

# **AMERICAN TOY FOX TERRIER CLUB**

## **Board of Directors Meeting Minutes**

Wednesday, December 12, 2012

### ***CALL TO ORDER***

A regular meeting of the American Toy Fox Terrier Club Board of Directors held on December 12, 2012 via conference call was called to order at 8:04 P.M. 7:04 P.M. CDT; 6:04 MST 5:04 P.M. PST by Cindy Enroughty, President.

### ***ROLL CALL***

Cindy Enroughty, B.J. Andrews, Vickie Kerley, Kathy Gilliam, Kasey Mando, Lila Fast, Rick Lilly, Lynn McKee and Violet Denney were present.

### ***APPROVAL OF MINUTES:***

A motion was made by Vickie Kerley to approve the minutes of the November 14, 2012 meeting. The motion carried via e-mail vote on November 26, 2012.

### ***OFFICERS' REPORTS***

#### **President**

Cindy reviewed BOD policy re: communication relative to BOD discussions and voting.

#### **Vice President**

#### **Standing Committee Reports**

##### ***Show Chairs – Carolyn & Rick Lichty***

The 2013 National Show Committee would like to report that there is planning going on. The show committee includes: Grounds: Denise Monette, Banquet: Karen Gibson, Trophy: Dianne Clark. There are more spots to fill and we have some great people that have come forward to volunteer for the committees.

The Black Mountain Kennel Club has secured The Riviera for the host hotel and they have arranged for a block of rooms. We are hoping to get a space for a Thursday show other events and a place for the annual banquet.

The trophy committee has completed the most work on their job and has presented their report to the board for approval for purchases and I think there is a vote going on at this time to secure some really nice items.

The show committee has been thinking about how to offer more activities to make our Specialty a better event representative of a National Club. What we are considering is to make this a Thursday –Friday Show with the two specialties and the sweepstakes competition scheduled over two days. This would allow more time for the annual meeting, a breed study presentation and a parade of title holders. We have also talked about including a “baby class” for 4-6 month old puppies in the sweepstakes. AKC now allows a 4-6 month class as a special event.

It would be really nice to spread our events over 2 days but it is hard to proceed without knowing what kind of budget we have for planning purposes and/or having some past numbers to help with financial decisions. It is important that scheduling plans be firmed up so that we can begin the show application process with AKC.

***Webmaster – Barb Kelley***

At this point I have secured a new host for our website that will allow us to proceed with the on-line store and present a more robust website and "hopefully" be easier to maintain. I am currently doing a cut and paste of the information on our current site to put into our new web pages. This is somewhat tedious to say the least but want to make sure it is consistent and accurate and not spend time retyping information. Once I have everything copied, I will transfer our domain to the new server and begin uploading our information. I recognize the inconvenience of our site being down for a period and am making every effort to keep that time at a minimum. I plan to take vacation to focus on this project as there is a bit of a learning curve and I want as many club members as possible to really like the results.

***Membership – Kasey Mando***

There have been no new members since the last meeting. Violet Denney will be helping me with the membership drive. There is a plan to contact affiliate club members in an attempt to boost membership for the ATFTC.

***Breeder Referral – Lila Fast***

There were seven inquires this month. Violet Denney will be assisting Lila with this committee.

***Performance – Rick Lilly***

Rick Lilly gave a comprehensive verbal report discussing Jacqui O’Neil’s plans and requirements regarding the use of the ATFTC license in an effort to organize All-Breed performance events. The BOD is very enthusiastic about Jacqui’s interest in assisting the ATFTC and with Rick’s expertise in this area we are hoping it will encourage those interested in this venue to join ATFTC and support these events which will aid in “rounding out” the club to all aspects of the our versatile breed – the Toy Fox Terrier

## Secretary

ATFTC insurance is due for renewal January 1, 2013

Parliamentarian will be engaged by the ATFTC Board of Directors on an “as needed” basis.

American Kennel Club was notified of the new Board of Directors who were seated on December 1, 2012.

## Treasurer

Annual dues reminders were mailed to the members by Kathy Gilliam, treasurer (pursuant to the C&BL’s) on November 30, 2012.

A check in the amount of \$414.00 was mailed to Denise Monette for the purchase of trophies and plaques for the upcoming ATFTC National events – 2013. These beautiful crystal & glass trophies & wooden plaques were purchased from a company that is going out of business which offered a tremendous savings to the club.

The ATFTC financial information & accounting has now been posted to the professional business software program “Quick Books”. This will automate the clubs records for easier and efficient preparation of reports and accounting.

## **FINANCIAL REPORTS**

	<b>Profit &amp; Loss</b>
	<b>December 12, 2012</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>CASH IN BANK-FIRST</b>	
<b>BANK</b>	11,320.91
<b>Total Checking/Savings</b>	11,320.91
<b>Accounts Receivable</b>	
<b>ACCOUNTS RECEIVABLE</b>	568.00
<b>Total Accounts Receivable</b>	568.00

<b>Total Current Assets</b>		11,888.91
<b>Other Assets</b>		
<b>PREPAID INVENTORIES</b>		
T-SHIRT INVENTORY		53.28
<b>Total PREPAID INVENTORIES</b>		53.28
<b>Total Other Assets</b>		53.28
<b>TOTAL ASSETS</b>		<b>11,942.19</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
SUSPENSE		280.00
<b>Total Other Current Liabilities</b>		280.00
<b>Total Current Liabilities</b>		280.00
<b>Total Liabilities</b>		280.00
<b>Equity</b>		
GENERAL FUND		13,452.92
Net Income		-1,790.73
<b>Total Equity</b>		11,662.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>11,942.19</b>

**ATFTC NATIONAL SPECIALTY  
SHOW FINANCIAL REPORT**

	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>EVENT INCOME</b>	
AUCTION INCOME	774.00
BANQUET-NATIONALS	1,500.00
CATALOG ADVERTISING	1,410.00

CATALOG SALES	360.00
ENTRY FEES	
NATIONAL ENTRY	3,641.00
Total ENTRY FEES	3,641.00
HEALTH CLINIC	450.00
SUPPORTED ENTRY FEES	160.00
T-SHIRT SALES	1,640.25
TROPHY DONATIONS	445.00
Total EVENT INCOME	10,380.25
OPERATING INCOME	
CLUB PIN SALES	60.00
Total OPERATING INCOME	60.00
Total Income	10,440.25
Expense	
EVENT EXPENSES	
AKC FEE	423.50
BANQUET EXPENSES	1,970.18
CATALOG EXPENSE	770.30
HOSPITALITY	92.51
JUDGE'S FEES	650.00
JUDGE'S LODGING	98.54
JUDGE'S MEALS	147.28
JUDGE'S TRAVEL	659.20
PREMIUMS	429.62
SHOW SECRETARY	363.00
SHOW SECRETARY TRAVEL	481.21
SHOW SUPPLIES	262.37
SWEEPS EXPENSE	156.00
T-SHIRT EXPENSE	1,149.86
TROPHIES & RIBBONS	2,783.59
Total EVENT EXPENSES	10,437.16
Total Expense	10,437.16
Net Ordinary Income	3.09
Net Income	3.09

A motion was made by Lynn McKee to accept the December 12, 2012 treasurer's reports as presented. The motion carried.

### ***UNFINISHED BUSINESS***

A motion was made by Violet Denney to cancel the current conference call service "Copper Services" and that we initiate a free conference call service that will be of no charge to the ATFTC and will save the club over \$1,000.00 per year. The motion carried.

Further discussion regarding the Judges Education Coordinator; Public Education Coordinator and Mentors & Presenters will be tabled until the January Board of Directors meeting.

Kasey Mando is continuing to review the Educational brochure presented by Kelley Maldon and will be assisted by Violet Denney & B.J. Andrews. The comments & suggestions will be presented at the February, 2013 BOD meeting.

A motion was made by Rick Lilly to accept Jacqui O'Neil's request for the ATFTC support & use of our license for performance events. The motion carried.

### ***NEW BUSINESS***

A motion was made by B.J. Andrews to rescind the motion of December 8, 2012 to accept the Treasurer's Report as there was new data provided which required revisions in the report. The motion carried.

A motion was made by Kasey Mando to disperse the trophy funds received prior to the October 2012 National events back to the general fund. Any donations received after October 12, 2012 will be used for the 2013 national events. The motion carried.

Frank Mando will be reviewing the current club logo and submit to the BOD his suggestions for revision.

The Standing Committees were reviewed and after discussion a motion was made by Violet Denney to add two new committees ~ Merchandise / Online Store and

Sunshine Committee. The motion carried. Volunteers will be needed to fill those committees. Additional information will be provided in the December "Fox Tales" newsletter.

### *ANNOUNCEMENTS*

1. A motion was made by Vickie Kerley to approve Barb Kelley as the ATFTC Webmaster. The motion carried on November 28, 2012.
2. A motion was made by Vickie Kerley to appoint Kathy Gilliam as treasurer for the remainder of Susan McCoy's term commencing December 1, 2012 to November 30, 2013. The Motion carried via e-mail vote on December 1, 2012.
3. A motion was made by Vickie Kerley to approve the trophy committee's request for funds. The motion carried on December 7, 2012.
4. A motion was made by B.J. Andrews to approve the removal of Marsha Shively from the Mentors / Presenters list due to her health and inability to serve in this capacity. The motion carried via e-mail vote on December 7, 2012.
5. A motion was made by B.J. Andrews to approve the treasurer's report as presented by Kathy Gilliam, Treasurer. The motion carried on December 8, 2012.

### *ADJOURNMENT*

There being no further business, the board voted to adjourn the meeting at 10:30 P.M. EST; 9:30 P.M. CST; 8:30 P.M. MST; 7:30 P.M. PST.

Respectfully submitted,

*Vickie R. Kerley,*

ATFTC Secretary