



**Minutes**  
**The Scottish Terrier Club of America, Inc.**  
**Meeting of the Officers and Directors**  
**STCA Winter Board Meeting**  
**February 27, 2016**  
**Atlanta Room, Atlanta Airport Marriott**  
**Atlanta, Georgia**  
**8:15 am to 4:04 pm EST**

**PRESENT:** President, John McNabney; Vice President, Lori Kelly; Recording Secretary, Kathleen Ferris, Corresponding Secretary, Pam Williams; Treasurer, Steve Russell; AKC Delegate, Helen Prince, Directors Class of 2016: Peggy Browne, Jerry Burge, Pat Wooster, Theresa Thomas, Directors Class of 2017: Kelli Edell, Tom Langham Jr., Rose Shacklett, Elizabeth Wise

**Call to Order**

President J. McNabney

**Roll call**

Recording Secretary K. Ferris

Theresa Thomas is in route, Ex-Officio, Charla Hill is absent, all others present. T. Thomas arrived at 10:56 am.

**Reading of Minutes of last meeting**

Recording Secretary K. Ferris

Approved as published

**Reports of Secretaries**

**1. Recording K. Ferris**

Nothing additional to the submitted report.

**Report of the Recording Secretary of the STCA**

*2/7/16 – submitted by Kathleen J. Ferris, recording secretary*

Since assuming office in October 2015 the following has occurred:

- Received all physical and digital records from previous Secretary Theresa Thomas 10/3/15
- Maintained and posted all minutes of all meetings attended as secretary. Copies were made to the archive, Copies posted to the website after approval, Copies of condensed minutes sent to Bagpiper for publication.
- Maintained electronic tape recordings of all meetings except for 10/21/15. That teleconference meeting was not set up for recording by President John McNabney as he was unable to do it for that time. The subsequent meetings were recorded both by the teleconference service and on a manual recorder that I used as a backup.
- Maintained and updated full membership roster which is up to date as of 2/7/16. Dispersed various copies of the roster to appropriate parties on the web team, Bagpiper, Trophy committee and Corresponding Secretary.
- Provided summary of membership activity i.e.: change of address and personal information, new members, deceased members, former members etc., to the Bagpiper for publication.
- Sent out disks of past year's minutes prepared by Theresa Thomas for the new members on the Board.
- Maintained and updated all permanent membership records.
- Processed voting on new members 12/28/15
- Provided assistance with roster and records research to the Treasurer during the membership renewal period.

I would offer a suggestion for working on future rosters that a common roster be hosted online with one of the services such as Google, Office Online, or Dropbox etc. It would save a great deal of time in confirming that all changes are listed. These services track edits by date and person. They are accessible by invitation or password depending on the service. This would allow common editing of the roster between the Treasurer and Recording Secretary when needed such as during membership renewal time. However I have been told that the web team is looking at having an online roster hosted on our website for the club. I would support this

style of roster if that can be feasibly managed to ensure security and confidentiality. Also it would need to track changes and edits. The options that this type of roster maintenance could offer is great.

## 2. Corresponding P. Williams

Two additional items received since report was submitted:

1. Thank you card received from Alison Broome junior who received Scholarship in 2015.
2. 2 letters were received from William Berry with proposals that will be brought up under new business

STCA Corresponding Secretary Report

Winter Board Meeting 2016

### Materials Shipped and Distributed

Tampa Bay, HASTC - 2 BBE medallions

25 breed booklets and 20 tri-fold pamphlets - Leslie Condoleo - Meet the Breeds Orlando

25 breed booklets and 20 tri-fold pamphlets and 4 issues of the Bagpiper to Amy Pelle, Meet the Breeds NYC

11 New member packets 12/28/15 vote

### Materials Sold

(3) Illustrated Standard

(1) Handbook

### Expenses for October 2015 - Feb 2016

\$94.22 Name badges for board members

\$225.57 Ink cartridge, postage misc.

### Action Items

Nominating Committee Selection

Respectfully submitted,

Pam Williams, Corresponding Secretary

## Report of Treasurer S. Russell

This report covers two parts, the financial operations and the actual balance sheet reporting.

### 1. Financial Operations

February 6, 2016

### Treasurer Report

#### Winter Board Meeting (February 27, 2016)

#### **Financial Statements**

- STCA is fiscally sound
- Treasurer Report in Bagpiper 2016#1 (see attached)
- 2015 FY Balance Sheet (see attached)
  - STCA has Net assets of \$461,342
  - Banking (Checking, Savings, CDs) \$343,592
  - Trophies were restated to Fair Market Value (FMV) \$117,500
- 2015 FY P&L Statement (see attached)
  - STCA had Net Income (Profit) of \$22,246
  - Operating Income totaled \$111,003 and Expenses totaled \$88,757
  - 5<sup>th</sup> consecutive year Club has been operated in the BLACK
- 2015 Donations totaled \$25,300
  - Health (\$13,947), Rescue (\$8,627), PAWS-Juniors (\$1,839), AKC PAC (\$886)

#### **Membership Renewals**

- Closed 1/31/2016 after 4 month dues collection and 8 contacts from the Board (Montgomery Sweeps, Hardcopy Mail Notice, STCA News! Broadcasts, Treasurer Emails, Postcard Reminder, and Board Phone Calls during Grace Period)
- Summary from Board List (see attached)
- Of 841 Households,
  - 811 (96.4%) Renewed memberships

- 30 ( 3.6%) Lapsed memberships
- ~90% paid by the 12/31/2015 deadline.
- Consider Service Charge (Penalty) for Late Payments without changing C&BLs?
- Extras:
  - 176 (22%) Upgraded to Bagpiper 1<sup>st</sup> Class delivery
  - 81 (10%) Upgraded to Hardcopy Correspondence
- Over 300 (~40%) Paid with Credit Card through PayPal / PayPal Here
- Motion: Further automate Membership Renewals by using PayPal Subscription and Recurring payments for annual dues collection. (ref: [www.paypal.com/pdn-recurring](http://www.paypal.com/pdn-recurring))

## Business Operations

1. **Annual Report**
  - Corporate Annual Report was filed with the State of New Jersey.
2. **Certificate of Incorporation**
  - Issue: 1898 document, last updated in 1951, is out of date and does not reflect subsequent changes in C&BL, IRS Tax Status, and Registered info such as agent, location, etc.
  - Motion was passed for Attorney to update this legal document. Board has approved; work is in progress.
3. **Taxes**
  - IRS 2014 Form 990 Filed (November 2015)
  - IRS Determination Letter reaffirmed the Club's 501(c)7 Tax Exempt Status
  - FEIN (Federal Employer ID Numbers) - Resolved two conflicting FEINs used since 1993. FEIN 22-2169698 is recorded in the IRS Business Master File
  - IRS 2015 Forms 1099 are being prepared for those STCA paid over \$600 for services (attorney, accountant, parliamentarian, etc.)
  - IRS Notice received assessing a \$1,800 Penalty for Late Filing of the 2014 Tax Returns (CPA did not file extension from August 15, 2015).
    - April Green CPA submitted a request for Penalty Abatement
4. **Audit**
  - Internal Audit of STCA's accounting records completed by April Green CPA.
  - Consulted with 3 CPAs in the Chicago area who have done non-profit audits, including the WHWTCA dog club.
  - They recommend a level of CPA assurance known as a financial "Review" with agreed scope rather than a full-blown "Audit", based on the cost (as a % of annual income) and risk of loss with Fidelity Bond coverage.
  - Motion: Engage CDA CPA to conduct an independent Financial Review at an estimated cost of ~\$ (see attached).
  - Afterwards, adjust the Treasurer SOP to more accurately describe the scope of work required when there is a change in Treasurers.
5. **Fidelity Bond**
  - State Farm Fidelity Bond which provides fraud insurance coverage for the Treasurer and President is currently \$100,000.
  - Issue: Fraud insurance coverage is less than the Club's exposure to current liquid assets in bank accounts.
  - Motion was passed to increase Fidelity Bond coverage to \$350,000 at a cost of ~\$215/year. Board has approved; work is in progress.
6. **Insurance**
  - Equisure General Liability Insurance (Limit \$1,000,000) renewed.
  - Board of Directors Liability Insurance (Limit \$1,000,000) renewed.
  - Issue: Trophies fair market value of \$117,500 exceeds insurance coverage.
    - Equisure General Liability Insurance covers \$25,000 property and Bob's Self Storage Insurance covers \$5,000 property, or \$30,000 total.
  - Seeking separate property insurance coverage.
    - Equisure does not insure property over \$30,000 value
    - State Farm Renters Insurance does not apply unless you occupy the facility and Personal Articles Insurance must belong to individual
  - Issue: Need current appraisal of items valued over \$5,000.
    - Last appraisal was done in 2005 by Keystone Engraving (Philadelphia), and Stalter Trophy was done by Nelson & Nelson Antiques (New York).
    - Replacement cost estimates for the 7 Trophies:
      - Stalter \$45,000, Lloyd \$38,000, McOwan \$15,000, Starr \$7,000, Agilscot \$6,000, Ayers \$6,000, and HughCrest \$750
  - Motion: Obtain a current appraisal and insure Trophies for the current Fair Market Value at an estimated cost of \$
7. **Banking**
  - Transferred \$100,00 from Checking to Savings
  - Issue: Bank of America assets exceeds the FDIC \$250,000 insurance coverage per depositor per FDIC-insured bank which creates financial risk.
  - Issue: Banking returns are low, currently earning only ~\$175/year (.05%)
  - Reduce FDIC exposure at the Bank of America and increase returns to more than \$4,112 (1.6%)/year by re-investing surplus cash (see attached)
  - Motion: Safely invest excess cash balances in a ladder of staggered CDs with 1, 2, 3, 4, and 5-year maturities (~\$50,000 each).
8. **Budget**
  - 2016 Budget Preliminary (See attached)
    - Activity-based Costing (ABC) projections
    - Based on 2015 actual expenses and last 7-year average expenditures
    - 7-Year P&L Detail included. Average Revenue \$110,176, average Expenses \$95,864, Average Net Profit \$14,312 (13%).
    - Profitability over the last 16 years (2000-2015) graphed.

- Issue: Need Board to identify planned Non-Recurring Expenses and expected variations from historical operations.
- Motion: Adopt a 2016 Budget to provide guidance to the Board of Officers and Directors and Committees.

#### 9. Treasurer Transition

- Bank of America signatures changed on Checking, Savings, and Investment accounts to Steve Russell (Treasurer) and John McNabney (President).
- BankofAmerica.com Online Banking switched over.
- Business Debit Card reissued to STCA/Steve Russell for payments.
- Checks ordered with STCA Logo.
- USPS P.O Box opened
  - STCA Treasurer, P.O. Box 353, Olympia Fields, IL 60461-0353
- Treasurer Email [treasurer@stca.biz](mailto:treasurer@stca.biz) implemented for Club correspondence separate from personal email.
- QuickBook Pro 2016 software acquired and files loaded from prior Treasurer and Portable Company files sent to accountant.
- New Fabrik Online Membership Renewal form setup for PayPal payments via the stca.biz website and for Recording Secretary records.
- PayPal Here switched over for credit card payments by phone.
- PayPal Reconciliation completed
  - \$200 Reserve established for refunds, shipping, etc.
  - \$4,782 in accumulated proceeds from Dues, Bagpiper, and Shoppe were transferred to the Bank.

Steve Russell  
STCA Treasurer

w/Attachments

## 2. Balance Sheet

Bagpiper 2016#1

### Treasurer Report

At the end of 2015, the STCA is fiscally sound. The Profit & Loss Statement shows the club operated with net income of \$22,246. The Balance Sheet shows the Club now has net assets of \$461,342. (More detailed monthly reports are posted to the STCA.biz website under STCA / Treasurer's Financial Reports.)

This is the 5<sup>th</sup> consecutive year that the STCA has been operated in the black. Your Board with the help of member volunteers has managed to achieve profitable contributions from The Bagpiper magazine, Montgomery National Specialty, and Shoppe sales. Results also benefited by accelerating Membership Renewals in the 4<sup>th</sup> quarter with ~90% of members paying their dues prior to the December 31st deadline. Together, this income helped to offset extraordinary expenses from earlier in the year.

The Balance Sheet improved from several changes: The PayPal account was reconciled, a reserve was established, and accumulated cash was transferred to the Bank. Earnings have allowed us to move \$100,000 from checking to savings and still cover ongoing operating expenses. Based on the CPA's recommendation and appraisals, Trophies were restated to Fair Market Value.

### STCA 2015 BALANCE SHEET (Fiscal Year)

	<u>December 31, 2015</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of America - Checking	\$ 32,666.63
Bank of America - Investments	
BOA - CD - Jett Jackson	\$ 58,340.08
BOA - CD - Stalter	\$ 27,909.98
<b>Total Bank of America - Investments</b>	<u>\$ 86,250.06</u>
Bank of America - Savings	\$ 224,475.14
PayPal Account (Reserve)	\$ 200.00
<b>Total Checking/Savings</b>	<u>\$ 343,591.83</u>
<b>Total Current Assets</b>	\$ 343,591.83
<b>Other Assets</b>	
Trophies (FMV)	\$ 117,750.00
<b>Total Other Assets</b>	<u>\$ 117,750.00</u>

<b>TOTAL ASSETS</b>	<b>\$ 461,341.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Current Liabilities (Donations Not Transferred)</b>	\$ 0.00
<b>Equity</b>	
Opening Balance Equity	\$ 363,355.49
Unrestricted Net Assets	\$ 75,740.49
Net Income	\$ 22,245.85
<b>Total Equity</b>	<b>\$ 461,341.83</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 461,341.83</b>

**STCA 2015 PPROFIT & LOSS (Fiscal Year)**

	<b><u>December 31, 2015</u></b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Membership	\$ 38,996.15
Bagpiper	\$ 34,737.79
Montgomery National Specialty	\$ 19,732.89
Shoppe Sales	\$ 6,569.05
Rotating Specialty	\$ 3,554.18
PAWS (Juniors)	\$ 2,180.57
Investments	\$ 159.52
Board Member Generated Income	\$ 156.02
Annual Awards Sponsors	\$ 135.00
<b>Total Income</b>	<b>\$ 106,221.17</b>
<b>Expense</b>	
Bagpiper Expenses	\$ 29,575.97
Montgomery Expenses	\$ 15,755.61
Rotating Specialty Expenses	\$ 6,825.30
Rosters	\$ 5,492.50
Election of Board	\$ 5,006.31
Board Member Required Activity	\$ 4,205.31
Charges & Hearings	\$ 3,790.64
Attorney Fees	\$ 3,600.17
AKC	\$ 3,109.93
Shoppe	\$ 2,486.06
Annual Awards	\$ 1,948.18
Insurance	\$ 1,947.00
Storage Unit	\$ 1,804.56
Committees	\$ 1,460.42
PAWS (Juniors) Expenses	\$ 1,311.79
Regional Clubs	\$ 412.15
Advertising - Westminster KC	\$ 25.00
<b>Total Expense</b>	<b>\$ 88,756.90</b>
<b>Net Ordinary Income</b>	<b>\$ 17,464.27</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
PayPal Reconciliation	\$ 4,781.58
<b>Total Other Income</b>	<b>\$ 4,781.58</b>
<b>Net Other Income</b>	<b>\$ 4,781.58</b>
<b>Net Income</b>	<b>\$ 22,245.85</b>

During the period, the STCA collected generous Donations of \$25,300 which have been transferred from Current Liabilities to the Health Trust Fund (\$13,947), Rescue Trust Fund (\$8,627), PAWS Juniors (\$1,839), and the AKC Political Action Committee (\$886).

Lastly, the STCA has received an IRS Determination Letter which reaffirms the Club's 501(c)7 tax exempt status (established in 1977) and most recent FEIN number in the IRS Business Master File. The corporate Annual Report was filed with the State of New Jersey.

Steve Russell  
STCA Treasurer

### 3. Membership Renewals

#### STCA 2016 Membership Renewal FINAL

Board List 2/1/2016

STCA 2016 Membership Renewal is now CLOSED. The 30-day grace period ended 1/31/2016.

After 4 months of dues collection, 811 (~96%) of member households paid their dues for 2016. That left 30 (~4%) of member households whose dues lapsed and will be terminated from the Membership Roster. (I will monitor for the mail for any other renewals received with postmarks in January).

#### STCA 2016 Membership Renewal

Total Households	841	
Total Households PAID	811	96.4%
Total Households NON-RENEW Declared	15	
Total Households UNPAID at end of Grace Period	15	
Total Household Memberships Lapsed/Terminated	30	3.6%

See the list of names below for those being dropped. I separated it between those who "declared" and told us they would not renew and those who just remained unpaid at the end despite our multiple attempts to contact them. Of these, 5 were long-term members of 20+ years. If any come to us later, they will need to follow the abbreviated Re-Application Process.

#### USA Non-Renew Declared

04-08	S	NON-RENEW	Benjamin	Damaris	Hunnington	NY	11743
06-86	S	NON-RENEW	Brownfield	W.H. (Bill)	Richmond	VA	23233
10-89	F	NON-RENEW	Burton	Marvin & Jacqueline	Vonore	TN	37885
05-05	S	NON-RENEW	Gossett	Denise	Yakima	WA	98908-9766
08-98	F	NON-RENEW	Halfen	Dr Lawrence & Judy	Grand Rapids	MI	49546
09-92	S	NON-RENEW	Lawn	Richard	Sante Fe	NM	87508
10-11	S	NON-RENEW	Long III	Frank	Silver Springs	FL	34488
03-06	S	NON-RENEW	Morgan	Kim Caddin	Palmdale	CA	93550
07-02	F	NON-RENEW	Perry	Robert & Diana	Martinez	GA	30907
07-94	S	NON-RENEW	Reynolds-McGill	Shirley H	Dallas	TX	75240-3734
01-09	S	NON-RENEW	Timmer	Elizabeth H	Houston	TX	77077
02-82	S	NON-RENEW	Wurth	Jane R	Jackson	MI	49201-9736

#### USA Unpaid Remaining at End

05-04	S	UNPAID	Doucette	Carrie	Sebastopol	CA	95472
03-06	S	UNPAID	Dube	Christine N	Williamsburg	VA	23188
10-03	F	UNPAID	Dunphy	Heather	Cochranville	PA	19330
03-06	S	UNPAID	Fatig	Curtis	Hughesville	MD	20637
09-06	F	UNPAID	Handshaw	Ken	E Providence	RI	02914
03-02	F	UNPAID	Harrison	Wayne & Phoebe Hemenway	El Cerrito	CA	94530
04-08	S	UNPAID	Krause	Jessica	Mukwonago	WI	53149
05-12	S	UNPAID	Kuklantz	Mary Lou	Charlotte	NC	28215
10-99	S	UNPAID	Nelson	Frances S.	Montgomery,	AL	36109-4623
2004	F	UNPAID	Parmiter	Don	Monterey	CA	93940

04-00	S	UNPAID	Sheets	Beth	St Amant	LA	70774-4005
10-11	S	UNPAID	Tannehill	Ernie	Tulsa	OK	74132
08-04	S	UNPAID	Tomei	Marjorie "Maggie"	Los Alamos	NM	87544
07-12	S	UNPAID	Von Berenger	Baroness Gala Mercedes	Macon	GA	31204

#### Foreign NON-RENEW and UNPAID Names

03-07	S	NON-RENEW	Riley	Sheena M.	Kirriemuir, Scotland
02-14	S	NON-RENEW	Weber	Philipp	Stansstad, CH, Switzerland
2001	S	UNPAID	Werner	Martina	Mundersbach, Germany
01-12	S	UNPAID	Yamamoto	Nobuko	Japan

#### Extras

You might also be interested to know that 22% (176) chose to upgrade to 1st class postage and 10% (81) chose to have all correspondence sent to them by hardcopy.

Please let me know if you have any further questions.

Kathy, I will send you the marked up Membership Roster Excel spreadsheet by email.

Steve Russell  
STCA Treasurer

### **Report of the Vice President L. Kelly**

The following items are in addition to the submitted report:

#### **1. Rotating Specialty**

- Online registration form is being set up
- Questions that members will ask will be directed to L. Kelly
- Explanation of set up at the Cow Palace
- The STCA will have vendors, ways & means and a health trust table
- Currently working with the judge's arrangements
- Publicity is ongoing, Wrap-up, Facebook, Email Blasts
- Explanation of guarantees on dinner, less than previous events
- Rosettes will be upgraded
- Stewards will be Cliff Schultz and individual assigned from Old Dominion KC
- R. Shacklett and E. Wise will man the results board and mark catalogs
- Calendar will be:
  - 21<sup>st</sup> – Board Meeting and Top 20 Event
  - 22<sup>nd</sup> – Columbia Terrier/Greater Baltimore Specialty, Hospitality and a Judging Discussion
  - 23<sup>rd</sup> – STCA Rotating in conjunction with Old Dominion KC, box lunch, plated dinner
- \$2500 stipend was granted to the host clubs to help defray expenses for the events.

#### **2. Montgomery**

- Rings Stewards are set
- Trophies being worked on
- Rosettes will be upgraded
- Possible events being explored: CGC Workshop, Scottie Races coordinated by McNabney.

#### **3. 2018 Rotating**

- Hosted by Heart of America Scottish Terrier Club at Purina Farms 2/28 – ¼
- Host Hotel approved: Holiday Inn

#### **4. Trophies – P. Browne**

- Rotating trophy income is \$1,730.00 with a cost of \$1,479.00
- Trophies will be handmade
- Montgomery County trophies will be Wendell August items

- Looking to format the ability to sponsor a specific trophy, first choice being given to the winner of the previous year. After 2 weeks the option would be opened up to anyone. Also to have levels of donors, ie: gold, silver, platinum, which will be listed in the catalog and Bagpiper.

## 5. Supporting Regional Clubs

- L. Kelly reminded the board that 2 years ago the board agreed to make it a practice of notifying each other at meetings or by sign-up sheet what regional specialties they thought they might attend. This is to help show our support of the clubs and be there to answer any questions members might have.
- E. Wise mentioned that she will be
- running the Health Clinic at Great Western Terrier Association on behalf of the Scottish Terrier Club of Southern California. She would make sure people knew she was available. L. Kelly asked that she provide a summary of that for the Wrap-up.

## 6. 2019 Rotating

- Will be in the West Region, proposals are being made.

## 7. Full Report of the Vice President

Scottish Terrier Club of America

Board Report – Vice President

Prepared by Lori Kelly – January 29, 2016

Note: addendum will be presented at meeting. Activity is ongoing.

Responsibilities are focused on Rotating 2016, Montgomery 2016 and other day- to-day operations of the Club.

Rotating 2016 – as of 1/29/16 the following has been completed:

- Publicity includes: Advertising for Bagpiper #4 2015 and Bagpiper #1 2016.

Notices in *WrapUp*, followed by an email to membership via STCA website, text sent to web team via feedback on 1/28/16. Ongoing “advertising” at STCA Facebook page. Kari Hill and James Sumpter are assisting with posts.

Information packet – uploaded to website, distributed to membership and revised to include new reservation chair, Tom Langham, Jr.

Catalog advertising – STCA will have a dedication page (request sent to D.Brookes for suggested quote. A ½ page ad has been sent (as we do for all regional clubs) celebrating the Baltimore and DC clubs. Debi Russell has coordinated mailing of packet to members requesting hard copies (as specified with dues renewals). Email distribution submitted and sent.

- Deadlines: 2/12/16 Trophy Fund. 3/21/16 hotel. 4/6/16 Entries close, event pre-payments and registrations are due.
- Online order/payments forms are operational at [www.stca.biz](http://www.stca.biz) for trophy donations and advertising. I do need event reservation form for online registrations (meals). Currently we only have a form to download, print and send to Tom Langham. Feedback form sent to web team. Awaiting a response. The club has experienced a majority of reservations/payments via PayPal. I will follow up again with web team for help on this.
- I am working with Kathi Brown to plan a fun and engaging discussion to follow hospitality: Judging from both sides of the table. This will shed some light on judge’s impressions and the exhibitor’s impressions in the conformation ring. K.Brown & K.Hill coordinating.
- Working with local specialty chair, Helen Prince on specialty details. Helen has contracted for boxed lunches on Saturday. All lunches must be pre-paid and pre-ordered. Club is not permitted to sell lunches at show site. Hosting clubs will have complimentary breakfast items on Saturday.
- Sent welcome correspondence to Rotating judges. Awaiting travel expenses for Ms. Bradley’s flights to be in line with her signed contract. Open items include: hotel reservations and transportation. Awaiting info from Ms. Bradley before proceeding. C.Stephens is managing her own itinerary and planning.
- Working closely with host hotel (Radisson North Baltimore Hotel) on banquet facilities/event orders. Hospitality pending. Plan to complete BEO’s for all food/beverage at host hotel week of 2/8/16.
- Judges’ gifts have been selected for Bradley & Stephens.
- Bob Moore dedication piece for the *Bagpiper* is complete. John McNabney forwarded photo to *Bagpiper* editor 1/27/16. A second photo is needed for the trophy table.
- Vendors have been secured: Campbell’s, Nancy Van Meter and Cindy Altmann.

Payments due by March 1. Payment from Campbell’s received and sent to S.Russell. We are appreciative for their participation. Income helps to offset the weekend’s expenses.

- Continue coordination with Old Dominion KC on vendor/club tables, grooming area (to be close to our ring). Updated number of tables to be submitted to local show chair (ODKC). 1<sup>st</sup> proof of premium list was reviewed 1/7/16; corrections submitted.
- Confirmed with HTF that they will have presence at Rotating on Sat., April 23 with their health initiatives. Bill Berry to help man this table.
- Ways & Means to have presence. L.Kelly to deliver existing merchandise for sale along with some of the grooming manuals, if inventory is available. I will speak with B. Ljunggren for her to coordinate volunteer(s) for table and procedures for sales, income vouchers and closeout of day’s income/inventory.

Montgomery Week 2016 -

- Approvals are in for:
  - Sweepstakes – Sheraton Bucks County Hotel – 10/7/16. Judge: Marcia Dawson DVM



- Rally/Obedience – Sheraton Bucks County Hotel – 10/7/16 – Judge: Richard Mullen.
- Specialty/MCKC – Blue Bell, PA 10/8/16 – Event has been approved. Judging panel to be assigned. We’re waiting on MCKC judging panel approvals.
- Trophies - Inventory of MCKC trophies will be finalized by March 1 and selection of '16 trophies selected. Peggy will give details in her report.
- “Offer” received from MCKC Secretary. Working through show details received from MCKC secretary Carol Carlson.
- Information packet –Preparations begin May 1. Debi Russell will prepare hard copies for distribution and manage advertising.
- Recommendation: while fun with barn hunt was a novel event in '14, it was not as well attended in '15. I am considering a new activity for Thursday afternoon, possibly CGC workshop. I am awaiting notice of space availability at the hotel and timeline with Rau for equipment/ring set up on Thursday morning. John McNabney and I are exploring possibilities for a new fun activity for Saturday. I am exploring an education activity for Saturday as well. More information to be presented at winter meeting.
- HTF - Marcia Dawson is coordinating.
- Host Hotel: Sheraton Bucks County Hotel, Langhorne, PA.

Open items:

- Sweepstakes and MCKC Stewards – contact to be made by Feb. 28. Theresa Thomas will continue as STCA show secretary for STCA sweepstakes/rally/obedience events.
- Meeting with Banquet/Sales Staff of Sheraton Bucks County first week in May.
- Vendor Letters – will be mailed June 1.
- Updates on Hatboro Dog Club & Devon Dog Show Association- Judging panel has pended for Hatboro, Oct. 6 & Oct. 7. Devon Dog Show Association application to AKC is pending processing.

Board approval requested: STCA support entries for both days of Hatboro and Devon. I do not have information from Michael Greenberg (Devon) just yet.

- Obedience & Rally – I have studied entries over past 10 years to look at viability of this event. Numbers of unique entries is on the decline. Challenges continue to be noise at any venue. I plan to work with Mary Helen Rice on room layout and identifying a volunteer to man the door to advise of ringside decorum given our space limitations at the show site. Trophies to be coordinated with Mary Helen and Peggy Browne. Mary Helen will coordinate O/R hotel accommodations for Mr. Mullen.
- Agility – I am awaiting additional information and scheduling.

#### Miscellaneous:

Handbooks - Shipped 2006 handbooks to Pam Williams from storage locker on 1/11/16.

Commemorative Pins – Pins should be sold at Rotating. I will make arrangements to deliver inventory along with Ways & Means inventory to Rotating. I will coordinate with Barbara Ljunggren to coordinate volunteers for sales. (Comm. Pins income kept separate from W&M, but can be sold at the table). The web team has uploaded the 2015 pin art to the Shoppe.

We have been satisfied with current supplier. I would like to explore a different design approach for 2016. Work begins April 1.

Inventory: 2005: 17	2009 – 129	2013 – sold out	
	2006: sold out	2010 – 43	2014 – 31
	2007: 72	2011 – sold out	2015 – 28
	2008: 117	2012 – 18	

Commemorative pins are still popular with many members and friends of the clubs. We are holding greater than desired inventory for '08 and '09.

Recommendation: Set selling price for '05 through '15 pins @ \$3 each at Rotating and MCKC/Sweeps. Sell '16 pin at \$5. Continue selling price of \$5 at online Shoppe.

For orders: Minimum orders are set at 100 pieces. We have been satisfied with current supplier. I would like to explore a different design approach for 2016. Work begins April 1 for August '16 delivery.

Rotating 2017: Questionnaire received from Roberts Hall. I will coordinate with Pam Williams and Sue Stacy.

#### Rotating 2018:

Proposal received 2/4/16 from Holiday Inn Six Flags to serve as host hotel for board meeting and banquet services. I updated Christine O'Brien on 2/7/16. Action required: Board approval of host hotel. Details to be presented at meeting.

#### Rotating 2019:

Pam Williams will contact regional clubs for letters of intent. Questionnaire received from Roberts Hall. I will coordinate with Pam Williams and Sue Stacy.

#### Communications

Internal observation– Comments continue on private email group lists and at Facebook that are inflammatory. Subject matters vary. Unfortunately, these comments stop forward movement with club activities for 2016. I am concerned that we do not reach members who follow these discussion threads, members who do not have full knowledge of events or subjects discussed. As a consequence, negativity breeds more negativity and apathy. One of the Club's greatest concerns, aside from the welfare of the Scottish Terrier, should be club membership retention, membership attrition and service to the Club's membership. As for recent online discussions regarding the pedigree database, I did respond to series of email messages on Scottie News Network email list in order to set the record straight. My email included information that has been published in the minutes.

It also needs to be explained to the membership that the board does not operate under a veil of secrecy. A code of ethics is signed, not unlike other corporations or non-profit organizations. A SOP is not signed. It protects the business of the club. Board members are encouraged to have an open dialogue with membership. Board members serve the membership. But, business is not discussed until minutes are approved and posted at the website or published in *The Bagpiper*, whichever comes first.

I strongly recommend that the Board carefully review all reports and minutes prior to approval of all meeting minutes, including content of committee reports, before published at the website and in *The Bagpiper*. This is to ensure that contents of reports cannot be taken out of context. While the board may understand what is documented in meeting minutes, if references to activity are not clearly stated in reports, actions may be misconstrued. We owe this to our membership.

External – We are missing opportunities to reach the general public and dog fanciers beyond Facebook. Recommendation: I propose we establish a full time public relations position. As a trial for '16, this prospective PR club volunteer will work with the VP to disseminate information via public media sources, including the AKC. This may require a revamping of the Public Information volunteer position, but necessary. Individual needs to possess writing skills and knowledge of writing press releases and distribution.

Respectfully submitted, Lori Kelly

## Report of the AKC Delegate H. Prince

- In addition to submitted report, the AKC has a proposal pending that will extend the parent club use non-licensed judges to all specialty clubs.
- Full Report

### REPORT OF THE DELEGATE TO THE AMERICAN KENNEL CLUB

Helen A. Prince

February 28, 2016

Since my last formal report to the Board, I attended the Quarterly Meeting of the Delegates to AKC in Orlando, FL, on December 10-11, 2015, which was held in conjunction with the Eukanuba Dog Show. My report is attached. Despite the fact that this meeting was held fairly close to the Christmas holiday, it was well-attended. During the luncheon, which is held after the Meeting on December 11th, the AKC presented Lifetime Achievement Awards to *Patti L. Strand* – Conformation, *John Cox* – Companion Events, and *John Russell* – Performance. Each recipient spoke to the audience and related some of his/her interesting experiences in the dog world.

Prior to the start of Group Judging on Sunday, December 13th, the winner of the Breeder of the Year for each group was announced. This award is given to the breeder who has made an impact on his/her breed and has dedicated his/her life to improving the health, temperament, and quality of purebred dogs. Lydia Coleman Hutchinson (Cairn Terriers) was Breeder of the Year for Terriers. AKC Breeder of the Year was awarded to John Buddie (Tartanside Collies).

During the past several months, I have forwarded to all Board members the press releases that I receive from AKC as well as announcements of the CHF Podcasts. These Podcasts are now available for Parent Clubs and local clubs to print as articles for their newsletters. I also receive the latest Updates from AKC Event Operations which I forward to all. Those of us who belong to local clubs should keep these as a reference—not all officers of local clubs receive these as there are often changes in email contact information which does not get changed in a timely manner with AKC. With the advent of electronic communication, this information does NOT always get mailed by USPS to club secretaries.

In my work as an AKC Delegate, I have attended all of the meetings of the Parent Club Committee to which I was re-elected in September, this time for a 2-year term. This committee has a Yahoo list and also meets on the day prior to the actual Committee meeting. I am still a member of the AKC Reunite Disaster Trailer Task Force (committee), which also meets on the day prior to the actual Delegate Committee meetings, as well as having occasional conference calls. There are 6 Delegates on this committee as well as 3 staff members from AKC Reunite and one AKC Board member as our Liaison. Since the last report which was given at the Parent Club Committee meeting (see my report from the meeting), we have another 3 trailers “in the works” and I am getting the funding for Dorchester Co, MD. During the snowstorm recently the trailer for Queen Anne County (Eastern Shore of MD) was deployed for emergency, as they expected flooding in that area. Fortunately all was fine. In February I will attend the meeting of all of the Emergency Management Teams for the State of Maryland.

Respectfully submitted,  
Helen A. Prince

## Reports of Committees

### Motion to accept the submitted reports of all other committees not listed. Williams/Burge. Passed Unanimously

These reports will be listed at the end of the Agenda items.

#### 1. Agility

#### Motion to approve applying for Sponsorship of an Agility Trial at the 2017 All Terrier Agility Trials in Hershey, PA on Montgomery Week and request Monday or Tuesday if possible. Kelly/Edell. Passed Unanimously

- STCA provides gifts from ways and means to all participants.
- Report of the Agility Committee

Agility Report

There is not much to report for agility until after the B&W agility trial next month. The couple of items to report are:

1. There are 16 Scotties and 8 Westies entered in the B&W agility trial (March 5-6, 2016). The trial (which as a reminder is an **all-breed** agility trial) is full with a wait-list.
2. There were 6 Scotties who competed at the AKC Agility Invitational in Orland in Dec. Barbara Gibson and Abby (Aulscot Sands Of Ehukai CD BN RAE MX MXJ OF CA RATS) won the medallion for the Top Agility Scottie for 2015. (They had 4 perfect/clean runs).

Regarding future medallion purchases, it is requested that the agility chair be emailed confirmation when the medallion has been purchased. This past year, though it was approved, the treasurer failed to submit payment and paperwork to AKC for the medallions. This oversight caused the agility chair to scramble during the week before the Invitational and contact Gina DiNardo (Vice President and Assistant Executive Secretary) to see about getting the medallion in time for the event. Gina graciously was able to provide the medallion with the knowledge (via emails provided) that the purchase was approved by the Board and that payment would be submitted at or shortly after the Invitational.

One more item for agility - I just heard from Blair Kelly (one of the MTAC trial coordinators) that they are accepting sponsoring clubs for the 2017 Monty agility cluster. (Right now the list for clubs in 2017 includes the Cairn and Norfolk.) **I request that the Board approve the STCA to be one of the sponsoring clubs for 2017.** The budget breakdown should be about the same as was reported to the Board from the 2015 trial we sponsored.

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Per request of the STCA President, the info is being submitted as part of this report as well.

### Selecting Host Clubs for the Montgomery Terrier Agility Cluster

Determining host clubs:

Since its inception in 2000, the principle for determining which clubs host the Montgomery Terrier Agility Cluster (MTAC) is that each terrier parent club has an equal chance to host ... and that the clubs take turns. If there are not enough clubs volunteering to host, clubs may be asked to host.

How the cluster is organized:

The cluster is organized on the basis that all the host clubs equally share in all the responsibilities and all the expenses ... and equally share in any profits. Decisions are made by the host clubs' trial chairs, with the cluster coordinators facilitating the decisions. Until the host clubs for the next year's MTAC are decided, the current trial chairs make all decisions about the following year, including appointing the cluster coordinators.

Each hosting club has primary responsibility for their "day", no different than if they were hosting a stand-alone agility trial. Each club is responsible for doing what normally would be required to host an agility trial; in particular:

1. Appointing a trial chairperson who will actively participate in the decisions of the cluster.
2. Having five club members - a trial committee - on site during "their" day.
3. Paying the AKC trial application fee (\$100) and the site and equipment deposits (currently approximately \$600).
4. Providing a certificate of liability insurance for "their" day of the cluster.
5. Doing their fair share of the jobs (vendor coordinator, judges hospitality, worker coordinator, etc) that are shared among the cluster clubs.

Interested in hosting?

If you think that your club might be interested in hosting a day at a future MTAC, talk about the idea among your club members to make sure that there is interest. Also make sure that you have the approval of your club's board of directors. Feel free to talk with the cluster coordinators and trial chairs if you have questions. Once you have your board's approval to host a day, contact the cluster coordinators to formally have your club's name put in the rotation to host, along with the name of a contact person.

What day will you get?

We ask the clubs on the rotation list, strictly in the order that they are on the list, what day they want. So the first club on the list gets first choice of day, the second club second choice, etc. If a club does not get the day that they want, and does not want any other available day, the club can "pass" for that year; they retain their position on the rotation list, in the hopes that they will have a better "draft pick" in a future year. Clubs that are currently hosting can not put their name back on the rotation list until the cluster they are hosting is finished.

MOREOVER:

There are eight "cluster" jobs; each job is best done by the same person all four days of the cluster. We need to divide these jobs among the four clubs; we suggest each club take responsibility for two jobs. Note that we are NOT asking you personally to do the job - only to be responsible for finding a club member who will take responsibility and do the job.

The eight jobs are:

\*\*\*\*\*

#### VILLAGE COORDINATOR

The Village Coordinator is the organizer and contact person for the village competition. The village coordinator's name and email address will be listed in the premium so that clubs can contact the village coordinator and ask to participate in the village competition. The Village Coordinator will be responsible for finding a local dignitary to act as a judge for the village competition. Once entries have closed, the Village Coordinator will get from the trial secretary the numbers for each breed participating in the competition and come up with a rough map for the setup crew of the villages, with villages sized according to entries. The Village Coordinator will be responsible for running the village competition and awarding the winning prize.

Last year, the Village Coordinator was Carlynn Ricks who has said that she will be happy to advise this year's Village Coordinator.

#### VENDOR COORDINATOR

The Vendor Coordinator is listed in the premium and handles requests from vendors. The Vendor Coordinator provides the setup crew with a rough map of vendor spaces to be laid out. The Vendor Coordinator is responsible for collecting the vendor fee that we charge (to cover the vendor fee we have to pay In The Net) and also for asking for donations for the worker raffle table and judges gifts.

Lysiane Huber, who was Vendor Coordinator last year (and likely will be Vendor Coordinator in 2016) has volunteered to be Vendor Coordinator for 2015. However Lysiane will need an assistant who will perform the Vendor Coordinator duties during the cluster as it is likely that Lysiane will not be attending this year. This assistant should work with Lysiane prior to the trial to make sure that there is a seamless transition from the work Lysiane does.

#### WORKER RAFFLE COORDINATOR

The Worker Raffle Coordinator purchases gift cards - amount and number determined by the trial chairs - for each days' worker raffle. The Worker Raffle Coordinator is responsible for putting out containers to collect the raffle tickets, and for running the worker raffle (drawing the winning tickets) each day. The Worker Raffle Coordinator will work with the Vendor Coordinator in putting out any vendor-donated prizes.

#### RIBBON COORDINATOR

The Ribbon Coordinator checks to see how many ribbons are currently on hand (currently held by the trial secretary) and makes a recommendation to the trial chairs on ordering needed ribbons. The Ribbon Coordinator orders the ribbons.

It is the responsibility of each host club to put out ribbons on "their" day. (So each club needs a person to do this on their day.)

#### JUDGES HOSPITALITY COORDINATOR

The Judges Hospitality Coordinator emails the judges to see what they want for snacks and drinks ... and then makes sure that it is available at the judges table where the judges do their paperwork. The Judges Hospitality Coordinator is responsible for making sure that judges get lunch. The Judges Hospitality person is responsible for making sure that the host club has identified someone to take the judges out to dinner (or at least make the offer to the judges).

It is customary that the host club have someone go to dinner with the judges on "their" day. Obviously, this is only a responsibility of the clubs on Monday, Tuesday, and Wednesday.

#### SETUP/TAKE-DOWN COORDINATOR

The Setup/Take-Down Coordinator is responsible for setup on Sunday afternoon (laying out the lines for the villages and vendors), and take-down on Thursday afternoon (helping MAD Agility load all the equipment). Each club is expected to provide one person to help with setup and take-down; they do not have to be same person.

Traditionally this job is given to the club that is hosting on Thursday.

#### LUNCH TICKET COORDINATOR

The Lunch Ticket Coordinator prints up lunch tickets for workers (value to be set by the trial chairs) and makes sure that tickets are given to the Chief Ring Steward. Our Chief Ring Steward will be Betsy Smith, and our Chief Course Builder will be Jen Drees.

#### WORKER WATER COORDINATOR

The Worker Water Coordinator purchases water for workers and the judges, also a disposable styrofoam cooler to hold the water, and is responsible for keeping the cooler stocked with water and, if needed, ice.

## **2. Financial**

**S. Russell**

### **1) Approve proposed budget**

- Submitted budget below:

## STCA 2016 Budget (Preliminary)

Organiza	Activity	2009 Income	2009 Expense	2009 P&L	20
<b>President</b>	President Expense		0.00	0.00	0.00
	Board Meetings		(929.33)	(929.33)	
		0.00	(929.33)	(929.33)	
<b>VP/Show</b>	Montgomery	#####	#####	#####	
	Rotating	#####	#####	#####	
	Storage				
	VP Expense		#####	#####	
	Donations General	216.81	#####	#####	
		#####	#####	#####	
<i>Show Committees: Advertising, Agility, Banquet, Earthdog, Judges Baskets, Monty Support, Obedience, Rally, Ring Decorations, Sweeps Show Secretary, and Trophies are budgeted separately at the discretion of the VP/Show Chair.</i>					

- Discussion and explanation of budget. L. Kelly pointed out that many of our committee chairs not only donate of their time but also many times financially.
- **Motion to include in the budget approval to the Corresponding Secretary to order a 5 year supply of BBE Medallions from Blackinton. Edell/Wooster. Passed Unanimously.**
- **Motion to approve budget as amended. Kelly/Williams. Passed Unanimously.**

## 2) Audit – engage a CPA firm to conduct an “Agreed Upon Procedures” financial review. S. Russell/R. Shacklett

- Report of the committee

### Audit Research & Motion

Reasons a Not-for-Profit Audit may be required:

- Organization’s C&BLS
  - Treasurer SOP – “Duties 9. Audits B. When there is a change in Treasurers, an external audit of the books is to be arranged, and executed, by a CPA. This audit is to follow the ending of the fiscal year, and be arranged by the Treasurer or President.”
- Government Regulations
  - Charitable organization with \$300,000 or more in gross receipts are required to have an audit (IL). However, the STCA’s gross receipts are only \$100,000-\$125,000 per year
- Insurance Policies
  - STCA’s Fidelity Bond specifies “State Farm may examine and audit your books and records as they relate to this policy at any time during the policy period and up to 3 years afterward.” It doesn’t say an audit is required.
- Banker’s financing loans, debts – None exist.
- Donor’s grants – None required.

April Green CPA/MST – Pennsylvania

- April Green, a certified public accountant, conducted an internal audit of STCA’s accounting records in preparation for the transition to a new Treasurer (see Report dated 9/29/2015).
- She reviewed the Club’s
  - QuickBooks records,
  - Bank Statements,
  - Liabilities for Donation Transfers,
  - Balance Sheet and Profit & Loss Financial Statements, and
  - Prepared a financial statement and tax return for the year ended 12/31/2014.

- Independence: The AICPA considers a review as “Independent” as long as the Member CPA is not on the Board. April Green CPA is not on the STCA’s Board.
- After attesting to the STCA’s accounting records, she said “we have conducted a practical and cost effective (internal audit as a) due diligence for the Board” and “the STCA Board and membership do not stand to gain much from an extremely expensive CPA audit which would cost an estimated minimum \$5,000.

BDF – Mike Foltz CPA – Chicago area

- Referred by Janet Parcel, auditor for West Highland White Terrier Club of America.
- No longer doing these types of audits.
- Advice:
  - Focus should be on liability.
  - Minimal risk of loss and fraud is covered by a Fidelity Bond.
  - It’s prudent to have a “independent” review of Financial Statements with a limited scope.
  - A full Compliance Audit is out of line, because an Opinion is not required for Corporate Reporting and the cost would exceed 10% of the budget (\$11,000).

CDH – Brian Davidson CPA – Chicago area

- Referred by Mike Foltz who had done an audit for the Westie club.
- Based on the risk of loss, recommends a level of CPA assurance known as a financial review with Agreed upon Procedure (report on specified scope) rather than a full-blown compliance audit.
- Fee for a full audit of financial records is estimated \$10,000-\$12,000, plus another \$2-3,000 during busy tax season
- Fee for “Agreed upon Procedure” engagement is estimated \$5,500-\$8,000.
- Scope of Agreed Upon Procedure would include:
  - Review minutes, contracts, and other document relevant to financial reporting
  - Confirm of bank accounts and review bank reconciliations
  - Review of activity in restricted asset accounts and equity roll forward
  - Test journal entries
  - Search for unrecorded liabilities
  - Analytical procedures applied to profit and loss accounts

ER Sledzik – Ed Sledzik Attorney/Tax Practitioner – Virginia

- Referred by Susan Napady (International Kennel Club) and James Kinney (Norwich Terrier Club of America and Great Lakes All Terrier Association)
- Father “dog person” died. No longer doing these types of audits.
- Advice:
  - The person(s) reviewing the books can be a qualified person who is a part of your club.
  - Virginia National Association of Tax Practitioners uses a 3 person committee including selections from the membership in addition to the Treasurer and/or Board members.
  - This will allow your nonprofit to provide a review at a reasonable cost.

Dugan & Lopatka – Mark Schultz CPA – Chicago Area

- CPA specializing in Non-Profit accounting, audits, and reporting.
- Uses audits to keep corporate accounting staff busy during the off season
  - Acknowledges challenge of the STCA spending 10% annual revenue and 50% net income on a full audit which would cost at least \$6,000-\$7,000.
- Says the STCA only needs an audit of cash controls and equities, since not on an accrual basis.
- Recommends an “Agreed Upon Procedures” financial review which would cost about \$2,000-\$3,000 depending on final scope (sending example of Audit Program scope).
- Schedule the work after the April 15<sup>th</sup> tax season

Motion: Authorize the Treasurer to engage Dugan & Lopatka CPA to conduct a level of independent CPA assurance known as an “Agreed upon Procedures” financial review after April 15<sup>th</sup> at an estimated cost of \$3,000.

- Discussion held on research and findings from both S. Russel and R. Shacklett
- Consider adjusting the SOP to reflect what the CPA’s are saying regarding audits.
- **Motion to rescind prior “Motion to have a new full and total external audit of the books of the STCA by Shacklett/Langham”. Shacklett/Langham. Passed Unanimously.**
- **Motion to accept the report of the Audit Research Committee and based on the recommendations of professionals consulted who deemed it is not necessary, not conduct an external audit and accept that April Green’s review satisfied the independence requirement needed. Kelly/Burge. Passed Unanimously.**

**3) Insurance - obtain a current appraisal for trophies and quotes for insuring same. S Russell**

- See treasurer's report page 2
- Discussion held on how this can be accomplished.
- **Motion to insure our trophies/awards for the full market value and in doing so obtain an appraisal for their worth. Prince/Williams. Passed Unanimously**

**4) Establish a ladder of CD's for excess cash balances to maximize investment return. S Russell**

- Submitted Report

January 17, 2016

**STCA Banking – FDIC Coverage & Earnings**

STCA has 4 bank accounts on its Balance Sheet totaling about ~\$350,000:

<b>BANK OF AMERICA</b>	<u>Account Totals</u>	<u>Rates</u>
<b>CHECKING</b>	\$ 36,360.35	0%
<b>SAVINGS</b>	\$ 224,475.14	0.05%
<b>INVESTMENTS</b>		
<b>CD(1 year) - Jackson</b>	\$ 58,340.08	0.07%
<b>CD(1 year) - Stalter</b>	<u>\$ 27,909.98</u>	0.07%
<b>TOTAL</b>	<b>\$ 347,085.55</b>	

**First**, profits have grown in these bank accounts in value beyond the **FDIC** (standard deposit insurance **coverage**) limit of **\$250,000** per depositor, per FDIC-insured bank which creates financial risk for the Club.

Full FDIC coverage for the STCA is easily remedied by moving part of the STCA's money into another FDIC-insured bank or into a brokerage bank deposit account. These accounts invest in multiple banks so they extend the coverage. For example, Stifel's BDP (bank deposit program) invests in 10 banks and thereby extend the FDIC coverage from \$250,000 to \$2,500,000 which is more than sufficient coverage for the STCA.

**Second**, these Bank of America bank **accounts earn very little**. Regardless of whether checking, savings or CDs, the accounts earn less than 1/10<sup>th</sup> of a percent interest per year. This mean the *STCA only earns a return of ~\$175/year* (.05% x \$350,000). To date, CD investments have only been used to segregate two larger donations with a specific purpose.

Earnings can be easily improved at least \$4,000 per year without increasing the investment risk by moving part of the STCA's money into a "ladder" of safe CDs with maturities spread over 1, 2, 3, 4 and 5-year renewals. For example, Stifel's CDs earn a return from 0.80% (1 year) to 2.25% (5 year).

<u>Ladder of CDs</u>	<u>Amount</u>	<u>Rate</u>	<u>Earnings</u>
1 Year	\$ 50,000	0.80%	\$ 400
2 Year	\$ 50,000	1.35%	\$ 675
3 Year	\$ 50,000	1.80%	\$ 900
4 Year	\$ 50,000	2.03%	\$ 1,012
5 Year	<u>\$ 50,000</u>	<u>2.25%</u>	<u>\$ 1,125</u>
	\$250,000	~1.6%	\$ 4,112

**Motion**: Safely invest excess cash balances in a "ladder" of CDs with staggered 1, 2, 3, 4 and 5-year maturities. Adjust the amounts up or down from \$50,000 as cash demands warrant.

**Note**: CDs are among the safest investment. The interest rate is determined ahead of time, and you're guaranteed to get back what you put in, plus interest once the CD matures. Despite the economic climate, additional earnings are possible, if the Club is willing to increase risk slightly by investing in long-term Treasuries (~3%) or high-quality corporate Bonds (4%+). The maturity of these investments can be staggered like CDs.

Steve Russell  
STCA Treasurer

- **Motion to Safely invest excess cash balances in a “ladder” of CDs with staggered 1, 2, 3, 4 and 5-year maturities. Adjust the amounts up or down from \$50,000 as cash demands warrant. Burge/Ferris. Passed Unanimously**
  - **Motion to reinvest the Stalter and Jackson CD’s to longer termed CD’s maintaining the identity of the grants. Prince/Williams. Passed Unanimously.**
- 5) **Move accounts from a single bank to either multiple banks or a Brokerage Bank Deposit**
- Discussion follow with above motions
- 6) **Membership – Further automate annual renewals by using PayPal Subscription & Recurring Payments**
- Discussion on possible late payment penalty. Not able to be done without changing the By-Laws.
  - Discussion on setting up reoccurring payments using PayPal.
  - **Motion to Further automate Membership Renewals by using PayPal Subscription and Recurring payments for annual dues collection. (ref: [www.paypal.com/pdn-recurring](http://www.paypal.com/pdn-recurring)). Russell/Ferris. Passed unanimously.**

### 3. Grooming Manual

J. Burge

- 1) **Any revisions required**
  - L. Kelly asked if any possible new material could also be created as inserts.
  - Discussion on what the committee is working on
- 2) **Approval to reprint Grooming Manual**
  - Discussion on how this would be done. L. Kelly asked if the reprinting would be as a new edition and if so what changes to be considered.
- 3) **Approval of budget for Grooming CD/Video**
  - J. Burge stated that the estimated cost was to be \$500.00 or less to film the grooming with Mary Ann Melucci doing the demonstrations and vocals.
  - H. Prince will be providing a dog to be worked on.
  - CD will go out in a jacket and that could also be including in the grooming Manual.
  - **Motion to approve up to \$1000.00 to produce a grooming dvd. Prince/Wooster. Passed unanimously.**
- 4) Report submitted follows

Grooming Manual Committee

Feb. 2016 Report

The Grooming Manual Committee is discussing the need for printing more copies of the Manual. The inventory is down to less than 20 copies. We are also looking at the need for any changes that could improve the Manual.

Ron McConnell

### 4. Pedigree Committee

- **Motion to approve Pedigree Restart Proposal with a new database and new committee chaired by Janet Tomlinson. Williams/Edell. Passed unanimously.**
- Amend report to correct Barbara Holman to Belinda Holman.
- Full report covers 3 documents as submitted and follows

February 8, 2016

**Pedigree**

**Report to the Board for the Winter Meeting (February 27, 2016)**

Since the last face-to-face Board Meeting:



- Pedigrees are not being maintained.
  - Mary O'Neal has failed to provide the STCA with updates to the Pedigree database. None have been received now for 20 months dating back to June 2014.
  - Several times she promised updates after she had time to apply changes, after AKC data was resent, after member requested changes were resent, after she filed for copyright, etc., but did not follow through.
- Pedigree Search on the STCA website was:
  - Taken down by the Web Master in October 2015 because of members' complaint that it was out of date.
  - Temporarily restored in December 2015 for members' use on Baggiper 2016#1 Stud Dog Issue with appropriate disclaimers on accuracy.
- The STCA and its Board have not received any direct communications from Mary on her plans and preferences for the Pedigree database beyond her verbal communications with President John McNabney requesting a statement on ownership.
  - Note: The Board cannot provide a legal opinion on ownership of publicly available software and data, but has not attempted to take or use the Pedigree data Mary compiled.
- After a couple of posts from Mary on social media in January, the Board assumed her expressed intent was to "withdraw permission for hosting her Pedigree database on the STCA website".
- The Board had lengthy debate on the subject and documented a factual background to guide their decisions and discussion with members (see attached).
- The Board has coalesced around a "move on" strategy because of the need to service members.
- The Corresponding Secretary, Pam Williams, sent a letter to Mary from the Board to thank her and let her know our direction (see attached).
- The VP, Lori Kelly, posted a communications on the ScottieNewsNetwork to squelch inaccuracies with regard to the Board's handling of Pedigree (see attached).
- The Board has sought a team of volunteers to work on a new Pedigree database and web deployment to avoid future risk inherent from a single individual controlling this important service to the breed and club members.
- Janet Tomlinson submitted an initial Pedigree Proposal to the Board (see attached).
- Mike Krolewski on the Web Committee working with Janet has proposed to the Board an approach for **Pedigree Restart** (see attached).
  - Features of the **Pedigree Restart** proposal include:
    - A Committee/team of volunteers formed separate from the Web Team, rather than a single individual.
    - Hosting the Club's new Pedigree database on the new STCA website when we cutover from the existing STCA website.
    - Acquire and implement the newest Breedmate software with its enhancements (9-generation pedigrees, color coding, etc.).
    - Use Breedmate's PedigreePoint web-based display software instead of the intermediate Alfirin software which has create extra work and has led to technical resource issues.
    - Compile pedigrees from the current day backwards in time.
    - Seeded with 22,000+ pedigrees which have been established in a test database so far (comprehensive coverage for more than last decade dating to at least 2004).
    - Seek pedigrees from various sources, including members to accelerate compilation.
    - Add historical pedigree if/when time permits or Mary makes her Pedigree database available to link and or merge.
    - Concurrently implement enhancements such as imbedded photos.
    - Segregate teamwork across those entering monthly AKC reports, working Pedigree Change Requests from members, verifying ROM titles, incorporating foreign data sources, etc.
    - Data entered in Breedmate software provided to team members will be merged (a feature of the latest software) by the Chair as required.
    - Updates will be published no less than quarterly with an attempt to maintain currency with monthly AKC data.

Motion: Board approves the Pedigree Restart proposal to implement a new STCA Pedigree Database on the new STCA website with a newly reconstituted Pedigree Committee chaired by Janet Tomlinson.

Steve Russell on behalf of the Board

W/Attachments

TO: STCA Board  
 FROM: Janet Tomlinson, [catzoo@bellsouth.net](mailto:catzoo@bellsouth.net)  
 RE: Pedigree Database for STCA  
 DATE: January 15, 2015

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Knowing that STCA hasn't updated pedigrees in a long time, I am submitting a proposal to you for consideration.

In Sept, 2015, I purchased, for my own use, Breedmate Pedigree software because the STCA site did not have current dogs there. I am using this software, as Bob Gann says is a good pedigree program, along with other experts in the industry.

100% of my pedigrees have been created on my own, from my own sources. It has absolutely nothing to do with the database which was available at STCA.biz in the past. I'm not pirating information nor crossing lines on copyrights, etc., as I created what I am using from scratch. I've documented my sources using pedigrees

provided to me by club members, information I found in the public domain, and AKC documents from which I have permission to copy information. Once I got going, this became enjoyable. At this time, I have input **13,482** pedigrees in a very short period of approximately two months.

It occurred to me that the STCA could use this data. I am willing to give sole ownership of what data I have to STCA for the sum of One (\$1.00) Dollar US Funds (to make it official) on the condition that STCA not ever relinquish ownership or control of it and that the name be "The STCA Pedigree Database".

I would like to be able to continue to work on an STCA-owned database, as a volunteer, at the pleasure of STCA. I am offering this to STCA so that they can never be held up again. I would follow any SOP the Board would create.

I am willing to do this and this is an opportunity for the club to move into the future with sole ownership. If you decide not to accept my offer, that's OK. I will continue to use it for my own personal use. I do think it would give STCA a good base for starting their own database and providing the membership with an invaluable service.

## Scottish Terrier Club of America (STCA) Pedigree Restart

8 February 2016

Michael Krolewski

### Overview

This is the process of starting again to collect pedigree for the Scottish Terrier Club of America.

The **immediate goal** is to go from zero to a good working set of dogs in the shortest period of time. Primary to this is involving as many people as possible in collecting this data. Our membership is the largest repository of data and the key to making the pedigree database an important asset for them.

Once this is accomplished, the **on-going goal** is to transition to extending the data gathering to:

- more dogs including AKC and foreign registries
- images
- Conformation data including
  - number of dogs defeated for a calendar year
  - list of specialties won (BISIS, BOSIS),
  - STCA Awards eg llyod, blueberry hill (top 10 or just the winner)
  - national titles of other countries
  - AKC top breed or group or overall placements
  - big show wins (BOB, Group, BIS) eg Westminster, Crufts, World Dog Show
- health data
- Connections to genomic data

Each of these areas will require some thought as to what to gather, disclaimers, possible contracts, decisions on what qualifies, and how to make this data available to the Scottish Terrier community.

The **ultimate goal** is to have a dynamic worldwide pedigree database with images and health information.

### Starting Costs

The initial costs are minimal, about \$400.00 for software. (see below)

Other costs such as storage of data and documentation, mailings, shipping, etc will initially be borne by the committee members.

The cost of displaying the pedigree information will be included in the cost of the website.

Once understanding of additional costs is determined, a more detailed financial request will be produced.

### Software:

The current decision is to work with BreedMate software.

Using this inexpensive software still appears to be the most expedient solution. It is cheap and easy to set up on different machines. BreedMate is not the most sophisticated software and has several limitations including limits of 500,000 dogs. However, currently there is no optimal solution available in the market to meet the club's needs. Many of the equivalent software packages are much more expensive with not that much in the way of added features.

Janet Tomlinson has negotiated a discount for 10 copies for \$40 each versus the standard \$80 price.

At some point, we want to migrate off this platform to server based platform should that become available.

As a late note, BreedMate is working on a server based version of the software. We will talk to them about what they have. Initial information suggests that the software may be missing some key features that we will need.

### Starting the Data

To jump start the process and possibly accomplish the immediate goal, two sources have been made available to the club.

Janet Tomlinson has negotiated from a private source for approximately 10 years of Scottish Terriers covering 2005 to the present. The numbers are not available at this writing. However, the numbers will be significant and the data source is extremely reliable.

Janet Tomlinson has also started to collect dogs from various sources such as stud books and private individuals' pedigree collections. She has entered approximate 15,000 dogs. They will be merged the first source. There is likely some significant overlap in the dogs between the two sources.

The data for both sources should be available by the end of February 2016.

There also has been initial contact with the (an) English group who has pedigree data. More to come later on this front.

### Web Display

The initial expectation is to provide basic pedigree displays to the members like standard multiple generation pedigrees, reverse pedigrees, and trial mating. In the near future, images will be added to the pedigrees.

Originally the STCA was using Alfrin software to display Mary O'Neal's BreedMate data. An issue with this software required that we remove the software from our primary web server and run it from a secondary server hosted and paid for by a club member. For the original versions of BreedMate, this was the only mechanism for displaying data.

Recently another company working with BreedMate has created a different product for displaying pedigrees. It is called PedigreePoint. It is free and runs well on the STCA hosting servers.

This software have been installed and tested with the new website software.

This display will be available when the new version of the web site becomes active. The new site is projected to be available at the end of February.

Over time, additional features will be added.

### Publication

The standard for publication will be every quarter or when so many dogs were added or their data was changed. The minimum stated publication time will be monthly. The last Friday of the month might be a as good time a time as any.

Anticipated publication date will be posted.

A scheduled integration date will have to be established so that collected data can be forwarded to the integrator and the integrator has time to combine the data.

Given the volunteers and the amount of work, there is no guarantee that any data submitted prior to a publication date will be published in the next publication period.

Initially during the data campaign (see below), the displayed database will be refreshed monthly to show progress and increase visibility.

### Initial staffing

At the time of writing, there have been a total of 6 people who have expressed interest in working on this project. Janet Tomlinson, Barbara Holman, Judy Shaffer, Rod Ott, Barbara Zink and Gayle Grantham. Once skill needs are determined we will contact these people to determine whether they are still interested in volunteering.

As the project progresses, there will most likely be a need for additional workers to either replace these members or to handle what should be a larger amount of data.

### Getting More Pedigree Data

To make this work, the club membership will have to collect still more dogs.

The base strategy is to work forward with new dogs as they are born and registered and backfill dogs with information in our membership's hands.

### Data Handling

To process the new data, the pedigree committee will have a number of people working on inputting the new pedigrees. Given the initial purchase of software, up to 10 people can be performing this task. If more people want to assist, adding more software will follow.

A task list will be generated tracking what data needs to be added. The task list will cover the data sources.

Individual committee members will process these requests. Each person will create a database for his/her set of data. The data will then be merged into the master database.

Then a single person will perform the merging function.

The integration time will have to be scheduled so that the members have time to forward their data and the integrator has time to combine their data. Data can be forwarded to the integrator at any time.

Each member will be trained in performing each task. A written documentation will exist to facilitate further training.

### Minimal Pedigree Data

For each dog, the following information would be included:

- Dog's name
- Titles eg CH, GCH, performance titles, international titles, ROM, HOF
- Gender
- Date of birth
- Registration number and registration organization. Dogs may have no number or multiple numbers.
- Sire name
- Dame name
- Color
- Date of death
- Breeders
- CHIC#
- Image (shortly)

Although other information may be available, only this will be collected. As more fields are added, there will be work to both back fill over the existing animals as well as integrate the data into the new data feeds.

Some of this information may not be available. The minimum is the dog's name, sire and dam name, gender and date of birth. If this information is not known, then the dog would not be added. The obvious exception is the last dogs in a pedigree do not have parents. They would of course be included.

The data source will be tracked. Obviously some sources are better than others. For instance, a printed national pedigree is the gold standard. A list from the owner would be less quality. Specific stud books represent a different layer of quality. Ideally the source will change to show the best source received for that dog.

### Data Collection Campaign

The data will be requested from the membership and other dog owners.

Basically, there will be a blitz to get members to examine the new database and review their dogs. If there are errors, they would report them. If they find dogs are missing, they will be encouraged to send in pedigrees for the missing dogs. Missing dogs should include littermates to the dogs that are included.

It is anticipated that this campaign will last for one to two years.

The pedigree blitz would be advertised on the front web page, in the National Wrapup, facebook, etc. Nominally a monthly reminder with indication of progress and notable additions will be sent to the membership. To this end, people making large contributions (say greater than 10 dogs) will be acknowledged.

The actual mechanism for receiving pedigrees needs to be worked out. Most likely, there will be multiple mechanisms including:

- Hardcopy of pedigree (official national pedigree, photocopy of official pedigree, printed from some other source, hand written/typed version ) plus photograph(s).

This would converted to an electronic copy

- Scanned picture or pdf of pedigree plus uploaded image
  - Data entry where the person would type in the information into some format.
- There would be a place to upload an image

Ideally, the system would automatically fill in any information that is already stored so the user would not have to re-enter what is already known. That will NOT be available initially.

### Data Sources

#### AKC Records

The AKC is sending the club new titles every month. This data will be integrated in the list of dogs. If the dog exists, the appropriate title(s) will be updated. If the dog is new, a new entry will be created. If the sire and/or dam are also new, the breeders/owners will be contacted to fill in the pedigree information. There are anywhere from 20 to 120 dogs with new titles each month.

#### New litters

Encourage members to send in data when registering a litter. This would get all dogs, even dogs that are not shown.

#### Old litters/pedigrees

Make an effort to engage the members to inspect the pedigree and fill in missing data/errors. This should be encouraged to contain animals not there eg missing litter mates.

#### Errors in collected data

There will be mistakes in the data. As is currently available, a mechanism will be in place for corrections to be made for the master database.

### External databases

There are currently several other database know to be in existence.

- Russian group (self entered)
- Icelandic group
- English pedigrees
- Mary O'Neal's database

There are likely to be other databases.

The incorporation of these databases has some technical issues.

First, there will be a need locate and communicate with them to get data from them. Most likely they may like an exchange – we would have to decide on what that would be ie what data, how often, etc.

After the data is received, the data will have to be integrated into the database. Depending on the actual source of the data, this may involve some programming. Once the data is aligned with the “standard” form of data entry, the process would follow the previous process.

Risk: Depending on the volume, doing detail data checking may be daunting to perform.

### Stud books

Gathering information from stud books and other publications to go back farther in time will continue. Basically the same process as any other source. There will have to be some tracking of which stud books have been collected and possible overlap.

There is some risk with the old books in the dog names and identification may be sketchy.

Unlike other sources, the stud book may have to be returned to the owner. There is a risk that the book will be lost or damaged.

### Images

A major addition will be adding pictures to the pedigree display. This most likely will be initiated as soon as technical solutions on storage, display and printing are resolved. To a large extent, this could be considered a parallel independent project.

#### Collection Strategy

This initial strategy is to gather images from the membership.

There will be only one image per dog.

The board will have to determine who can provide images. For dogs whose owners or breeders are still alive, the owners or breeders are the likely sources. If there are multiple sources, there will need to a mechanism for “picking” the appropriate image. For dogs whose owners are no longer around, it is a little more difficult.

Owners or breeders should have the right to replace or remove images. A process should be created to handle this. This process not be immediate but will follow the publication process. The change will happen in the next publication cycle after the request is processed.

Additional sources should be explored.

- Old editions of the Bagpiper might be a good source. This should have reasonable identification of dogs.
- Private photo galleries might be useful for modern dogs. This would be to fill in the gaps for dogs that were shown but did not win or get professional pictures taken.
- Professional photographers might work with us. Depending on how well and how much of their images are stored, it might be possible to get images. This would most likely require some financial commitment.
- Other publications like the various Scottie books or major AKC clubs like Westminster KC with printed catalogs could be used with the appropriate permissions. The board will have to work out appropriate contracts for such exchanges.

#### Image Ownership

The images will be owned by the club.

The club will have the right to use the images on the web site and in publications.

The board will have to decide if the images must have a specific transfer of ownership document. This should be built for a single image or a bulk transfer from a particular person. This might have to be extended to the photographers (I don't think so, but I am not a lawyer).

There might be a need to track who sent in the image.

There might be questions about what to do if the images are used in a commercial endeavor eg a calendar sold by the club.

Selling the image to an external organization should be addressed by the board.

Similar concerns should be addressed if the images are going to be shared with other databases. Do they have the right to transfer the images to yet other parties.

### Image format

For consistency, the images should be a profile image of a left facing dog. However, there is no real restriction as to what could be used.

The only restriction is the image cannot include judges, owners, handlers, awards (trophies, ribbons, etc) or obvious connections to a particular show (superintendent names, club logo or banners, etc). The image can be cropped from a show picture. Incidental inclusion of hands, feet, logos in the background, etc are not a problem. Objects like agility equipment are OK.

The displayed image on a pedigree should be restricted to a particular yet-to-be determined size, most likely 200 x 200 pixels at 70 dpi.

Optionally the image could be displayed in a bigger size for electronic display such as a 6inch x 6inch display at 120dpi or greater. This might be useful for people getting a better look at the dog.

### Image Processing

It is preferred that the images be an electronic format.

Printed photos, images should be accepted. There should be no guarantee that they will be returned.

The owner can "cleanup" the original image as they deem fit prior to sending.

The images will be inspected and some rudimentary editing will be performed eg correcting dpi or cropping the image to the dog. It is not assumed that the persons providing images have the capacity to do any image editing.

Each image will be renamed to facilitate unique identification.

It may be appropriate to add a watermark to the image to indicate the source of the image ie STCA.

### Storage Considerations

The actual images would be stored most likely on the web site server, not links to offset images.

Although one image is not that big, 10,000 will take up significant storage. And this storage will only grow.

There may be additional costs to cover the storage of images.

There will have to be some backup process to ensure the images are not lost.

### Health Data

There must be storage for health information for the pedigree. To a large extent, this may be the most critical information in the database and the most difficult to collect and utilize.

The club will have to decide what should be saved and how of if the data is open or closed registry. For ease of use, the entire database will either be open or closed. Particular disorders cannot be classified differently.

There will have to be some discussion on what qualifies as good information. This should be initially discussed among the HTF, then with the STCA board and then among the membership.

Tools may have to be incorporated to assist in displaying this information. Much of the questions when determining a breeding is what is the quality of the offspring of a particular sire or dam or sire/ dam's siblings.

### Primary Data Elements

Some data is immediately available and should be stored. This should include

- CHIC#
- vWD test results
- CA
- CMO
- Testing associated with the CHIC assignments ei CERF, OFA

### Longevity

The longevity database will integrated into the pedigree database. It will contain the date of death for any dog. The display will still show dogs greater than 11 years.

### Conformation

Possibly the biggest bit of health information is the conformation ring. A third party is evaluating the dogs to say who is best. It does represent an indication of the quality of the dog. Granted not all dogs are campaigned nor are all shows of equal quality. However, a BIS at Westminster or Crufts does represent some level of quality in the dog. The club processes much of this information and can be filled in by the members.

## Tools

There will have to be some development of tools to facilitate this processing. Initially, work will be done manually.

## Database Inspection

The will have to be some checking that the database has reasonable data integrity. This would include:

- No two dogs will have more than one pair of parents
- No two dogs will have the same registration number
- Confirm dogs with the same name have different date of birth or registration
- Locating dogs that do not have one or more parents is useful in attempting to track down dogs needing pedigrees.
- Collecting dogs with populated for particular data element eg have a CHIC# or images.
- Extraction tools to collect dog with particular characteristic eg CHIC# or last updated on a particular date. This would be used for both internal and external processing.
- Import tools for databases that do not conform to needed formats.

## Documentation

If there is going to be documentation like permission to publish, etc OR health documents, this will have to be stored somewhere. There will have to be some system to facilitate locating such information

To: STCA  
From: Janet Tomlinson, Pedigree Photo Chair  
Date: January 8, 2016  
Re: Pedigree Photo Report

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My report dated February 14, 2015 stated: "Last year, I started working with the Web Team to create an arena that could receive photographs of dogs that are listed in the pedigree data base created by Mary O'Neal.

In October, at MCKC, I had a meeting of sorts with Mary O'Neal regarding adding photographs to the data base. Mary agreed that I should do this.

I have been working diligently with the Web Team and on a one-on-one basis with Mike Krolewski to create a template and software to facilitate this project.

In the next two to three months, this plan will go into effect, if not sooner."

Almost as year later, the project is still on hold due to the move to the new website and the pedigree database availability.

I have been collecting Bagpipers from which I can use photos going forward. I have also created a pedigree database that can easily intake and present photos, should Mary O'Neal's database not become available to STCA.

## 5. Public Information and Education

L. Kelly

Create a position of "Director of Public Relations".

- Kathy Vogt was doing Public Relations. Things such as sending letters to non-members introducing them to the club and regional clubs. Since October she has not done anything since she has not heard from the president J. McNabney. Therefore, there is no report filed.
- P. Browne will ask her if she is still interested and if she is then J. McNabney will follow up with a phone call.

## 6. Tally Committee

P. Wooster

Needs several new members to review computerized reports for accuracy.

- At least 6 volunteers are needed
- L. Kelly has received volunteer signup sheets. Names will be shared with M.Krolewski. She will also put another request in Bagpiper and WrapUp

## 7. Standard Review

Originally item #6, J. McNabney asked to skip it. It was moved to Item #7  
Is this a standing committee or is it an ad hoc committee?

- K. Ferris notified J. McNabney that Merle Taylor is still waiting a return call after having reached out to John after not hearing from him in October. John stated that his intent is to contact him after this meeting.
- K. Ferris gave historical overview, current activity and composition of the committee. Old minutes document it as an Ad Hoc Committee whose purpose is the continuing review of the standard in conjunction with the mandates of the STCA.
- In addition, the importance of education of the ability to understand the standard both from judges and members has been identified as a key component of reviewing the standard.
- Discussion followed and questions were asked
- J. McNabney stated that maybe the board needed to change the status of the committee from an Ad Hoc to a Standing Committee. Discussion was held on if this was allowed.
- **Motion to table further discussion until more information was gathered. Burge/Langham. Passed unanimously.**
- Report submitted follows

STCA Standard Review Committee

Report, January 25, 2016

As a standing committee, the Standard Review Committee is in the process of establishing meeting dates and times for the upcoming year. We will continue to assist in education, as we have done in the past.

Before we make a proposal, we want to make sure that everyone understands the process, clearly understands the standard of our breed, and understands how important it is to have a standard that justly describes the Scottish Terrier.

Since our last meeting in 2015, I personally contacted the STCA President in mid-November and discussed with him what our Committee has done in the past. He indicated, to me, that there was a question of whether or not our committee was or was not a standing committee; he indicated that at the next board meeting that issue was to be discussed. He did say that he certainly felt our committee should continue to meet, and I asked him to keep me informed. I have heard nothing from him since my call.

As we have done in the past, we will only utilize The Bagpiper, The Wrap up, and/or the STCA website, as places to share information with the STCA membership. The Committee will also utilize a special mailing (electronic or regular ) only if needed. The Committee will continue to publish all minutes on the STCA website as has been done by this Committee in the past. The Committee will address all aspects of our standard and if determined that any revision be necessary will follow the outlined processes of the AKC and STCA should we need to do so. We would certainly welcome questions and discussion. We feel it is truly important that the STCA, to maintain a steadfast future for our breed, serves as a source of mentorship to new members, judges, and breed enthusiasts in a positive and worthwhile approach.

Like most everyone today, the Committee members' schedules were filled with a whirlwind of activities so we have not met in 2016. We are presently readying for 2016 and scheduling our teleconferencing calls as soon as times and dates have been established.

As Chair, I am not a member of facebook nor breed networks. If any STCA member wishes to contact me via telephone or email, I most certainly would be willing to discuss their concerns.

Merle Taylor, Chair  
STCA Standard Review Committee

## 8. Ways & Means Committee

**Lori Kelly**

Does the Board want to authorize working with Zazzle and other full service websites for unique fund raising items which require no inventory or management?

- A proposal was presented with suggestions on how to do this.
- Discussion was held on the viability of fund raising in this manner. Also concern of protecting the usage of our club logo.
- L. Kelly suggested that she go back to the committee with the suggestions and options of a possible limited trial.
- Submitted reports follow

**Scottish Terrier Club of America  
Ways and Means Committee Report  
February 7, 2016**

Thank you for the opportunity to serve as Chair of the Ways and Means Committee. I would to thank Lori Kelly for the work she has done and I look forward to her support.



As part of the transition I have received copies of the current inventory and look forward to receiving information on the sales at Montgomery, any spreadsheet that would establish net profit, and copies of established policies, procedures, and practices that are applicable to the Ways and Means Committee. This will be of great assistance with managing the Ways and Means Committee and help to insure we do not over order.

As the committee organizes for the coming year I would like to propose the following recommendations:

- 1) Zazzle- I have been contacted by Mr. Raymond Sodano and discussed his idea with Zazzle. The benefit of this proposal is that do not have to maintain an inventory. Mr. Sodano has offered to market and sell his STCA creations on Zazzle. Mr. Sodano has submitted a proposal to the STCA.
- 2) Pop-up or Flash Sales- We should utilize our Wrap-up Report, Facebook, and Website for "Pop-up" or "Flash" for the holidays (Valentine's Day, etc.) and events. This will offer us another means to turnover our inventory.
- 3) Auction- STCNE has been very successful in having a live and silent auction every year at our annual banquet. I would propose an auction at a STCA event or on Thursday evening at Langhorne, Pa or even the night of the banquet(silent auction-would be very easy to do)
- 4) Website- Along with our New website, an New on-line shoppe should be included with new inventory and existing(non-selling) inventory should be included with price reductions to sell off.(keeping the top 3 or 4 top selling items)

I am very excited to plan and develop new items for the Montgomery tables. I am working with local artists and some artists in Maine to develop some very unique items. I would like to have a raffle at the tables to attract interest.

Customers buy on impulse and the raffle will draw the attendees to our tables. Once I have the remaining records we can decide what and how much to buy.

I look forward to working with the Board for the benefit of the STCA.

Thank you

Barbara Ljunggren  
Chair, Ways and Means

The Scottish Terrier Club of America

Ways & Means Committee Report

for Winter Meeting – Partial report prepared by L.Kelly 1/16/16

STCA Ways & Means will undergo a transition in management beginning 2016. I assured Barbara Ljunggren, newly appointed Chairperson that I would stay on to assist where I can and continue as board liaison. Ray Sodano has also stepped up with new and creative ideas for off-site, online sales.

What are constant are the opportunities for sales:

Online "Shoppe" sales, Rotating Weekend, Montgomery weekend, Regional clubs purchasing items for judges' gifts, and word of mouth.

It is time to re-evaluate our point of sale opportunities (Rotating and Montgomery), silent & live auction possibilities as well as online opportunities to generate funds that offset costs of our specialty events. It is also time to review manpower needs of this committee.

Inventory is presently stored in the STCA storage locker in King of Prussia, PA. I fulfill all orders placed at website for Ways & Means, in addition to shipping grooming manuals and commemorative pins. Grooming Manuals and commemorative pins will be addressed in a separate report.

A list of vendors and contacts from 2006 to present is attached for transition and historical reference.

Recommendations:

- 1.) Continue to offer quality and well priced items that appeal to both STCA club members wanting branded merchandise and fanciers of the breed who visit the Club's website and events.
- 2.) Evaluate inventory management and production:

Consider outside vendor for production and shipping. There are companies such as Ocean State/Son of a Stitch that are well known in the dog world. It is not prudent for the STCA to order and maintain an inventory of sizes of apparel. By working with such a company as Ocean State sites such as Zazzle or Café Press, the key benefits are a) the Club holds no responsibility for inventory and b) members can order a set number of items in their own sizes and colors without financial exposure.

In April 2014 I had recommended that the Club consider an outside vendor to manage ongoing apparel orders. Ordering and carrying quality apparel in multiple sizes and colors is not prudent. Ocean State, Son of a Stitch is a company that produces, manages and ships orders. They have longstanding visibility in the dog world. There would be a link to the company at our website for "logo wear" where members would click and shop. Selected items are produced and shipped at a guaranteed rate within 3 weeks of the order.

This might work for special logo items for rotating and for Montgomery. The Club selects the items we would like to be featured. The Club receives a payout, as agreed with the vendor at a set % of the purchase price. Quarterly payouts to the club are agreed upon by both parties. The key benefit is that the club holds no responsibility for inventory or shipping. It is time that we reconsider this option.

Ray Sodano has been working tirelessly on creative designs for accessories and household items. The Club needs to research mechanics of working with Zazzle to determine if this is a viable and profitable venture for the Club.

- 3.) Determine budget for 2016, set "theme" for Montgomery 2016 and begin to purchase items where we can enjoy discounts now rather than wait until Spring '16.

- 4.) Rotating 2016 - Take a limited number of items to rotating for sale one day only, Sat., April 23. Volunteers are needed to man sales. I can manage to transport inventory to Rotating.
- 5.) Barbara will address theme and point of sale ideas for Montgomery '16 along with gathering volunteers to create items and work at Sweepstakes.
- 6.) Encourage regional clubs to use ways & means items as judges' gifts, purchased from STCA at cost, especially ties and cotton throws. Send personal emails to each regional club with upcoming specialty noting opportunity to purchase items.
- 7.) Agility – gifts of \$5 or less are given to participants. Ways & Means items will be used if we have enough in inventory. 2015 – garment bags were given. We had an over-run that was donated by the vendor to the club due to a printing issue.
- 8.) For point of sale items – repurpose items such as old trophies in storage that are not dated, i.e. glass heart shaped dishes with lid, resin Scottie frames, rulers. Creative packaging with ribbon, etc. should continue.
- 9.) Advertising – make use of STCA WrapUp, Bagpiper, word of mouth and email lists (Scottie News Network/Julie Hill) and (Scottie Show Dog/Charla Hill) with permission.
- 10.) Reach out to former volunteers and other volunteers who expressed interested in arts and crafts on volunteer forms submitted to Corresponding Secretary. Contact all volunteers before January 31, 2016. Our members are one of our most valuable resources for creativity and dedication to Ways & Means' success.

Respectfully submitted, Lori Kelly

#### Vendors/Volunteers for Ways & Means items 2006 – 2015

Handcrafted items created & donated: Ann Davis (aprons & belly bands), Lori Kelly (fleece crate mats), Theresa Stewart (crate cover and mat), Marianne Melucci, Marion Krupp, Carol Shraison (aprons, hand-felted bags, crate mats & more with help from Danita Tiller, Sandy Bruning, Lesley Andrews, Carol Wall.

#### Vendors:

American Looms	Cotton Throws	Kim Cartee ( <a href="mailto:kim@pdthrows.com">kim@pdthrows.com</a> )
Spirit Wearhouse	Umbrella, grooming towels, Canvas totes, T-shirts, Golf shirts, Baseball caps	610-902-2529
Stitch America	Men's Pique Golf Shirts	Mary Taylor <a href="mailto:mary@stitchamerica.com">mary@stitchamerica.com</a>
Greater Pittsburgh STC	Eternity Scarves	<a href="mailto:maryqueenofscots@yahoo.com">maryqueenofscots@yahoo.com</a>
Custom Green Promotions	Totes	<a href="mailto:mikewold@customgreenpromos.com">mikewold@customgreenpromos.com</a>
Corporate Textiles	Silk ties/scarves	<a href="mailto:becky@shop4ties.com">becky@shop4ties.com</a>
Pammer's Petwear	Crate Mats	<a href="mailto:pammer@sssnet.com">pammer@sssnet.com</a>
Bolduc's Apparel	Lunch coolers	<a href="http://www.bolducs.com">www.bolducs.com</a>
Graphic Revolution	Can food lids	<a href="mailto:Jamie@printedstuff.com">Jamie@printedstuff.com</a>
GBF Jewelry & Accessories	Custom Trays	
Aroo Studios	Ornaments	
Sandra Maroney	Hand-painted mason jars	
Sally Fischel	Donated items	
Marianne Melucci	Donated note cards	
Marion Krupp	Donated note cards	

## Election of Nominating Committee

- P. Williams distributed copies of all member's applications.
- Board was given time to review all.
- P. Williams distributed printed ballots.
- J. McNabney asked for a ballot to vote. He presented Roberts Rules validating his ability to vote as president.
- L. Kelly pointed out that the SOP of the President prohibits him from voting. Discussion followed.
- J. McNabney ruled that per the constitution and By-Laws, that Robert's Rules would be followed next.
- Vote was taken for 5 committee seats.
  - Elected by secret ballot: Geoff Dawson, Rick Fowler, Anita VanRavensway, Michael Krowlewski, and Nancy Xander
- Vote was taken for 2 alternate seats.
  - Elected by secret ballot: Sondra Neve and Amy Pelle
- Vote was taken for Chairman and Alternate.
  - Elected by secret ballot as Chairperson, Michael Krowlewski, elected as alternate Chairperson, Anita VanRavensway.

## Additional Committee Reports submitted

### Bagpiper

Bagpiper Circulation  
Marcia Harbison  
February 2016

This year has been a busy Bagpiper year. These are the numbers before the Special Deal started and what they are now.

	<u>1st Class</u>	<u>Bulk</u>	<u>Foreign</u>
Feb 2014	18	45	10
Mar 2015	22	179	14
Feb 2016	24	161	15

As you can see the numbers have increased significantly. Not all people have renewed, but several have. With the ones who did not renew we are only down 18 people from last year in Bulk and one of them moved to first class.

When non STCA members subscribe to the Bagpiper a Welcome letter is sent. This letter lets the person know when the subscription begins and ends, and that they may purchase the last issue. It also lets them know that if they join the STCA, the Bagpiper is included with their \$30.00 yearly dues. As a result of this letter there have been many past issues sold. There have also been many people inquire about joining. Right off the top of my head, I can think of three people who joined the STCA.

The Special Deal is giving people a chance to find out about the STCA and what it offers. It has increased Bagpiper subscriptions, sold past Bagpipers and increased membership.

Marcia Harbison  
Bagpiper Circulation Manager

### Breeder Referral

Breeder Referral

Barb Zink

January 2016

I have had some good inquiries regarding pups. I have had feedback from some people that they have gotten pups, and one gentleman was so thankful, he made a donation in my name to my preferred Charity to thank me. Yup, you guessed it: the STCA HTF for bladder cancer was my choice!

A lot of education is happening when I communicate with people.

My goal this year, is to track how many inquiries per quarter, and where they are from: AKC, STCA or referrals.

I have recently posted a reminder in the Newsblast by Lori, to remind folks of what I do or do not do with puppy buyers who contact me.

I have asked that when breeders send their information to me, to give me the following:

Number of pups, and when they are ready to go to their new homes as well as the way they prefer to be contacted by possible new owners.

One breeder has removed their name from the Breeder list as they are no longer breeding; no others at this point.

Thanks for all of your help and support.

## Facebook

### FACEBOOK

**Time Period:** Summer 2015 - Present

James Sumpter

**Activities / Projects / Accomplishments:** STCA volunteers promote the activities of the Scottish Terrier Club of America and the breed through positive, impactful and relevant information sharing on the social media site Facebook. The group averages 1-4 posts a week and has grown an audience from zero in early July 2014 to over 4,300 as of January 2016. STCA Facebook content extends beyond the existing STCA Facebook membership, and in this sense exposes non-members to high-quality STCA content. And, for the existing STCA membership pool that participate in Facebook, the posts serve to further engage and connect with relevant, timely information.

Post topics include promotion of valuable STCA content hosted on the STCA website, STCA history, breed history, Scottish Terrier health, regional club events, Montgomery Weekend and encouraging interest in the STCA, the Bagpiper Magazine and the breed generally.

Post interactions are carefully monitored by STCA volunteers and topics of discussion are restricted to those defined by the STCA leadership. Post objectives are threefold: information sharing, education and inspiration.

**Expenses:** The STCA Facebook effort is supported by volunteers and has no expenses.

**Recommendations:** The Facebook team recommends continuing meaningful posts that support the goals of the executive committee and the good work of STCA volunteers at the national club and regional club level.

The Facebook platform has become an ever increasingly important communication tool to engage our constituency. Enthusiasm for further Facebook engagement has been high with several of the committee volunteers recognizing additional engagement opportunities. We propose increasing our number of weekly posts, while retraining the same high level of post relevancy. We propose working more closely with STCA committees for additional post content.

To this end, the committee has developed a simple 4-step process for high quality post generation that we will be sharing with leaders across the organization to foster better communication and sharing with our community. Contributing to the effort will be on a volunteer basis. This will enable various leaders across the STCA to highlight their work, club accomplishments and opportunities for involvement. The committee's goal is to increase access to information developed by the web committee, the STCA executive committee and activities of local clubs that are relevant to the STCA membership at large.

Lastly, while we would like to fulfill our engagement opportunity with increased post volume, we propose retaining the high post threshold standards already in place.

## Gazette Columnist

AKC Gazette Columnist Report 1/29/16:

The February Column has been submitted and I will be working on my next article which has a deadline of February 17th for the May 2016 issue.

All published articles have been shared with Janet Tomlinson as historian, Charla Hill for the Bagpiper, Lori Kelly for the Wrapup, and Steve Russell for the Website. As always everyone is reminded to give acknowledgement to the AKC Gazette when republishing.

Again, I would like to extend an offer to the board to feel free to contact me with any possible topics or suggestions they might like to see. Also if anyone has someone that would like to be a guest columnist I certainly would be happy to work with them. I only ask that you give me advance notice since I work with deadlines.

Respectfully submitted,

Kathleen Ferris

1/29/16

## Historian

Historian Report for January 2016

To: STCA Board Members  
From: Janet Tomlinson, Historian 2013-2016, STCA  
Date: January 8, 2016  
Re: Report – September 2015 thru December 31, 2015

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There is very little new to report.

- now have in my possession a set of STC Catalogs from England.
- have added to the collection of MCKC catalogs for STCA.
- received more Bagpipers for STCA
- have added to my personal collection/library additional books and artifacts
- have been collecting pedigrees from all items in my possession and items belonging to STCA
- am waiting for the new website to upload items to the historian library per Bob Gann's request. So nothing has been added to the online library since Nov 2014, due to this request.

## HTF Committee

### Health Trust Fund Report

#### STCA Board Meeting

**Saturday February 27, 2016**

The HTF is preparing for Rotating weekend. We will be providing discounted vWD and CMO test orders and AKC DNA kits both Friday and Saturday, April 22-23. Free Patella exams and microchipping will be available on Friday April 22 only. The HTF will also have raffle tickets for sale on both days for prints generously donated by Trustee Bill Berry. The drawing for these prints will take place at the STCA Banquet Saturday evening.

The HTF Scottie Health Survey is now closed, and as of February 4, 2016, there were 630 surveys completed by Scottie owners. This number is up by nearly 200 surveys as compared to the last health census 10 years ago. Michael Krolewski reports that he will begin to sort the data and prepare it for analysis. Breakdowns and comparisons should be forthcoming later in the year.

The Purdue TCC screening study is well under way in its second of three years, and Dr. Debbie Knapp has submitted a report for publication in the *Bagpiper*. This study is turning out to be a valuable and ground-breaking study, and Dr. Knapp is very thankful to the STCA and all the many groups and clubs that have contributed to this research. The HTF is planning to invite Dr. Knapp to speak to the members at the HTF health Seminar during MCKC weekend in 2017, at the end of the three-year study.

We have contracted with Marcia Burke of Avidog International LLC to give a presentation at MCKC this coming October 6<sup>th</sup>. Avidog is a very successful organization dedicated to helping breeders and trainers raise brave puppies and strive to bring the very best potential out of their dogs. If anyone on the Board is interested, here is the website for Avidog: <http://www.avidog.com/breeder-college/breeder-seminars/>

We are excited to have Ms. Burke and we are planning to really publicize this seminar and to invite other breed trainers and breeders. The seminar will be free to attend, but we will appreciate any donations to help defray our costs.

The HTF is working on a trifold brochure about the Trust that will showcase the Mission and the Accomplishments of the Trust over the past 20 years. I am working with Melanie Feldges, and she has agreed to help us with design and printing bids. We will have these brochures available by Rotating if possible, and they will be ready for other Scottie events such as Door County Scottie Rally, the STCA National shows and Specialties.

There is no request for Board action at this time.

Respectfully submitted,

Marcia Dawson DVM

Chairman, STCA Health Trust Fund

## Junior Showmanship

PAWS For Juniors report to the STCA board covering September 2015- January 2016

PAWS For Juniors has given our first \$1,000 scholarship to Allie Broome who is studying to be a Physical Therapist. When Allie is done she will be directing her knowledge to include PT for animals. With the 2016 Scholarship deadline being eight months away PAWS is getting the word out now to the younger members of our club what the qualifications are. We want these young people to know it is not entirely about grades. We are looking to encourage the young members to continue their interest in Scottish Terriers as well as their education.

The 2016 raffle is getting underway. We have acquired our 1st prize and shortly will have the 2nd prize. Our 2015 raffle was a success raising over \$1200. Tickets will be soon sold probably starting at the Rotating in April.

As of November of 2015 PAWS For Juniors had \$4474 in our fund and then as of December 31, 2015 through dues donations another \$692.50 was added. Our expenditures includes \$1,000 for the Scholarship and soon \$350 for the first prize won in 2015.

Respectfully submitted by  
Sueannette Maniscalco, Chair PAWS For Juniors

## **Breed Education**

Judges Education/Education Report

February, 2016

Following the AKC September, 2015 revision of the Judges' Approval Process a multitude of individuals are pursuing permits for judging the Scottish Terrier. Under the new system applicants accrue Component Educational Units (CEU) in order to apply. The number of CEUs required varies. This is based upon the applicant's present level of judging. Individuals with less than a group require 10, those with one to three groups 8 and those with four or more groups require 6 CEUs. As a result many are pursuing receiving CEUs for attendance at a breed specific seminar and workshop. Not all potential judges need to attend a seminar although many more judges than in the past are applying for terriers and Scottish Terriers. Seminars since September are in high demand and the opportunity to obtain a number of breed seminars as provided by major institutes has been attracting larger numbers. This may be due to the clarification and greater ease of the AKC application process.

I have made every attempt to provide Judges and General Education program at an extremely reduced cost to the STCA and have been extremely cost effective for years. If I am at a location such as the Oregon Judges and the AKC/DJAA Orlando for either judging, delegate meetings, or of a personal nature the STCA has only been billed any extra nights etc., and not airfare and never food. This year the program in Louisville does not coincide with any shared cost. I have made every attempt to find a reasonable air and room rate however it has proved to be difficult.

### **Upcoming Seminars and Workshops:**

We are planning for our STCA participation in the American Dog Show Judges Advanced Judges Institute in Louisville, KY in March. While large combined institutes draw the largest audiences this year the hands-on workshops are totally filled and the seminar only portion extremely limited. I have been working with the ADSJ on the presentation of Scottish Terriers. Our sessions will be on Friday March 18<sup>th</sup>. I am presently looking to obtain a number of dogs for the afternoon workshop and continue to contact a number of members that can bring dogs in show coat for hands-on judging by attendees. Kari Hill has agreed to assist, provide some dogs and Rose Shacklett has agreed to provide wheatens.

If any board member will be showing in Louisville and is able to provide dogs for the hands-on judging from 1:15 – 2:15 on Friday please email me as soon as possible. I am asking only for handlers and dogs to be present in the room fifteen minutes prior to the workshop. Dogs will be gone over by a number of individuals and asked to be gaited. You will be asked to allow the attendees to do their own practice evaluations. Thank you

Another major Institute is anticipated in Orlando, Florida in December. This would be the American Kennel Club and Dog Judges Association of America Advanced Judges Institute. It is heavily attended and held the week prior the AKC Eukanuba Show.

### **Ringside Observations:**

STCA Mentors and any judges with 12+ years judging Scottish Terriers are AKC eligible to participate in ringside mentoring and tutorials. The proper forms for observations, mentoring and tutoring should be provided by the potential applicant. Mentors should only sign forms when completely filled out by the mentee. Please check that the number observed, date and especially the breed specific information is correct before signing. NOTE per the AKC rules: Ringside Observations may ONLY be held when there is a major entry in the classes. Any other ringside opportunity must only be a tutoring opportunity and entered it specifics on a Mentoring/Tutoring Form.

Multiple ringside observations were provided at the December, 2015 AKC Eukanuba Shows by me, Darle Heck, Merle and Carolyn Taylor along with others.

Ringside Observations will be provided in April at the STCA National Weekend. I will be present to do so on Saturday. I cannot provide observation on Friday as I am judging a number of other breed specialties on that day. I am arranging other mentors for the Columbia Terrier Association show on Friday. Observers should make appointments and I will ask that these be entered on the AKC site.

### **Other:**

I will be part of the roundtable discussion, "*Judging from Both Sides of the Table*" on Friday evening April 23, 2016. We are looking to provide an opportunity to understand judges, judging procedure, judging opportunities, etc. for the membership. This program is for members who show and may at some time think of judging. It will also be extremely useful for anyone planning to judge a sweepstakes or match. While my original plan was to offer a judge' seminar in conjunction with the Rotating Weekend it was decided that the ADSJ Institute in March would be close enough to provide for judges and that this was an opportunity to build capacity and knowledge for members.

Thank you

Kathi Brown, JEC

## **Membership**

**February 8, 2016**

**To: STCA Board of Directors**

**From: Kelli Edell, STCA Membership Committee Chair**

**Re: Membership Committee Report**

**Executive Summary:**

I am pleased to report that we have added 41 new members in 2015. In addition, we have 13 more in the process (12 new applicants and 1 that is reapplying). This more than offsets the loss of 30 members that did not renew for 2016.

However, there continue to be applicants that are frustrated with the length of time it takes to complete the membership application process. The Ad Hoc Membership Committee will convene prior to the Rotating Board meeting and present their findings with recommendations for process improvements.

**New Members in 2015:**

Linda Bassett

P.O. Box 81601

Austin, TX 78708-1601

512.422.7903

[texascots@austin.rr.com](mailto:texascots@austin.rr.com)

Sponsors: Kelli Edell, Kari Hill

Ronald & Terri Beach

130 Mimosa Drive

Martinsburg, WV 25404

304.270.7105

[beachrnt@hotmail.com](mailto:beachrnt@hotmail.com)

Sponsors: Betty Lou Breese & Catherine Kirby

Cathy & Carl Blacklock

211 Oakcrest Ave.

Toronto, Ontario M4C 1B8

Canada

416.686.0795

[cathyblacklock@hotmail.com](mailto:cathyblacklock@hotmail.com)

Sponsors: Linda Sanchez, Pat Bolen

Mrs. Paula Brewer

P.O. Box 283

Hermann, MO 65041

573.308.2057

[brewerpk67@yahoo.com](mailto:brewerpk67@yahoo.com)

Sponsors: Robin Geppert & Brad Pence

Francisco & Vanessa Cancio

Kennel Prefix: Cancio

20 N. Oak Forest Dr.

Asheville, NC 28803

813.767.4026

[cancioscotties@aol.com](mailto:cancioscotties@aol.com)

Sponsors: Charla Hill & Rhea Spence

Judith Dahl

1124 Route 212

Saugerties, NY 12477

845.247.3282

[ndahl@hvc.rr.com](mailto:ndahl@hvc.rr.com)

Sponsors: Nan Barcan & William Berry

Sharon K. Davies

Unit 7600 Box 236

DPO AE 09710

571.723.6348

[sharondavies@hotmail.com](mailto:sharondavies@hotmail.com)

Sponsors: Jeff Waite & Dorene Cross

Mrs. Anne Dauncey

Kennel Prefix: Glenmiar

24 Manor Rise

Arleston Telford Shropshire

UK TF1 2ND

019.52.252.562

[annedauncey@aol.com](mailto:annedauncey@aol.com)

Sponsors: Charla Hill & April Green

Dara DeHaven

1090 Berkshire Rd.

Atlanta, GA 30306

404.872.0715

[dara.dehaven@oqleetreedeakins.com](mailto:dara.dehaven@oqleetreedeakins.com)

Sponsors: Charla Hill & Rhea Spence

Bruce & Diane Durkee

108 Haven Lane

Levitown, NY 11756

516.579.2720

[durkee@optonline.net](mailto:durkee@optonline.net)

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*Jill Hall*

*5930 Overhill Road*

*Shawnee Mission, KS 66208*

*913.485.1118*

[ishscots@aol.com](mailto:ishscots@aol.com)

*Sponsors: Janet Bartholomew & Christian O'Brien*

*Christine Fuqua*

*Kennel Prefix: Outlander*

*967 Trail Creek Rd.*

*Lake George, CO 80827*

*719.439.7584*

[Chrisc14649@gmail.com](mailto:Chrisc14649@gmail.com)

*Sponsors: Charlene Gann & Melanie Eubank*

*Jon Garside*

*2593 Mount Pleasant Rd.*

*San Jose, CA 95148*

*408.915.6640*

[jg@jongarside.com](mailto:jg@jongarside.com)

*Sponsors: Whitney Shafer & Lisa Kincheloe*

*James M. Goble*

*2224 Bateman St.*

*Hastings, NE 68901*

*308.379.7143*

[jg05452@gmail.com](mailto:jg05452@gmail.com)

*Sponsors: Amy Cada, Rose Shacklett*

*Heidi Kainulainen*

*Kennel Prefix: Flippix*

*Kirkkotie 12*

*21140 Rymättilä*

*Finland*

*044.338.2803*

[Heidi.kainulainen@gmail.com](mailto:Heidi.kainulainen@gmail.com)

*Sponsors: Kelli Edell & Masa Fegus Siroka*

*Pamela Keeley*

*1537 Sandringham Ct.*

*Columbus, OH 43220*

*614.459.3827*

[pam042944@yahoo.com](mailto:pam042944@yahoo.com)

*Sponsors: Peggy Browne & Charla Hill*

*Leslie Kelly*

*243 Henry Dr.*

*Newbury Park, CA 91320*

*805.807.3961*

[scooterscotties@gmail.com](mailto:scooterscotties@gmail.com)

*Sponsors: Karen Campbell, Willa Caddin*

*Doug & Susan Lilly*

*105 Arbordale Ct.*

*Cary, NC 27518*

*919.622.7320*

[scottiomom105@yahoo.com](mailto:scottiomom105@yahoo.com)

*Sponsors: Pam Lowe & Steve Russell*

*Christine L. Miniman*

*2730 Old Forest Dr.*

*Johns Island, SC 29455*

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*Sponsors: Jeff Waite & Charla Hill*

*Pauline & John Mitchell*

*328 Sorrento Street*

*Venice, FL 34285*

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*Sponsors: Charla Hill & Rena Curlee-Miller*

*William Murphy*

*1804 Wagner St.*

*Schenectady, NY 12303*

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Sponsors: Meg Hagerty Borowski & Linda White

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Colleen Rafatti

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863.386.0890

[candcrafatti@aol.com](mailto:candcrafatti@aol.com)

Sponsors: Laurie Slater & Janet Tomlinson

Frances L. Reid-Sanden

1930 Mountain Valley Rd.

LaVeta, CO 81055

970.217.3671

[freidsanden@downnorthent.com](mailto:freidsanden@downnorthent.com)

Sponsors: Charlene Gann & Sonya Neve

Donna & Bill Rovner

6 Jared Dr.

Robbinsville, NJ 08691

609.273.8437

[donnarovner@yahoo.com](mailto:donnarovner@yahoo.com)

Sponsors: Dee Carlton & Lori Kelly

Mary L. Sahady

Kennel Prefix: Ashgate U.S.

140 Nichols St.

Fall River, MA 02720

508.269.5559

[mlsahady@gmail.com](mailto:mlsahady@gmail.com)

Sponsors: April Green & Ann Davis

*Judy Sargent*

*Kennel Prefix: Juscot*

*2125 Gordonton Rd.*

*R.D.1. Taupiri 3791*

*New Zealand*

*006.47.824.6177*

[heyjudy@clear.net.nz](mailto:heyjudy@clear.net.nz)

*Sponsors: Allene Auld, Barbara Gibson*

*Deborah Shaver*

*1208 Azalea Ln.*

*Waxahachie, TX 75165*

*214.668.4864*

[Debby.shaver@wnco.com](mailto:Debby.shaver@wnco.com)

*Sponsors: Ken Ewing & Jeanice Barton*

*Frederick Spitzmiller*

*12 Muscogee Ave., NW*

*Atlanta, GA 30305*

*404.213.5712*

[rickspitzmiller@bellsouth.net](mailto:rickspitzmiller@bellsouth.net)

*Sponsors: Sharon Ero & Eric Varner*

*Anne G. Sumpter*

*3900 Parkway Place Drive*

*Roanoke, VA 24018*

*540.772.4619*

[Annabell1950@hotmail.com](mailto:Annabell1950@hotmail.com)

*Sponsors: Charla Hill & Tracy Tuttle*

*Rosie M. Swanson*

*Kennel Prefix: Glen-Kirk*

*1802 Andover Lane*

*Corinth, TX 76210*

*214.529.5195*

[rosieswanson@att.net](mailto:rosieswanson@att.net)

*Sponsors: Tom Langham & Jeanice Barton*

Charles (Chuck) W. Tomlinson

8091 Jolly Harbour Court

Wellington, FL 33414

561.345.3996

[Tomlinson\\_j@bellsouth.com](mailto:Tomlinson_j@bellsouth.com)

Sponsors: Laurie Slater & Charla Hill

Brant & Patricia Warner

P.O. Box 913

Springdale, UT 84767

435.772.0129

[brant@warnerfam.com](mailto:brant@warnerfam.com)

Sponsors: Alison McMillan, Ian McLaren

**Pending Membership Applications:**

As of February 8, 2016 there are applications pending that represent 12 new members and 1 reapplication:

- 10 new applicants that were published in Bagpiper #4 and for whom the vote starts 3/2/16 (8 individual and 1 family memberships);
- 2 new applicants that will be published in Bagpiper #1 for 2016 (1 individual and 1 family membership); and
- 1 applicant (1 individual membership) whose application is incomplete at this time.

**STCA New Member Applicants 2015 #4**

Julianne Bovat

10 Linwood Street #201

Malden, MA 02148

781.264.2922

[juliannebovat@yahoo.com](mailto:juliannebovat@yahoo.com)

Sponsors: Lisa Gomes & Barbara Ljunggren

Beryl Farrand

Kennel Prefix: Amberyl

Barley Cottage Shepton

Montague Wincanton

Somerset, United Kingdom BA98JW

017.49.812.539

[beryl@amberyl.freeserve.co.uk](mailto:beryl@amberyl.freeserve.co.uk)

Sponsors: April & Dan Green & Charla Hill

Caroline Holloway

1711 NE 96<sup>th</sup> Place

Redmond, WA 98052

425.881.5981

[cw.holloway@comcast.net](mailto:cw.holloway@comcast.net)

Sponsors: Charlene Gann & Vandra Huber

Debra & Dave Kopp

Kennel Prefix: Red Hackle

4955 Grass Valley Hwy

Auburn, CA 95602

530.613.2889

[redhacklescotties@gmail.com](mailto:redhacklescotties@gmail.com)

Sponsors: Lisa Lee Inman & Betty Hanson

Sheila Maw

Kennel Prefix: Pendlehill

Lower Clerk Hill

Whalley Clitheroe

Lancashire, United Kingdom BB79DR

Sponsors: April Green & Charla Hill

Jill McDonald

Kennel Prefix: Dunscaith

715 Tress Street

Mt. Pleasant, Ballarat

3350 Victoria, Australia

041.261.4619

[dunscaith@bigpond.com](mailto:dunscaith@bigpond.com)

Sponsors: Marcia Dawson & Rose Shacklett

Donna Pemberton

18107 Wilkinson Rd.

Dinwiddie, VA 23841

804.339.2715

[Wuwuqr1@aol.com](mailto:Wuwuqr1@aol.com)

Sponsors: Lesley Andrews & Jill Mashburn

Kim Salkus

2607 Lancelot Pl.

Saanichton, BC

Canada V8M1V2

250.665.6910

[kimjhunter@hotmail.com](mailto:kimjhunter@hotmail.com)

Sponsors: Heather Lindberg & Charlene Gann

Maryanne Wealleans

611 North Eyre Road

Swananoa Rangoris R75 New Zealand

001103.312.0082

[ultra2@paradise.net.nz](mailto:ultra2@paradise.net.nz)

Sponsors: Charla Hill, Rhea Spence

### **STCA New Member Applicants 2016 #1**

Norm & Debbie Bittles

3046 W. Sousa Ct.

Anthem, AZ 85086

623.466.3176

[dbittles314@gmail.com](mailto:dbittles314@gmail.com)

Sponsors: Elizabeth Wise & Judy DiGirolamo

Karen Scott

5453 Lake Mendota Dr.,

Madison, WI 53705

608.274.6844

[scottiekc@sbcglobal.net](mailto:scottiekc@sbcglobal.net)

Sponsors: Anna Marie Blawat & Debi Russell

### **Incomplete Applications:**

Charles Doster

60 Sunset Drive

Anniston, AL 36207

256.225.2047

[attydoster@cablone.net](mailto:attydoster@cablone.net)

Sponsors: Carol & Dave Masters & ??

All applicants have received ongoing communication regarding the status and evolution of their applications. No negative feedback has been received on any applicant to date.

## **Obedience and Rally**

Obedience/Rally

Mary Helen Rice  
Feb. 2016

Basically nothing is new. We have our Judge, Richard Mullen. He will be judging both obedience and rally. He will probably require a hotel reservation for Thursday night. I will do that. Also, Lori and I are working on the trophies. Am thinking maybe we need a High In Rally Trophy. That would be nice. Like maybe a silver frame with the inscription as STCA 2016 High In Rally. That is what I plan on getting for the HIT for Obedience. I got one for our STCGW and it was sure nice. And reasonable.

Also, I guess there were complaints on the room being divided last year for noise. I will let that be up to the Board to decide. I am easy to get along with. I also am going to poll a few of the obedience and rally handlers to see how they feel about the extra wall being up. I personally did like it.

Mary Helen.

## ROM

### ROM REPORT - Janet Tomlinson, ROM Chair, Feb. 10, 2016

According to minutes from September 30, 2015, with my agreement, I was appointed as Chair of the Register of Merit (ROM) Committee. Although I have received no official letter from the Corresponding Secretary, I have read it in the minutes and was told verbally. My report covers from that day forward. The ROM Committee is not to be confused with the Pedigree Database Committee.

The first ROM search that I did was for Dorene Cross, who provided me with the name of the stud dog and his get to confirm which I was able to do. She was so excited that she posted it to Facebook, and I have had many requests since.

With that, I realized that my personal database was incomplete, and I needed more data to do my job. I spoke with a friend at the AKC. He agreed to see if they could provide me with past digital stud books from the previous years (not to be confused with awards and titles reports already being sent to the STCA webmaster).

I was unaware of all the data Mary was receiving, and it was interesting to see that she was still continuing to receive the stud book up until 2/8/2016. The AKC Stud Book contains every Scottish Terrier and its parents registered in the USA with the AKC.

With the permission of John McNabney, a new contract has been signed with AKC to change the monthly delivery of the AKC STUD BOOK from former ROM Committee Chair, Mary O'Neal, at [maryscotped@gmail.com](mailto:maryscotped@gmail.com) to Janet Tomlinson, ROM Committee Chair, at [catzoo@bellsouth.net](mailto:catzoo@bellsouth.net). It has been confirmed by AKC that this change is in effect as of 2/8/2016. Past Stud books dated September 2009 through and to February 2016 have been delivered to me digitally from the AKC on 2/9/2016. Michael Krolewski will assist me in merging these stud books digitally with my personal Breedmate program, which I will give as a donation to the STCA for use as part of a new Pedigree Search on the STCA web site, if approved. Currently, Michael Krolewski has a copy of the stud books received by me from the AKC.

With Dorene's ROM request, I began working with Margaret O'Brien. We have made a determination to use a requirement number of 10, 15 or 25 on the ROM certificates presented to members rather than the number of actual champions produced. Logic: if more champions are discovered after a certificate has been issued, another certificate will not have to be issued, unless a new level is achieved.

New ROM titles listing recipients will be delivered to Michael Krolewski and any other committee requesting the list on a monthly basis and will be published in the Bagpiper.

ROM Table of Recipients to date:

1	1/4/2016	co-owner w/no 2	Cross	Dorene	Jap/Can/Am CH Land Rose R. JP All Right	ROMX	M	4/18/2016	RN139671/01
2	1/5/2016	co-owner w/no 1	Cross	Rebecca	Jap/Can/Am CH Land Rose R. JP All Right	ROMX	M	4/19/2016	RN139671/02
3	1/27/2016		Anderson	Jene	CH Dufftown Cover	ROM	F	9/12/2005	RN100813/02
4	1/27/2016		Hill	Julie	CH Oban's Faith in Love	ROM	F	2/13/2008	RN162583/01
5	1/27/2016		Fowler	Debby	CH Morningstar Bourbon Street Bounder	ROM	M	1/3/2005	RN075998/01
6	1/27/2016		Brookes	Deborah	Ch Deblin's Back Talk	ROMS	M	9/20/1984	RA911174
7	1/27/2016		Brookes	Deborah	Ch Deblin's Street Talk	ROMS	M	3/12/2000	RM307656/05
8	1/27/2016		Brookes	Deborah	Ch Deblin's Just Talk 'N	ROMS	M	1/1/2007	RN131948/05
9	1/29/2016		Barton	Jeanice	CH Land Rose R. JP All Good Things	ROM	M	3/19/2012	RN246081/01
10	1/29/2016		Barton	Jeanice	CH Hasslemere Heartbreaker	ROM	M	10/25/1993	RM097843/01
11	1/30/2016		Brookes	Deborah	CH Deblin's Double Talk	ROM	F	7/31/1986	RB066323
12	2/3/2016	co-owner w/no 13, 14	Sanchez	Linda	GCHB CH Paloma's Caramel Brulee	ROM	F	12/15/2009	RN201152/05
13	2/4/2016	co-owner w/no 12, 14	Sanchez	Adrian	GCHB CH Paloma's Caramel Brulee	ROM	F	12/15/2009	RN201152/05
14	2/5/2016	co-owner w/no 12, 13	Bolen	Pat	GCHB CH Paloma's Caramel Brulee	ROM	F	12/15/2009	RN201152/05

## Sunshine

### Sunshine Report post Montgomery 2015

Donna Morgenstern-Speedy recovery 9/9/15

John Allen-Speedy recovery 9/9/15

Pat Wildman-Sympathy for husband 9/26/15

The Sticklers-Thinking of you 10/13/15



Ed Zoller-Speedy recovery 12/23/15

Ray Knapp family-Sympathy 1/12/16

Sueannette Maniscalco-Speedy recovery 1/15/16

The Higgason family-Sympathy 2/1/16

The John Struth family-2/1/16

Mary Matscherz-sympathy for mother 2/3/16

Lucy Berninger - sympathy 2/9/16

Respectfully submitted

Charlie Gann

## Trophy

Scottish Terrier Club of America

Prepared 2/7/16

Board Report - Winter 2016

Trophies

Peggy Browne

The 2016 STCA Rotating in Baltimore, MD trophy donations to date total \$1100.00. Trophy donations are still being received approaching the February 12 deadline. The total cost of the trophies \$1479.00. A check has already been sent for a deposit of \$739.50 for the trophies. The balance is to be paid when the trophies are picked up. I am working on someone to transport the trophies to save on shipping costs.

Once again I have followed up with hand written thank you letters to all of the donors.

I am very excited about these unique hand made trophies!

Thank you again to all of the Board members for all of your donations and support.

Respectfully submitted,

Peggy Browne

Trophies

## Web Technology

February 7, 2016

### STCA Web Committee

#### Report to the Board for the Winter Meeting (February 27, 2016)

The STCA website has been operating stably since the Fall of 2010 with over 75 million hits.

#### Ongoing Operations:

- **Membership Renewal:** A new Fabrik form was developed for this year's online Membership Renewals and successfully used on over 300 payments through PayPal. 2016 Membership Renewal ended on 1/31/2016 and the feature has been taken down so it is no longer visible on the site.
- **Health Survey:** The Health Survey which has been available to members online since last year has been closed. The feature has been taken down so it is no longer visible on the site.
- **Rotating Specialty:** Show support for this year's Rotating Specialty has been activated and content populated from the VP/Show Chair: 2016 information packet, trophy donations, catalog advertising, hotel meal and event reservations are all up and running on the website. The electronic event registration is being redeveloped in Fabrik and is expected to be available shortly.
- **Feedback** for administrative changes and files/articles have been updated as requested. Some enhancements were not worked during the period as we minimized duplication of maintenance between the existing and new website. The web team has worked 2,351 Feedbacks over the last 5 years to maintain and enhance the site.

#### Enhancements:

- **Software Upgrade.** A team has been working for several months on a new STCA website which upgrades the underlying content management system software to Joomla v3. It has been up and running in a parallel test mode since last summer. Since then, the web team has been refining menus, testing navigation, testing links, etc. In mid-December, the Board was provided access and has been reviewing the site. It has been ok'ed for release to the membership. The web team is now making final preparations for a cutover to the new STCA website in February 2016. An STCA News! Broadcast will go out to inform members ahead of the cutover. Because of the size and complexity, the site may be out of service for up to 2 days during the transfer.
- **Pedigree:** Mary O'Neal's Pedigree database under the BREED section is no longer being hosted on the STCA website per the Board's directive. It was taken down after the Bagpiper 2016#1 Stud Dog Issue deadline on 1/31/2016. A project is underway to replace this feature. Plans are to replace software with the newest version of Breedmate. Alfirin software will be replaced to new PedigreePoint software for web-based display. Both of these software have been tested under the new STCA website using a test Pedigree database and appear to be running well.
- **Forum:** The board requested this new feature be implemented with the new STCA Website for communications with members. Forum software, known as Kunena Joomla extension, has been put up on the new website and is operational. The Recording Secretary, Kathy Ferris, has been assigned to provide direction to the web team on the Forum. Several administrative matters still need to be worked with the Board to bring the Forum live, including:
  1. To determine who and how the Forum will be moderated
  2. to decide who will have access to create or respond to topics

3. To write up an etiquette statement (done)
4. To determine on the first generation topic/discussion area, such as National Specialties, Breed Standards, Declining Registrations, etc.

#### Financials:

- Web expenditures for 2015 were ~\$300 and within its \$500 annual Budget. Hosting fees are fixed, but total expenses vary from year-to-year based on software requirements.
- A payment of \$185 was made for temporary HostGator hosting services used to host Pedigree off of the Rochen hosting service and to do parallel development and testing of the new website.

#### Staffing:

- Mike Krolewski became STCA Web Master and Web Committee Chair in October 2015.
- Bob Gann who stepped away from the web team for a few months while changing jobs and relocating has returned to help complete the conversion and help with stabilization.
- Glenda Tucker stepped away from the web team for personal health reasons.
- **Current staffing:** Mike Krolewski (Web master), Bob Gann, Janet Tomlinson, Steve Russell (Liaison).
- The web team is short of staff now and welcomes new volunteers. Prior members (including Hershil Hill, Michael Bohl, Seon Farris, and others) are being asked to rejoin the team when the new website is up to help with stabilization and ongoing operations.

Michael Krolewski, STCA Web Master  
Steve Russell, Treasurer, STCA Web Liaison

## Unfinished Business

### 1. Forum on new website

Kathy Ferris

- Presentation of information and proposal follows
- **Motion to create an Ad Hoc Committee to establish Forum SOP and report back at the April Meeting. Ferris/Willilams. Passed unanimously**
- Members of the committee will be K. Ferris, L. Kelly, T. Langham, S. Russell

#### STCA Forum Proposal 2/27/16

*This proposal is a compilation of work from multiple people, primarily from Michael Krolewski but also additional input from Bob Gann, Steve Russell and Kathy Ferris.*

The STCA Board needs to come to consensus on how they wish the forum to function. There are some basic set ups that need to be addressed before moving forward with taking it live. This proposal will attempt to break it out into categories that must be agreed upon. Once live the board can always reassess how it is working and make adjustments as needed.

#### OVERVIEW OF OUR FORUM:

- To redirect discourse on topics related to the Scottish Terrier club and breed from various personal and competing blogs (such as Yahoo Groups) back into a club sanctioned venue.
- To give members a voice, bring them closer together, have them working together to contribute ideas needed to resolve club and breed issues of shared importance.
- Will operate within the new STCA website and drive additional traffic to the website where more will gain familiarity with its features and functions.
- Will be technically maintained by the Web Committee, but they will not be responsible for content.
- An initial Members Only registration has the added advantages of bringing value to club membership. Once we see how it is working we can find out if the web team can set up non-member section. One thought is that we could offer a special "fee" to participate in the forum if you are a non-member. That application/qualification would have to be worked out.
- It has been suggested that it be initially administered by the Recording Secretary as that is who hold the most current roster; however, the board needs to determine how they wish this to be structured.
- Should it be monitored by all 14 Board members? Board members will be expected to actively participate in discussion.
  - Question: How will the Board members handle responses if the Club's position is not clear cut? (e.g., defer to the administrator, reach consensus on the Board list first, etc.)

#### CODE OF CONDUCT:

Please see included document that is a working draft of a proposed Code of Conduct for Forum etiquette. Another document being included is a print out of suggested forum Moderating Tips and how to set that up. This helps clarify how that process with possible disciplinary actions will work.

#### REGISTRATION/LOG IN:

This covers multiple issues. The board will need to set how they wish this to work within the structure of the software the web team is using. At this point it appears that Joomla supports this in a manner that will allow the following options.

- Registration – it would be easiest to start with members only registration. We use the "Joomla" registration function. The software will allow one registration per user. The board should determine that it is one account per member. Bob Gann has been through this process - it is very easy it puts the onus on the member to actually fill in the registration. It also ignores invalid registrations and ones that have not been verified. It will be password protected. It works as such:
  - People click on "Register"
  - They enter a user name, email and password. They can use any email they choose. The board can decide if they want this email tied to the roster, it does not have to be published. The important factor is knowing who they are and that they are a legitimate member. \*at some point there is hope that the web site will have sections requiring member logins. We should think of these names as those logins.
  - THEY get an email at that email address verifying their registration. This is so somebody cannot register as somebody else. Note - **an email address can only be used one time** - so multiple people cannot register under the same email. That is good.
  - Once they click on a link to verify their email - they are told that an administrator will review their registration.
  - Only then Site administrators (with the 'get system emails option set to on) on will receive an email that says "So and so has requested registration. It has a link to click on - which approves the registration.
  - This email will go to a few people (2-3), but only the "administrator (s)" will actually pay attention to it.
  - When the "administrator(s)" verify the registration that this person is allowed – they click a link
  - That approves the registration and the person gets an email that they have successfully registered and can log in.
- Logins – this is the way a person is seen on the forum. It is their forum/user name.
  - This is where the board should consider creating an SOP on what is an acceptable "login" or "user" name.
  - Something like <First Name><period><Last Name> is simple and helps identify who is commenting. Some people do not want to searchable/Google-able. So they want a more anonymous name like *dogPirate* or *showSherpa*. Every member should have their own log in. However, there is no way to easily track if someone is using someone else's login. The board could allow anonymous login names but require the member name to be listed at the end of their post.
  - Creation of Login will be handled by the Joomla software registration.
- Initial categories/Topics – the board needs to consider how you might want to setup the initial discussion topics or categories. The software allows relocating topics, so nothing need to be considered permanent. You may have to decide how to deal with specific topic like "more national specialties", "declining registration", etc. Will it be one huge topic or a category with different threads/topics? You might even want to seed the category with the first topic for people to respond to.
  - Here is a sample structure from Michael:
    - Introductions
      - Forum Etiquette (locked)
      - FAQs (locked)
      - Announcements
      - Introduce yourself
      - Suggestion box
    - Main Discussion
      - General Discussion
      - Conformation/Handling
      - Breeding
      - Grooming
    - Other
      - Brags
      - For Sale
      - Ride Share
  - Other input has been given. They could be main topics or put as sub categories under the above:
    - Declining Registrations
    - Breed Standards
    - National Specialties (extending what John started on Yahoo)
    - Scottie Health
    - Fun with Scotties (a simple topic for silly stuff can also include fun pictures)
    - Conformation (could include National Specialties, Regional, General Show info sub-topics)
    - Performance
    - Club Communications (Could be Board structured sub-topics)
    - Recommendation for promoting Scottish Terriers
    - Fund Raising
    - Q and A section for members that can pertain anywhere from advice, where to find information, questions regarding the STCA or where correct information is available.
- Who can create Topics and Replies? This needs to also be thought of. Also assuming we are starting with members only forum until we can see how it is received. Recommend we keep it to the Board at the initial onset. But things to think about are:
  - Anyone?
  - Restrict Category (Main) Topics to the Board
  - Allow or not Allow creation of Sub Topics
  - Allow members to request the creation of a topic from the board
  - Any member of the forum should be allowed to reply as long as they are following the Code of Conduct
- Monitoring
  - Everything will be posted without review. To have a review process of member's comments and posts would be self-defeating to the purpose and intent of this type of dialogue. It would also be extremely time consuming. That is what the Code of Ethics will cover. Those that violate that will be subject to punitive measures.
  - Board will need to determine who and how this will be handled.

- The software allows a concept of monitors, so one can be given or removed from monitor privileges. Monitors can be assigned by category and/or the entire forum.
- The administrator(s) can lock a topic to prevent future responses.
- The administrator(s) can add sticky notes to important or often read topics
- The administrator(s) can remove a topic
- The administrator(s) can remove individual responses or all responses by some user.
- The administrator(s) can ban users.
- Punitive Measures
  - It is how the Code of Ethics is enforced.
  - The board should determine what actions should be taken for violations
  - Suggested measures:
    - 1<sup>st</sup> Offense – 1-week ban (suspension) from posting
    - 2<sup>nd</sup> Offense – 1-month ban (suspension) from posting
    - 3<sup>rd</sup> Offense – Permanent ban (suspension) from posting
    - However, at no time will they be prevented from viewing and reading the forums. That is a right of membership and they can be allowed to be informed and follow what other members are talking about. They will just lose the right to actively participate.
- How to's and FAQ's from Michael K:
  - There is a need for a document (the second FAQ) on how to watch topics, etc. The site does not generate an email to tell you that something was written to the forum. Instead, there is a subscription concept which allow you to see what is changed. It tracks what has changed since you last declared things read. You can read each item or mark all items read.
  - I am not sure if this can be applied to the entire site or does it have to be done category by category.
  - There are other obvious FAQs like building a signature, BB scripts, etc. Not having them at startup will not be a show stopper. I would encourage stealing from other forums where appropriate.
- Maintenance will eventually have to be done on cleaning up old topics etc.

#### **ACTION POINTS:**

1. Accept Web Team's use of existing Joomla software to run the Forum
2. Create a Code of Conduct and determine punitive measures for violations.
3. Decide upon login/user name protocol and will it be one login/user per member
4. Decide on Members only or anyone can register
5. Decide on administrator(s)/moderator(s) and agree how they will work
  - a. Committee
  - b. Board
6. Agree upon a basic start up Category structure and who will create Major Categories

#### **"STCA FORUM COMMUNITY CODE OF CONDUCT" - WORKING DRAFT**

*This will be in the welcome post that heads up the forum. Depending on structure it may be posted once or multiple times in the various topics.*

#### **Community Code of Conduct**

This forum has been created so that you can exchange ideas, converse and meet with club members who share a common interest in our wonderful breed, the Scottish Terrier. In addition it is being set up by the Board to direct discourse on topics related to the Scottish Terrier club into a club sanctioned venue to help keep communication flowing among club members and officers. It will also serve as a great source of information sharing that will benefit all.

Every community has its own culture and interests. Share how you feel about topics and conversations but we ask that you be respectful and considerate of your fellow members and follow some basic rules:

- Material that infringes the copyright of another person (plagiarism, or passing off other people's material as your own) or copyright material not referenced or acknowledged.
- Unauthorized posting of personal information (names, address, phone number, email etc.) of other users.
- Material that contains vulgar, obscene or indecent language or images.
- Material which defames, abuses or threatens others.
- Statements that are bigoted, hateful or racially offensive.
- Material that advocates illegal activity or discusses illegal activities with the intent to commit them.
- No Flaming; there is a difference between voicing a legitimate concern or grievance and simply badmouthing or some other form of written abuse of someone or some service. These will be deleted upon discovery.

- Posts or other material which is deemed inappropriate by the site administrators will be deleted upon discovery. Users who violate this Code of Conduct may lose their right to participate permanently.
- Repeat, redundant posting to increase post counts should be discouraged
- All users are required to provide a valid email address where they can be contacted at any time.
- Repeat, redundant posting to increase post counts should be discouraged
- No advertising, spamming, solicitation or commercial self-promotion should be allowed
- Any person actively using these sites is implicitly agreeing to these rules regardless of whether they have been read or not.

Violation of the Code of Conduct will be handled by the administrators in the following manner:

- 1<sup>st</sup> Offense – 1-week ban (suspension) from posting
- 2<sup>nd</sup> Offense – 1-month ban (suspension) from posting
- 3<sup>rd</sup> Offense – Permanent ban (suspension) from posting

However, at no time will a member be prevented from viewing and reading the forums.

**Forum Moderating Tips** – reprinted from a forum webhosting company called ProBoards

Once your discussion forum gains momentum and you've got a steady influx of visitors, maintaining a civil environment will become increasingly important. In this, our third in a series of "How To" articles focused on building bigger, more vibrant forums, we'll present ways to manage your community that will minimize negative behavior but still promote a lively, spontaneous atmosphere.

Before you open the doors to invite guests and prospective members to explore your new forum, the rules of engagement should be somewhat established. We say somewhat because they'll probably change over time as others contribute to the management and growth of your community.

#### Forum Rules

While the details will probably evolve, you'll want to implement a basic framework of rules as soon as possible. Getting people to agree to guidelines as they join will be far easier than imposing new rules on an established community down the road. Below is a short list of suggestions to get you started:

Rudeness, insulting others, personal attacks, threats or inflammatory posts should not be tolerated  
 Repeat, redundant posting to increase post counts should be discouraged  
 No advertising, spamming, solicitation or commercial self-promotion should be allowed  
 Prohibit discussing any illegal activities  
 No posting of lewd comments, language or photos  
 No posting of misleading or irrelevant comments, stay on topic  
 No posting of disturbing material (benign images that suddenly change to a screaming face)  
 Limiting members to a single forum account is advised

While this list is by no means all-inclusive, it will hopefully provide an overview of the types of forum behavior that should be monitored and controlled. For additional ideas, try Googling the term "sample online forum rules."

#### Recruiting Moderators

As your forum community grows, so will the need for additional moderators; you'll know when you need help. It will be that moment when you've reached your limit on how many threads you can monitor, questions you can answer, and squabbles you can defuse. Recruiting moderators is a natural progression in the growth of every healthy forum community.

While choosing the right moderators is good for everyone, empowering the wrong personality can wreak unimaginable havoc. Below are a few key points to consider when selecting candidates:

Has the user contributed regularly over a period of time? Are they knowledgeable?  
 Do they have good grammar, spelling and syntax skills?  
 Does the user have the right personality? Are they even tempered, likable, and fair minded?  
 Do they have the time to commit to being a moderator?

When extending invitations to prospective moderators, try approaching users who post a high number of quality posts and appear to be committed to the forum. Approaching candidates can be as simple as private messaging them and asking them to become a moderator. Explain why you've considered them and clearly define their role.

#### Moderator Responsibilities

Clearly defining moderator responsibilities is of utmost importance. They must know what's expected of their position as well as which decisions and activities are assigned to others. Moderators are typically assigned a particular discussion forum or user group and are expected to perform the following functions:

Visit the forum at least once each day  
 Keep posts clean and move off-topic posts to appropriate categories  
 Communicate with unruly members and advise them of the consequences of disruptive behavior  
 Edit postings when necessary so that they conform to the forum's content guidelines

Delete or move single posts or entire threads when necessary

Lock or unlock posts as required

Supporting your volunteer moderators once they've assumed their new roles is also critical. Be sure to communicate frequently with them, recognize and reward their contributions and give them some time off occasionally so they don't get burned out.

#### Moderator Conduct

To promote cohesiveness and decorum, moderators should be responsible for their own "code of conduct." While similar to general forum rules, moderator codes of conduct are intended to preserve neutrality, authority and confidentiality. Below is a list of suggestions for your consideration. Prospective moderators should agree to:

Be respectful of all members, each other, and represent your forum with professionalism

Be discreet and maintain confidentiality regarding moderator activities and member information

Consider member feelings before hitting the submit button, both in public forums and private

Deleting member posts should be done only after conferring with the forum admin or other moderators

Resign from moderator duties if there is a breach of confidentiality or the code of conduct is not followed

Moderation Tips

Because each forum and its audience are unique, moderation styles and guidelines will differ. Consequently, you'll want to craft your own strategy as it applies to your community. As a general overview of forum moderation practices, the list below provides a starting point.

Be professional: Personality is good but don't take liberties or get lazy. Try to use correct grammar, punctuation and capitalization when you're typing. How you present yourself reflects upon your forum and people's perceptions.

Watch out for trolls and spammers. Always be vigilant and proactively seek them out and take action to minimize their annoying posts.

Watch for members abusing other members. Don't tolerate flaming; disagreements are fine but any more than that will discourage guests from joining and drive quality members from your forum. Make sure everyone has a chance to participate.

Choose forum staff carefully. Make sure the people you choose lead by example and are patient and fair.

To expand on the previous point; watch for troublesome forum staff. Don't let moderators intimidate other members or dole out unnecessarily harsh penalties for infractions. Conversely, timid moderators can be just as harmful to the health of your forum.

Summary

As your forum community grows and more people participate in the discussion, you'll most likely be amazed by the things people say. You're the host, so the responsibility for maintaining a functional environment falls to you. A good moderating strategy will help that goal immensely. Hopefully this article has provided a solid reference for establishing a moderating plan for your community. For more tips, tricks and strategies on building your forum, please refer to our previous articles in this series. Thanks for reading!

## 2. Reorganization of Regional Rep Committee with District Chairs

- L. Kelly pointed out that this was originally conceptualized and worked on by L. Kelly and C. Hill in May of 2015 when discussion was held on how to best work with the regional clubs. The idea of regional representatives was decided. This even included a Yahoo list at one point.
- The divisions are Pat Wooster – central, Theresa Thomas – west, Rhea Spence – south and April Green – north.
- Discussion of use of Hospitality Room at Montgomery and have it setup by regions.
- Work to have more engagement with the regionals.
- Add list of delegates.
- **Motion made to implement the regional reps committee/district chairs. Burge/Thomas. Passed unanimously.**

## 3. Parliamentary ruling (Executive Session)

- J. McNabney received a response from the Parliamentary regarding letter received regarding the dinner meeting minutes. He will forward the response.

## 4. Discussion about Calendar.

- **Motion to drop the proposed Calendar project. Langham/Shacklett. Passed unanimously.**
- P. Williams will notify all people who submitted photos and ask for permission to use them in the Bagpiper.

**Election of New Members - none**

L. Kelly wanted to note in the minutes that the Board recognizes the work of the STCGNY and the Tampa Bay Scottish Terrier Club in supporting and running the meet the breeds. These were two events one at the AKC Eukanuba Show and at the Piers the Saturday before Westminster. She wants both clubs to know how much the board greatly appreciated their efforts.

## **New Business**

### **1.) Establishment of an ad hoc committee for new member recruitment/member retention recommendations to report back at the Montgomery 2016 Board Meeting.**

- A membership committee already exists.
- There is also an ad hoc committee looking at how to speed up the process of membership.
- Discussion was held on how to increase membership and why we think there are declining numbers.
- J. McNabney suggested that maybe we needed to change the current mandate of the club to include performance competition. He was advised that in order to do so would require a change in the constitution and by-laws.
- The Ad Hoc committee is asked to report back by the Montgomery Meeting.

### **2.) Establish an ad hoc committee to review rescue operations, procedures, funding, documentation, etc. to report back at the Montgomery 2016 Board Meeting.**

- Discussion was held and it was explained that the STCA does not engage in rescue and there is no rescue committee.
- **Motion was made to create an Ad Hoc Committee to review the operation of the Rescue Trust and report back by the Montgomery Meeting. Shacklett/Wise. Passed unanimously**
- Committee will be made up of R. Shacklett, chairperson, H. Prince, and J. McNabney

### **3.) Establish an ad hoc committee to investigate creating a revised handbook using new publishing technology to report back at the Montgomery 2016 Board Meeting.**

- Discussion was held on how this could be done and if this should be done.
- There is a current ad hoc Yearbook committee already in existence.
- It was decided that we would wait until the forum was operational and then run a poll of members.

### **4.) New Trophy Proposal**

- P. Williams received a letter from William Berry asking for the creation of a new Trophy. Letter follows.
- Discussion on the merits and possible long term cost of another trophy.
- **Motion to accept the proposal contingent on upfront funding of engraving cost for 20 years and the honorarium. It would start in 2017. Prince/Wooster. Passed Unanimously**

### **5.) AKC Trailer Proposal**

- P. Williams received a letter from William Berry asking the board to create a matching fund to help encourage regional clubs to sponsor an AKC Trailer.
- Discussion on the merits of sponsoring a trailer. H. Prince provided details on how it works.
- **Motion to reply to Bill to contact the regional clubs to see who is interested if any and if so we will then match up to \$1000.00. Prince/Kelly. Passed unanimously.**

**Motion to adjourn at 4:04 pm . Shacklett/Edell. Passed unanimously**

Respectfully submitted Kathleen Ferris, Recording Secretary.