



Newfoundland Club of America, Inc.

Regular Board of Directors Teleconference Meeting 8:00 p.m. (All Times EDT) September 15, 2016

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:

- Sue Raney, WDC Committee Chair - TBA

Agenda

- 1. AKC Delegate's Report (David Helming).**
- 2. Approval of Minutes:**
 - 2.1. July 21, 2016 Regular Teleconference Board of Directors Meeting; pp. 5 – 9.
 - 2.2. August 18, 2016 Regular Teleconference Board of Directors Meeting; pp. 10 – 13.
- 3. President's Report (Pam Saunders):**
 - 3.1.
- 4. First Vice President's Report (John Cornell).**
 - 4.1. Charitable Trust Management Board Meeting Report.
- 5. Second Vice President's Report (Lynne Anderson Powell).**
 - 5.1. See committee reports.
- 6. Recording Secretary's Report (Steve Britton):**
 - 6.1. Prepared bulletin board and drafted meeting minutes. for August 18, 2016 board meeting;
 - 6.2. Compiled agenda and meeting packet for this evening's meeting;
 - 6.3. Reports his appreciation to all officers and most committee chairs for their timely meeting submissions;
 - 6.4. Forwarded Nominating Committee Report to board members.
 - 6.5. Continues to receive responses from NCA members about proposed amendments to *Ethics Guide*.
- 7. Corresponding Secretary's Report (Pam Rubio); pp. 14 – 17.**

- 7.1. Follow-up to August Correspondence.
- 7.2. Email from Christopher Fultz.
- 7.3. AKC Family Dog Magazine Classifieds.
- 7.4. Nail Trimmer – Christian Heinz.
8. **Treasurer’s Report (Mary L. Price):**
 - 8.1. Periodic Receipts & Disbursements Report – August 5 – September 1, 2016; pp. 18 – 20.
 - 8.2. Periodic Bank Balances Report – September 1, 2016; p. 21.
9. **Standing/Special Committee Reports:**
 - 9.1. **Working Dog Committee** – Sue Raney, chair; p. 22.
 - 9.2. **2018 National Specialty Show Report**, Steve Britton, chair; nothing to report.
 - 9.3. **Rescue Prevention Committee**, Donna Zink, chair; pp. 23 - 32.
 - 9.4. **Governing Documents Committee**, Steve Britton, Chair; p. 33.
 - Recommendation concerning Rescue Prevention Committee request.
 - 9.5. **Ad Hoc Breeder List Committee Report**; pp. 34 – 35.
 - 9.6. **Ad Hoc Policy Manual Committee**; pp. 36 - 40.
10. **Executive Session; pp. 43 – 56.**
 - 10.1 **Pending Membership Applications** Mary Lou Cuddy, membership chair; pp. 44 – 56.
 - 10.2 **Follow-up to correspondence.**
11. **Unfinished Business and General Orders**
 - 11.1. **Curry and Drury Memorial Award Medallions.**
 - 11.2. **Breeder’s Education/CTMB Survey.**
 - 11.3. **NCA, Inc. Foundation** - feasibility study to develop a new 501(c)3 and to determine methods to accept large donations to support NCA, Inc. activities – pended from March 17, 2016.
 - 11.4. **Ad hoc Breeders List Guidelines**, Carla Gengler, chair – Reply to Questions for Board – pended March 17, 2017.
 - 11.5. **Follow-up to discussion of inactive NCA recognized regional clubs.** (Sue Marino – 3.17.16)
 - 11.6. **Discussion Item:** As a prerequisite for continued affiliation with the NCA, should regional clubs be required to mail copies of newsletters and/or meeting notices when a member of the regional club has specifically requested it? In instances where the club is in conflict with its own bylaws and applicable state laws, should the NCA withhold the particular regional club’s abilities to host NCA sanctioned (NCA Working Dog and AKC) events be withheld? (Referred to Governing Document Committee May 2, 2016)
 - 11.7. **Pins and Patches**
 - 11.8. **Redefine EPPC Job Description.**

11.9. Additional Discussion on Social Media Groups and Social Media Pages.

11.10. Policy Manual Updates:

- Treasurer's Duties Policy – postponed to June 2016.
- Working Dog Committee – refer to Working Dog Committee – May 2016.
- Corresponding Secretary's Duties – postponed from March, 2016.

11.13. Volunteer Service Agreement (Refer to counsel for review – 06.16.16).

11.14. Pending Membership Application Communication - proposed by Digital Documents Committee. (referred to Membership Committee – June 16, 2016).

11.15. Top Dog Bitch Awards. Referral of communication from member to Awards Committee. Recommendation needed by fall face-to-face meeting for changes to Top Dog/Bitch awards. (Referred to Awards committee June 16, 2016.)

11.16. Working Test & Water Rescue Guides – omission of *Newf Tide info* (referred July 21, 2016 to WDC)

11.17. Early Entry at Working Events concerning NCA co-owners entering dogs whose principle owners are non-NCA members (referred to WDC, July 21, 2016).

11.18. Rescue Prevention Authorship Agreements – Referred to Governing Document Committee (July 21, 2016).

11.19. 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).

11.20. Collaborative Digital Newf Tide Production Survey (Authorized, August 18, 2016)

11.21. Appoint Advertising and Promotions Committee.

11.22. Transfer of RPC media to TRAC (by December 1, 2016).

12. New Business:

12.1. Chris Plum resignation as chair of the NCA Steering Committee; p. 41.

12.2. Kayte Judice resignation from Rescue Prevention Committee; p. 42.

13. Adjourn.

2015 – 2016 NCA Board Member Directory

President:

Pam Saunders
26825 NW West Union Rd
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First Vice President:

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Second Vice President:

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Director:

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Home: 309/352-2244
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Director:

Pat Randall
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Director:

Donna Thibault
PO Box 102
Ashford, CT 06278-0102
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Email: donnatbo@live.com

Revised: 7/16/2016

NCA Board of Directors
Teleconference Agenda
September 15, 2016

Just an FYI. I referred him to Old West.
Pam

Sent from my iPad

Begin forwarded message:

From: "Fultz, Christopher D." <cdfultz@UTMB.EDU>
Date: September 9, 2016 at 10:39:59 AM PDT
To: "board@newfdogclub.org" <board@newfdogclub.org>
Subject: [BULK] Inquiry

I am the Sergeant over the Maritime Unit for the University of Texas in Galveston. My Chief wants me to collect information on possibly adding a Newfie to my crew. I have researched information on the breed and I am confident that I can handle one. My trouble has been finding a canine provider / training facility to purchase the canine and training from. I am looking for a search and rescue / water rescue training.

Do you have any recommendations that I may contact?

Sgt. Christopher Fultz
UTMB Police

[Pamela <pamelar@garlic.com>](mailto:pamelar@garlic.com)

Sep 8 at 5:34 PM

To: stevebritton.ncaboard55@yahoo.com

Here's another for the agenda.

Pam

Sent from my iPad

Begin forwarded message:

From: Antoinelle Szwed <ars@akc.org>

Date: September 8, 2016 at 1:22:15 PM PDT

To: "pamelar@garlic.com" <pamelar@garlic.com>

Subject: Opportunity for your Club to be a part of Meet the Clubs in AKC Family Dog Magazine

Hi Pam-

I am writing today to share with you a new opportunity that the AKC is planning to debut. We will be incorporating a "Meet the Clubs" section to AKC Family Dog Magazine. This magazine is published bi-monthly for a total of 6 issues a year.

In past years, we had a limited number of breeder classified ads in the magazine, however we are taking out that section because we believe that it would be more beneficial to steer our audience directly to Parent Club websites so that they can access the best resources and information for a given breed they are interested in. By having the parent club information readily available to our Family Dog Audience, potential dog owners can explore breed information, history, and breeder referrals from the absolute best source.

The Meet the Clubs section of Family Dog Magazine will have your clubs logo, web address, and a brief description of your breed. In the digital edition of the magazine, it will link directly to the parent club website. Here is a digital copy of our last issue so you can check out the magazine: <http://viewer.zmags.com/publication/1c172a26#/1c172a26/1>

Family Dog Magazine has a print circulation to over 180,000 customers, with a digital distribution of more than 600,000 of the AKC's most responsive email customers. This is a wonderful opportunity to share your breeds information and educate those interested in adding a new dog to their family. Attached is an example of how the layout will look in the magazine.

The only catch is there is a production fee of \$200 per issue. You do not have to participate in every issue, you can choose which issue you would want to be included.

If you are interested, and would like to give this a try, we can have your club info displayed in the upcoming October/November issue of Family dog magazine.

Currently, we have your clubs logo and information ready to go since you participated in the MTC section of the Meet the Breeds show guide last February.

The deadline to participate for the NOV/DEC issue of the Magazine is in two weeks. Friday September 23rd.

Please let me know if you have any questions. We would love for your club to give this a try!

Sincerely,

Antoinelle R. Szwed
General Sales Manager, AKC Publications



Affenpinscher Club of America

The Affenpinscher Club of America is a diverse group of dog people brought together by their love for these little monkey dogs! We invite all who are interested to join the club at affenpinscher.org and help in our efforts to preserve, promote and protect the Affenpinscher breed.

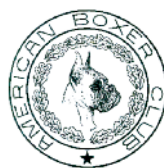
www.affenpinscher.org



Afghan Hound Club of America

The Afghan Hound is an aristocrat, known for his striking characteristics and "Eastern" expression. His whole appearance is one of dignity and aloofness. The AHCA is an organization that protects and preserves the breeding of purebred Afghan Hounds. We invite anyone who is interested to check out our website for more information.

www.afghanhoundclubofamerica.org



American Boxer Club

The American Boxer Club was established in 1935 and is dedicated to the health and welfare of the breed. Our many member clubs welcome new enthusiasts interested in Conformation, Agility, Obedience, Herding, other performance events, and responsible breeding.

www.americanboxerclub.org



American Bullmastiff Association

The American Bullmastiff Association is the only official national breed club recognized by the AKC to represent the Bullmastiff. For over 50 years, The American Bullmastiff Association has been dedicated to safeguarding this magnificent breed. To learn more about Bullmastiffs and the ABA, visit the club's website at

www.bullmastiff.us



American Manchester Terrier Club

The AMTC is the National parent club for the Manchester Terrier in the US. The Manchester Terrier is one Breed with Two varieties "Toy" and "Standard". Manchester terriers are one of the most versatile and hardy breeds & are ideal pets in many circumstances.

<https://americanmanchesterterrierclub.wildapricot.org>



American Polish Lowland Sheepdog Club

We are the only AKC recognized parent club for the Polish Lowland Sheepdog. First recognized by the AKC in 2001 – we are dedicated to the protection and promotion of this intelligent and versatile breed.

We encourage responsible ownership and careful breeding practices consistent with the breed standard. www.aponc.org



American Pomeranian Club, Inc.

Since 1911 the American Pomeranian Club has welcomed new members with interests in responsible breeding, performance and conformation events, health concerns or rescue operations pertaining to purebred Pomeranians. The APC is the only official AKC Parent Club representing the breed. www.americanpomeranianclub.org



Basenji Club of America

The Basenji, known as the African Barkless Dog, is a well-defined breed created by nature many years ago. This fascinating hound is still used as a hunting dog by people in Africa to this day. Our mission is to encourage and promote quality breeding of purebred Basenjies, and to bring their natural qualities to perfection. www.basenji.org



To place your classified ad in **AKC Family Dog Magazine** please contact

ANTOINETTE SZWED

Tel: 212-696-8219 **Fax:** 212-696-8239 **E-mail:** ars@akc.org

From: Christian Heinz <chris.kliptrio@aol.com>

Subject: RE: Your Input

Date: August 31, 2016 at 8:46:47 PM PDT

To: cdotheinz@gmail.com

Cc: cdhcpt@gmail.com

Good Evening,

My name is Christian Heinz and my company created a new 3-in-1 pet nail clipper which is unlike any other product available on the market. We've named it the Klip Trio. I see that your Club has quite an online presence, and as an industry member and end-user as well, we would love to hear your feedback regarding the Klip Trio concept. It features a surgical-grade clipper, stainless steel steel file, and introduces the first and only disposable styptic powder which not only stops bleeding, but soothes the pet's nail(s) after clipping, as well as strengthens and conditions each nail.

Your Club has been chosen, along with 24 other dog clubs and organizations, based on your online presence. We would be honored if you/your Club would review our product for our Kickstarter presentation and provide us with feedback....any and all would be greatly appreciated, positive and negative.

Finally, we are donating a portion of all revenues to local animal shelters, as well as the ASPCA. This will be verifiable on our website, which we're currently completing. As animal lovers ourselves, we want to help our four-legged-friends and the people who care for them. That's a principle reason behind the creation of the Klip Trio, pure and simple.

Our page is listed below, where you can view an introductory video and product details. I look forward to hearing from you!

<https://www.kickstarter.com/projects/kliptrio/the-klip-trio-3-in-1-pet-nail-trimmer>

If you have any questions at all, or might be able to give us some feedback on future designs, please do not hesitate call me directly at +1-305-680-1988. You can even text if you'd like or email me at cdotheinz@gmail.com.

If you call and are unable to reach me, please leave a message and I'll get back with you asap.

Thanks for your time!

Kind regards,

Christian Heinz

Newfoundland Club of America, Inc.

Receipts and Disbursements August 5 - September 1, 2016

INCOME

Dues - Applicants

8/16/2016	DEP	Gaer		125.00
8/16/2016	EFT	Haskell; Teri-Savage	cr. c.	220.00

Dues - Renewals

8/7/2016	EFT	Vari	6/17 cr. c.	877.00
8/7/2016	EFT	Vari	6/18 cr. c.	1,276.00
8/7/2016	EFT	Vari	6/21 cr. c.	571.00
8/7/2016	EFT	Vari	6/26 cr. c.	764.00
8/7/2016	EFT	Vari	6/28 cr. c.	488.00
8/7/2016	EFT	Vari	7/2 cr. c.	1,086.00
8/7/2016	EFT	Vari	7/5 cr. c.	930.00
8/7/2016	EFT	Vari	7/11 cr. c.	1,558.00
8/7/2016	EFT	Vari	7/18 cr. c.	737.00
8/7/2016	EFT	Vari	7/23 cr. c.	978.00
8/7/2016	EFT	Vari	8/1 cr. c.	540.00
8/7/2016	EFT	Vari	8/2 cr. c.	315.00
8/7/2016	EFT	Vari	6/21 cr. c.	116.00
8/7/2016	EFT	Vari	6/26 cr. c.	80.00
8/7/2016	EFT	Vari	7/5 cr. c.	144.00
8/7/2016	EFT	Vari	6/21 cr. c.	80.00
8/7/2016	EFT	Vari	7/18 cr. c.	105.00
8/7/2016	EFT	Vari	7/23 cr. c.	149.00
8/7/2016	EFT	Vari	7/23 cr. c.	111.00
8/7/2016	DEP	Various	6/17/2016	3,903.00
8/7/2016	DEP	Various	6/18/2016	3,400.00
8/7/2016	DEP	Various	6/21/2016	3,570.00
8/7/2016	DEP	Various	6/26/2016	4,511.00
8/7/2016	DEP	Various	6/28/2016	3,831.00
8/7/2016	DEP	Various	7/2/2016	3,740.00
8/7/2016	DEP	Various	7/5/2016	2,805.00
8/7/2016	DEP	Various	7/11/2016	4,056.00
8/7/2016	DEP	Various	7/18/2016	3,800.00
8/7/2016	DEP	Various	7/23/2016	3,241.00
8/7/2016	DEP	Various	8/1/2016	3,525.00
8/7/2016	DEP	Various	8/2/2016	1,980.00

Newfoundland Club of America, Inc.

Receipts and Disbursements August 5 - September 1, 2016

8/16/2016	EFT	Vasilow; Willmott; Young	6/17 cr. c.	426.00
8/16/2016	EFT	Vasilow	6/17 cr. c. - wrong amt.	-80.00
8/16/2016	7722	NCA Health Challenge	donations 6/17 - 8/2	-3,318.00
8/16/2016	7723	NCA Rescue	donations 6/17 - 8/2	-4,080.00
8/21/2016	DEP	Vari	8/13/2016	2,103.00
8/21/2016	EFT	A. Jatczak	NSF 7/5	-75.00
8/21/2016	EFT	C. McMahon	NSF 6/28	-75.00
8/21/2016	EFT	L McFall	cr. c. 7/2	60.00
8/21/2016	EFT	Vari	cr. c. 8/13	725.00
8/21/2016	EFT	LaMuraglia; Regnier	cr. c. 8/13	175.00
Newf Tide subscriptions				
8/16/2016	DEP	Vari		540.00
8/16/2016	EFT	Vari	cr. c.	<u>420.00</u>
				50,433.00
EXPENSES				
Board				
8/16/2016	7714	Steve Britton	fare to Nov mtg	-148.00
Breeders Education				
8/20/2016	DEP	Vari	book sales	255.00
Juniors				
8/16/2016	7719	C Sullivan	shipping to Donna T.	-30.10
Legal				
8/20/2016	DEP	C Plum	reimb. Gray, Plant, Mooty	586.50
8/20/2016	7724	Gray, Plant, Mooty	NCA Foundation research	-586.50
Membership				
8/16/2016	7717	M L Cuddy		-159.40
8/16/2016	EFT	S. C. - Credit Cards	cr. c. s.c.	-278.37
Newf Tide				
Newf Tide:subscription expense				
8/16/2016	7720	Sue Mendleson	postage	-46.25
Regl Spec. Coord				
8/28/2016	7725	U P S	Pacific Northwest	-77.85

Newfoundland Club of America, Inc.

Receipts and Disbursements August 5 - September 1, 2016

Scholarship				
8/16/2016	7715	NCA Scholarship	grant	-3,000.00
Technical Resources				
Technical Resources:Electronic Publications				
8/16/2016	7721	M L Zimmerman	webmaster	-1,386.68
			Constant Contact	-831.60
			Google ads	-50.00
			Bluehost	-195.54
			Facebook	-13.91
Other Technical Resources				
8/16/2016	7718	VISA Anchorbank	Bluehost - annual fee	-296.76
Trust Management Board				
8/16/2016	7716	CTMB	2017 administrative grant	<u>-2,000.00</u>
				<u>-8,259.46</u>
OVERALL TOTAL				42,173.54

Newfoundland Club of America, Inc.
Balance Sheet
as of September 1, 2016

NCA, Inc. 501(c)4	BMO Harris	Old National Bank	Maturity Date
NCA Operations CDs			
CD 23 months		26,512.50	4/26/18
CD 23 months		14,764.67	4/26/18
CD 23 months		13,272.85	4/26/18
CD 23 months		13,272.85	4/26/18
CD 23 months		13,272.85	4/26/18
CD 23 months		16,746.44	5/1/18
NCA National Specialty stipend CD		<u>12,095.36</u>	1/23/17
Total - CDs		109,937.52	
Checking	73,101.21		
Savings	<u>10,710.23</u>	<u>24,102.71</u>	
Operations - Total	83,811.44	134,040.23	217,851.67
Juniors Fund	7,384.64		7,384.64
Uniform Trophy Fund	<u>8,646.30</u>	_____	<u>8,646.30</u>
NCA, Inc.	99,842.38	134,040.23	233,882.61

WDC Agenda Items:

Board Referred Items to WDC

1. Adding a section on entering article info regarding regional tests into NewfTide for the Event Guide. It is important that the test chair gets these to the NT editor on time and in the correct format. Because the NT Editor has had issues in the past with getting these in a timely manner and in the correct format, the Board felt we should ask your Committee to review the regs and the guidelines to be sure something is included in them about submitting the articles.

Sue M will contact Annalyn for the specific guidelines for submissions, timeliness of submissions, full names of qualifiers, what type of pics to send, how to credit photos, minimum details to send.

2. The Board also referred to your Committee an issue that came up when a working test entrant entered a test in the co-owner's name where that co-owner was an NCA member and the exhibitor/ handler was not. They did this to get the early entry privilege for NCA members. We would like your Committee to develop a recommendation regarding early entries made in the name of NCA member co-owner when a non-NCA member is the actual handler of the dog. The Board is of the opinion that early entry privilege is only for an NCA member who is actually handling their Newf in a test.

WDC Suggestion: To take advantage of the early entry rule, if the dog is co-owned, then either all co-owners of the dog must be NCA members OR the handler must be an NCA member. To take effect in January with next year's regulations changed.

(WDC passed unanimously)

Request to reserve time for possible WDC discussion

We may also need some time to tackle a matter regarding a judge and the testing process. We are inviting the judge to discuss with the WDC their reasoning for disagreement over how their test was scored. We may be able to handle a final decision within the committee, but should we feel the need to refer it to the board for further consideration, we would like to hold some space on the agenda to work this in as well.

RPC Updates (Sept 2016) as follows:

RPC is active with several continuing areas of work, along with development of our online tutorial initiative:

- Distribution of Newf Tides
- Distribution of LifeStages
- Distribution of regional club information
- Print & distribute information cards

New Buyer Activities: 19.6% of NT subscribers (not including archive or courtesy subscriptions) are from people who have used a coupon from their registration packet. An additional 5% have been LifeStages subscribers. [Note: the coupon program is our only targeted method of reaching new buyers who source their puppies from non-NCA breeders.] For LifeStages, we have seen several repeat subscriptions for owners who have new puppies. Most subscribers and some coupon requesters ask for information on regional clubs, so these distributions are done also on a periodic basis. The committee recently divided the regional club contacts among ourselves, then contacted those people to update the information we were providing to new owners and improve the chance that their inquiries received responses with useful information. [Thanks to Sue Marino for her support on the contacts file.] Following update of the contact information, large distributions for regional club information were done in March and June. At the Board's request, a link to the Newf Ambassador program is included in these mailings, and there were corresponding spikes of 848 hits in March and 980 in July that may have been due to these mailings.

Hubpages: We have seen that more content has been transferred to Hubpages, including the nice "red flags" article developed by Gen Ed originally. We feel that these changes detract from the purpose of the article, and several of our activities link to these articles. We will examine whether there are alternate pages that we can use or whether new content should be developed in place of those pages. While there may be some purpose in improving visibility (hit count) for some of those pages, the income from ads is surprisingly low (\$1.67, 4.85, 2.42, 7.68, 2.90 Feb – Jul 2016) and the ability to evaluate whether there is any positive impact on new owners, or any decrease in perception of NCA, is indeterminable.

Response to Board regarding Volunteer Agreement:

Please see attachment, unanimously supported by the committee.

Response to Board regarding TRAC Response to Custom Code Proposed by RPC:

The TRAC response to the Board was only made accessible to RPC upon the distribution of the agenda packet on 8/21. No cc was received as indicated in that memo. Please see the attachment for RPC's response, unanimously supported by the committee.

RPC remains committed to achieving the established goals of our committee:

to address the address the issue of rescue proactively by finding ways to educate breeders and the buying public and to develop an arsenal of weapons and strategies to combat the ruthlessness of puppy mills and other forms of indiscriminant breeding.

D. Zink
RPC Chair

RPC RESPONSE REGARDING TWO MATTERS BEFORE THE BOARD AFFECTING OUR COMMITTEE:

VOLUNTEER AGREEMENT

TRAC RESPONSE REGARDING RPC PROPOSAL FOR CUSTOM CODE

Submitted September 1, 2016

There are two matters regarding RPC for which the committee would like to provide input, the issue of a volunteer agreement and the TRAC response about the RPC proposal for custom work on the online tutorial project.

VOLUNTEER AGREEMENT:

There has been some confusion in the past regarding authorship/ownership of content. RPC had requested that the Board review this issue in light of some of the use of content developed by RPC without committee agreement. RPC is a very active committee that invests a lot of time and effort in finding ways to reach its goals effectively, including methods of presenting information and targeted methods of reaching new buyers. Misuse of these materials not only disrespects the investment made by members of this committee but it can have an adverse impact on our efforts and strategies. Because this is a small committee of volunteers, reaching our goals requires sustained commitment and diligence. Volunteers other than committee members also contribute to these goals.

RPC had requested that the Board review the need for policy development with regard to artwork, such as photographic images, graphics, written content and layout/web design. All contributions to date have been received for use with permission of the author for a specific purpose, and a record is kept of ownership. When extended use of a material has been requested, and sometimes materials are used without request, the content author is contacted by RPC or RPC asks that the content owner be contacted for consent. RPC proposed a volunteer agreement that allowed the content owner to indicate whether their contribution was donated for unrestricted use or whether its use was allowed for a specific purpose (ownership not transferred to NCA). It is the opinion of the committee that we will be better able to gain use of effective materials by respecting the wishes of the owner, and by respecting the contributions made by committee contributors. One example of our concerns is the transfer of materials to Hubpages, where ads are interspersed through an article, a distraction to the topic being addressed. Our committee does not support this change.

We have reviewed and discussed the Volunteer Agreement included in the 6/16/16 Agenda packet. The "work made for hire" section aggressively ensures copyright ownership for NCA, but it does not provide any agreement to the volunteer regarding use of their work for a purpose other than what is stated within the scope of the committee or the original purpose of the work. We feel that, while it is increasingly more difficult to obtain volunteer commitment, we are much less likely to be able to meet

our goals effectively under the limitations imposed by this agreement. We therefore ask that the agreement be amended to allow participation of committee members and volunteers on a level that allows them to retain ownership of their content, whether written materials or images, on a “used with permission” basis for a limited purpose. We believe that more volunteers and committee members would be willing to sign an agreement that stipulates contribution of work or content for a limited purpose, including statements that the material would not be used in any other way or for the purpose of commercial gain. We believe these changes would allow our committee to perform at a higher level and meet our charge more effectively.

RPC RESPONSE REGARDING TRAC INPUT

RPC had proposed that some custom work be done to allow image rotation in the collections of tutorial topics, with a random topic-driven image being inserted at select places within topics, and that a wiki-like search feature be added to allow users to search within the tutorial for content within their interest. A price of \$8,000 (not \$6,000 as in the TRAC response) was obtained from a company that does online content development. The information on how this work would be accomplished was provided to TRAC for their input by the Board. The RPC Chair met with TRAC to learn about whether there were internal resources available to accomplish this work. TRAC members felt that they could handle the image insertion but not the search feature. RPC does not feel that we are at a point where a signed agreement detailing the work to be accomplished is needed. Should the amount be approved, this would be the appropriate next step.

During the meeting, TRAC members were keenly interested in how the Sharepoint site was organized and how we accomplished registrations and distributions for our activities through Sharepoint. When the Sharepoint site was set up, it was set up as a separate volunteer effort, exclusively for the purpose of Rescue. Rescue chairs may leave a position and not transfer information about dogs in the system or adopters waiting for a Rescue Newf. This was the reason for establishing the Sharepoint site. It was set up for Rescue, with funding from the CTMB. RPC benefits from review of rescue data on a summary basis in identifying ways to address common issues or trends in relinquishment, and having the rescue data available on Sharepoint would allow easy sharing of summary data from each participating rescue operation. After significant effort to build participation, only about 6 groups expressed interest, and four used it for a while. One rescue group was using it more recently, but concerns about protecting the confidentiality of information on these subsites is very strong. RPC asked to be allowed to use the Sharepoint site for online registrations, and in hindsight, perhaps we shouldn't have mixed the purpose of this site.

For the online tutorial, when this was presented to the Board, we were asked to contact Matt Sidesinger for his input on how this could best be handled online. At that point, no other web services were available within NCA that would allow us to actively manage the topic groups efficiently, and the method we had used to demonstrate the concept was the one recommended, so that is how we have proceeded.

The response by TRAC seems overly aggressive. Every url, every Youtube channel, every web service of any kind has someone's name as the assigned owner. ICANN requires this for every url. One individual holds the account for every NCA online service. To be concerned about that ownership implies distrust. Every activity that RPC has undertaken has been presented to the Board for review, in concept as well as for launch. We feel that the position taken by TRAC is overly and unnecessarily restrictive. For any committee to function effectively, good online tools are needed that accommodate the committee purpose and activities. Without those tools, the effectiveness of the committee is limited. Fortunately, the basic Sharepoint service includes these tools and is available at a cost of less than \$20/month.

We believe that the continuing efforts of this committee are very important. We believe that no additional authority has been provided to TRAC regarding oversight of other committee activities. So instead, we petition the Board to review the policy developed by TRAC and amend the policy to allow the Board to consider and grant exceptions. Just as one committee should not assign work to another committee, one committee should not have the ability to directly restrict the actions or activities of another committee.

Respectfully submitted,

Rescue Prevention Committee

Att:

Proposed Volunteer Agreement

TRAC Response to Board

NCA Volunteer Service Agreement

Volunteering with the Newfoundland Club of America, Inc. or the Newfoundland Club of America Charitable Trust (here in after the “NCA”) provides an opportunity for you to network with your peers, serve the NCA and the Newfoundland breed by working on various interesting and worthwhile assignments. Our Volunteers are organized into NCA Volunteer Groups (including but not limited to: boards, standing and ad hoc committees or subcommittees, mentor groups, working test judge groups, Newfoundland Ambassadors group, panels, task forces, etc.).

You agree that you are a volunteer. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below Volunteer Expenses and other Benefits).

Neither you nor the NCA intend any employment or contractual relationship to be created (i.e. you are not an employee, independent contractor or consultant for the NCA. If this changes at any time, and there is a possibility that you might undertake paid work for the NCA, this will be discussed and documented in formal contract for services or other arrangement.

We know that you have many demands on your volunteer time. We appreciate your willingness to use a part of that time to serve the NCA and the Newfoundland breed. We hope you benefit as much by your volunteer service as the NCA benefits from having members willing to volunteer.

Your acceptance as a Volunteer and participation in a NCA Volunteer Group comes with a responsibility to assist in achieving the objectives of the Volunteer Group, including but not limited to: attending and participating in meetings and deliberations, meeting preparation, and post meeting deliverables. All Volunteers will be evaluated by the Chair of their Volunteer Group regarding their attendance and participation at meetings during the year. See also the NCA Committee Guidelines and Policies document at <http://www.ncanews.org/committees/pages/commprocedures.html> .

All volunteers are required to review and provide their signature to this NCA Volunteer Service Agreement (the “Service Policy Agreement”). You may not perform any volunteer services until you have signed this Service Policy Agreement.

Confidentiality and Conflict of Interest

Volunteers may have access to, or receive, information which is proprietary or confidential. For purposes of this policy, Confidential Information includes, but is not limited to: trade secrets, NCA member or employee data, information related to the operations or plans of the NCA or of firms, companies or individuals or which is otherwise personal, proprietary, private or sensitive nature. Confidential Information does not include information that (i) is already known to the Volunteer at the time of its disclosure; (ii) is, as of the time of its disclosure, generally available to the public, or later becomes generally available to the public through no wrongful act of the Volunteer; (iii) is received by the Volunteer without restriction as to use or disclosure by a third party not known by the Volunteer to be under a confidentiality obligation to NCA or its members; (iv) is approved for release by prior written authorization of NCA; (v) is furnished by NCA to a third party without restriction on the third party's

right of disclosure or (vi) is disclosed pursuant to any judicial or governmental requirement or order; provided, however, that the Volunteer notifies NCA in writing of such required disclosure as much in advance as practicable in the circumstances and cooperates with NCA to limit the scope of or prevent such disclosure. Confidential Information is the property of NCA. Volunteer Group members must consider all information received or discussed during their service as confidential, and members may not use or disclose any such information outside of the committee's deliberations without express written permission from the NCA President or its General Counsel or as permitted elsewhere in this Service Policy Agreement.

In addition, members should avoid all conflicts of interest. Specifically, where a matter is the subject of discussion that may result in a personal financial benefit/opportunity to a member to the exclusion of the members generally, that conflict of interest should be disclosed and the member should not participate in the discussion or vote on the matter.

Volunteer expenses and other benefits

As a volunteer, the NCA will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorized tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You need prior approval and will always need to produce receipts. All reimbursement must be handled using the appropriate NCA policy.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of the NCA and is not payment in lieu of salary.

Communications

During recent years, the activities of the NCA have increased rapidly in scope and variety. Many of these activities are conducted with the knowledge, input, or based on recommendations of volunteer groups. To avoid overlapping or duplication of effort and to maintain consistency in general policies, it is essential for all activities to be coordinated as effectively as possible.

It is also important that statements to or communications with outside groups, which may result in published statements attributed to the NCA, be screened for conformity with policies implemented by the Board of Directors. The Chairman of the CTMB Board, the President of the NCA Board and designated members of NCA have been delegated the responsibility for this function. With limited exceptions, communications on behalf of the NCA must be channeled through or cleared with the NCA President. The NCA Treasurer is authorized to make statements, without clearance from Council or the Board of Directors, in matters related to their area of practice.

All statements concerning policy or technical matters issued on the authority of these Volunteer Groups should be clearly identified as such. No other Volunteer Group may issue any outside communications without clearance by the Board of Directors prior to issuance.

Actions That May Discredit NCA

Volunteer members should not engage in, promote, or participate in any activities that can reasonably be anticipated to discredit or result in damage to NCA's reputation or otherwise discredit the core standards and principles NCA. When participating in Volunteer activities on behalf of NCA, all Volunteers are expected to conduct themselves in a professional manner. Should a volunteer act outside the standards set forth, he/she may be immediately removed as a member of the volunteer committee.

Intellectual Property assignment

The Volunteer agrees to assign to the NCA, or its designee, all right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, drawings, discoveries, algorithms, formulas, computer code, ideas, trademarks, or trade secrets (collectively referred to as "Intellectual Property"), whether or not patentable or registrable under patent, copyright or similar laws, related to the NCA's business, which the Volunteer may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice which may arise out of any research or other activity conducted under the direction of the NCA or as part of their participation in an NCA Volunteer Group.

The Volunteer understands and agrees that:

- all original works of authorship which are made by the Volunteer (solely or jointly with others) within the scope of their participation in an NCA Volunteer Group shall be considered a specially commissioned "work made for hire" (the "Work") for the benefit of NCA to the fullest extent accorded the definition of those terms under the Copyright Laws of the United States, Title 17, United States Code § 101. Without limitation of the foregoing, the Volunteer agrees to assign and hereby assigns the Work, the copyright and all other right, title and interest in and to the Work to NCA, and the Volunteer agrees to promptly execute any and all documents necessary or desirable to effectuate or otherwise evidence such assignment. Accordingly, all of the rights comprised in the Work and the updates to the Work shall vest in NCA, and its successors and assigns, as the sole and absolute owner. NCA shall have the sole right and power to apply for any and all copyrights in its name, in order that all copyrights so obtained shall vest in NCA, including the copyrights for any renewed or extended terms now or hereafter authorized by law. Whenever requested by NCA, the Volunteer shall perform such acts and sign all documents and certificates which NCA may reasonably request in order to fully carry out the intent and purposes of this Paragraph.
- The decision whether or not to use, commercialize or market any Intellectual Property is within the NCA's sole discretion and for the NCA's sole benefit and that no royalty or other consideration will be due to the Volunteer as a result of the NCA's efforts to use, commercialize or market any such Intellectual Property.

Verification and Agreement

The validity, construction and enforceability of this Agreement shall be governed in all respects by the law of the State of Connecticut. This Agreement may not be amended except in writing signed by a duly authorized representative of the respective Parties. This Agreement shall control in the event of a conflict with any other agreement between the Parties with respect to the subject matter hereof. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights.

As a requirement of membership in an NCA Volunteer Group (including but not limited to: boards, standing and ad hoc committees or subcommittees, mentor groups, working test judge groups, Newfoundland Ambassadors group, panels, task forces, etc.), I, the undersigned, hereby verify and state that I have read the above Service Policy Agreement, and I fully understand its terms.

By accepting my volunteer appointment, I hereby agree to be bound by all of its terms and conditions including, without limitation, the sections dealing with Confidentiality and Conflict of Interest and Intellectual Property assignment as set forth above. I acknowledge that committees may be disbanded or suspended at any time as seen fit by the NCA. I confirm that the networking opportunities and recognition afforded by my volunteer services constitute good and valuable consideration for the undertakings made herein.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name _____

Volunteer signature _____ Date _____

Any questions or assistance needed, please contact the NCA 2nd Vice President & Committee Liaison via email at committees@ncadogs.org

Date: August 2, 2016

To: Newfoundland Club of America Board of Directors (BOD)

From: Newfoundland Club of America Technical Resources Advisory Committee (TRAC)

RE: Request by the Rescue Prevention Committee (RPC) for funds for custom code development on their SharePoint site

Dear BOD,

In January 2016, the Board asked TRAC to evaluate the RPC's request for \$6,000 in funding for custom coding on their SharePoint site. On July 19, 2016 the chairperson of the RPC and members of the TRAC had a joint meeting in which she described in detail the site, its contents and what additional features/functions the funding would provide.

RPC explained that the existing, RPC managed, SharePoint site would need to be enhanced in order to provide additional features to provide the user experience that the RPC wants to add for their tutorials content. We discussed the details of those enhancements to understand the requirements. As a result of this meeting, TRAC has a much better understanding of how the SharePoint site works and the information it contains. The RPC has produced quality content for providing educational information and we appreciate their efforts to bring this information to the membership and the public.

The BOD approved policies and procedures for software acquisition at the face to face meeting at the National. That policy required that a formal RFP be developed and issued to multiple vendors. This is to insure that the NCA gets good value for their investment. However, RPC could not provide TRAC with an official Request for Proposal (RFP) in order for us to evaluate the legitimacy of the \$6,000 request. Furthermore, RPC would not provide TRAC with the name and contact information of the firm that provided that bid in order to independently evaluate their credentials or discuss the details of the request with them.

The policy also stipulates the necessity for maintaining the use of standard technology within the organization and managing all software, passwords, and content in a secure way and to ensure that the turnover or volunteer committee members does not render our technology and processes unable to continue to function. The use of a committee managed SharePoint site the ownership and management of additional web Domain names by this committee as well as the ownership of a private YouTube channel do not meet these criteria and adding further enhancements to that system does not meet the goals of this policy.

It is TRAC's recommendation that the entire SharePoint content and processes be moved to the NCA web host, YouTube Channel and email provider (Constant Contact) and current and new features/functions be implemented using the currently supported suite of websites. The domain name currently used by RPC (ncarescue.info) should be transferred to the NCA. It is our belief that TRAC has the in-house expertise to do the development that RPC is requesting at no additional cost to the NCA. This would also eliminate the need for a RFP for this project.

We would request that the board set a firm deadline for RPC to complete the transfer of this content, URLs, Domain names, subscription lists, and process ownership to TRAC so that this can be achieved in a reasonable timeframe.

As stated before, the content that the RPC has developed is important and should be made more available to all Newfoundland owners. It is TRAC's suggestion that to achieve this goal, all RPC content be moved to the supported websites and use supported software.

Best Regards

William Matlock, Chairman
TRAC

**Report of the NCA Governing Documents Committee
September 2, 2016**

The NCA Governing Documents Committee met on Friday, September 2, 2016. At its meeting, it reviewed a form referred to by the NCA Board of Directors – earlier reported to the NCA Board by the Rescue Prevention Committee.

The form appears to authorize the RPC abilities to enter into individual written agreements (contracts) with individuals about management and limitations concerning donations of in-kind artwork and intellectual property received by the NCA directly through the NCA Rescue Prevention Committee.

The form also appears to authorize the individual committee the general authority to agree to contractual terms with individuals, on behalf of the NCA, without board action occurring, that is , other than the initial approval of the form.

It is the NCA Governing Documents Committee’s recommendation that the NCA Board take no action on the committee’s request. Further, if future board action is taken, it is in our unanimous opinion that it is not in the best interest of the NCA for the board to approve this request.

Sincerely

Steve Britton, chair
Pam Saunders

NCA Governing Document Committee

August 19, 2016

To: NCA Board of Directors
From: Ad Hoc Breeders' List Committee
Carla Gengler, Chair

It is the understanding of the Ad Hoc Breeders' List Committee (the "BL Committee") that the NCA Board of Directors has requested the suggestion of language to be included in the Breeders' List Application that will further strengthen the role of the breeder and provide transparency concerning the procedures if a grievance is brought before the NCA Arbitration Committee against a member of the Breeders' List (the "List"). It was believed that there might be confusion which could be remedied by having the applicant acknowledge the procedures set in place. To this end, the Ad Hoc Breeders' List Committee has worked diligently to find a proposed language which will address the Board's concerns.

Before getting to the proposal, however, we feel it important to reiterate the role of the Arbitration Committee as it relates to the List. The Arbitration Committee (previously named the Grievance Committee) was established in 1975 (See NCA Policies and Procedures, Vol 1, page 13 *et seq*). The procedure established by the Board on April 29, 1988, provided that an NCA Member against whom a complaint ("Respondent") had been lodged is required to comply with the recommendation of the Arbitration Committee within a reasonable period of time of the issuance of the Committee's recommendation. Further, if the Respondent disagreed with the recommendation of the Committee, the Respondent could appeal within one month of the date of receipt of the recommendation. The appeal is to be heard by the Board at the next face-to-face meeting. The Committee Chair is charged with recommending an appropriate sanction by the Board if its recommendation is ignored by the Respondent. (See NCA Policies and Procedures, Vol 1, page 14). In 2008, the Policies and Procedures were updated to "clarify current established procedures..." regarding Arbitration Policy (See NCA

Policies and Procedures, Vol 2, page 24). It was now made clear that all allegations of contractual disputes were to be made through the Arbitration Committee and could be made by a non-NCA member but must be against an NCA Member. The arbitration process is separate and distinct from the disciplinary powers conferred on the Board by our By-Laws, however, pursuant to the Policies & Procedures dated July 1994, a Member of the List may not have an unresolved grievance filed against him or her.

Bearing this in mind, the BL Committee, after extensive thought and discussion, determined that the best way to remind a Member of the List of the serious impact of the arbitration/mediation process was to have the Member acknowledge the existence of the rules. To this end, it was believed that prior to the signature block on the BL application, the following language be added:

“I acknowledge that membership on the Breeder’s List is a privilege, not a right; that I am subject to removal from the list should there be an outstanding grievance against me as determined by the NCA Arbitration Committee; and that removal from the Breeder’s List is not subject to the provisions of the NCA Constitution and By-Laws.”

This clear, concise, statement ensures that the Member understands the possibly severe repercussions if he/she should have an outstanding grievance pending before the Arbitration Committee.

The members of the BL Committee wish to thank the Board for the opportunity to be of service to the NCA. We hope that you find our suggested resolution to be worthy of consideration.

TREASURER

Duties and Responsibilities

The Treasurer shall collect and receive all monies due or belonging to the Club and deposit the same, in the name of the Club, in a bank or an account satisfactory to the Board. The books shall be open to inspection of the Board at all times, and the Treasurer shall report to the Board at every meeting the condition of the Club's finances and every item of receipt or payment not before reported. He/she shall send a copy of the original monthly bank statement to the President. The Treasurer will arrange filing annual tax reports and incorporation papers.

Annually the Treasurer shall submit to the Board a proposed budget for the next fiscal year. It is the responsibility of the Treasurer to secure bonding on an annual basis.

Policies and Procedures

Revenues are received by the Committee chairs and are forwarded to the Treasurer, with supporting information, bi-weekly.

Revenues are deposited immediately into the appropriate account-Operating Accounts (checking and savings) etc.

Expenses incurred by Committees are reimbursed to the extent of the approved Budget.

Bank statements are reconciled monthly and copies of the reconciled bank statements are sent to the President.

Accounting records are maintained electronically. Monthly statements are prepared and circulated to the Board and Financial Committee members on request. Annual statements are prepared for the membership, and available at the Annual Meeting and are available to all members on request.

The Budget is prepared from requests submitted by Committees, reviewed by the Financial Committee a on request and presented and approved with any adjustments by the Board at the November meeting.

History

V34.1 11/2/02

Authorize purchase of 501 championship medallions at \$3.15 each.

Encourage screening clinics at Nationals and Regionals, eg. Cardiology and DNA testing.

Committee should develop policy change, foreign judges for National Specialties should be NCA members

V33.2 2/7/02

#1 Limited Edition plate (2001 2nd edition) to fine arts auction at National Specialty with proceeds to the Uniform Trophy fund.

V34.1 11/2/01

Board encourages clubs hosting National Specialties to offer AKC DNA clinics at a reduced fee offered by AKC.

V34.1 9/3/02

Approve estimated cost of \$2,834 printing and mailing of rescue/auction vote.

V33.3 3/28/02

Add First Federal and Park Banks to list of NCA approved banks for investment of NCA

- funds
- V33.2 3/7/02
Approve \$204.90 to purchase external drive for use by advertising volunteer.
- V33.2 2/7/02
#1 Limited Edition plate (2001 2nd edition) to fine arts auction at National Specialty with proceeds to the Uniform Trophy fund.
- V33.2 1/10/02
Approve \$1360 for stronger mailing envelopes.
- Discontinue application fee of \$35 as of 1/1/02 for regional clubs hosting draft or water tests.
- V33.2 2/7/02
Approved an additional \$1,125 for trophy reproduction due to error made in initial request.
- Received Tom Russell Charitable Foundation award of \$5000 to be used solely by rescue or scholarship fund. Second year of funding.
- V33.2 1/10/02
Board approved \$1350 for production of replicas for BOS & BOW awards. Committee to order 15 years worth of replicas and replace donated one, donated by Chair. Properties will have responsibility to store.
- V33.4 6/6/02
Approve grant of \$4,000 to subsidize shipping and other costs associated with bringing painting to Philadelphia Museum for a period of three years
- V33.2 1/10/02
Approve \$180 to acquire the NCA breed statistics electronically from AKC.
- V32.4 6/19/01
Finance Committee to write article for NewfTide providing answers to members questions regarding NCA's financial policies and procedures
- V32.4 5/23/01
NCA and Charitable Trust seamless transfer of funds of up to \$100,000 from M&I of Wisconsin to M&I Bank of Nevada to obtain additional FDIC insurance.
- Finance Committee and Treasurer monitor interest rates of current CDs to assure rate is at least 105% of the yield on US Treasury bills. Begin a relationship with other higher interest banks to invest future NCA funds. Explore moving one or more Cds to another bank including Anchor, Capital One and MBNA Banks.
- V31.1 11/29/99 (Teleconference)
Treasurer authorized to expend \$800 for review by an outside firm (Smith & Gersterland, CPA) to review Charitable Trust and (NCA) Corporate tax returns.
- V28.3 03/25/97
Board directed that a NCA charitable trust be established. Will provide tax deductibility for donations to NHC, Rescue Fund and Junior Scholarship Fund.
- V28.1 11/01/96
NCA checks of \$1,000 (and over) will require two (2) signatures (President, Treasure and Corresponding Secretary are signatories). Only one (1) signature required to transfer funds between accounts.
- V22.4 11/10/91
The following policy for handling checks returned to the NCA Treasurer marked "Not Sufficient Funds" is adopted:
- * Upon return of an NSF check to the NCA Treasurer, the check will be returned to the

payor with the request for a certified check (or cashier's check or money order) to be remitted for payment. The payor will also be informed that personal (not guaranteed funds) checks will no longer be accepted by the NCA from the payor, for any reason, and that the current transaction (e.g., membership dues, *Newf Tide* ad, etc.) is canceled. The new check must include the \$20 NSF processing fee.

- * The Treasurer will also notify the NCA committee head who forwarded the NSF check, or *Newf Tide* editor if applicable. If the transaction has not yet been completed (e.g., show entry, add layout, membership application or renewal, etc.), the transaction shall be canceled. If the transaction is complete (e.g., ad published in *Newf Tide*), the payor shall be considered in debt to the NCA until the certified check is received.
- * The Treasurer will periodically send a list of NSF checks to the Membership Chair and the *Newf Tide* editor, so that transactions are not processed in the future without accompanying guaranteed funds.

V19.4 11/12/88

Treasurer is bonded - tax number pending.

V19.2 04/30/88

Treasurer to submit quarterly accounting of receipts and disbursements of the Rescue Fund in *Newf Tide*.

V18.4 11/07/87

A \$10 charge will be assessed for insufficient funds checks made out to the NCA. A notice to this effect is to be printed in *Newf Tide*.

V18.4 11/07/87

Because of the cost, the decision to bond Treasurer postponed until Annual Meeting.

V18.4 11/07/87

NCA to hire a CPA to audit books annually at the close of the fiscal year.

V17.3 11/09/86

Club's fiscal policy of bonding the Treasurer reaffirmed

V14.2 06/17/86 (Telephone Meeting)

Treasurer to be bonded and two (2) signatures now required on any check over \$200.

V14.3 05/27/93

Expenditures beyond the adopted committee budget allocations must be approved by the Board.

V14.2 03/12/83

An annual financial report form will be filed with the Club's treasurer at the conclusion of each fiscal year by officers and Committee Chairs.

V14.1 11/11/82 (Mail Meeting)

Noting the high cost of annual audits, an audit will instead be conducted each time a new treasurer is elected or an audit every three (3) years, whichever occurs first, superseding the action taken on 04/23/82.

V13.3 04/23/82

Club's monthly bank statements to be reviewed by another Board member. General NCA fund to pay for annual audit of accounts.

V13.3 04/23/82

Treasurer authorized to deposit surplus Club funds in high-yield interest account.

V13.3 04/23/82

The NCA will fund an annual audit of the Club's accounts.

V11.2 04/02/80

Treasurer to prepare proposed budget for each fiscal year.

V6.3 06/27/75

Treasurer authorized to cash checks of NCA applicants upon receipt with money to be refunded if applicant is not elected to membership.

CORRESPONDING SECRETARY

Duties and Responsibilities

The Corresponding Secretary shall have charge of answering all inquiries directed to the Club and such other correspondence as may be delegated to him/her.

The majority of letters received are requests for either the Breeders List or information on joining NCA. These can be answered by form letter. Other letters require a personal answer such as directing the letter writer to another Officer or Committee Chair. A number of letters are written in response to telephone inquiries.

The Secretary is sometimes required to write letters in the name of the Club to other clubs and the AKC.

The Corresponding Secretary's job is a constant throughout the year, and the Chair cannot let correspondence get backlogged.

History

2/21/08: Email link on the NCA webpsge should go to separate e-mail of the Corresponding Secretary separate from his/her personal e-mail and that Corresponding Secretary is responsible for either answering the email or sending on to the proper person.

4/19/06: The Corresponding Secretary will be in charge of ensuring that all emails sent through the web site to the entire Board of Directors are answer by the proper person or committee.

V33.1 11/30/01 Regarding unauthorized use of membership directory, Corresponding Secretary to contact vendor by letter to determine if aware of fee of \$250 and unauthorized use of directory.

V24.4 07/93 (Mail Meeting)

The Corresponding Secretary will respond to the 900 Breeder referrals with a copy of the NCA Breeder/Stud Dog List and cover letter indicating where general and membership information is available. The "general education" packet will continue to be handled through the General Education Committee exclusively.

V20.4 11/04/89

Corresponding Secretary's name and telephone number will be eliminated from NCA advertising and be replaced by Newfoundland Club of America and a post office box number.

V14.1 11/11/82 (Mail Meeting)

All membership applications to be distributed by either the Membership Chair or the Corresponding Secretary.

V2.2 05/02/71

Expenses for Recording and Corresponding secretaries left to the discretion of Treasurer and respective Secretaries.

From: Christopher Plum <christopher.n.plum@gmail.com>
Sent: Friday, August 19, 2016 8:33 PM
To: NCA BOD 2nd VP
Cc: christopher.n.plum@gmail.com; Jennifer Zablony DVM ; John O'Neill;
Marget Johnson & Bill Matlock; Marylou Zimmerman; Roger Frey;
Spackman, Mary Jane
Subject: Resignation as chair of the Steering Committee

Lynne:

I need to submit my resignation as chair of the Steering Committee. This is a completely practical issue, for any number of reasons I have failed to schedule and thus participate in, the last 3 meetings that Steering should have held, and I am about to head out of town making it likely to occur again in September.

The NCA and the Committee deserve to have a reliable chair that will hold meetings on a regular basis and it seems that I am not able to do that at this point in time. I'd like to be able to stay on the committee, because I think I can make a contribution; however if I remain as chair the committee will not meet as often as it should and that will make it become unproductive.

I did tell you last year that I would welcome a replacement, but there were no volunteers; I thought I could manage for another year, but apparently that is not likely.

I apologize for not having done a better job of planning.

Chris

Chris Plum
5452 Kimberly Rd
Minnetonka, MN 55345

From: Nitewater <nitewater@sunintherain.com>
Sent: Thursday, September 1, 2016 12:49 PM
To: furballacres@nctv.com; 'Lisa Lathrop'; 'C O'; 'Brooke Moore'; 'Starr Willetts'
Cc: 'NCA BOD 2nd VP'
Subject: KAYTE'S RESIGNATION

Good morning.

It is with disappointment that I convey Kayte's resignation from RPC. Kayte is a very talented trainer, a particular asset in our tutorial project, and she is someone who approaches her commitments with responsibility. Kayte resigned citing personal reasons, and she expressed interest in being able to re-join at a point in the future.

Donna