preserve and protect Newfoundland dogs and to promote dedication among members to the breed’s high quality care.
(b) To endorse the standard of the breed as approved by the Newfoundland Club of America, Inc., and accepted by the American Kennel Club, Inc., as the only standard of excellence by which Newfoundland dogs shall be judged.
(c) To bring together, in friendly counsel, fanciers of the breed.
(d) To do all in its power to protect and advance the interests of the breed by encouraging good sportsmanship at dog shows, obedience trials, working trials and all other competitive or noncompetitive events featuring Newfoundland dogs.
(e) To conduct sanctioned and licensed specialty shows, obedience trials and working trials under the rules of the Newfoundland Club of America, Inc. and the American Kennel Club.
(f) To support Newfoundland Dog Rescue efforts.

Section 3.  Conduct of Club

(a) The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual.
(b) The Club shall be noncommercial, nonsectarian, and nonpartisan. The name of the Club and the names of its Officers in their official capacities shall not be used to support any commercial concern or political interest.
(c) The Club may cooperate with other organizations which are active in the welfare of dogs. Representatives of the Club may not make a commitment for the Club without a majority vote of the Club Board.

Section 4.  Bylaws

The Club shall make such bylaws as are required for the orderly, democratic conduct of the affairs of the Club. The NCA must approve the Club’s bylaws.

Article II.  Region

Section 1.  The region which the club shall serve is limited to:

The state of Iowa, east of Interstate Highway 35 excluding the city of Des Moines; and Wisconsin, excluding the counties of Douglas, Bayfield, Washburn, Burnett, Polk, Sawyer, Rusk, Chippewa, Barron, St. Croix, Dunn, Pierce, and Eau Claire; and the northern Illinois counties of Boone, Bureau, Carroll, Cook, DeKalb, DuPage, Grundy, Henderson, Henry, Jo Davies, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, McHenry, Marshall, Mercer, Ogle, Putnam, Rock Island, Stark, Stephenson, Warren, Will, Winnebago and Whiteside.
BYLAWS

Article I. Membership

Section 1. Eligibility.
Membership shall be open to all persons who support the objectives of the Club and who are in good standing with the Newfoundland Club of America, Inc. and the American Kennel Club.

Section 2. Types of Membership.
(a) Voting membership
Intended for persons eighteen (18) years of age or older who take an active part in the Club by attending meetings and functions, participating in elections and serve on or chair committees. Only voting members may serve on the Board of Directors and vote at meetings. Voting memberships may be individual or joint. A joint membership is two individuals living at the same address and each shall be entitled to one (1) vote.

(b) Associate membership (nonvoting)
Intended for persons eighteen (18) years of age or older who choose not to participate fully in the operation of the Club, but wish to be invited to all Club events and receive the Club’s newsletter. Associate members may participate in all Club activities, meetings, chair and serve on committees, but are not entitled to vote. Associate memberships may be individual or joint. A joint membership is two (2) individuals living at the same address.

(c) Junior Membership (nonvoting)
Intended for persons 9 – 17 years of age. Intended to encourage younger members to become involved in the world of Newfoundlands. All Junior members must have a parent or legal guardian as a member in good standing with the NCNC. Junior members may participate in all Club events and receive the Club’s electronic newsletter.

Section 3. Dues.
The Board shall recommend the amount of the annual dues by December 31 for the succeeding year. Dues will be payable by January 1st of each year. Dues are considered an obligation to the Club and are nonrefundable.

Section 4. Election to Membership.
The application for membership shall state the name(s), address, and occupation of the applicant(s), the type of membership requested, and it shall carry the endorsement of one (1) member of the Club. The application shall request the applicant’s reason(s) for joining the Club and previous experience with dogs, if any. The prospective member shall submit a check in the amount of dues with the application. Following receipt of the application(s), the name(s) of the applicant(s) shall be published in the next issue of the Newsletter. Objections to a prospective member shall be sent in writing to the Club Secretary within thirty (30) days following publication. The Board shall elect applicants to membership at its next meeting following the thirty day provision.
Section 5. *Change in type of membership.*
Membership type can only be changed during renewal periods.

Section 6. *Termination of Membership*
Membership may be terminated:

(a) **By resignation.**
Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.

(b) **By lapsing.**
A membership will be considered as lapsed and automatically terminated if such member’s dues remain unpaid forty five (45) days after the first day of the fiscal year; however, the Board may grant an additional forty five (45) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.

(c) **By expulsion.**
A membership may be terminated by expulsion as provided in Article IX of the Club’s bylaws.

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**Article II. Officers and Directors**

The Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, and five (5) Directors. The Immediate Past President shall have the right to serve on the Board as a nonvoting member. Ex-officio status of the Past President shall be for a period of one (1) year.

Section 1. *Management of the Club’s affairs.*
The general management of the Club’s affairs shall be entrusted to the Board of Directors.

Section 2. *Officers, Directors and their Duties.*
The Club’s Officers, consisting of the President, Vice-President, Secretary and Treasurer and the Directors shall serve in their respective capacities both at Club meetings and at Board of Directors meetings.

(a) **The President.**
The President shall preside at all meetings of the Club and of the Board of Directors and shall have the powers and duties normally appurtenant to the office of President as well as those particularly specified in these Bylaws. The President shall serve as an ex-officio member of all committees of the Club except the Nominating Committee. The President shall prepare agendas for all meetings and direct the affairs of the Club between meetings.
(b) **The Vice-President.**

The Vice-President shall have the powers and exercise the duties of the President in the case of the President’s death, disability or absence. The Vice-President shall keep an up-to-date roster of Club members with current addresses, receive applications for Club membership and notify new members of their election to the Club. The Vice-President shall be responsible for sending out annual dues notices and collecting annual dues. The Vice-President shall perform any other duties the President may delegate to the Vice-President.

(c) **The Secretary.**

Shall keep a permanent record of all Club meetings and Board meetings and all other matters of which a record shall be ordered by the Club. The Secretary shall have charge of the correspondence, notify members of meetings and notify Officers and Directors of their election to office. The Secretary shall also perform any other duties the President may delegate to the Secretary.

(d) **The Treasurer.**

Shall collect and/or receive all monies due or belonging to the Club and maintain financial records of the Club’s monies. They shall deposit the same in a bank/financial institution satisfactory to the Board of Directors, in the name of the Club. The Club’s financial records shall be maintained with accounting software supplied by the board. Club and Board members can inspect current financial records upon reasonable written / email request to the treasurer. Monthly copies of all bank statements shall be forwarded to the Secretary and President, who shall also have access to view accounts online. The cosigner shall also have access to view accounts online. The Treasurer shall report the condition of the Club’s finances and every item of receipt and payment, not previously reported, at every meeting of the Board and the membership. At the Annual Meeting, they shall render an account of all monies received and expended during the previous year. The Treasurer shall also perform any other duties the President may delegate to the Treasurer. The Treasurer shall be bonded by the Club in such amount as the Board of Directors shall determine. The Treasurer shall cosign all checks with another member of the Board, appointed by the Board, who is not a member of the Treasurer’s family.

(e) Directors shall act as representatives of the Club’s members and perform any other duties delegated by the President.

**Section 3. Vacancies.**

A vacancy shall occur if an Officer or Director resigns, or the Board may consider a position vacant if an Officer or Director fails to attend at least half of scheduled Board meetings and half of club functions/meetings, unless reasonable cause is presented to the Board. If cause is deemed unacceptable by the Board, the Secretary shall notify the Officer or Director within ten (10) days of the Board’s decision. An interim appointment of the Board to fill the vacancy shall be accomplished in person, by phone, or mail within thirty (30) days of the last missed meeting. The appointed Officer or Director shall serve for the unexpired term of the specified office.
Section 4. **Effect on Board Members if Territory Changes.**

Members of the Board of Directors at the time of any changes in the boundaries shall always retain their right to serve the Club in their current position. When current term ends, Board Members would be subject to Article VI Section 5 Eligibility for Office.

### Article III. Meetings and Voting

**Section 1. Club Meetings.**

There shall be at least four (4) Club meetings each year, preferably one (1) meeting per quarter, but no more than two (2) in any one quarter. Meetings of the Club shall be held at such hour and place as determined by the Board of Directors. Notice of meetings shall be published in Newf News at least 30 days in advance or emailed / mailed by the Secretary, or their representative, at least fourteen (14) days prior to the meeting date. The quorum for such meetings shall be fifteen percent (15%) of the voting membership. Joint voting memberships shall be considered two (2) members.

**Section 2. Special Club Meetings.**

Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, or shall be called by the Secretary upon receipt of a petition signed by ten percent (10%) of voting Club members. Written notice/e-mail of such a meeting shall be sent by the Secretary at least ten (10) days and not more than fifteen (15) days prior to the date of the meeting. Such notice shall state the purpose of the meeting and no other Club business may be transacted thereat. The quorum for such a meeting shall be fifteen percent (15%) of the voting membership of the Club. The date, time and location of a Special meeting shall be determined by the President.

**Section 3. Board Meetings.**

There shall be at least four (4) Board meetings per year, with at least two (2) being face to face. The date, time and place of the Board meetings shall be determined by the President. Written notice of each meeting shall be mailed / emailed to Board members by the Secretary at least fourteen (14) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board.

**Section 4. Special Board Meetings.**

Special meetings of the Board may be called by the President. The Secretary shall call a special meeting upon receipt of a written request signed by at least three (3) members of the Board. Special Board meetings may be by teleconference at the discretion of the President. Email or mailed notice of such meeting shall be sent by the Secretary at least ten (10) days and not more than fifteen (15) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. The privilege of Executive Session shall be available at all Board and general membership meetings.

**Section 5. Voting.**

Each voting member of the Club whose dues are paid for the current year shall be entitled to one (1) vote at any meeting of the Club. Proxy voting will not be permitted at any meeting or election.
Section 1. **Club Year.**
The Club’s fiscal year shall begin on the 1st day of January and end on December 31st. The Club’s official year shall begin immediately at the conclusion of the election at the Annual Meeting and shall continue through the election at the next Annual Meeting.

Section 2. **Annual Meeting.**
The Annual Meeting shall be held between May 1 and July 15 at which Officers and Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Sections 3 and 4 of this Article. The Secretary, Vice President, and three (3) Directors shall be elected at the Annual Meeting in even years; the President, Treasurer and two (2) Directors shall be elected at the Annual Meeting in odd years. Newly elected Officers and Directors shall take office immediately following the election, and each retiring Officer shall turn over to their successor in office all properties and records relating to that office within thirty (30) days after the election.

Section 3. **Elections.**
Officers and Directors shall be elected for two (2) year terms by secret ballot at the Annual Meeting. Ballots shall be counted by tellers as provided in Robert’s Rules of Order. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The nominated candidates for Directors who receive the greatest number of votes for such positions shall be declared elected.

Section 4. **Nominations.**
No person may be a candidate in a Club election who has not been nominated. By February 1, the Board shall select a Nominating Committee consisting of three (3) members, not more than one of whom may be a member of the Board. The Board shall name a Chair for the Committee and it shall be such person’s duty to call a committee meeting during the month of February.

(a) The Committee shall nominate one (1) candidate for each office and position on the Board to be elected at the Annual Meeting, and after securing the consent of each person so nominated, the Chair shall notify the Secretary of the proposed slate of Officers and Directors by March 1.

(b) Upon receipt of the Nominating Committee’s report, the Secretary shall notify each member in writing of the candidates so nominated by March 15.

(c) Additional nominations may be made in writing to the Secretary by April 15. The proposer shall also present to the Secretary a written statement from the proposed candidate signifying willingness to be a candidate. No person may be a candidate for more than one position.

(d) The Secretary shall include the slate, including all nominees, with notification to members of the Annual Meeting.

(e) Nominations cannot be made at the Annual Meeting or in any manner other than as provided in this section.
Section 5. **Eligibility for Office.**

To be eligible to serve as an Officer or Director, a candidate must have been a member of the Club for one year and have attended at least two (2) Club functions the previous year prior to nomination. To be eligible to serve as an Officer, a candidate must reside within the boundaries of the Club; Directors may reside outside the Club boundaries. No member who is an Officer or Director of any other Newfoundland Club, excepting the Newfoundland Club of America, Inc., shall serve as an Officer or Director of the Club.

Section 6. **Term Limits.**

Officers and Directors are limited by the following rules:

(a) For uninterrupted terms on the Board, an Officer or Board Member shall be eligible to succeed themselves only once.

(b) After one (1) year off the Board a member shall be again eligible to serve two consecutive terms of service.

(c) In the event that a member has been appointed to a partial term to fill a vacancy, the partial term shall not be considered for the purpose of determining if they are eligible to succeed themselves if as provided for under Section 6.

(d) The three previous items and not withstanding appointments, no member shall serve more than six (6) consecutive years on the Board, regardless of the position(s) held.

(e) Term Limits may be waived in the event the nominating committee does not receive consent of a sufficient number of eligible club members to fill open positions.

Section 7. Members will be eligible for election one year post vacated position.

**Article V. Committees**

Section 1. **Establishment of Committees.**

The Board will appoint committee(s) Chair(s) to advance the work of the Club in such ongoing matters as specialty shows, obedience trials, working trials, trophies, annual prizes, membership and other fields which may be well served by committees. Except for the Nominating Committee, a committee will be composed of the appointed Chair and other Club members as needed appointed by the Chair with the approval of the Board.

Section 2. **Chair Reports.**

All Chairs of committees shall maintain accurate records and:

(a) File timely reports to the President of the Club.

(b) Update or create a committee manual to include, but not be limited to:

1. Selection of site requirements.
2. Equipment and supplies needed for the event.
3. Time frame for completing steps before the event.
4. Cost of items used at the event.
Section 3. **Special committees.**
Special committees may be appointed by the Board to aid it on particular projects.

Section 4. **Authority of Committees.**
The committees shall always be subject to the final authority of the Board.

Section 5. **Termination and Replacements of Committee Appointments.**
Any committee appointment may be terminated by a majority vote of the full membership of the Board and upon written notice to the appointee. The Board may appoint successors to those appointees whose services have been terminated.

Section 6. **Budget.**
Each committee chair shall develop and submit a budget for their respective committee activities.

**Article VI. Discipline**

Section 1. **Suspension.**
Any member who is suspended from the privileges of The American Kennel Club or the Newfoundland Club of America automatically shall be suspended from the privileges of this Club for a like period.

Section 2. **Charges.**
Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or Newfoundlands. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of $50 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board not less than three (3) weeks or more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

Section 3. **Board Hearing.**
The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant’s right to appear before his fellow members at the ensuing Club meeting which considers the Board’s recommendation.
Immediately after the Board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board’s decision and penalty, if any.

Section 4.  **Expulsion.**

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board’s recommendation as provided in Section 3 of this Article. Such proceeding may occur at a regular or special meeting of the Club to be held within sixty (60) days but not earlier than thirty (30) days after the date of the Board’s recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board’s finding and recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes. The members shall then vote by secret ballot on the proposed expulsion. A two-thirds (2/3) vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board’s suspension shall stand.

**Article VII.  Amendments**

Section 1.  **Proposed Bylaw and or Constitution Amendments.**

Amendments to the Club’s bylaws and or Constitution may be proposed by the Board of Directors or by written petition addressed to the Secretary and signed by fifteen percent (15%) of the voting membership in good standing. Amendments proposed by such petitions shall be promptly considered by the Board and must be submitted to the club members with recommendations of the Board by the Secretary for a vote within three (3) months of the date of receipt of the petition by the Secretary.

Section 2.  **Bylaw and or Constitution Amendments**

The Bylaws and or Constitution may be amended by a two-thirds (2/3) majority vote of the votes cast at any regular or special meeting. The proposed amendments must be mailed / emailed to members at least thirty (30) days prior to the meeting date.

Section 3.  **Review of Bylaws and Constitution.**

The Bylaws and Constitution shall be reviewed every five (5) years.
Article VIII.  Order of Business

Section 1.  At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

Roll call
Minutes of last meeting
Report of President
Report of Secretary
Report of Treasurer
Reports of committees
Election of Officers and Board (at Annual Meeting)
Unfinished business
New business
Adjournment

Section 2.  At meetings of the Board the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Roll Call
Review of minutes of last meeting
Report of Secretary
Report of Treasurer
Report of Committees
Unfinished business
New business
Election of new members
Adjournment

Article IX.  Dissolution

Section 1.  The Club may be dissolved at any time by written consent of not less than two-third (2/3) of the voting members.

(a) In the event of dissolution of the Club, whether voluntary or by operation of law, none of the property of the Club, or any proceeds thereof, or any assets of the Club, shall be distributed to any member of the Club.

(b) After payment of the debts of the Club, its property and assets shall be given to a charitable organization selected by the Board for the benefit of Newfoundland dogs.

Article X.  Parliamentary Procedure

Robert’s Rules of Order, Revised, shall govern the Club in all cases in which they are applicable and in which they are not in conflict with these bylaws.