

AMERICAN TOY FOX TERRIER CLUB

Board of Directors Meeting Minutes Wednesday, June 12, 2013

CALL TO ORDER

A regular meeting of the American Toy Fox Terrier Club Board of Directors held on June 12, 2013 via conference call was called to order at 8:19 P.M. EDT, 7:19P.M. CDT; 6:19 MDT 5:19 P.M. PDT by Cindy Enroughty, President.

ROLL CALL

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

APPROVAL OF MINUTES:

Kasey Mando moved to accept the minutes from the May 8, 2013 BOD meeting. Motion carried.

OFFICERS' REPORTS

President - None

Vice President - None

Secretary –

Standing Committee Reports:

The following "Standing Committee" volunteer positions remain vacant:

Auction; Affiliate Council; Judges Education Coordinator; Historian; Gazette Columnist; Merchandise / On-line store.

Performance: Mona Lilly

The application has been sent into AKC for the TFT Agility Trial to be held in October. Once the approval is done the premium will be finished. Jacqui will be

asking for sponsors or monies for awards. She would like to have T-shirts for all TFT entries. She said she has had TFT owners asking about the trial. I for one am excited about this event. I attended a IG Agility Specialty show in St. Louis along with other breeds and it was very exciting to see so many of one breed. This can be the start of having an Agility Trial in different parts of the country. ~ *Mona Lilly*

Sunshine: Anne Kieffer - Nothing to Report ~ *Anne Kieffer*

Meet the Breed: Denise Monette - No report provided

Show Site: Denise Monette - No report provided

Breeder Referral: Lila Fast – Had 2 contacts wanting Toy Fox Terriers Blair Hess ask if she want to join the club had a TFT before no reply. Walter R. Bell Sent them to Kasey, Donna Temple-Burgess, Judith E Lehman, Cindy

~ *Lila Fast*

Membership: Kasey Mando - Nothing to report ~ *Kasey Mando*

Scrapbook: Kim Rowley -

I've requested, via email and newsletter, to the membership, pictures and information regarding the picture to start to prepare the 2013 National Scrapbook "That Special Moment". I am unable to attend the National this year so I am going to make it electronically available. I've talked to Cindy about the alternative methods to present this. As soon as Cindy advises me what method she prefers that is how it will be presented. As of this email four people have responded and no submittals. I will be submitting another blurb in the Newsletter asking people to not forget about submitting their picture for this project. My cut-off date to accept submissions is September 25th, 3:00 pm my time (Eastern). Please let me know if I can be of assistance. ~ *Kim Rowley*

Nominating Committee: Rick Lilly

The committee has met by email on 3 occasions.

Members made suggestions as to candidates.

Committee members were given opportunity to discuss potential candidates.

I as chair have began contacting those discussed for more information and to determine if they would willing to serve.

I feel we are on schedule and will announce our choices well before the deadline.

~ Rick Lilly

Health: Greg Lawson – No Report Provided ~ Greg Lawson

Correspondence:

5-23-13

To: Standing Committee Chairs (Carolyn & Rick Lichty; Denise Monette; Mona Lilly; Rick Lilly; Kasey Mando; Lila Fast; Anne Kieffer; Kim Rowley; Greg Lawson)

As it is essential for the ATFTC Board of Directors to be apprised of what is transpiring within the appointed committees..... all committee chairs must prepare a report to be received by the secretary no later than 8 days (pursuant to a vote at the MAY BOD meeting) prior to each scheduled board meeting.

If no report is provided the BOD will assume there has been no action and nothing has been accomplished within the committee during the month. If the report is received late it will be presented at the following months BOD meeting.

Following is the "Committee Chair Job Description" that has appeared on the website for some time (Board of Directors / Standing Committees / Committee Chair Job Description) reflecting the updated vote of the BOD.

Your cooperation in following this protocol will be sincerely appreciated and will aid in the overall functionality of keeping the BOD abreast of the progress within the committee structure.

Committee Chair Job Description

- Each committee chairperson shall schedule committee meetings, chair the meetings, manage the committee discussions, and handle all routine correspondence to the Board using the Secretary as the Board liaison.
- The chairperson shall assign or delegate duties to members of the committee as necessary for each project.
- Each chairperson will review and update the committee's job description as each committee evolves.
- Each chairperson will prepare and present a report of the committee's activities and requests for expenses to the Board Liaison for board action.
- A budget for the year will be submitted to the Board prior to the 1st meeting after the change of officers and Board.
- A chairperson's report will be expected and must be received by the Secretary 8 days prior to each scheduled board meeting.

6-4-2013 Confirmation from AKC re: approval of agility trials on October 28 & 29, 2013.

5-28-2013 E-mail from Janice Pardue, Secretary of the Puget Sound TFT Club – A few of the clubs members do not wish to share with the ATFTC their personal information and do not wish to receive any correspondence from the National Club therefore Janice is unable to send a membership list.

6-3-2013 E-mail from Ann Walton, President of the Houston Toy Fox Terrier Club – Ann will not provide ATFTC a list of their members for confidentiality reasons.

Treasurer -

May, 2013 Financial Report

Kathy Gilliam

BEGINNING BALANCE 5/1/13 \$13,520.06

INCOME

ADVERTISING NEWSLETTER 45.00

DUES MEMBERS 90.00

EXPENSES

BANQUET DEPOSIT 2013 400.00

SHOW SECRETARY 2013 400.00

INSURANCE RIDER 2013 NATIONAL 50.00

WEBSITE MAY 100.00

WEBSITE JUNE 100.00

OFFICE SUPPLIES 649.19

POSTAGE 270.76

PROFESSIONAL FEES TAX RETURN 325.00

SUNSHINE 50.00

TOTAL EXPENSE 2,344.95

ENDING BALANCE 5/31/13 \$11,310.11

Annette Gilliam

Annette reported that she received the financial records from Kathy Gilliam. A new account has been opened at Wells Fargo Bank with an initial deposit of \$10,00.00. The account is service charge free and provides "Bill Pay" which provides a good record of expenditures for tax purposes. ATFTC will have both an

interest bearing savings account as well as a checking account. A PayPal account is in the process of being established. The 2012 tax return has been reviewed and appears to be in good order. Other records as requested which will include specifically a list of payees & deposits will be reviewed and provided within a reasonable period of time.

Unfinished Business

1. CB&L's revision poll results:

Tally:	47 - YES	28 - NO
BALLOTS RETURNED: 75		
BALLOTS MAILED: 158		
BALLOTS RETURNED UNDELIVERABLE: 1		

2. Lynn moved that the results of the poll be included in the newsletter and on the website. Motion carried. Cindy Enroughty stated that anyone who desires to be on this committee should advise the Board of Directors including those who showed an interest at the National Meeting in October. Criteria will be established and reviewed by the BOD for approval.
3. Proposed Audit: It was suggested by Cindy Enroughty that an outside firm be engaged to conduct the audit and that the BOD needs to determine the time frame for which this audit should include. ATFTC has never engaged a professional firm to conduct an outside audit although a member audit committee has reviewed the records each year. There was further discussion re: the potential expense of an outside audit and as to whether the club can afford this expenditure anticipating that any discrepancy could be minimal. It was agreed that the BOD has a fiduciary duty to the club members to allow the memberships input as to whether it is wise to approve what could potentially be a large expenditure of club funds. The issue will be tabled until the July Board of Directors Meeting allowing Annette Gilliam time to further review the financial records.

4. National Show Budget: The BOD reviewed the estimated budget prepared by Carolyn Lichty, Show Chair and determined that it needs to be refined reflecting more exact figures for further review.
5. National Show Mailing : (Proposed by Carolyn Lichty) After discussion, Cindy Enroughty agreed to contact Carolyn for more specific information relative to the cost of the mailing, etc. and will advise the BOD accordingly.
6. Fund Raising: ATFTC is actively soliciting for members who are willing to volunteer to assist with fund raising. A Ways & Means Chair being the primary focus.
7. BBE Trophy repair has been sent for repair as approved by the BOD Kasey Mando will be notified when the repair is complete at which time Annette Gilliam will send a check and Kasey Mando will pick up the trophy.

New Business

1. Award of Merit trophies: Rick Lilly moved that one Award of Merit be awarded per 10 Best of Breed entries. Motion failed. Rick Lilly moved that one Award of Merit be awarded per 7 Best of Breed entries. Motion carried unanimously.
2. Honoring / Memorializing members: Lynn McKee moved that a 2 page advertisement for the national show catalog be made available to honor Karen Stanforth FREE of CHARGE. Motion carried.
3. BOD Agenda on Website: It was agreed this issue will be table until the July BOD meeting.

Announcements

5-11-2013 Rick Lilly moved that Annette Gilliam be appointed to complete the term of treasurer vacated by Kathy Gilliam. Motion carried unanimously.

Adjournment

Annette Gilliam moved that the meeting be adjourned at 10:34 P.M. EDT; 9:34 P.M. CDT; 8:34 P.M. MDT; 7:34 P.M. PDT. as there is no further business to discuss at this time.

Vickie Kerley,

Secretary