Newfoundland Club of America, Inc.

All times Eastern Daylight Time
Regular Board of Directors Teleconference Meeting

Thursday, April 18, 2019, 8 p.m.
Sunday, April 28, 2019, 4 p.m.
Monday, April 29, 2019, 8 a.m.

Any other meeting times at the 2019 National Specialty at the call of the president.

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:
Per arrangements with Lynne Anderson-Powell, NCA Second Vice-president.
- Aura Dean, NTPC chair.
- Dr. John O’Neill, Chair of the Steering Committee (TBA)

Agenda

1. Opening Ceremony
   1.1. Motion to adopt agenda
   1.2. Roll Call

2. Special Order: AKC Delegate’s Report (David Helming)
   2.1. AKC Museum Auction Update
   2.2. AKC Executive Officer Election (prior email)
   2.3. ECT Landseer Request to AKC for Foundation Stock Recognition (prior email)

3. Approval of Minutes:
   3.1. Minutes of the March 21, 2019 Regular meeting, pp. 7 – 11.

4. President’s Report (Pam Saunders):
   4.1. Insurance Update

5. First Vice President’s Report (Mary Lou Cuddy):
   3.1. Charitable Trust Management Committee Report (Separate Cover);

6. Second Vice President’s Report (Lynne Anderson Powell):
   6.1. See Committee Report Description – Under Executive Cover, pp. 61 - 64

7. Recording Secretary’s Report (Steve Britton):
   7.1. Prepared draft minutes;
   7.2. Compiled agenda and meeting packet for April 18, 2019 meeting;
   7.3. Communicated with members involved with pended disciplinary action.

8. Corresponding Secretary’s Report (Pam Rubio):
   8.2. Email from person with last name of Small, pp. 12 - 13.
   9.2. Periodic Balance Sheet Report, April 6, 2019; p. 16;

10. Standing Committee Reports – pp. 20 - 46 (Except for Addendum pp. 71 – 139)
   10.1. Mary Lou Cuddy, Membership Chairman –
   10.2. Sue Marino, Regional Club Liaison, Regional Club Social Media Policy, p. 20;
   10.3. Steve Britton, 2019 National Specialty Chair
       • Member private hospitality room at National Specialty.
   10.4. Governing Documents Committee, Steve Britton, Chair, IRS Compliance, Proposed NCA Non-
       profit Corporation Conflict of Interest Policy – pp. 21 - 25
   10.5. Digital Documents Committee, Mary Lou Zimmerman, (link listed under executive cover).
   10.6. Newf Tide Policy Committee, Aura Dean, Chair, memo and two documents, pp. 26 – 28;
   10.7. Sunshine Committee, Terri Lewin, Chair, update p. 29;
   10.8. Breeders Education Committee, Lynne Anderson-Powell, Chair – (Under separate cover, brought to Face-to-face).
   10.9. Steering Committee, Dr. John O’Neil, Chair. (Open item left on agenda from previous meeting)
   10.10. Newf Ambassador Committee, Tara Bertrand, Chair, pp. 30 - 42
       o Update, p. 30;
       o Logo Art Work, p. 32;
       o Newf Ambassador Newsletter, pp. 32 - 34;
       o Newf Ambassador Handbook, pp. 35 – 42.
   10.11. Arbitration Committee – Report criteria for adding members to committee – Carla Gengler,
       chair, p. 43.

11. Special Committees – pp. 44 - 51
       • Arbitration Policy, pp. 44 - 45.
       • Awards Policy, pp. 46 – 51.

12. Executive Session – pp. 57 - 70
   12.1 Memorandum – Lynne Anderson-Powell, 2nd Vice-president, 58 – 61;
   12.2 Membership Chairman’s Report, Mary Lou Cuddy – Separate Cover;
   12.3 Arbitration Committee Appointment Candidates, pp. 62 – 67;
   12.5 Pending action on Article VI – Section 2 Charges and Specifications

13. Unfinished Business and General Orders
   13.1. Breeders Education/CTMB Survey –
   13.2. Redefine EPPC Job Description;
   13.3. Referral of motion to Technical Resources Advisory Committee:
       That the Technical Resources Advisory Committee research, make recommendations and
       provide technical guidance to the Newf Tide Policy Committee relative to existing software
       available to produce Newf Tide as an on-line (digital) magazine. Said investigation and
       recommendations to include: initial cost investment required; projected live and compatibility
       with existing programs utilized for the production of the print version, estimate of time involved
       in moving from one platform to the other. Based upon the Technical Resources Advisory
Committee’s on-going commitments, receipt of the report would be targeted for mid-Fall 2016 (Mid October to late November);

13.4. Collaborative Digital Newf Tide Production Survey (Authorized, August 18, 2016) – referred to Steering Committee;

13.5. Appoint Advertising and Promotions Committee (Adopted, August 18, 2016);

13.6. Recommendation for Distribution of Breeders List Agreement Waiver;

13.7. Referral to Steering Committee – Comprehensive Strategic Plan (referred 4.10.2017);

13.8. Referral of Database updating and reporting process concerns to Technical Resource Advisory Committee (referred 4.10.2017);

13.9. Referral to TRAC – Cyber Security Insurance item-for review and recommendation.

13.10. Referral to Breeders Education Committee: A request to prepare a Newf Tide article about the AKC Stud Book, and the percentage of Newfoundland litters bred by NCA members.

13.12. Referred Question about Breeders List Requirements to BEC (2018 Spring F-2-F)

13.13. Referral to Specialty Show Committee: member concern/complaint about the rosette size at the 2018 National.


13.15. Referred the following to the NCA Governing Documents Committee: To develop a Whistleblower’s Protection and Conflict of Interest Policies.

Rationale: When required to file 990 IRS tax return forms, nonprofit corporations are requested to answer questions regarding the existence of the above-mentioned policies.

13.16. Treasurer’s duties and policies – requesting review by Financial Oversight Committee.

13.18. Archival and Storage Concerns of Minutes and Meeting of Agendas – moving to NCA membership portal. Includes storage of past meeting minutes (November 11, 2018)

13.19. Request of the NCA Specialty Show Committee to give explanation to the board of directors of its process for selecting judges for NCA National Specialties (November 11, 2018)

13.20. Jack Dean moved and Roger Frey seconded to commit the following item to the Arbitration Committee for its input:

Since good Board governance requires:

- detailed knowledge of problems facing breeder members’ contractual obligations, and
- non-member perception of unfair dealings, and since
- much of that information can only be provided by the arbitration/mediation/grievance committee disclosing all the matters that come before it
- rather than the present status of the board only knowing about the few incidents where the breeder takes an appeal to the board, the board requires that committee to provide the following information to the NCA board every three months (in executive session) in general and in the following specifics.

For all cases that come before it adopt a numbering system which contains the year the matter began before the committee and a unique case number for ease of further reference and also keep a list of such matters.

a. For completed cases which are closed by the committee, a pdf copy of the following documents
b. Initial complaint letter sent to the committee,
c. the initial complaint letter sent to the NCA breeder,
d. the Breeder’s response
e. the Decision of the committee,
f. a memo on the ultimate disposition such as dismissal of complaint and the cause (refusal of complainant to pursue the matter, acceptance by both parties of the decision, appeal to the board, etc.

The committee can provide any additional information which it feels would be helpful to the board in understanding the problem presented or suggest changes to the above procedure. (November 11, 2018 – General Order)

13.21. The board of directors requested the Breeders Education Committee to prepare an article on AKC Kennel prefix registration, and the committee forwarded it to the board in time for the publication deadlines for the 2019 second quarter issue of *Newf Tide*.

13.22. Whereas,

1. It is a best fiduciary practice for the board to know what tax returns have been filed in its name and the contents thereof,
2. until my last request, for many years, the NCA Board as a group. has not even seen each year’s federal tax return,
3. nor as of the date of filing of this motion, has the treasurer nor the preparer furnished the board with a copy
4. Since the return is electronically filed as a pdf file, there is no good reason that the treasurer cannot send within a week of filing a pdf copy of the return to all board members.

Therefore, it is moved that each year beginning with the tax year ending December 31, 2017, and for each year after that, the treasurer send out by email a pdf copy to all board members, and also to any NCA member who requests that yearly information be provided. (Referred to Financial Review Committee on January 17, 2018 – to report back on February 21, 2019).

13.23. Whereas it appears that

1. The status of the NCA seal as a copyright or trademark item is uncertain and board members having different impressions of what the law is and how we enforce our rights.
2. The NCA seal has never been registered with federal authorities.
3. There should be some type of competitive bidding on having someone properly register the NCA Seal.

Now, therefore, I move that the board should come up with a plan to find qualified people and determine what they would charge for doing this as well as other associated costs. (Jack Dean)

13.24. TRAC Committee Projects List – update (Items left open from February 21, 2019 Teleconference); pp. 52 – 56.

13.25. Email: OFA postings to Website (open item).

13.26. Query concerning legal insurance indemnification for Arbitration Committee members; are they personally indemnified from lawsuits by the NCA’s Equisure liability policy? (general order).

13.27.

14. **New Business:**

14.1. Whereas

- transparency in how an organization operates is always a desirable goal of modern management, and
- as a condition of granting a tax exemption, the NCA, Inc. and the NCA Charitable Trust must make copies of Federal Tax returns available to whoever requests one but can avoid that extra work by simply posting them on the website, and
• the NCA spends a considerable amount of money each year to maintains its website and social media’s presence, and
• it appears that some tax returns have been misplaced, and

Now, therefore, I move that the Treasurer
• provide within 30 days to all board members who request it, copies of available tax returns, and
• that tax returns for the NCA, Inc and the Charitable Trust be placed on the website within 45 days from the date this motion was presented. (Jack Dean)

14.2. Whereas,
• the NCA places contracts for tax preparation for both the NCA and the Charitable trust, and
• the Federal tax returns filed are either a 990 or a 990 EZ with the 990 being a much larger and more complicated return and
• The 990 is one of the longest returns in the IRS with about 35 pages and the 990EZ is only about 11 pages
• my investigation discloses that tax preparation fees are around $1,000 for the 990 and $500 for the 990EZ, and
• the NCA has never tried to put those returns out for a competitive bid, and
• for the last taxable year the preparer submitted the cost for a 990 return was $1,500 but only a 990 EZ was filed, and
• the preparer was still paid $1,500.

Therefore I move;

That the NCA publicly request bids for the preparation of the tax return, in both 990 and 990EZ form and then award a contract for the tax preparation after a report to the NCA Board (Jack Dean)

14.3. Whereas,
• there is a persistent problem with an issue being raised and it is to be referred to a committee, and
• then the item drops off the radar and it is discovered sometime later when the problem surfaces again, and
• Often considerable time has elapsed

Therefore, I move
• that the second Vice President will keep a list of all committees or persons s/he is supposed to contact as a result of a meeting
• distribute it to all board members within five days of the meeting so they may make corrections, and
• file with the agenda for the next meeting the list with the note as to what has been done concerning each item and, if it is not done, and an indication of when it is to be done and said item shall remain on the list until it is complete. (Jack Dean)
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Revised: 07/11/2018
NEWFOUNDLAND CLUB OF AMERICA BOARD OF DIRECTORS
REGULAR TELECONFERENCE MEETING MINUTES
APPROVED: DRAFT – NOT FOR DISTRIBUTION
THURSDAY, MARCH 21, 2019
EASTERN DAYLIGHT TIMES ARE NOTED.

NCA Board of Directors: Lynne Anderson-Powell (LA), Steve Britton (SB), Mary Lou Cuddy (MLC),
Jack Dean (JD), Roger Frey (RF), Sue Marino (SM); Steve McAdams (SMc), Mary L. Price (MLP), Pat
Randall (PKR), Pam Rubio (PSR), Pam Saunders (PS), Donna Thibault (DT) and Dave Helming, AKC
delegate.

OPENING
President Pam Saunders called the meeting to order at 8:05 p.m. and Recording Secretary Steve
Britton was present.

Other board members who answered the roll-call: Lynne Anderson-Powell, Mary Lou Cuddy, Jack
Dean, Roger Frey, Sue Marino, Pat Randall, Pam Rubio, Mary L. Price and Donna Thibault; AKC
Delegate David Helming also answered the roll call. Also present was 2019 – 2021 board members
elect: John Cornell. Steve McAdams was absent.

The board of directors paused for a moment of silence to remember Terry Lane.

Donna Thibault moved and Steve Britton seconded to adopt the March 21, 2019 meeting agenda. The
board of directors adopted the motion without objection. (absent: SMc.)

AKC DELEGATE’S REPORT
David Helming, AKC Delegate, reported the following:

- He attended the March AKC Delegates meeting; significant business that took place at this meeting
  was the election of three AKC Board of Directors to the class of 2023. Dr Charles Garvin and
  Daniel Smyth were elected on the first ballot, no one was elected on a second ballot and Steven
  Hamlin, Esq. was elected on the third ballot.
- The AKC Board of Directors subsequently elected William Feeney as chairman of the board, and
  elected Patricia Cruz as vice chairman.
- There was a very nice presentation honoring Ron Menaker for his devotion and service to the
  American Kennel Club and the fancy. David Helming further reported about Dog News magazine’s
  recent tribute to Ron Menaker.
- A proposal to amend the controlling AKC Bylaw about selecting the AKC’s Board of Directors
  Nominating Committee did not receive the requisite two-thirds affirmative vote for adoption. The
  AKC Board of Directors will continue to select the nominating committee.
- He will forward a written report for the annual meeting of the NCA.

PRESIDENT’S REPORT
President Pam Saunders reported on the new AKC Marketplace picture upload tool feature. A brief
discussion followed about AKC’s open ended use of a picture uploaded to the AKC Marketplace.

MINUTES
The board of directors approved the February 21, 2019 regular meeting minutes as amended. (absent:
SMc)
PRESIDENT’S REPORT, CONTINUED

Pam Saunders, president, reported she received a query from the Arbitration Committee concerning individual member’s liability insurance coverage by the club if they are personally sued in relation to performing a committee member’s duty.

Without objection, Pam Saunders, president, agreed to check into questions about the club’s liability insurance coverage. (absent: SMc).

Pam Saunders reported that she had not received a response to her request for a list of Newfoundland Dog related artifacts from the auction firm handling the AKC Museum of the Dog St. Louis, Missouri disposal sale of former museum pieces.

After discussion, David Helming agreed to follow-up with a query to AKC for more information.

During the president’s report, Pam Rubio, corresponding secretary, announced she purchased the Seafarer Medallion, and is planning to share it at the upcoming face-to-face meeting.

FIRST VICE PRESIDENT’S REPORT

Mary Lou Cuddy, first vice-president reported that the Charitable Trust Management Board (CTMB) met on Wednesday, March 13, 2019. She furnished the NCA Board of Directors a written report, which stated:

- That the 2018 NCA Charitable Trust Annual Report was at the printers and would ride with the 1st Quarter 2019 issue of Newf Tide,
- The updated rack cards are being reviewed by Consie Powell
- That Clyde Dunphy is registered for the AKC Parent Club Health Conference and John Cornell is attending as the NCA, Inc’s representative.
- That the final version of the committee description for the Newfoundland Forelimb Anomaly Committee will be available for the CTMB’s April meeting.
- Six Newfoundlands from a North Dakota producer were surrendered to the Minnesota Newfoundland Rescue, chaired by an NCA member and supported by the NCA Newfoundland Rescue Committee.
- A Barrister Fund grant to “Ruby” was ratified by consensus after an email vote.
- There was CTMB discussion regarding vendors placing ads on FaceBook pages claiming that a percentage or amount would be donated to the NCA or the Charitable Trust. However, often no monies are received and buyers inquire about donations. It was agreed that a policy would be developed to address these situations.
- The CTMB discussed the Morris Animal Foundation and Newfoundland-specific research studies, i.e. SAS. Discussion was tabled until after the 2019 National Specialty.
- The Research Advisory Committee recommended the following studies for possible funding: The CTMB approved $10,000.00 grants for each study.
  - A new and relevant target for dog joint pain: Neurotrophic factor receptor GFRα3 and its ligand, artemin, are master regulators of osteoarthritis pain in the dog
  - Interrogating the regulation, function and therapeutic potential of monocarboxylate transporters in osteosarcoma
  - Mechanism of Action of a Novel, Safe and Effective Ligand Targeted Therapy to Define the Repertoire of Tumor Targets
- CTMB discussed whether to renew the C-Barq Behavioral Study subscription. Discussion was tabled until further information could be obtained.
There was discussion about sending a representative to a Morris Animal Foundation conference Thursday, June 20, 2019 in Denver, CO. Denise Hatakeyama will check her schedule to see if she can attend. Chris Plum and Clyde Dunphy would be alternates.

It was decided that the new Health Survey will be released in 2020.

The next meeting will be Wednesday, April 3, 2019.

As a result of a query by Director Sue Marino, the first vice-president and treasurer updated the board of directors concerning the surrendering of dogs by a North Dakota producer to Minnesota Newfoundland Rescue.

SECOND VICE PRESIDENT’S REPORT

Lynne Anderson-Powell, second vice-president, reported she had nothing to report outside of the committee reports (noted later in these minutes).

RECORDING SECRETARY’S REPORT

Steve Britton, recording secretary reported the following: He prepared, the last month’s bulletin board and minutes, the current month’s agenda, and handled correspondence related to a pending discipline situation. He also noted that he received a request from Chair of the Working Dog Committee to extend the deadline for submitting regulations about the Beginner Draft Test.

Donna Thibault moved and Pam Rubio seconded to allow the Working Dog Committee up to an additional 10-days (to April 14) to forward the Beginning Draft Title proposal to the recording secretary for consideration at the board of director’s April 18, 2019 regular meeting. The board of directors adopted the motion. In-favor: LA, MLC, RF, SM, MLP, PKR, PSR, DT and PS; voting against JD. (abstention: SB; absent: SMc)

CORRESPONDING SECRETARY’S REPORT

Pam Rubio, corresponding secretary, reported that she had no new correspondence to report. The agenda noted there was an open item surrounding the unauthorized Orthopedic Foundation for Animals information migrating into the NCA Database. After discussion, the board determined that the immediate concern from member correspondence is resolved, but the board is still working to resolve a larger concern surrounding the reception of data from OFA.

The corresponding secretary also reported receiving correspondence from a non-member requesting the NCA take some form of action about a non-member breeder.

TREASURER’S REPORT

Mary L. Price, treasurer, reported the following:

- Net Receipts and disbursement, February 8 – March 11, 2019: - $288.85;
- Operations Cash balance on March 11, 2019: $257,490.94;

As a result of a query made by Director Jack Dean, Mary L. Price, treasurer, further reported that she was aware that the Financial Oversight Committee was working on a review of the Treasurer’s Duties and Policies and other financial items referred to it. In response to an additional query, the treasurer also reported she believed the committee could have a report by the April face- to-face meeting.

MEMBERSHIP CHAIRMAN

Mary Lou Cuddy reported about AKC’s new photo and media upload tool and AKC’s position that once media is uploaded to AKC, AKC controls the use of the photo or media. They will not control the NCA’s use of the same photo or media. Uploading a photograph requires providing a photographer’s release.

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form. The board agreed to postpone further discussion on this item to the pending face-to-face meeting.

**REGIONAL CLUB LIAISON**

Sue Marino, regional club liaison, updated the board on a pending Regional Club Facebook® Policy, and agreed to forward a proposed policy on to the board for the pending face-to-face meeting.

**2019 NATIONAL SPECIALTY**

Steve Britton, show chair, reported that a non-NCA member volunteered to work on the ringside and banquet table decorations. Further he requested the NCA sponsor a 4-ounce champagne pour at the specialty’s banquet on Saturday, May 4, 2019. The proposed table favor would be an NCA logo champagne flute. After discussion, the board of directors took the following action:

Roger Frey moved Pam Rubio second that the NCA provide a 4-ounce champagne pour for each attendee at the 2019 National Specialty Banquet for a toast. After, the board adopted the motion without objection. (absent: SMc)

After discussion and without objection, the board of directors accepted Karen Hanson’s offer to assist with the ring decorations at the 2019 National Specialty. (absent: SMc)

**GOVERNING DOCUMENTS COMMITTEE**

On behalf of the Governing Documents Committee, chair Steve Britton presented a draft of a comprehensive club conflict of interest policy.

After discussion and without objection, the board of directors postponed approval of a proposed conflict of interest policy. (absent: SMc)

Without objection, the board of directors authorized Steve Britton to obtain a quote from a Connecticut-licensed Attorney to review and answer questions about a proposed Conflict of Interest policy and to report quotes back to the board as soon as possible. (absent: SMc)

**SUNSHINE COMMITTEE**

The board of directors received a written report from Terri Lewin, chair of the Sunshine Committee.

On behalf of the Sunshine Committee, Pam Saunders moved to approve the proposed duties submitted by the Sunshine Committee and to approve its proposed budget of $311. The board of directors approved the motion without objection. (absent: SMc)

**UNFINISHED BUSINESS AND GENERAL ORDERS**

Sue Marino moved and Pam Rubio seconded to approve a proposed volunteer agreement form and policies document. The board of directors approved the motion without objection. (abstention: JD; absent: SMc.)

**EXECUTIVE SESSION**

Sue Marino moved and Donna Thibualt seconded to order an executive session. The board of directors adopted the motion without objection. (absent: SMc)

Without objection, the board of directors returned to regular session. (absent: SMc)

There was nothing reported from this executive session.
Steve Britton moved and Lynne Anderson-Powell seconded to amend the current policy (as stated in the circa 2008 policy manual) concerning the NCA Member of the Year Award by striking out the words “do not” and inserting (the word) “may”. After discussion, the board adopted the motion without objection. (absent: SMc)

The amended policy reads as follows: NCA Member of the Year established. This award will be presented at the NCA Annual Membership meeting to any NCA member who, in the Board’s opinion, has made a significant contribution to the NCA over the past club year. Sitting Board members may qualify for consideration. The nomination will be determined by a two-thirds vote of the NCA Board at a face-to-face meeting of the Board at the National Specialty Show. The award will be a framed certificate. The recipient will be acknowledged in Newf Tide with a one-page article. This award and its presentation will be coordinated with the Awards Committee.

Pam Rubio moved, and Lynn Anderson-Powell seconded to adjourn the meeting. Without objection the meeting adjourned at 11:35 p.m. (absent: SMc)

Steven Britton

NCA Recording Secretary
Re: For Discussion

From: Steve Britton (stevebritton.ncaboard55@yahoo.com)
To: donnajeansplace1@aol.com
Cc: kettlehill@frontier.com; jackson@pcjlawinc.com; pssaunders@live.com; pssaunders1@gmail.com
Date: Saturday, March 30, 2019, 01:22 PM EDT

Hi Donna:

Again, thank you for writing. Your query was no bother, but I wasn't sure I understood what you were asking me to do.

The query you've replied to is from Thursday's recent NCA electronic newsletter, eNotes, and the solicitation directly relates to an abridged annual membership meeting notice requesting club members forward items for the annual membership meeting agenda; there was no solicitation regarding current inherent health issues affecting the Newfoundland breed.

However, to partly answer your query:

1) Current Breeder's list qualifications are found at the following URL: http://www.ncanewfs.org/breeders/breederlistmap.html#.XJ-KbHdFwgR
2) If you're having issues with a particular breeder, feel free to contact the NCA Arbitration Committee, Carla Gengler, chair. kettlehill@frontier.net
3) I've forwarded this reply to the club's corresponding secretary, so she may forward it to appropriate committee chairs.

Again, thank you for writing and best wishes,

Steve Britton
NCA Recording Secretary

On Saturday, March 30, 2019, 08:35:05 AM EDT, donnajeansplace1@aol.com <donnajeansplace1@aol.com> wrote:

I received a newsletter, that requested if you wanted health issues discussed and your email was to be addressed. I am so very sorry I seemed to have bothered you.

But here's a good question what dictates your list of breeders? What are their qualifications to make it on your list? AND how often do you check on these breeders? When someone relies on your list and pays upwards of $3,000.00 for one of their dogs, and then finds out you were given a terminally ill dog, and it's not just me, when one of your breeders sells a puppy knowingly that there is a health issue, what do you do for that dog owner?

donna small

-----Original Message-----
From: Steve Britton <stevebritton.ncaboard55@yahoo.com>
To: Pam Rubio <pamelar@garlic.com>
Hi Pam (Rubio)

Donna Small and Pam Sauders are copied this email. Please process the below email as you would any other email correspondence; that is, so that an appropriate response may be given. I'm assuming this email was received related to the transmission of annual (membership) meeting notice with eNotes.

After checking with Mary Lou Cuddy, there is no one named Donna Small listed on the club membership roll.

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

From: Steve Britton <stevebritton.ncaboard55@yahoo.com>
To: donnajeansplace1@aol.com <donnajeansplace1@aol.com>
Sent: Friday, March 29, 2019, 01:24:09 PM EDT
Subject: Re: RE For Discussion

Hi Donna:

I've received your email. Thank you for writing. The header states: "RE For Discussion". What do you mean "for discussion"?

Steve Britton
NCA Recording Secretary

On Friday, March 29, 2019, 08:29:36 AM EDT, donnajeansplace1@aol.com <donnajeansplace1@aol.com> wrote:

Would love to hear more about bilateral renal dysplasia in newfoundlands. Born with it, and what breeders can do to prevent or help those that have newfies suffering with it. What is a breeder's responsibility with this also?
I have a two yr old that was diagnosed with this at 18 months old prior to getting spayed, cannot get spayed because her kidneys are like tiny little pancakes. Also was diagnosed being blind in the left eye, with a detached retina a few weeks after bringing her home at the age of 10 wks old.

Donna Small
## INCOME

### Dues - Applicants

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Name</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>3/25/19</td>
<td>EFT</td>
<td>S. Kliwuer</td>
<td>120.00</td>
</tr>
<tr>
<td>4/2/19</td>
<td>EFT</td>
<td>T. Gordon</td>
<td>120.00</td>
</tr>
</tbody>
</table>

### Dues - Renewals

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/19</td>
<td>DEP</td>
<td>P. Ramey</td>
<td>275.00</td>
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### Interest

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>3/31/19</td>
<td>EFT</td>
<td>144.49</td>
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<tr>
<td>3/31/19</td>
<td>EFT</td>
<td>124.71</td>
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### Newf Tide ads

<table>
<thead>
<tr>
<th>Date</th>
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<th>Name</th>
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</thead>
<tbody>
<tr>
<td>3/18/19</td>
<td>EFT</td>
<td>K. Stewart</td>
<td>300.00</td>
</tr>
<tr>
<td>3/26/19</td>
<td>EFT</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>3/31/19</td>
<td>EFT</td>
<td>S. Wagner</td>
<td>30.00</td>
</tr>
<tr>
<td>4/1/19</td>
<td>EFT</td>
<td>S. Wagner</td>
<td>270.00</td>
</tr>
<tr>
<td>4/5/19</td>
<td>DEP</td>
<td>J. Randall</td>
<td>Terry Lane memorial ad</td>
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</table>

### Newf Tide subscriptions

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>3/12/19</td>
<td>EFT</td>
<td>180.00</td>
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## EXPENSES

### Breeders Referral

<table>
<thead>
<tr>
<th>Date</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>3/16/19</td>
<td>8108</td>
<td>Elan phone line</td>
<td>-11.02</td>
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### Gen. Ed. - Packets, Ads.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>3/30/19</td>
<td>8114</td>
<td>A K C Registration inserts - 2,980 - 2018</td>
<td>-89.40</td>
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### Judges Educ

<table>
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<tbody>
<tr>
<td>3/21/19</td>
<td>8111</td>
<td>D Castonguay certs, postage, supplies</td>
<td>-255.29</td>
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### Legislative Liaison

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>3/16/19</td>
<td>8107</td>
<td>Massachusetts Federation Of Dog dues</td>
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### Membership

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<th>Description</th>
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<tbody>
<tr>
<td>3/16/19</td>
<td>8108</td>
<td>Elan postage - Welcome packets</td>
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<tr>
<td></td>
<td></td>
<td>Wild Apricot annual fee</td>
<td>-1,728.00</td>
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<td>3/25/19</td>
<td>EFT</td>
<td>Stripe s.c.</td>
<td>-3.78</td>
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<tr>
<td>4/2/19</td>
<td>EFT</td>
<td>Stripe s.c.</td>
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### Miscellaneous

<table>
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<td>3/17/19</td>
<td>EFT</td>
<td>Stripe N/R donation</td>
<td>96.80</td>
</tr>
<tr>
<td>3/21/19</td>
<td>8110</td>
<td>NCA Rescue donation via Stripe</td>
<td>-96.80</td>
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<tr>
<td>4/2/19</td>
<td>EFT</td>
<td>Stripe N/R donation</td>
<td>50.00</td>
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<tr>
<td>4/5/19</td>
<td>8117</td>
<td>NCA Rescue donation via Stripe</td>
<td>-50.00</td>
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</table>
# Newfoundland Club of America

## Receipts and Disbursements

### Operations

March 12 - April 6, 2019

<table>
<thead>
<tr>
<th>Date</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>3/18/2019</td>
<td>EFT Stripe s.c.</td>
<td>-9.00</td>
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<td>3/26/2019</td>
<td>EFT Stripe s.c.</td>
<td>-1.75</td>
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<td>4/1/2019</td>
<td>EFT Stripe s.c.</td>
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### Newf Tide: Issues

<table>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/21/2019</td>
<td>8112</td>
<td>Postmaster postage deposit 1Q19</td>
<td>-650.00</td>
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<tr>
<td>3/21/2019</td>
<td>8113</td>
<td>Postmaster postage deposit 1Q19 - Intl</td>
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### Newf Tide: Subscription Expense

<table>
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<tbody>
<tr>
<td>3/12/2019</td>
<td>EFT</td>
<td>Stripe</td>
<td>-5.82</td>
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### Rec Sec

<table>
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<tbody>
<tr>
<td>3/16/2019</td>
<td>8108</td>
<td>Elan teleconf.</td>
<td>-8.49</td>
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### Recognition

<table>
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<th>Amount</th>
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<tbody>
<tr>
<td>3/16/2019</td>
<td>8109</td>
<td>Dona Baker-Austin postage, supplies, etc.</td>
<td>-196.94</td>
</tr>
<tr>
<td>4/5/2019</td>
<td>8115</td>
<td>Medalcraft Mint 245 Ch medallions</td>
<td>-998.57</td>
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### Regl Spec. Coord

<table>
<thead>
<tr>
<th>Date</th>
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<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>3/16/2019</td>
<td>8108</td>
<td>Elan AKC fees</td>
<td>-30.00</td>
</tr>
<tr>
<td>4/5/2019</td>
<td>DEP</td>
<td>GRNC; CNC; No Cal NC; River King NC</td>
<td>425.00</td>
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### Specialty Committee

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/16/2019</td>
<td>8108</td>
<td>Elan teleconf.</td>
<td>-13.55</td>
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### Specialty Deposits: 2019 NCA National Specialty

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
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</table>

### Technical Resources: Electronic Publications

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>3/16/2019</td>
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<td>Elan EIG</td>
<td>-62.85</td>
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<tr>
<td>4/5/2019</td>
<td>8116</td>
<td>M Zimmerman Feb '19 webmaster</td>
<td>-693.34</td>
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### Treasurer

<table>
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<tr>
<th>Date</th>
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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31/2019</td>
<td>EFT</td>
<td>S. C. - Maintenance</td>
<td>-23.27</td>
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### OVERALL TOTAL

-987.35
Newfoundland Club of America, Inc.
Balance Sheet
as of April 6, 2019

<table>
<thead>
<tr>
<th>Operations</th>
<th>BMO</th>
<th>Huntington</th>
<th>Old</th>
<th>Live</th>
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</thead>
<tbody>
<tr>
<td>Certificate of Deposit</td>
<td>Harris</td>
<td>National</td>
<td>National</td>
<td>Oak</td>
</tr>
<tr>
<td>CD 6 months - due 2/28/20 2.85%</td>
<td>64,640.22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD 6 months - due 5/10/19 2.25%</td>
<td>70,480.96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Specialty stipend CD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD 30 months - due 7/23/19 .75%</td>
<td>12,281.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Checking</td>
<td>16,235.76</td>
<td>16,235.76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 Natl. Specialty Checking</td>
<td>21,452.56</td>
<td>21,452.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 Natl. Specialty Checking</td>
<td>52,312.09</td>
<td>52,312.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operations</td>
<td>237,403.04</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

| Juniors Fund | | |
| Checking | 1,457.09 | 1,457.09 | |
| CD 6 months - due 2/28/20 2.85% | 6,063.02 | 6,063.02 | |
| | 7,520.11 | | |

| Uniform Trophy Fund | | |
| Checking | 2,467.40 | 2,467.40 | |
| CD 6 months - due 2/28/20 2.85% | 10,100.39 | 10,100.39 | |
| | 12,567.79 | | |

| NCA, Inc. | 257,490.94 | 20,160.25 | 73,764.65 | 12,281.45 | 151,284.59 |
**Newfoundland Club of America, Inc.**

**Receipts and Disbursements thru March 31, 2019**

<table>
<thead>
<tr>
<th>Y-t-D as of 3/31/2019</th>
<th>2019 Budget</th>
<th>Difference</th>
<th>2018 Budget</th>
<th>Difference</th>
</tr>
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</table>

### Revenue Producing Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members' Renewal Dues</strong></td>
<td>73,396.00</td>
<td>76,000.00</td>
<td>-2,604.00</td>
<td>76,449.00</td>
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<tr>
<td><strong>Applicants' Dues and Fees</strong></td>
<td>6,187.00</td>
<td>6,250.00</td>
<td>-63.00</td>
<td>6,982.00</td>
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<tr>
<td><strong>Less: Expenses</strong></td>
<td>79,583.00</td>
<td>82,250.00</td>
<td>-2,667.00</td>
<td>83,431.00</td>
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<tr>
<td><strong>Net Membership Revenue</strong></td>
<td>73,711.80</td>
<td>74,350.00</td>
<td>-638.20</td>
<td>73,566.75</td>
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### Newf Tide

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advertising</strong></td>
<td>1,360.00</td>
<td>3,000.00</td>
<td>-1,640.00</td>
<td>3,515.00</td>
</tr>
<tr>
<td><strong>Subscriptions</strong></td>
<td>3,181.00</td>
<td>3,800.00</td>
<td>-619.00</td>
<td>3,780.00</td>
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<tr>
<td><strong>Less: Expenses</strong></td>
<td>20,115.52</td>
<td>40,000.00</td>
<td>-19,884.48</td>
<td>35,431.25</td>
</tr>
<tr>
<td><strong>Net Newf Tide Revenue</strong></td>
<td>(15,574.52)</td>
<td>(33,200.00)</td>
<td>17,625.48</td>
<td>(28,136.23)</td>
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### Annual of Titlist Revenue

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td><strong>Less: Expenses</strong></td>
<td>3,911.79</td>
<td>3,800.00</td>
<td>111.79</td>
<td>3,801.58</td>
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<tr>
<td><strong>Net TitLIST Revenue</strong></td>
<td>(3,026.79)</td>
<td>-3,026.79</td>
<td>3,803.42</td>
<td>(300.00)</td>
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### Breeders List Revenues

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less: Expenses</strong></td>
<td>35.00</td>
<td>-35.00</td>
<td>70.00</td>
<td>-70.00</td>
</tr>
<tr>
<td><strong>Net Breeders List Revenues</strong></td>
<td>65.00</td>
<td>-65.00</td>
<td>80.00</td>
<td>-80.00</td>
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### Working Dog - Draft

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less: Expenses</strong></td>
<td>68.08</td>
<td>175.00</td>
<td>106.92</td>
<td>831.69</td>
</tr>
<tr>
<td><strong>Net Working Dog - Draft</strong></td>
<td>(68.08)</td>
<td>(175.00)</td>
<td>106.92</td>
<td>(731.69)</td>
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### Working Dog - Water

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less: Expenses</strong></td>
<td>152.63</td>
<td>800.00</td>
<td>-647.37</td>
<td>173.56</td>
</tr>
<tr>
<td><strong>Net Working Dog - Water</strong></td>
<td>(52.63)</td>
<td>(800.00)</td>
<td>747.37</td>
<td>(108.56)</td>
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### Disciplinary

<table>
<thead>
<tr>
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<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
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<tbody>
<tr>
<td><strong>Disciplinary</strong></td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
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### "Distinguished Member" Fund

<table>
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<tr>
<th>Activity</th>
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<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
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<tbody>
<tr>
<td><strong>Donations</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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### Interest

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
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<tbody>
<tr>
<td><strong>Interest</strong></td>
<td>2,135.41</td>
<td>2,000.00</td>
<td>135.41</td>
<td>2,056.18</td>
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### Revenues, Net of Related Expenses

<table>
<thead>
<tr>
<th>Activity</th>
<th>2019</th>
<th>Difference</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues, Net of Related Expenses</strong></td>
<td>57,225.19</td>
<td>42,240.00</td>
<td>14,985.19</td>
<td>50,449.87</td>
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Prepared by Mary L. Price

Treasurer

Not for Distribution

Page 17 of 70
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Board</td>
<td>8,245.01</td>
<td>9,500.00</td>
<td>-1,254.99</td>
<td>10,200.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td>President</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-</td>
<td>0.00</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>235.03</td>
<td>0.00</td>
<td>235.03</td>
<td>0.00</td>
<td>-</td>
</tr>
<tr>
<td>Recording Secretary</td>
<td>3,726.95</td>
<td>4,000.00</td>
<td>-273.05</td>
<td>3,584.47</td>
<td>-915.53</td>
</tr>
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<td>Corresponding Secretary</td>
<td>0.00</td>
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<td>0.00</td>
<td>-</td>
<td>0.00</td>
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<tr>
<td>Treasurer</td>
<td>426.57</td>
<td>700.00</td>
<td>-273.43</td>
<td>544.52</td>
<td>900.00</td>
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<tr>
<td>AKC Delegate</td>
<td>538.40</td>
<td>500.00</td>
<td>38.40</td>
<td>641.36</td>
<td>500.00</td>
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<tr>
<td>Annual Membership Meeting</td>
<td>1,000.00</td>
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<td>2,765.51</td>
<td>1,000.00</td>
<td>1,765.51</td>
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<tr>
<td>Arbitration</td>
<td>4.18</td>
<td>25.00</td>
<td>-20.82</td>
<td>3.44</td>
<td>-3.44</td>
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<tr>
<td>Associations</td>
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<td>1,025.00</td>
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<td>375.34</td>
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<td>General Education</td>
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<td>-16.70</td>
<td>1,655.72</td>
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<td>Grants</td>
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<td>1,500.00</td>
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<td>Health and Longevity</td>
<td>-500.00</td>
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<td>Newf Tide Policy</td>
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<td>150.91</td>
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<td>Obedience</td>
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<td>-1,700.00</td>
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<td>TOD/TODD</td>
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<td>0.00</td>
<td>0.00</td>
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<td>Regional Specialties Coordinator</td>
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<td>-175.50</td>
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<td>Register Of Merit</td>
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<td>Scholarship grant</td>
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<td>0.00</td>
<td>3,000.00</td>
<td>3,000.00</td>
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<td>------------------------</td>
<td>-------------</td>
<td>-----------------</td>
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</tr>
<tr>
<td>Specialty Show Coordinator</td>
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<td>Specialty deposits - 2019</td>
<td>-5,624.15</td>
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<td>4,900.00</td>
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<td>57,225.19</td>
<td>42,240.00</td>
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<td>Excess of Receipts over Disbursements</td>
<td>10,845.87</td>
<td>(26,375.00)</td>
<td>37,220.87</td>
<td>2,826.21</td>
<td>(35,357.20)</td>
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<td>Dues collected in F/Y 2017</td>
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<td></td>
<td></td>
<td>(59,708.00)</td>
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<td>Dues collected in F/Y 2018</td>
<td>(52,570.00)</td>
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<td></td>
<td>52,570.00</td>
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<td>Balance as of July 1</td>
<td>202,200.08</td>
<td>142,000.00</td>
<td>206,511.87</td>
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<tr>
<td>Ending Balance</td>
<td>160,475.95</td>
<td>115,625.00</td>
<td>202,200.08</td>
<td></td>
<td>(35,357.20)</td>
</tr>
<tr>
<td>Cash Reserve</td>
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<td>143,000.00</td>
<td>143,000.00</td>
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<td>Operating Fund</td>
<td>17,475.95</td>
<td>-27,375.00</td>
<td>59,200.08</td>
<td>(178,357.20)</td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>160,475.95</td>
<td>115,625.00</td>
<td>202,200.08</td>
<td></td>
<td>(35,357.20)</td>
</tr>
</tbody>
</table>

Not for Distribution
Page 19 of 70

prepared by
Mary L. Price
Treasurer
Facebook™ Primer for Regional Clubs

Facebook™ is a social media network that provides many avenues for clubs and their members to connect and communicate.

Definitions:

Profile: the basic interface for Facebook™ is a profile. These are for individual people, requiring a first and last name for a single person. Profiles can have friends, set-up and run Pages and belong to Groups. A Regional Club should not have a profile.

Page: A Facebook™ page is the default interface for a business or organization. A page can have multiple administrators (profiles) A page allows the display of business information (contact email, website, etc. Setting up events (which can invite individuals, track attendance, etc.) The options of the page allow the business to set parameters such as allowing posting only by page administrators, etc.

Group: Discussion groups can be closed (visible only to members) public (posts are visible to all but only members can comment or add posts) or secret (only members can find the group in search, see posts, etc. Groups can be a formal tool organized by a Regional Club whose posting rules and moderation is under the direction of the club board, or an informal “Friends of...” started by individuals who share club business but who act independently of the club. If a group is an official tool being used by a Regional Club, then the club membership should have input on the posting parameters for group members. Having clear posting guidelines in the introduction section of the group will go a long way towards avoiding misunderstanding. Some considerations should be:

a. Membership – is the group open to all; people in a specific geographic area; only club members, etc.

b. Posting topics – the most controversial topics will surround advertising, sales and breeding/puppy sales.

From a “big picture” standpoint, Regional Clubs should take a pro-active approach to social media, having a defined purpose, assigned people (Pages require regular posting, responding to messages quickly in order to be effective; Groups require active participation from administrators and moderators to manage discussions) and a thoughtful strategy. While social media can be a vital complement to a web page and electronic mail newsletter, it cannot replace those tools completely.

Some useful goals for Facebook communication:
- Increase membership
- provide public education
- increase attendance at events
- increase connections and improve communication between members
Newfoundland Club of America, Inc.
Conflict of Interest or Duality of Purpose Policy (Draft)

Article I Purpose

The purpose of the conflict of interest or duality of purpose policy is to protect the Newfoundland Club of America’s (a Connecticut corporation herein referred to as the “NCA,” or the “Club”) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, committee member or independent-contractor member of the Club, which might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit or social welfare organizations.

Article II Definitions

1. Interested Person

Any director, principal officer, member volunteer of a committee or independent-contractor member of the Club with governing board delegated or other discretionary powers, who has a direct or indirect financial or duality interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Club has a transaction or arrangement,

b. A compensation arrangement with the Club or with any entity or individual with which the Club has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Club is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that aren’t insubstantial.

A financial interest isn’t necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict or duality of interest only if the governing board decides that a conflict of interest exists.

3. Duality of Purpose

A conflict of interest or duality of purpose is where an interested person has a potential conflict due to his/her position, association with or circumstances within another organization or entity that is outside the Newfoundland Club of America, Inc.

4. Independent Contractor

A member of the Club whose compensation arrangement is ongoing, including, but not limited to the editors of Newf Tide and Annual of Titlist and NCA webmaster.
Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest or duality of purpose, an interested person must disclose the existence of the financial interest or duality conflict, and s/he will be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest or other relationship and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict or duality of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. The final decision whether a transaction is a conflict of interest or duality of purpose rests with the NCA Board of Directors.

Since the Club is a membership organization where Board members will most likely know the Parties or have heard of them, familiarity itself with the Parties involved will not be grounds for disqualification or recusal of a board or committee member’s involvement in making a Conflict of Interest or Duality of Purpose decision, although more extensive involvement may be grounds.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation to the governing board, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board shall determine whether the Club can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement isn’t reasonably possible under circumstances not producing a conflict of interest or duality of interest, the governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the NCA’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy or Duality of Purpose Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall may take appropriate corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest or duality of purpose, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

a. A voting member of the governing board or a committee who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer, member of a committee or independent contractor member with governing board delegated or discretionary powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflict of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Club is social welfare organization, and in order to maintain its federal income tax exemption, it must engage primarily in activities which accomplish one or more of its income tax-exempt purposes.

e. It is a duty of the NCA Recording Secretary to maintain Conflict of Interest or Duality of Purpose form fillings for all Officers, Directors and the AKC Delegate annually.
f. It is a duty of the NCA 2nd Vice-president to maintain Conflict of Interest or Duality of Purpose form filings for all NCA Committees members annually.

g. It is a duty of the NCA Treasurer to maintain Conflict of Interest or Duality of Purpose form filings for all NCA Member Independent Contractors annually.

Article VII Periodic Reviews

To ensure the Club operates in a manner consistent with its non-profit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management conform to the Club’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further the club’s non-profit purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII of this policy, the Club may, but need not, use outside advisors or experts. If outside advisors or experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.
Name: ___________________________________________________ Date: _____________________

Newfoundland Club of America, Inc.
Conflicts of Interest or Duality of Purpose Declaration Report Form

Positions (/volunteer/director/officer): ___________________________________________________

Please describe below any relationships, transactions, positions you hold (volunteer or compensated), or circumstances that you believe could contribute to a conflict of interest or duality of purpose between purpose the Newfoundland Club of America, Inc. and your personal financial interests.: 

_____ I have no conflict of interest to report

_____ I have the following conflict of interest(s) or duality of purpose(s) to report (please specify on which other nonprofit and/or for-profit boards you and/or an immediate family member/s) serve, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder or own, and the name of your employer. If the space provided below is insufficient, please report additional conflicts on the reverse side of this form.

1._____________________________________________________________________

2._____________________________________________________________________

3._____________________________________________________________________

_____ I certify that I have read and understand the Newfoundland Club of America’s Conflict of Interest and Duality of Purpose policy. (Initial)

_____ I certify that the information provided on this form is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of the Newfoundland Club. (Initial)

_____ I certify my obligation to revise and update the information on this form whenever necessary. (Initial).

Signature: __________________________________________________Date: ____________________
Dear Lynne,

The NTPC restfully requests that the NCA Board consider and adopt the proposed changes to the existing, approved submission formats for NCA Water and Draft Tests. We would like to have these two forms approved so that clubs may use them in all water and draft tests beginning May 15, 2019 onward.

The bolded paragraph in each test submission format document reads as follows:

The entire submission, a 350 word article or 500 word article for a multiple-day event and 300 dpi/ppi photos. must come from one individual in the appropriate format containing name, email phone number of this individual must be provided.

The two formats are attached in PDF format. The changes are exactly the same—the bolded paragraph provides each host club with more words to report on multiple test days—exactly as is done for regional specialty shows. The purpose is to provide our clubs more space to report multiple day tests.

I can be available for any clarification needed. I do not envision this taking more than five minutes.

Respectfully, Aura Dean, Chair
Submitted by NTPC with unanimous approval
Members: Beth Sell, Julie Seifert, Nancy Gasser, Jeannette Voss and Annalyn Paz, Editor ex officio
Newf Tide Policy for Water Test Submissions

Water tests are to be submitted to Newf Tide the first deadline after the event. If the club is unable to submit by the deadline, contact the editor to request to submit by the next deadline. Submission deadlines are: January 2 (1st Quarter), April 1 (2nd Quarter), July 1 (3rd Quarter), October 1 (4th Quarter).

The entire submission, a 350 word article for a single day event or maximum of 500 word article for a multiple day event and 300 dpi / ppi photos must come from one individual in the appropriate format. Contact name, email, phone number, and address of this individual must be provided.

Email submission, sent to editor@ncadogs.org, requires the following in the subject line:
- host club’s name
- event
- date of event

Hard copy submission, mailed to Annalyn Paz, Editor, 15214 Lantern Creek Lane, Houston, TX 77068-3806. A submission checklist must be completed. Contact the editor for a copy of this form.

Font and Format Requirements:
- Arial or Helvetica,
- 12 pt.
- single space
- all margins left justified

Content Submission Format (in the order provided):
- Name of Club
- Date(s)
- Judges
- Article – maximum 350 words or maximum 500 words for a multiple day event submitted as a Word document
- Author
- List of qualifiers grouped by the titles earned (all WDs together, WRDs together, etc.) submit the following (See example provided below):
  - Registered name of dog including any previously earned titles
  - Call name (in paren)
  - Name of handler
  - Day(s) qualified and/or requalified if applicable

Example: VN GCH Bond James Bond, BN, CD, RE, CGC, WDI, WRD, TDD, DDX (Bond); handled by Jack Reacher. (qualified on Sunday). For additional examples, please refer to a recent Annual of Titlist.

Photo Submission Format:
Photos may be submitted either as hard copies (original photo or digital files on usb flash / thumb drive devices) or digital files (email). Clearly identify all people and dogs in photos. Identify photographer(s). Photos that are not submitted in the required format cannot be used and will be rejected (not published).

<table>
<thead>
<tr>
<th>Digital photos must be attached as separate files; not within body of the email</th>
<th>Original, hard copies or photos files on usb flash / thumb drive devices or CDs</th>
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</thead>
<tbody>
<tr>
<td>- Dog’s registered name and call name</td>
<td>- Dog’s registered name and call name</td>
</tr>
<tr>
<td>- Owner(s) name</td>
<td>- Owner(s) name</td>
</tr>
<tr>
<td>- Name of photographer</td>
<td>- Name of photographer</td>
</tr>
<tr>
<td>- High resolution (min 1500x2100 pixels)</td>
<td>- Send a self addressed stamped envelope for return of photo(s)</td>
</tr>
<tr>
<td>- 300 dpi / ppi (pixels per inch)</td>
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<tr>
<td>- JPEG or TIFF format</td>
<td></td>
</tr>
</tbody>
</table>

Revised 05/09/2017
Newf Tide Policy for Draft Test Submissions

Draft tests are to be submitted to Newf Tide the first deadline after the event. If the club is unable to submit by the deadline, contact the editor to request to submit by the next deadline. Submission deadlines are: January 2 (1st Quarter), April 1 (2nd Quarter), July 1 (3rd Quarter), October 1 (4th Quarter).

The entire submission, a 350 word article or maximum of 500 word article for a multiple day event and 300 dpi / ppi photos must come from one individual in the appropriate format. Contact name, email, phone number, and address of this individual must be provided.

Email submission, sent to editor@ncadogs.org, requires the following in the subject line:
- host club’s name
- event
- date of event

Hard copy submission, mailed to Annalyn Paz, Editor, 15214 Lantern Creek Lane, Houston, TX 77068-3806. A submission checklist must be completed. Contact the editor for a copy of this form.

Font and Format Requirements:
- Arial or Helvetica,
- 12 pt.
- single space
- all margins left justified

Content Submission Format (in the order provided):
- Name of Club
- Date(s)
- Judges
- Article – maximum 350 words or maximum 500 words for a multiple day event submitted as a Word document
- Author
- List of qualifiers grouped by the titles earned (all DDs together, TDDs together, etc.) submit the following (See example provided below):
  - Registered name of dog including any previously earned titles
  - Call name (in paren)
  - Name of handler
  - Day(s) qualified and/or requalified if applicable

Example: VN GCH Bond James Bond, BN, CD, RE, CGC, WD1, WRD, TDD, DDX (Bond); handled by Jack Reacher. (qualified on Sunday). For additional examples, please refer to a recent Annual of Titlist.

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<tr>
<th>Digital photos must be attached as separate files; not within body of the email</th>
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Revised 05/09/2017
**Sunshine Committee Update April 2019**

Write up about Sunshine Committee has been sent to Marylou for e-notes and to Annalyn for Newf Tide. Marylou will have our email set up before anything goes out to the membership (sunshine@ncadogs.org)

Terri Lewin shared a link (below) to their Google docs report of the actions of the Sunshine committee. With this link the Board can see all the life event for which they have sent a card to an NCA Member. I suggest we use this in place of a formal report and save work for the Committee, Steve and myself to include a pdf report in the Board agendas.

[https://docs.google.com/spreadsheets/d/15WdT1FDMPx1zUlFmv3WpzbYExVkCAkEsdyUQICxVGLc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/15WdT1FDMPx1zUlFmv3WpzbYExVkCAkEsdyUQICxVGLc/edit?usp=sharing)
Newf Ambassador Update Apr 2019

Email 3/2/2019
The handbook for the Ambassador's is almost finished. I am hoping to have a draft copy for you by Thursday morning. We meet Wednesday night the 6th of March. I just wanted for you too have a quick look at it IF you have a chance. If not, no worries it can be looked at by the Board after the National Specialty.
The Ambassador's have chosen a logo for themselves, I will attach it here to the email This will identify an Ambassador while they are out and about...they can have it embroidered on a polo shirt, fleece vest, etc. They (the Ambassador's) will purchase the item to be embroidered. I called several companies and Kenyon Embroidery seems to fit the best for us, they will charge $50 for the set up fee, and then the Committee will have the availability to chose items that the Ambassador's can order. (I think New Pen Del utilizes Kenyon Embroidery also.) I am willing to pay the set up fee.
I also contacted Jill Britton about reserving a space in the Opening Ceremonies for the Ambassador's to march. The Committee will put together a "bio" for the ceremony. Also, the Ambassador's will have a Meet and Greet at my vendor booth at the National again this year.

Email 4/4/2019
Attached you will find a draft copy of the handbook for the Newf Ambassadors. One caveat that we would like to institute is that the an Ambassador must re-confirm each year to being one. The Committee feels that it is imperative to do this to ensure that we are providing the upmost interested and committed individuals to our mission.
Kenyon Embroidery will be constructing a page on their website(similar to New-Pen-Del's page) for the Ambassador's to purchase merchandise embroidered with the Newf Ambassador logo. Additionally, Sue Putt will be offering to embroider bibs to the Newfs that are owned by our Ambassador's. Sue will be checking with me when are order comes in for a bib that the person ordering is actually an Ambassador.
The Ambassador's will take part in the Opening Ceremonies for the National Specialty. We will have our own banner that the Committee created. Sandee (Lovett) and myself paid for the banner as a gift to the the Newf Ambassador's.
The Ambassador's will also have a Meet & Greet at my vendor booth. And for those of us who are in Frankenmuth and can spare a little time we have arranged to have a Happy Hour at the Brewery in Frankenmuth, (Ii will be a buy your own drink) from 4:30pm to 5:30p on Wednesday, May 1st.
I will be sending out a blast email to the full Ambassador group later on today.
Greetings Ambassadors!

It seems as though the winter would never end here in the Midwest…I think we have finally gotten through the worst of it…although, we have had snow in April and flurries in May…soooooooo I’m not saying for sure! I hope that this finds you and your furkids well!

During the past few months the Ambassador Committee has been working diligently on a Handbook to be issued to all of you. We are very excited about this prospect and hope that it will assist you and future Ambassador’s in our mission. As soon as it is complete and approved, we will be sending it out to all of you.

Our private Facebook page continues to be a good source of information and a place to ask questions and get feedback. If you are not a member of the page..please send me a friend
request so that I may add you. We currently have only 39
members, and we have 82 Ambassador’s in the USA and
Canada all total.

Soon...you will be able to identify yourself as an NCA Newf
Ambassador not only with the pin that you received but also
with clothing and accessory items!! Sue Putt created an
embroidered image for us to utilize, you will find it attached
to this newsletter and we are working with Kenyon
Embroidery to bring a selection of merchandise that you can
order from them at your own convenience!

The National Specialty is also not so far off...and I look
forward to seeing you all again! You can Meet and Greet with
me at my booth in the Vendor area at the Specialty. I also will
have applications available. We will be taking part in the
Opening Ceremonies...the FIRST time ever!! We will be at the
front of the parade, behind the Color Guard...if any of you are
there...please take a moment and march with us! If, you are
taking part with your Regional Club you will have time to
regroup with them too! We even have our own flag that is in
the process of being created by Wind’s Edge in Vermont. They
created the New Pen Del banner many years ago. As soon as
it arrives, I will take a picture and send it out to all of you. I
am working on a Happy Hour at the National Specialty for
the Ambassador’s who attend so we can chat and relax for a
short time on Wednesday, May 1st 4:30 pm – 5:30pm. As soon as
the place is finalized, I will let you know.
In case you need to get in touch, I will be arriving in Frankenmuth on Saturday, April 27th and you will find myself and North Central Newfoundland Club Team members at the Draft Test area on Monday and Tuesday. You can reach me by text anytime at 847-414-5584.

As always....I am proud of all of you and the work that you do, please drop me a line and let me know of things that are going on...I would love to showcase them in our newsletter and in Newf Tide.

Hope to see you soon! Keep working on those muddy paw prints!! It will soon be time to swim and water train!

As Ever,

Tara
Newfoundland Club of America

Newfoundland Ambassador General Handbook
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About Newf Ambassadors

The Newfoundland Club of America (NCA) Newf Ambassador program is a grass roots, person-to-person informational program for those wanting to learn about the breed, understand the importance of responsible breeding practices, ask basic questions about puppy training, and what it is like to live with a Newfoundland. Ambassadors offer insight into the various activities that can be enjoyed with a Newfoundland. Learn how to decipher an AKC pedigree and tap into health clearance databases, meet other Newfoundland people and become involved in clubs and activities. The scope of the NCA Newf Ambassador Program is to be able to connect with knowledgeable, experienced and caring people who can and will answer questions about the Newfoundland.

To offer the best support possible, we suggest that individuals contact one of our Breed Ambassadors by phone. While e-mail may be convenient, it may not be a conducive forum for a lengthy or multi-topic discussion. Also, please feel free to contact more than one Breed Ambassador, for you will find a wealth of knowledge and experience in this resource.

Sample questions often asked by prospective Newf owners

Besides the obvious question of what colors do they come in, how much do they eat, how big is your yard/house, how long do they live, etc., Newf Ambassadors require the knowledge to answer the following typical questions.

- How can I determine if this is the right breed for me and my family?
- What types of health issues are associated with the breed?
- On average, what is a Newfoundland’s life expectancy?
- What distinguishes responsible breeders from those who just breed dogs?
- Are there sources of health information pertaining to Newfoundlands?
- What can I do to improve my odds of getting a healthy puppy with a good temperament?
- What sources can you recommend for me to use when networking for a puppy?
- What kinds of activities can I hope to enjoy with a Newfoundland?
- What type of socialization and training are recommended for a Newfoundland puppy and when should they start?
- How much can I expect to pay for a Newfoundland puppy and what expenses might I incur over the dog’s life?
- How would I go about finding obedience training and other dog-related resources close to me?
- How much do they drool?
- What tools and how much time is needed for basic pet grooming?

NCA Newfoundland Ambassador Position Description

The ambassador program is appointed by and serves at the sole discretion of the governing committee of the Newf Ambassador Program and the NCA Board of Directors.

Basic Purpose

The ambassadors provide people interested in the Newfoundland dog breed with basic information about the breed, the Newfoundland Club of America, the regional Newfoundland Dog clubs, generic information about how to find responsible Newfoundland breeders, and refer the inquirer to the NCA Breeder Hotline. Newf Ambassadors also help contacts with inquiries related to the tools and resources provided by the Newfoundland Club of America and other approved sources (e.g., AKC, regional Newfoundland clubs) with knowledge to be of assistance.
in the breeder/puppy search and evaluation, Breed Standard, the online Newfoundland Dog database, Newfoundland dog regional club websites, and more.

Additionally, many Ambassadors are asked questions about food, neutering, behavioral training, and other areas of interest. This information is provided as a general outline of what is asked and certainly does not incorporate the entirety of problems/issues/questions posed by the public.

**Principal Accountabilities**

- Explain the Newf Ambassador Program, including its purpose, scope and limitations
- Provide information and answer questions about Newfoundland Dogs as a breed of dogs (history, breed standard, general nature, health issues, socialization/puppy training/socialization, grooming/hygiene, etc.);
- Help individuals and families assess whether this is the “right breed” or a good choice for them.
- Assist those interested in the breed in obtaining an informed and balanced understanding of the pros and cons associated with this breed (e.g., health issues and potential costs, longevity, exercise requirements, grooming needs, socialization/training needs, etc.).
- Provide general guidance in understanding the importance of health clearances,
- Explain information contained in pedigrees, information available in the Newfoundland dog database, and, generally how to use same in basic and generic breeder/litter evaluation.
- Share information about what responsible breeders do and why; and point out the tools available to become an informed and educated buyer.
- Help the puppy buyer understand what tools are available on the Newfoundland Club of America website about puppy rearing and the importance of entering the puppy’s health information into the Newfoundland dog database throughout the dog’s life.
- Facilitate meeting actual Newfs for education on size, drool, grooming, good manners, etc.

Additionally, there are many areas upon which we should exercise caution when asked.

- Use the Newfoundland Club of America Puppy Info Series and other appropriate tools to illustrate the versatile nature of the Newfoundland and point out all of the materials that are available to help a Newfoundland owner to get started in various activities with his/her dog;
- Help the inquirer understand that some topics (e.g. breeding mentoring) and levels of question complexity (e.g., beyond basic health and training questions) are outside of the scope of the NCA Newfoundland Ambassador program, and it is the Newf Ambassador’s obligation to ask the inquirer to redirect those questions to an outside professional such as the dog’s breeder, a veterinarian, a professional dog trainer, etc.
- Direct those wanting specific Newfoundland Club of America breeder referrals only to the NCA Online Breeder Referral Program.
- Acquaint interested parties with the values of club membership at the national and regional level and how to’s for pursuing membership. If possible, provide introductions.
- Fully support and agree to abide by the most current version of the Newfoundland Club of America Ethics Guide and comply with those requirements and standards specified for breeders therein (if applicable as a breeder).
Most importantly, do not answer any question for which you don’t have the knowledge. Seek the assistance of the NCA Newf Ambassador Committee Chair/Members for guidance.

Qualifications & Criteria for Participation:
As the appointment is through the NCA, it is important to demonstrate membership to the Newfoundland Club of America and be a member in good standing for the three most consecutive years prior to the date of application. Additionally, an ambassador needs the following.

Required
- Ownership of two or more Newfoundlands over a period of five or more years.
- Own (or have access to) at least one Newfoundland that can be introduced to the public. This Newfoundland must have an exemplary temperament and be clean and reasonably well groomed.
- Demonstrate knowledge on aspects of the Newfoundland breed and respond to the common questions about Newfoundlands.
- Understand where to find resources about the Newfoundland and be knowledgeable about the Newf as a working, conformation, and companion dog.

Preferred
- Applicants belong to an NCA Regional Club whenever possible.
Service Agreement for Newfoundland Club of America Newf Ambassador Program

1. **Newf Ambassador Volunteer**

   I, (fill in name) _________________________________ hereby volunteer to serve as a Newf Ambassador for the Newfoundland Club of America. As a Newf Ambassador I understand and agree to the terms of this Service Agreement as stated below.

2. **Qualifications and Criteria**

   I understand the following criteria and qualifications for Participation in the Newf Ambassador Program, and I certify that I meet these qualifications and agree to abide by these criteria:
   
   - I am currently an NCA member and have been a member in good standing for at least five years;
   - I currently own, or have owned, a Newfoundland dog for at least five years;
   - I fully support and agree to abide by the most current version of the NCA Code of Conduct, and, if I am an NCA member who breeds, I further agree to comply with those NCA requirements and standards specified for breeders.

3. **Term of Service**

   I understand that, as a Newf Ambassador, I am appointed by and serve at the sole discretion of the governing committee of the NCA. This is a volunteer position that I may resign at any time, or my service as a Newf Ambassador may be discontinued at any time by the governing committee of the Newf Ambassador program.

4. **Purpose**

   I understand that the Purpose of the Newf Ambassador Program is to provide people interested in Newfoundland dogs with basic information about the breed, the NCA, the regional NCA clubs, and generic information about how to find responsible Newfoundland dog breeders. The Newf Ambassador Program also provides information regarding resources provided by the NCA and other approved sources (e.g., AKC, regional Newfoundland dog clubs) that may be of assistance in the breeder/puppy search. Such resources may include the Newfoundland Dog Puppy Info Series, the AKC Breed Standard, the NCA Online Breeder Referral Program, NCA regional club websites, and similar resources.
5. **Responsibilities**

I understand that my Responsibilities as a Newf Ambassador include providing the following types of information and assistance to people who are interested in Newfoundland Dogs and who come to me for assistance through the Newf Ambassador Program:

- Explain the Newf Ambassador Program, including its purpose, scope and limitations;
- Provide information and answer questions about Newfoundland Dogs as a breed (history, breed standard, general nature, health issues, socialization/puppy training, grooming/hygiene, etc.).
- Help individuals and families assess whether the Newfoundland is the “right breed” or a good choice for them.
- Assist in obtaining an informed and balanced understanding of the pros and cons associated with Newfoundland dogs (e.g., health issues and potential costs, longevity, exercise requirements, grooming needs, socialization/training needs, etc.).
- Provide general guidance in understanding the importance of health clearances, information contained in pedigrees, information available in the Newfoundland dog database.
- Share information about what responsible breeders do and why, and point out tools that will help the individual become an informed and educated buyer.
- Help the puppy buyer understand what tools are available on the NCA website about puppy rearing.
- Using the Newfoundland Dog Puppy Info Series and other appropriate tools, illustrate the versatile nature of the Newfoundland dog and identify materials that are available to help a Newf owner get started in various activities with his/her dog.
- Acquaint interested parties with the values of club membership at the national and regional level and *how to’s* for pursuing membership.
- Respond to inquiries quickly – ideally within two days of being made aware of an individual to contact, which will almost always come through email.
- Agree to review and make available to the public the information suggested by the Newfoundland Ambassador Committee.
- Agree to recommend the nearest Regional Club as a source of information and activity and work with that Regional Club to follow up with the individual.
- Agree to abide by the current and future guidelines established by the Newfoundland Ambassador Committee (e.g., don’t ever give medical advice).
• Complete a very short online status report after each contact with the public.

6. **Limitations**

I understand that there are limitations to my responsibilities as a Newf Ambassador and I agree with the following statements.

• Help the inquiring parties understand that some topics (e.g. breeding mentoring) and levels of question complexity (e.g., health or training beyond basic health and training questions) are outside of the scope of the Newf Ambassador Program, and ask the inquirer to redirect such questions to an outside professional – e.g., the dog’s breeder, a veterinarian, a professional dog trainer, etc.

• Not answer any question for which I do not have the specific knowledge and broad experience. I will seek the assistance of the Newf Ambassador Program Committee Chair/Members for guidance.

• Direct those wanting specific Newfoundland dog breeder referrals only to the NCA Online Breeder Referral Program.

Date: ____________________ Name (print) ______________________________

Signature: ______________________________________________________________

Approved by Newf Ambassador Committee:

Date: ____________________ Name (print) ________________________

Signature: __________________________________________________________
Criteria for Arbitration Committee, January 2019

This committee has no definite number of members however we are thinking of adding one more. Consideration for the committee requires the following:

The Arbitration Committee position requires an understanding of the high ethical and moral standards expected of NCA and Breeder’s List members.

Familiarity with contracts involving puppy sales, co-ownerships and stud contracts is highly recommended. Puppy contracts are especially important in that they typically represent a direct link with the puppy buyer and NCA members. An understanding of how a contract incorporates the NCA Code of Ethics is important.

Breeding experience, whether current or in the past, is very desirable. Basic knowledge of Newfoundland orthopedic diseases and developmental problems would be a positive benefit.

Inclusion in the Arbitration Committee requires tact, integrity and confidentiality. Committee members often represent the NCA to unhappy persons such as puppy buyers so caution, tact and integrity are essential.

An ability to communicate well not only in group discussions but individually is important.

Must be able to participate in teleconference calls as needed.
ARBITRATION COMMITTEE

Duties and Responsibilities (Chairman)
The Arbitration Committee Chair position requires a wide familiarity with prevailing standards or ethics for transactions in Newfoundland dogs. Position involves extensive, often very lengthy correspondence on delicate, intricate matters. As emotional involvement of parties to complaints is often very high, and as the Arbitration Committee often represents NCA to unhappy members, caution, tact and integrity are essential.

Any email that comes to any Board member with a complaint against an NCA member, be emailed directly to the Arbitration Committee and the other Board members will not be notified

The Arbitration Committee Chair:
* Receives complaints against NCA members from NCA members and non-NCA members concerning Newfoundland dog transactions such as puppy sales, co-ownership agreements, etc.
* Screens complaints as to appropriateness.
* Mediates, disputes, or assigns a Committee member to do so, with the aim of resolution at the most informal level possible.
* When necessary, invites all parties to submit evidence and arguments concerning disputes and renders a decision. Exerts moral suasion as appropriate toward carrying out the decision.
* Educates NCA members and non-members as to the importance of clearly written contracts.
* Consults with NCA President and other officers as necessary. Advises NCA Board as to policy.
* Advises all parties of NCA policy regarding resolution of disputes. Advises parties of committee's recommendations if they cannot, with help, resolve their dispute. Advise parties of their right to come before the Board if they do not accept the committee's recommendations. Recommend appropriate sanctions by Board if recommendations are ignored.

History
1/6/06: Amend a previous motion that was approved at the November 4-6, 2005 meeting by changing “member” to “breeder”. That previously approved motion read, “Mary Lou Roberts moved and Sandee Lovett seconded that, in the future, any email that comes to any Board member with a complaint against an NCA member, be forwarded directly to the Arbitration Committee and the other Board members will not be notified.

11/4/05: Any email that comes to any Board member with a complaint against an NCA member, be emailed directly to the Arbitration Committee and the other Board members will not be notified.

V32.3 4/2/01: Develop policy to clarify difference between arbitration process and grievance process and the grievance procedure for its consideration.

V32.1 11/3/00: Policy created to deal with disposition of past grievance materials and the maintenance of a list of grievances and their dispositions. The list to include names of complainants and defendants, pertinent dates, brief description of complain and disposition. The materials will be kept for seven (7) years and a list will be maintained by the President. (add to President job description).

V28.2 12/23/96 (Mail Meeting): NCA Disciplinary Hearing Procedures approved by the Board. (See related section -- Disciplinary Hearing Procedures in Volume II of the NCA Policies
V21.4 11/10/90: Grievance Committee renamed Arbitration Committee and job description is to be revised accordingly. [See additional history and procedures under (former) Grievance Committee.]

V21.4 11/10/90: Grievance Committee renamed Arbitration Committee and job description is to be revised accordingly. 


V19.2 04/29/88: The following procedures were approved:

1. An NCA member who is respondent in a grievance is obligated to satisfy the complainant in accordance with the recommendation of the Grievance Committee within a reasonable period of time, as determined by the committee, of the issuance of the recommendation.

2. Any such person who disagrees with the recommendation may file an appeal to the Board via the Grievance Chair, within one (1) month of the date of receipt by the parties of the recommendation. The appeal will be heard at the next face-to-face Board meeting.

3. Should the recommendation be sustained by the Board or should no appeal be filed, the Board shall, on recommendation of the Grievance Committee, impose at its discretion one (1) or more of the following sanctions on non-complying members:
   * Shall not chair or serve on any NCA committee.
   * Shall not have the privileges of listing on the Breeders' and Stud Dog List.
   * Shall not be listed on the NCA List of Approved Judges.
   * Shall not be approved to judge Water Tests, Draft Tests or other NCA events.
   * Shall have his/her refusal to comply noted in the next issue of the Club publication.

V10.2 05/25/79: An individual should state what he/she wants from the Committee or the NCA. Any communication should be accompanied by relative documentary material, and it should be factual.

The Board favored proposal to the recommended procedure for dealing with grievances. Upon receipt of a grievance, it is acknowledged, circulated to committee members, and the party about whom the grievance is made. That party will be given thirty (30) days to respond. After that, the Committee will make a decision on how to proceed.

V6.3 06/27/75: President to be an Ex-officio member of Grievance Committee.

V6.3: Grievance Committee established to develop guidelines for handling membership grievances and complaints.
AWARDS COMMITTEE

Duties and Responsibilities
The Chair of the Awards Committee is the official record keeper of Newfoundland achievements in order to make annual awards to the top winning and top producing Newfoundlands. The committee maintains the records to determine the Register of Merit dogs and bitches, maintaining a computer file on all sires and dams that have produced titled get.

Working with a committee, check new titlists and breed and obedience wins in official AKC Gazette records to determine winners in the following categories: Register of Merit (ROM), Top Winning Dog and Bitch, Top Obedience performer, and Top Producing Dog and Bitch. Prepare certificates for the annual presentation. Be responsible for presenting the awards or find an alternate to make the presentations at the annual meeting. Notify the owners of the top winners and give them instructions for the requested Newf Tide articles. Also responsible for coordination of the counts for the Top 20 for National Specialties.

In addition, this Committee solicits Newf Tide and receives nominations for Dog Hero of the Year, the NCA Good Sportsmanship Award and the Oldest Living Newfoundland Award. Nominees are submitted to the NCA Board of Directors. The Award's Chair has awards engraved and presents them at the Annual Meeting.

The committee is responsible for making known our policy of donating trophies to foreign Newfoundland Dog Clubs for Best of Breed at their annual Specialty Show. Requests are mailed to an official of the Specialty Club in time for presentations. (The Chair has generally delegated this responsibility.) The annual report should include name of clubs receiving these NCA plates.

Procedures for determining the top producing sires and dams, the top winning dog and bitch and the top obedience Newfoundland are as follows:

Top Producing Sire and Dam
The procedures for determining the top producing sire and dam include the following:
* All counting is done from a calendar year of AKC Gazette, i.e., January through December, inclusive.
* Keep count of the total number of AKC Bench Champion offspring attributed to every Newfoundland dam and sire.
* The stud dog with the highest number of Champion offspring published in a calendar year of AKC Gazettes is the winner of the Top Producing Sire award for the year.
* The brood bitch with the highest number of Champion offspring published in a calendar year of AKC Gazettes is the winner of the Top Producing Dam award for the year.

Top Winning Dog and Bitch
The procedures for determining the top winning dog and bitch include the following:
* All counting is done from a calendar year of AKC Awards, i.e., January through December, inclusive.
* Correction pages relating to these issues should be taken into consideration.
* Points are counted for every AKC licensed show at which Newfoundlands compete (all-breed and specialties).
* The Best of Breed gets points equal to the total number of Newfoundlands in competition at that show, minus one.
* The Best of Opposite Sex gets points equal to the number of Newfoundlands in that
sex in competition at that show, minus one.

Selects at the National Specialty get points as follows:
* Total number of Newfoundlands in competition in a sex minus one (1) divided by the total number of selects in that sex. (Selects can only receive a maximum of 50% of the points that the Newfoundland of its own sex receives who wins BOB or BOS.)

Awards of Merit at Regional Specialties get points as follows:
* Total number of Newfoundlands in competition in a sex minus one (1) divided by the total number of Awards of Merit in that sex. (Award of Merit winners can only receive a maximum of 50% of the points that the Newfoundland of its own sex who wins BOB or BOS.)

Top Obedience Dog/Bitch
The procedures for determining the top obedience dog/bitch include the following:
* All counting is done from a calendar year of AKC Gazettes, i.e., January through December, inclusive.
* Correction pages relating to these issues should be taken into consideration.
* Scores are tabulated for every AKC licensed obedience trial at which a Newfoundland competes (all-breed and specialties).
* For each Newfoundland, consider all qualifying scores from any obedience class or any combination of obedience classes.
* Take the average of a Newfoundland’s top three scores (in any one class or any combination of classes). The Newfoundland with the highest average is the winner for the year.

Oldest Living Newfoundland
* Award a certificate to the any Newfoundland reaching the age of 14 years in the previous calendar year
* Newfoundlands 14 years of age and older be recognized at each Annual Membership Meeting with the oldest Newfoundland submitted being considered the Oldest Living Newfoundland

GOOD SPORTSMANSHIP _ FIX
* Sue Marino moved and Jacqueline Brellochs seconded that the Board add the following statement concerning the nominations of the Good Sportsmanship Award to the NCA Policy Manual: The Board may make additional nominations. The motion passed unanimously.

History
11-16-12: “Titles printed on certificates and rosettes presented by the Newfoundland Club of America are limited to the following:

a) any recognized AKC titles; titles or designations recognized by the NCA;
b) any requalification of an NCA title (excluding WD);
c) any title recognized by the Canadian Kennel Club.

All titles and designations must be verifiable. When titles are cumulative and do not include requalifications, the highest title will be used. For example, a dog with a CD, CDX, and UD would be listed with a UD. Requalifications, however, are listed separately. For example, a dog with a WD, WRD3, and WRDX, would be listed with both a WRD3 and WRDX.
Proviso: This policy is effective January 1, 2013.

8/19/10: Newfoundlands 14 years of age and older be recognized at each Annual Membership Meeting with the oldest Newfoundland submitted being considered the Oldest Living Newfoundland

7/15/10: The below policy for unclaimed awards will apply to all awards presented at the annual meeting

6/17/10: The Awards Committee Chair will retain unclaimed Register of Merit rosettes and certificates for 90 days after the Annual Membership Meeting.

6/17/10: Anyone who does not pick up or appoint someone to pick up their Register of Merit rosettes and certificates at the Annual Membership Meeting must contact the Awards Chair to arrange delivery. Appropriate postage must be paid before the rosette and certificate will be mailed.

6/17/10: Awards Committee Chair contact all Register of Merit recipients to request that they appoint a designated person to pick up the rosette and certificate if an owner will not be in attendance at the Annual Membership Meeting.

1/21/10: Correction to Oldest Living Newfoundland Award. Certificate will be given at the National Specialty to any Newfoundland reaching the age of 14 years in the previous calendar year and that the criteria for the winner of the Oldest Living Newfoundland be changed to the oldest Newfoundland alive during any part of the previous calendar year

10/30/08 Award a certificate to the any Newfoundland reaching the age of 14 years in the previous calendar year and that the criteria for the winner of the Oldest Living Newfoundland be changed to the oldest Newfoundland alive during any part of the precious calendar year. This will take effect in 2010

9/18/08: TOD and TODD awards will be listed in the Annual of Titlists and, upon request, will be recognized with a pin

9/18/08: Rescind the motion of 1/17/08 regarding administration of the TOD and TODD awards.

1/17/08: The letters TOD will be used as a designation to mean Heath Tested Open Database, requiring the same test currently required for inclusion into the CHIC database (hips, elbows, cystinuria, heart cleared by a board certified cardiologist) The letters D designates the Newfoundland’s blood has been banked in the OFA DNA Registry and would be the last designation to the dog’s name as published, either To list dogs with TOD, D and TODD designations in NewfTide and the Annual of Titlists (living and dead) the owners must apply to Awards Committee in order to receive the award Recognition to those who have posted the required tests in the open database with a pin and to be included in the list to be handed out at the Annual Membership Meeting.

7/19/07: Create a new NCA award for dogs owned by NCA members. The dogs must have, at minimum, results of health tests for hip dysplasia, elbow dysplasia, Cystinuria, and heart status (checked by a cardiologist) listed in an open database to be eligible for the award. Owners of the dogs must apply for the award and submit proof of such listings

3/15/07: “NCA Member of the Year” established. This award will be presented at the NCA Annual Membership meeting to any NCA member who, in the Board’s opinion, has made a significant contribution to the NCA over the past club year. Sitting Board
members do not qualify for consideration. The nomination will be determined by a 2/3 vote of the NCA Board at the face-to-face meeting of the Board at the National Specialty Show. The award will be a framed certificate. The recipient will be acknowledged in *Newf Tide* with a one-page article. This award and its presentation will be coordinated with the Awards Committee.

6/21/06: The NCA will pay for rosettes to be given to all new VNs and ROMs at the National Specialty. This will be coordinated through the Awards Committee. Dogs names and the date presented will appear on the rosettes and they will all be the same style and size.

V36.1 10/30/04: Awards presented at NCA events should be either NCA awards, AKC awards, or awards donated for NCA or AKC accomplishments. Furthermore, that regional clubs or individuals that wish to offer and provide new or special awards need to develop criteria for said award and that it meets NCA approval.

V34.1 11/1/02: NCA Awards Committee counters be reimbursed for up to the full amount of a subscription to the AKC Awards for the current year upon the request of the chair. Ties for Top Obedience Dogs to be handled in the same way as they are in the other areas, e.g., Top Show Dog.

V34.1 9/12/02: Board endorses request of Old English Sheepdog Club of America to support their request to AKC that group totals be included in *Awards*.

V27.3 02/08/81: Committee to order plates to a maximum of $500 for foreign awards.

V17.2 04/03/86: Bitches required a minimum of 2 Champion get to qualify for Top Brood Bitch Award. V17.2 04/03/86: All NCA awards to be given to dog or bitch earning it regardless of NCA membership of its owner.

V17.2 04/03/86: Top Winning Dog and Bitch decided by the number of Newfoundlands defeated by BOB and BOS wins.

V17.2 04/03/86: Committee to order plates to a maximum of $500 for foreign awards.

V17.2 02/08/81: Awards Committee will compile awards statistics without individuals having to make an application for an award.

V16.4 11/09/85: The Awards Committee will compile statistics for Top Producing Dog and Bitch, Top Obedience Dog and Top Winning Dog and Bitch. Top Winning Dog, Bitch and Obedience Dog to be awarded to NCA members only.

V12.2 02/08/81: Congratulatory notes to owners of dogs winning BIS and Group 1st and/or earning Championships.
NCA (former Gaines) Good Sportsmanship Award

History

V34.1 11/1/02: Change in deadline for submission of NCA Good Sportsmanship, Heroic Newf and AKC Lifetime Achievement Awards to October 1, place request for nominees in 2nd quarter Newf Tide.
V30.1 08/25/98 (Teleconference): Ken-L-Ration discontinues this award. Board elected to replace it with a NCA Good Sportsmanship Award.
V20.4 11/04/89: Sitting Board members are not eligible for the Gaines Award.
V20.2 05/26/89: Once a person is nominated for the Gaines Award, their name will remain in consideration for two (2) more years if they do not receive the award after nomination.
V14.3 05/27/83: Nominations for the Gaines Good Sportsmanship Award must be received by December 31st of each year.

Isabel Kurth Award

History

V30.4 06/30/99 (Teleconference): Board moved that approval of any nominee for the Isabel Kurth Award requires two-thirds favorable vote of the Board of Directors. Consideration for this award only to be done at Face-to-Face Board meetings due to secret balloting process.
V27.3 04/23/96: Awards Chairperson to send annual reminder to the Board in September for consideration (only) at November Face-to-face Meeting. No consideration to be given in Mail Meetings. Approval of the nominee will require two-thirds of the members in attendance at the meeting (see V28.1).
V26.3 04/25/95: Awards Chairperson to send annual reminder to the Board that Isabel Kurth Award is available. Nominees by the Board will be considered for two (2) years (see 4/23/96).
V27.1 11/02/95: Presented to NCA members who have provided dedicated service and contribution (over an extended period of time) to the NCA. Board of Directors selects recipients as appropriate - no set frequency.

NCA Heroic Newfoundland Award

History

V34.1 11/1/02: Change in deadline for submission of NCA Good Sportsmanship, Heroic Newf and AKC Lifetime Achievement Awards to October 1, place request for nominees in 2nd quarter Newf Tide.
V20.2 05/26/89: Heroic dog award may be decided by a mail meeting.
V18.2 05/22/87: A Board Member will be appointed at each Annual Board Meeting to interview (by telephone) owners of Heroic Newfoundland nominees to ascertain their worthiness of this award and report findings and conclusions to Board prior to the vote.
V17.2 04/03/86: Heroic dog award to be considered by Board only in face-to-face meetings.
V15.2 02/18/84: Approved purchase of 12 plaques and die for Heroic Newfoundland. Die is
property of NCA.

V14.3 05/27/83: Awards Chair will forward information on Heroic Newfoundland to Ken-L-Ration for consideration of their dog hero award.

V14.3 05/27/83: Nominations for the NCA Heroic Newfoundland Award must be received by December 31st of each year.

V10.4 09/27/79: Newfoundland performing some heroic deed will be eligible for the NCA Heroic Newfoundland Award.

Oldest Living Newfoundland Award

History

V24.4 08/93 (Mail Meeting): Annual recognition of the Oldest Living Newfoundland will be included as an official NCA Award.

Best In Show at Westminster Award

History

V36.2 2/22/05: Direct the Awards Committee to establish an award for the winner of Best in Show at the 2004 Westminster show and for subsequent Newfoundlands that may win Best in Show at that show.
February 9, 2019

To: Lynne Anserson-Powell, Chairman
    Newfoundland Club of America – Committee Liaison

From: William Matlock, Chairman
    Technical Resource Advisory Committee (TRAC)

Re: 2019 Projects

As we start our 2019 projects we want to inform the BOD and gain agreement on the work this committee will be undertaking in 2019. TRAC has a very limited bandwidth and we need to be careful not to overload our limited resources. Remember we are a volunteer organization and we don’t want members leaving TRAC because of burnout.

The projects described below are not in any priority order but we do know that our first priority is to the maintenance and updating of our current applications. Some of these applications will need major completions of features and functions and some will need technology refresh. It is unknown what amount of our total time this will take, but needs to be first on the list.

Proposed Maintenance Projects

Refresh of the NCA Database and Website. Ms. Bridge does a great job of keeping the data in the current NCA database up to date and accurate, but the database system needs two projects to be completed.

Data quality audit. The new data being added to the database is accurate, but some of the old data that was imported from previous databases may contain errors. Since the rules have changed regarding how to list titles for dogs, an effort is needed to change how the titles are stored in the database. The NCA needs an on-going effort to investigate and correct these titles in the database.

The website technologies used for the NCA database needs to be updated. The website is currently not restricted to be accessible by members-only and it is not optimized to work on mobile devices. Making changes to the current website is difficult, so we would like to change the underlying technology to achieve these goals.

Membership Renewal Application. The membership renewal application has been operational for the last two renewal cycles, and it is working very well. We don’t know of any major bugs but some come along each year and we must allot time and effort to react as required. We will continue to maintain it and improve the renewal process as needed.

National Online Store Software. This application has been available for the last two years. The application underwent a major update this year and is being used with great success for this upcoming National. That said, the system and products will need to be updated again before next year’s National.

Projects to Be Completed in 2019

Working Dog Event Entry System. This application has been used by several regional clubs in putting on both water and draft events. The response has been very positive, but the
application is not complete. It is TRAC’s intent to implement the second version of this application that will incorporate many new features, especially for show secretaries. In addition we will be implementing functions that will allow results of the working dog tests to be input into the NCA database easily. This will allow the generation of awards and certificates on a timelier basis.

**Data Storage.** The ongoing effort to have cloud based data storage for all of the various NCA committees and functions is still to be completed. As much as possible we need to stop having committee chairs and/or committee members storing data on personal computers. We know all too well what havoc that can bring.

**New Project for 2019**

**Newf Tide.** This project is still in the definition stage, but we have received input from other committees that the NCA database and other application, Newf Tide for example, could be modified to take advantage of each other. This also could mean the development of new revenue for the NCA. For example, when a new title is earned and entered into the database an email could be developed and sent to the owners offering congratulations and also asking if they would like to place an ad in Newf Tide. Working with the Newf Tide committee, we would also like to simplify and automate some of their processes such as electronic submission of articles and images. This is a small example of how tighter integration of the various application could help reduce the overall work load of the various committees and at the same time stimulate additional revenue. We are very much in the definition stage of these projects and greater detail will be forthcoming in the first half of 2019.

**End User Documentation**

As TRAC has developed applications, sometimes we have not caught up with all the needed end user documentation. This causes TRAC resources to be spent helping end users access and use the applications. We are glad to provide this help, but having a clear and complete end user (NCA members or NCA committee members) documentation available is a not only a requirement it also allows better use of our limited resources. We will be reviewing all the current and future applications to insure documentation is available.

TRAC never does the definition, development and implementation of any application without the involvement of the committees whose work would be impacted by such development. Understanding this basic underlying commitment, it is imperative that TRAC, with the agreement of the BOD, request and receive support, input, and involvement of those committees. This collaborative approach to development and implementation has been proven very successful with all of the past projects. These people become ad-hoc TRAC members for the duration of time needed for their project. This process has worked very with the Membership Chair and the National Specialty Committee. Therefore the BOD will be receiving requests to allow TRAC to contact the Newf Tide Editor and the Newf Tide Policy Committee requesting their help.

Please see the attached addendum for a more detailed list of the various projects for 2019.

In closing, if any member of the BOD knows any NCA members that have experience with MODERN computer programming languages, database design, and Web site design please oh please give us their names so we might ask them for help. As I said before, we have great needs and little resources.
If the BOD has guidance for TRAC on the above projects or additional ones please contact us as soon as possible as we are working on our priorities currently.

Best Regards

William Matlock, Chairman
TRAC
ADDENDUM

List of projects for 2019

Online Event registration service

1. For draft events, change DB and user interface to allow team entries
2. Finalize user documentation
3. Allow authorized user(s) to:
   a) Create and maintain events
   b) Establish payment data
4. Enable Event secretary to submit results to WDC
5. Provide export of registrants for inclusion in the test catalog
6. Enable online store in association with an event
7. Provide a process to conduct a lottery function to determine entries for events
8. Provide an export for including data in the dog database provide an export for dogs that completed the requirements for a title
9. Generate solicitation emails for Annual Awards, NewfTide advertisements, etc.

Online Store

1. Provide user interface to allow entry and maintenance of items for sale
2. Provide user documentation on setting up items for sale

Membership Portal

1. Fees for lapsed memberships
2. Tie membership data in Wild Apricot database to generate NCA web pages
a) Committee lists

b) Working judges lists

c) TBD

3. (In cooperation with MLPrice) Investigate and recommend how to handle new credit card processing application and fees

NCA Web Environment

1. Nextcloud

   a) enhance security

   b) develop roll out plan

   c) develop processes for special committee requirements such as NewfTide editor to process and store submitted data

2. Dog Database

   a) enhance user interfaces/processes for maintenance that include reporting

   b) provide support to DB Committee on cleaning data such as

      • OFA data exposed without owner approvals

      • old entries with missing/erroneous database

3. Enlist additional help

   a) for maintaining the server environment

   b) for developing, documenting and maintaining NCA sponsored applications

      • Phone based membership directory

      • Online store

      • Online Event Registration Service

      • Membership Portal in Wild Apricot
Executive
Session
April 18, 2019