



Newfoundland Club of America, Inc.

Regular Board of Directors Teleconference Meeting Thursday, January 19, 2016, 8 p.m. (EST)

US toll number: (530) 881-1212
US toll-free number: (855) 212-0212

Committee chairperson call in and times:

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.

Agenda

- 1. AKC Delegate's Report (David Helming):**
 - 1.1. AKC All-breed Delegate Committee Best Practices paper – referenced at last months meeting – pp. 10 - 20.
- 2. Approval of Minutes:**
 - 2.1. Thursday, December 15, 2016 Board of Directors Teleconference Meeting – pp. 5 – 7;
 - 2.2. Saturday, November 5, 2016 NCA Charitable Trust Meeting – pp. 8 - 9.
- 3. President's Report (Pam Saunders):**
 - 3.1. Moment of Silence respecting the passing of Members Mary Ann Barnhill & Lynne Rutenberg
- 4. First Vice President's Report (John Cornell):**
 - 4.1. (CTMB Report forward under separate cover.)
- 5. Second Vice President's Report (Lynne Anderson Powell):**
 - 5.1. Verbal update from WDC concerning online entries.
 - 5.2. See committee reports.
- 6. Recording Secretary's Report (Steve Britton):**
 - 6.1. Prepared bulletin board and drafted meeting minutes from December 15, 2016 board of directors meeting; prepared trustee minute;
 - 6.2. Compiled agenda and meeting packet for this evening's meeting;
 - 6.3. Next regular meeting is Thursday, February 16, 2017; deadline is Thursday February 2, 2017.

- 6.4. Board Election Ballot Counting dates were forwarded to candidates and copied to board members.
- 6.5. Final Ethics Guide Comment report was forwarded to Marylou Zimmerman for posting in the Member portal.
- 6.6. Continues to Coordinate with Mailing Printing/Service for Ethics Guide Amendment Ballot Printing/Mailing.
7. **Corresponding Secretary's Report (Pam Rubio):**
 - 7.1.
8. **Treasurer's Report (Mary L. Price):**
 - 8.1. Periodic Receipts & Disbursements Reports – December 2, 2016 – January 7, 2017; pp. 21 – 22.
 - 8.2. Periodic Bank Balances Report – January 7, 2017 - p. 23.
9. **Standing/Special Committee Reports:**
 - 9.1. **2018 National Specialty Show Report, Steve Britton, chair.**
 - 9.2. **Regional Club Liaison:**
 - a. Newfoundland Club of Hawaii request – p. 24;
 - b. Group requesting to revive Columbia River Newfoundland Club – p. 25.
10. **Executive Session; pp. 26 – 42:**
 - 10.1 **2nd Vice-president** – committee appointments – pp. 27 – 29;
 - 10.2 **Sensitive Correspondence** – pp. 30 – 31;
 - 10.3 **2018 National Specialty Info Forms** – pp. 32 - 37
 - 10.4 **Pending Membership Application** - Mary Lou Cuddy – pp. 38 – 42.
11. **Unfinished Business and General Orders:**
 - 11.1. **Curry and Drury Memorial Award Medallions;**
 - 11.2. **Breeder's Education/CTMB Survey;**
 - 11.3. **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);
 - 11.4. **Pins, Patches and Purchasing Agent Position;**
 - 11.5. **Redefine EPPC Job Description;**
 - 11.6. **Policy Manual Updates;**
 - 11.7. **Pending Membership Application Communication** - proposed by Digital Documents Committee. (referred to Membership Committee – June 16, 2016);

- 11.8. 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.);
- 11.9. 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);
- 11.11. Collaborative Digital *Newf Tide* Production Survey** (Authorized, August 18, 2016);
- 11.12. Appoint Advertising and Promotions Committee** (Adopted, August 18, 2016);
- 11.13. Transfer of RPC media to TRAC** (by December 1, 2016);
- 11.14. Intellectual Property Volunteer Agreement** – Committed to Steering Committee. November 5, 2016;
- 11.15. Bylaw Amendment** - Old West Newfoundland Club;
- 11.16. Action Item:** Refer the question requesting a report from the Working Dog Committee to the NCA Board about the recent on-line water test entry pilot project and to make recommendation to the board about regular on-line entries for future working events (Steve Britton);

12. New Business:

12.1.

13. Adjourn.

2015 – 2016 NCA Board Member Directory

President:

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

First Vice President:

John Cornell
964 Williams Hill Rd
Richmond, VT 05477-9623
Home: 802/434-6393
Cell: 802/363-9333
Email: longship@gmavt.net

Second Vice President:

Lynne Anderson-Powell
358 Swart Hill Rd
Amsterdam, NY 12010-7081
Home: 518/843-9892
Cell: 518/598-3746
Email: ncabod2ndvp@live.com

Recording Secretary:

Steve Britton
P.O. Box 554
Montrose, MI 48457-0554
Home: 810/639-6898
Cell: 810/247-3458
Email: stevebritton.ncaboard55@yahoo.com

Corresponding Secretary:

Pam Rubio
8955 Burchell Rd
Gilroy, CA 95020-9404
Home: 408/847-1641
Cell: 408/218-3577
Fax: 408/847-2661
Email: pamelar@garlic.com

Treasurer:

Mary L. Price
1004 STH 78
Mount Horeb, WI 53572-3044
Home: 608/437-4553
Cell: 608/520-6929
Fax: 608/437-4553
Email: mlprice@mhtc.net

AKC Delegate:

David Helming
150 Old Clinton Rd
Flemington, NJ 08822-5536
Home: 908/788-4053
Email: davidhelming@aol.com

Director:

Mary Lou Cuddy
1660 Burch Rd
Granville, NY 12832
Home: 518/496-7377
Cell: 518/496-7377
Email: bearscomp@gmail.com

Director:

Roger Frey
11120 Broadway St.
Alden, NY 14004-9515
Home: 716/683-1578
Business: 716/685-2685
Fax: 716/685-2685
Cell: 716/481-8095
Email: jollyroger.jollyroger1@verizon.net

Director: Sue Marino

5 Idlewood Dr
Auburn, MA 01501-2133
Home: 508/832-4585
Email: Vnnewf97@charter.net

Director:

Steve McAdams
PO Box 370
Green Valley, IL 61534-0370
Home: 309/352-2244
Email: shadrack@grics.net

Director:

Pat Randall
7238 Hwy 162
Hollywood, SC 29449-5606
Home: 843/889-5444
Cell: 843/697-1113
Email: pkboard2011@comcast.net

Director:

Donna Thibault
PO Box 102
Ashford, CT 06278-0102
Cell: 860/465-7743
Email: donnatbo@live.com

Revised: 10/21/2016

NCA Board of Directors
Teleconference Agenda
January 19, 2017

Recommended Best Practices

All-Breed Clubs

All-Breed Delegate Committee - Best Practices Sub Committee

(Cathy Rubens, Chair; Margaret DiCorleto; Nancy Fisk; John Ronald; Ann Wallin,
Peggy Wampold)

- ▶ **These Best practices are recommended by The All-Breed Delegate Committee and are intended to serve as a document that can be revised, updated and amended as needed in the future. It will remain on the All-Breed Resource Library so it can be accessed at any time by all clubs. As this will be an electronic presentation, any future additions can be incorporated.**
- ▶ **Any input from the delegate body is welcome and appreciated.**

General Best Practices:

When considering changes within your club, remember to check your constitution and by laws. Revision of constitution and by-laws, requires a 2/3 vote of the membership and AKC approval.

1. All clubs should develop a Mission Statement.
 - It should be consistent with the objectives of the club as stated in your club's Constitution and be a separate document so it can be readily revised as needed.
 - It should be a written, clear and concise declaration of the club's core purpose and focus. It should communicate the direction, vision and focus of your club.
 - It should communicate what your club stands for, why you do it and should guide the actions of the club.
 - It should be formulated by the Board of Directors of the club with member input. When members are part of the planning, they will take ownership of the core values.
 - It should be a document that is reviewed and revised at least yearly.
 - It should be published and appear in the newsletter, website, social media, membership application, catalog and any other sites or publications as determined by each club.
 - It should be used to communicate to the public and potential members the core values the club embraces.
 - Encourage members to support the Mission Statement of your club and its goals.

2. All clubs should develop yearly Goals and Objectives. Consider a reward for the attainment of that goal, if the goal is not a reward in itself.
- Goals and Objectives should support the club's Mission Statement and are the means that allows the club to achieve the fulfillment of the Mission Statement.
 - Goals and Objectives should be written specifically for the different areas of the clubs activities.
Example: Membership, Events, Financial, Legislation, Community Involvement, etc. They can include but not be limited to: Advancement and protection of all dogs, promotion of the sport of pure breed dogs, education of members and the public.
 - Goals and Objectives should be developed by the Board of Directors with input from the club membership.
 - Goals should support the overall broad reaching principles of the club. Goals should be divided into short and long term. Example: In the short term a club wants to increase their club membership 10% in specific year. Long range goals should also be considered looking ahead to a 5-10 year period. Example: maintain membership increases.
 - Objectives should be specific, detailed, tangible, measurable and time limited. Example: the club will hold three membership recruitment events in a calendar year, held in their territory in conjunction with their RDO Day and Matches. The club will add 10 new members in a specific year.

Best Practices All-Breed Clubs Membership

1. Each club should have a membership committee or an individual whose responsibility under the direction of the Board of Directors is to encourage and support club membership.

2. Club should establish a consistent membership application process and criteria. This should be reviewed yearly. Suggestions to be considered when reviewing your membership application:
- How does a potential new member obtain the membership application?
 - Does the membership application clearly explain how the new applicant completes the process?
 - How do new members obtain sponsorship if required?
 - Is the application read at meetings?
 - If a member objects to a prospective member, how is this handled? How can this be tactfully handled?
 - Who votes on the application?
 - Does your club want to consider offering different types of membership? i.e. Regular, Household, Associate, Life, Honorary, Junior, Outreach etc. These will need to be incorporated into your Constitution and By-Laws, but can help if your club has difficulty attaining a quorum. Contact the AKC Club Relations Department for guidance and assistance with the acceptable types of membership.

3. Clubs should consider developing a Code of Conduct that is annually reviewed and is published. It should be included as part of the membership application and all new members should sign that they acknowledge receipt of the Code of Conduct and agree to adhere to the Code of Conduct. The AKC Care and Conditions Policy and Code of Sportsmanship can be used as guidelines in formulating your clubs Code of Conduct.

4. The Code of Conduct should also be included on the yearly membership renewal form and members should sign as acknowledgement of continued adherence.
5. Clubs should consider establishing a Mentor Program to welcome new members and help them get involved in the club activities which will help them feel that they are an integral part of the club.
6. Use social media: Facebook, twitter, community calendars, to contact prospective members and the general public to attend all your club activities. Clubs should assign at least one person to be responsible for the use of social media for the club. This has been found to be a good vehicle to attract new members, especially younger members. This individual should receive specific direction from the club's BOD as to the type of content the club wishes to share and this should be continually monitored by the BOD.

7. Clubs should consider incorporating Canine Partners participation. This is another resource for potential members as they are incorporated into our sport.
8. Clubs should consider targeting the younger populations through school outreach, 4-H clubs, girl/boy scouts and junior showmanship participation.
9. Clubs should consider reaching out to the Retiree Population. This group may have available time and resources and be looking for a productive activity.
10. Invite people who participate in equestrian events, cat shows, and other livestock events to join your club. For example, have a table at the local horse show to attract those exhibitors into your club and the sport of purebred dogs.

11. Have a membership table at shows and community events. Have membership information available on the club website, at training classes, educational events, matches, or at any social event involving dogs such as 'Meet the Breeds'.
12. Connect with local area boarding facilities, shelters, vets, pet food stores, breeders to make them aware of who you are and what your club can offer.
13. Encourage members to bring a guest to a meeting, social event or training class. Have members invite their puppy buyers to join.
14. Contact the local Chamber of Commerce to make them aware of your club and its activities.

15. All clubs should consider offering incentives and rewards to those members that volunteer in club activities. Suggestions outlined below:

- a) Hold social events such as a holiday party, member picnics, etc. Consider offering a free dinner at a special club function to those members who have made a significant contribution to your club that year.
- b) Recognize club members for their achievements during the club year. Include recognition of titles earned, awards earned from their Parent Clubs.
- c) Offer club activities that provide educational experiences (e.g. Trips as a group, host a well-known trainer or speaker).
- d) For clubs that have training classes or areas available consider rewarding members for work at club activities with special rates or privileges.
- e) Have a volunteer only raffle where volunteers are given tickets for a chance to win prizes.
- f) Be sure to thank your volunteers by acknowledging their efforts.

Newfoundland Club of America, Inc.

Receipts and Disbursements December 2, 2016 - January 7, 2017

INCOME

Dues - Applicants

12/7/2016	EFT	Mary Pendergast	via Stripe	130.00
12/26/2016	7776	Charles (Chuck) Beck	refund - Honorary	-140.00
1/7/2017	EFT	TJ Robinson	via Paytrace	125.00
1/9/2017	DEP	Doman		125.00

Dues - Renewals

1/9/2017	DEP	Heggerty		105.00
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Titlist

1/9/2017	DEP	Vari	2015	135.00
		Vari	2016	<u>135.00</u>
				<u>615.00</u>

EXPENSES

Gen. Ed. - Packets, Ads,

12/26/2016	7777	Elan - for AKC	Westminster catalog ad	-150.00
12/26/2016	7780	K Calleja	Meet the Breeds - Eukanuba -	-639.28
12/26/2016	7781	Jeff Arent	Meet the Breeds - Eukanuba -	-888.82

Legal

12/4/2016	7771	M L Price	CN annual report - reimb.	-50.00
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Membership

12/7/2016	EFT	Stripe	s.c.	-4.07
12/11/2016	EFT	Paytrace	s.c.	-29.16
12/26/2016	7779	Elan	Wild Apricot	-132.60
1/7/2017	7784	Sutherland Printers	postage for 20 copies	-49.89
			20 copies for applicants	-94.20
			roster postage	98.99
			Roster	-2,642.05

Newfoundland Club of America, Inc.

Receipts and Disbursements

December 2, 2016 - January 7, 2017

Miscellaneous				
12/11/2016	7774	NCA Juniors Fund	donation - flow thru via Stripe	-23.97
Newf Tide				
Newf Tide:back issues expense				
1/7/2017	7784	Sutherland Printers	18 copies	-84.78
			postage for 18 copies	-20.68
Newf Tide:editor				
12/26/2016	7782	A Paz	4Q16	-3,235.00
Newf Tide:Issues				
1/7/2017	7784	Sutherland Printers	4Q16	-5,286.66
			postage	175.52
Newf Tide:subscription expense				
12/11/2016	EFT	S.c. - Credit Cards		-56.62
1/7/2017	7784	Sutherland Printers	5 copies for new subs	-23.55
			postage for 5 copies	-19.89
Rec Sec				
12/9/2016	7773	DB Designs & Print	ballot postage	-404.80
Regl Spec. Coord				
12/4/2016	7772	U P S	NCNE	-13.91
1/7/2017	7786	U P S	Northstar	-99.23
Technical Resources				
Technical Resources:Electronic Publications				
12/11/2016	7775	Marylou Zimmerman	webmaster	-693.34
12/26/2016	7779	Elan	Facebook ads; Google ads	-53.40
Titlist expense				
1/7/2017	7784	Sutherland Printers	postage	175.52
		Sutherland Printers	printing	-2,539.99
1/7/2017	7785	K Clancy	Editor and postage reimb.	-1,012.21
1/7/2017	7787	Federal Express		-29.24
WD - Draft expense				
12/5/2016	DEP	M Fuqua	replace cert.	30.00
WD - Water expense				
12/27/2016	7783	S Zientara	certs., postage	-190.96
				<u>-17,988.27</u>
OVERALL TOTAL				-17,373.27

Newfoundland Club of America, Inc.
Balance Sheet
as of January 7, 2017

NCA, Inc. 501(c)4	BMO Harris	Old National Bank	Maturity Date
NCA Operations CDs			
CD 23 months		26,579.32	4/26/18
CD 23 months		14,801.88	4/26/18
CD 23 months		13,306.30	4/26/18
CD 23 months		13,306.30	4/26/18
CD 23 months		13,306.30	4/26/18
CD 23 months		16,788.65	5/1/18
NCA National Specialty stipend CD		<u>12,134.48</u>	1/23/17
Total - CDs		110,223.23	
Checking	36,578.47		
Savings	<u>10,712.46</u>	<u>24,114.17</u>	
Operations - Total	47,290.93	134,337.40	181,628.33
Juniors Fund	8,370.61		8,370.61
Uniform Trophy Fund	<u>8,646.30</u>	_____	<u>8,646.30</u>
NCA, Inc.	64,307.84	134,337.40	198,645.24

Regional Committee Liaison Report

I received a note from Ursula Yee. She said the few members who are left in the Hawaii club decided they wanted to keep the club's funds in a special account for Newf rescue as it comes up. She said occasionally military people will move to the islands and when they are transferred they sometimes put their newfs in rescue.

The Hawaii club bylaws state under dissolution: "after payment of the debts of the club, its property and assets shall be given to a charitable organization for the benefit of dogs as selected by the Board of Directors".

Sue Marino

From: "Cmd555@aol.com" <Cmd555@aol.com>
To: VNnewf97@charter.net
Cc: glenauldyn2paw@yahoo.com; cmd555@aol.com
Sent: Thursday, December 29, 2016 8:30 AM
Subject: Request for January Board meeting

Hi Sue,

There is a group of us in Oregon and SW Washington who would like to revive the Columbia River Newfoundland Club, which is not currently active, and which does not currently have standing with the NCA.

We believe that we can work in shared territory with the Pacific Northwest Newfoundland Club as the original group that made up the Columbia River club did. We would like to foster an atmosphere that includes both education and encouragement for Newfoundland owners in our area...and that also aids Newfoundland dog owners to see the role of the parent club (NCA), and how it might apply to them in a positive way. We would offer NCA sponsored working activities, as well as those which encourage manners, sportsmanship and basic training.

We would like the NCA Board to consider our request at the January Board meeting, so that we might begin to form a constitution and create by-laws for presentation with club officers and contact names at a later date. I have provided Steve Britton with a courtesy copy of my request. Thank you, Sue.

Cheryl Dondino

EXECUTIVE SESSION

January 19,
2017