



Archive Minutes
The Scottish Terrier Club of America, Inc.
Teleconference of the Officers and Directors
Wednesday August 17, 2016
8:11 PM – 10:01PM

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

Absent – Ex-Officio, Charla Hill

Roll Call

Recording Secretary, Kathleen Ferris

Call to Order 8:11

President, John McNabney

Approval of Minutes of June Teleconference Meeting

Recording Secretary, Kathleen Ferris

July 20, 2016 minutes – approved as distributed

July 20, 2016 Executive Session – approved as distributed

Status of Election

Recording Secretary, Kathleen Ferris

Report presented at end of the minutes. Discussion followed.

Steve reported on the costs of the election. Report at end of minutes.

Treasurer's Report

Treasurer, Steve Russell

See full report at end of minutes. Statement of financial positions were posted at the end of July. Highlights to note are that we are operating at \$10,000 loss. Some of that is timing issues but most are because we replenished inventory such as the grooming manuals and awards such as BBE medallions. Bagpiper Issue #3 generated about \$8000 in ad income. We also incurred some non-reoccurring expenses.

Status of Donations to Purdue Scottie Bladder Cancer Study Project

Steve informed the Board that the goal of raising \$8750 in donations was met as of yesterday. Money was moved from savings account for matching grant as approved by board. It will show as a one-time, non-recurring expense. Purdue now has money to complete year 3 of study with monies raised within one month's period of time. Suggestion is to turn off donation/dedication for the TCC Study for matching grant at website.

People can still donate on site, just not matching. An email will be sent congratulating members on participation.

Vice President's Report

Vice President, Lori Kelly

2016 Montgomery Updates

Thursday Board will work with Rau for set up. Board members are required to help. Request was sent to Hatboro for early ring time, which show chair agreed to. A Meals and Event email went out from Lori and Tom Langham encouraging participation. We do need an accurate head count for complimentary events.

Peggy Browne discussed trophy donations. Amounts increased as a result of new format.

Charley will bring trophies over for Friday.

Lori has requested help for Friday and Sunday.

The Montgomery Show will be dedicated to Dick and Jackie Seelbach. The commemorative pins are being done. Layout is done. We will have some new vendors coming in on Friday. Barbara Casey will be doing the benediction.

Lori also asked about the Board functions. Since we will be meeting on Wednesday there will be meal selections going out. She has suggested that we all have dinner together including partners who are there, at the hotel. This will help with the food and beverage minimum.

2017 Rotating Specialty Updates

Vice President, Lori Kelly

Junior Showmanship

Motion to go into executive session to discuss Junior Showmanship at the 2017 Rotating – 8:44pm. Kelly/Prince. Passed unanimously.

Motion to leave executive session at 8:52. Kelly/Ferris. Passed Unanimously.

Rotating 2017

Vice President, Lori Kelly

Lori explained process of STCA collection of income and payments for meals, etc. ... If a regional club wants to have vendors, they should be responsible for making arrangements in their area. Lori recommends that Sue Stacy and members of the Dayton club solicit vendors and collect money. It is an income of approximately \$300 that a regional club might be able to use to defray expenses to host rotating. No one on the Board was opposed to Lori speaking to her about this.

Lori asked Peggy to report on the status of the Top 20. Peggy is trying to get in touch with Vandra Huber. As of this date she has not heard back from her.

Lori would like to plan a full afternoon on Friday of the Rotating weekend to include workshops, hospitality, puppies and then the Top 20.

2017 Montgomery

Vice President, Lori Kelly

Dedication

Lori suggested that we should dedicate it to Evelyn Kirk. **Motion to dedicate Montgomery County KC Specialty in 2017 to Evelyn Kirk. Kelly/Wooster. Passed unanimously.**

Correspond Secretary

Corresponding Secretary, Pam Williams

Nothing to report.

Old Business

San Francisco Bay STC Spring Specialty

Jerry Burge explained that the club is looking to officially move their specialty to Sacramento, but that means they would have two specialties in one year in order to make the move. Steve asked if this is in conflict with any other regional club specialty dates. It is not. Issue is that both specialties will take place in same club year but not same calendar year. In 2017 there will be two shows but moving forward there will be only one.

Motion to to allow SFBSTC a second specialty show in the spring of 2017. Prince/Burge Passed unanimously.

Discussion continued on the BBE Medallions. Will they be given for one or both shows? **Motion that we give BBE medallions for both specialty shows for SFBSTC for 2017. Wooster/Langham. Passed unanimously.**

New Business

Letter from Heidi Reilly (Member)

John asked if everyone has seen the letter. **Motion to go into executive session to discuss a letter from a club member at 9:10 PM. Kelly/Edell. Passed unanimously.**

Motion to leave executive session at 9:18 PM. Kelly/Wooster. Passed unanimously.

President's SOP

President, John McNabney

John stated that he had a question about the overlap of the President's responsibility and the board liaisons. Is the President in constant contact with committee chairs? His feeling was that it was redundant. Discussion was held on the working process. The relationship starts with the appointing of chairs and liaisons. Lori said that the intent of the SOP is

to have ongoing contact with committees and touch base with chairs. By doing so it gives the president an overview of club operations as a whole.

Possible hosting of Regional Clubs webpage on STCA website President, John McNabney

John said this discussion came up with some of the regional clubs he spoke with. They don't have websites or they are outdated or have no one doing it. John is asking if the STCA could provide them space to host as their own webpage on the STCA site as long as they provided content. Steve responded that the STCA pays for a hosting service to maintain our site. An issue could be that Regional club's sites are varied. The STCA currently does have a regional club section. It is easy to provide linkage to the clubs but that probably not what John is asking. The issue with hosting multiple club's websites is one of personnel. Currently there are not enough people to keep up the STCA site. It was mentioned that many of the regional clubs have gone to outsourcing. There will be staffing issues if we took over the work. John wondered what skill sets would they need. Lori stated she spoke with John about this last night. Her feedback is that several clubs use Facebook or nothing. She recommends we first need to speak with the regional clubs to determine how they are communicating with their memberships. Rose thought that it might not be hard to do and maybe we offer a seminar. Lori offered that clubs are very small and we need homework done first. Kathy asked if John spoke to Michael about the actual ability to do this technically. John has not yet since he didn't want to involve the web team until it was discussed. Helen suggested contacting regional clubs first and get info. Pat offered information on her club using a hosting site set up for people with dogs. Jerry agreed that maybe having workshop on helping clubs set up a website would be good. Pam asked if we could improve the current links. Steve asked Lori go back to the regional clubs and see what they need and get updated links. Lori will go to the regional chairs and have them research this.

On line members only roster

Rose reported that Jack Shacklett and Janet Tomlinson had responded to her Feedback form at website. Helen is asking other clubs how they manage online rosters.

Motion to create an ad hoc committee to research an online roster. Prince/Ferris. Passed Unanimously.

Steve offered info on how it has been looked at previously by the web team and how it is handled. Currently a roster is only used in the background to send emails to the club members only. It could also be stored as a database maintained by the recording secretary. It could also be a member's only section with the ability to access it like the forum. The roster could be searchable to members only. Another part could be to allow members to edit their own information updates on phones numbers etc. It was never intended for members to be able to receive a listing of all members in this manner. John appointed Helen Prince as Chair, Rose Shacklett, Steve Russell, Kathy Ferris, Tom Langham. Lori stated that it is important to make sure the members information is secured. Some type of opt in or out option will be needed.

PAWS Scholarships

Motion to approve 2016 PAWS for Junior's scholarship Allison Broome and Amy Judge. Russell/Wooster. Passed unanimously.

A request came from Sueanette Maniscalco for a \$1000 check to be awarded to each at the Annual Meeting and presented by Barbara Casey. Currently PAWS has \$7000 plus for their use. Pat explained that there are rules that they have to follow, letters, forms, grade point average. Allison Broome even reported back on how she used the money. Sueanette is working on programming and possible updates for the application process. There are no rules about how many scholarships a single person can receive. Discussion continued on how it operates, the requirements etc.

Email from Janet Thomlinson regarding forum

John added this to the agenda, she had expressed a concern that someone was removing posts. She emailed Kathy earlier to ask if she deleted it, Kathy did not. It was explained that the Board does have the ability to moderate posts. Steve thought Janet was talking about the thread that was moved. It was not that it was a deletion of posts. Steve is going to check in to see if there is a log. Discussion was held on being careful not to over moderate but not allow violation of etiquettes established. The only deletions were 2 posts that Kathy removed and those people were informed. She will communicate with Janet to find out what happened.

Next Meeting – September 21, 2016

Motion to Adjourn at 10:01 pm Burge/Thomas. Passed unanimously.

Respectfully Submitted – Kathleen Ferris, Recording Secretary

STCA 2016 ELECTION REPORT 8/17/16

Kathleen J. Ferris, Recording Secretary

Election materials of ballot, envelopes and bios were mailed on 7/28/16 which was 4 days prior to the 8/1/16 deadline. There were 994 domestic and 66 foreign records that were sent ballots.

We asked members to wait until 8/8/16 to notify the Recording Secretary if they had not received their ballots. As of 8/17/16, 60 Replacement Ballots or about 5.6% of the total mailing were sent out. Some of those people have now also gotten the original mailing. All but 4 of those were correctly addressed. The 4 that needed new addresses had moved and not notified us as of the date of the mailing. I requested a verification from KD Mailing. They compared the requests with the master list of the mailing and all was in order. Only reason we can find for the delay is the USPS.

Steve Russell is putting together a summary of what the Election is costing the club.

The printing and mailing of the materials was handled by:

KD Mailing & Fulfillment

Office: 847-673-0186 / Fax: 847-673-0188

6850 N Central Park Ave, Lincolnwood, IL 60712

<http://www.KDMailing.com>

All Ballots are being sent to:

Mark O. Todd, CPA
PO Box 607
Dunkirk, MD 20754

Report on the Election Costs

Treasurer, Steve Russell

Kathy has provided you a report on the Election process. She asked me to report on costs. Listed below is my research into the costs from our QuickBook records.

- Between 2013 and 2016 the STCA has had 3 elections in 4 years.
- The Club pays for printing, mailing, and an independent CPA to count ballots.
- These elections have cost the Club \$9,593 since 2013.
- However, the CPA costs for counting the 2016 ballots is incomplete.
- The CPA charges \$2.50/ballot and Kathy mailed 1,060 ballots, so projected costs are up to \$2,850.
- Total costs for the 3 election is projected to total ~\$12,000 (or ~\$4,000 per election).
- This amounts to ~\$4 per person per year for elections which must come out of their Membership Dues and other Club revenue.

August 17, 2016

Treasurer Report for Monthly Board Teleconference Call

July P&L

- Statements of Financial Position were posted to Board and Website at EOM
- P&L which was break-even at mid-year and **-\$10,095 loss at the end of July**
- Most of losses can be attributed to replenishing inventory (-\$10,309)
 - Shoppe -\$7373 (including -\$5223 for Grooming Manuals)
 - Awards -\$2936 (including BBE & AKC Parent club Medallions)
- Notable Transactions besides inventory
 - Bagpiper Issue3 Ads +\$8075
 - Rotating Reimbursement +\$1500
 - Monty Startup -\$2935
 - Award Appraisal & Insurance -\$2425
 - Election -\$2200 (includes CPA deposit only, ballot counting can add over \$2000)
 - Incorporation -\$945

YTD P&L as of 8/17/16

- P&L thru mid-August is still running at about the same -\$10,572 loss.
- Notable Transactions
 - Monty Trophy Donations +\$3114 (deadline Friday 8/19 for catalog)
 - Monty Hotel Deposits -\$1000 (note Lori re-negotiated to push out 2017 deposits)
 - PAWS for Juniors Scholarships - \$2000 (pending Board approval)
 - STCA Matching Grant -\$8750 (expense is below the ordinary NI line)

STCA Matching Grant for the Scottie TCC Screening Study at Purdue University

- Background: Purdue Study costs \$75k per year with \$35k shortfall in Year 3 beginning 9/2016
- Goal for soliciting donations has been met as of 8/16 (1 month)
- Member/Donors contributed \$8855
- STCA Retained Earnings \$8750 transferred from Savings to Checking (Board approved match)
- Total funds available \$17605 sent to HTF to satisfy 501©3 tax deductions
- HTF will: 1) send letter/check to Purdue, and 2) send confirmation letters to donors,
- Issue: Benefactor funds exhausted, but matching was resolved with Chad Rohlf (Purdue)
- Purdue will have funds they require to operate Year 3 of the Study by September 2016.

PAWS for Juniors Scholarships

- PAWS Committee (Sueannette Maniscalco) recommends two \$1000 scholarships this year
- Since 2013, PAWS has collected \$9542 and expended \$1892 (net balance of \$7650)
- One \$1000 scholarship was awarded to Alison Broome in 2015
- Liaison, Pat Wooster, to address rules
- Motion: Approve 2015-2016 PAWS for Juniors Scholarships of \$1000 each to Alison Broome and Amy Judge to be awarded at the Montgomery Annual Awards Dinner.

Steve Russell, STCA Treasurer