

# **AMERICAN TOY FOX TERRIER CLUB**

## **Special Board of Directors Meeting Minutes Monday, June 24, 2013**

### **CALL TO ORDER:**

A special meeting of the American Toy Fox Terrier Club Board of Directors held on June 24, 2013 via conference call was called to order at 8:03 P.M. EDT, 7:03 P.M. CDT; 6:03 MDT 5:03 P.M. PDT by Cindy Enroughty, President.

### **ROLL CALL**

Cindy Enroughty, B.J. Andrews, Barb Kelley, Annette Gilliam, Kasey Mando, Rick Lilly, Lila Fast, Lynn McKee, were present as well as Carolyn Lichty, 2013 National Show Chair.

### **PURPOSE OF MEETING**

This Special Board Meeting is being held to only discuss National Show Issues that need to be brought before the BOD by Carolyn Lichty prior to July 1, 2013.

Cindy confirmed everyone received Carolyn's email outlining the items she is bringing to the board. Kasey had not had opportunity to review the email due to travel restraints.

Cindy proposed that once Carolyn is asked to join the meeting, we would go over each section, ask questions, move and vote on each independent item so everything would be agreed upon as we move along. No objections to this process.

Cindy also encouraged members to identify themselves when participating in discussion or making motions so new secretary would be able to record minutes properly.

Show Committee Report for Special Meeting prepared by Carolyn.

Thank you for agreeing to hear the Show Committee's concerns. We felt that with the new people on the board and the past disconnect in communications we

should attempt to reorganize and move forward with the club's biggest and most expensive event of the year. We all want it to be a success.

Outlined is some background, the state of each committee and the financial need to move on with each committee's work.

### Summary of Each Committee's Financial Standing

#### **Banquet:**

\$400 to Bahama Breeze to hold reservation for October 10, 2013

Bus for transportation \$89 each trip between Riviera Hotel and Bahama Breeze

Bus holds 20 people charge of \$5.00. There will be some extra funding built into the price of dinner.

*Question was raised by Kasey is the bus reserved for us and are we charged whether we use it or not. Carolyn indicated we are only charged if we use the bus. Shuttle was considered a nice option by the committee for those who may want to drink and/or are uncomfortable navigating through Las Vegas on their own. Taxi is more expensive and committee was trying to provide a nice option for our members to be able to attend the banquet more conveniently. It was later clarified that the cost of the bus is \$89 each way, not round trip.*

*Dinner price is \$38 and includes tax and gratuity. Has heard very positive comments about the food and that they have very good tropical drinks. Other board members are familiar with the Bahama Breeze and concur with its quality.*

*Annette expressed concern our numbers may not be adequate to use the bus and Carolyn indicated the bus could probably be cancelled and other means of transportation used. Some discussion followed about numbers from last year and what numbers might be this year. Unable to predict, we can just use numbers from last year for planning and adjust up and down as necessary.*

*Kasey asked if we had to guarantee a certain number of dinners and pay for that many regardless of how many attend. Carolyn indicated we only have to pay for what we get. Reservation was based on last year's numbers but we are only obligated for the actual number that attend. That was one of the reasons the Bahama Breeze was chosen was because of their flexibility with what our numbers*

*may be and the spaces they have available to accommodate our needs. Kasey requested that Carolyn confirm that there is no minimum/maximum required number of dinners.*

*No voting required.*

**Show site:**

Riviera Hotel for show site Thursday, October 10, 2013 Charge \$500. We paid \$250 to date.

\$250 is due October 1, 2013.

*No voting required.*

**Health Clinic:**

AKC Microchips 25 @ \$5.00 \$125.00

CHG DNA cheek swabs free from AKC

*Carolyn shared Dr. Greg Lawson will conduct a Health Clinic on Saturday and any fees he collects will be turned over to the club minus any material costs.*

*BJ made a motion that we appropriate the \$125.00 requested for the microchips, Annette seconded the motion, motion carried.*

*This clinic will be available to all breeds, not just Toy Fox Terriers and should generate some revenue for the club. Dr. Lawson had a clinic for us last year as well. Very fortunate to have him as a member of our club.*

**Catalog Advertising:**

Expense included in price of Mailer/Flier

Chair has a few expenses that she will donate to the club.

In 2012 catalog ads brought in \$1400 for the expense of \$150.

*Motion was made by Lila to produce 150 flyers at \$179, motion was seconded by Annette, motion carried.*

*In addition we hope to publicize every way possible, email, newsletter, e-news and still provide a hard copy for people to refer to and handle.*

**Show Secretary:**

Check of \$450 was sent to Jean Ryser to cover costs of materials to begin work on the show. Other expenses will be charged after the show and is explained in her contract.

*No voting required.*

**Education –Breed Study**

Materials for this presentation need to be gathered. Does anyone have extra copies of the Illustrated Breed Standard? If there is not a supply there should be some printed.

If this is to be offered for Judge's Education, AKC has certain requirements that include a short test, examples of the breed, an hour and a half session and a certificate of attendance. Rick has offered to organize this presentation in Las Vegas, find a presenter and prepare materials. Could he have the go ahead from you? Again this should be soon so that word could get around that this is happening. AKC would put up an announcement on the Judges Education Site. This could be offered to breeders, exhibitors and anyone interested Toy Fox Terrier Breed Study.

A fee could be charged to cover costs. Perhaps \$10 would at least cover the materials for the presentation.

*Annette asked if this was free to anybody or will we make some money on it. We should charge, just need to determine how much. Rick will do some research to determine what other breed studies are charging.*

*Friday at 8:00AM. Skybox available at no charge. Judging is flexible and hope to start sweepsteaks judging at 10:30 with National Specialty at Noon.*

*Lynn made a motion that we have breed study at the Nationals with Rick overseeing and price pending, seconded by BJ. Motion carried.*

*Suggested that club members be given a discount. Let judges pay full price and members come and learn at lesser price.*

**Flyer:**

This is an excellent way to advertise our show, the planned events and to stimulate interest in Catalog Advertising, Trophy Donation, Attendance at the

Banquet, T-shirt sales, and participation in the Health clinic. It will contain information about reservations at the Riviera, transportation to and from the airport and RV parking.

The estimate comes from a printer here in Duluth. Prices vary around the country. They will be sealed and addressed and mailed.

Estimated costs for a 3-4page mailer are:

Postage 46 cents X 100 = \$46 or 46 cents X 150 = \$69

Paper and printing 4 page /8 copy booklets, folded \$85

Total: \$154/\$179

*(Refer to catalog advertising for motion)*

*Kasey requested flyer be reviewed by BOD prior to sending just for proofing.*

### **T-Shirts:**

Frank Mondo has a very fun design worked up. The next step is to get the shirts produced and ready to ship to anyone wanting to order them before October. There is a bid to do 50 shirts for \$537.00. This would be for two styles, one for men and one for women and two colors. \$50 will buy the supplies for shipping.

An EBay account would be VERY useful to facilitate sales and advertising to the ATFTC and to nonmembers as well.

This is how it works.

The Treasurer establishes an EBay and Pay Pal account in the club's name with a password for each.

EBay allows selection by size, style and color. They print the shipping label and postage receipt and pay the postage service.

EBay keeps track of inventory as well.

Funds for the merchandise are then credited into the club's PayPal Account. Only the Treasurer has access to the Pay Pal Account and can transfer funds to the club's Bank Account.

EBay fees are around \$1 for each transaction.

If the purchaser does not have to have a personal PayPal Account they can use their credit card.

*Kasey suggested Carolyn and committee look into having shirts digital output as opposed to screen printed as the quality is still there and the price is less. Another suggested option was to consider using VistaPrint. We are confident those responsible for the T-shirts will do a great job. Kasey will discuss off-line with Carolyn her experience with the digital output.*

*Kasey recommend "click-n-ship" to avoid paying \$1 to Ebay. The intent of using Ebay is that it would reach more people outside of the club members. The shirt price will certainly include that \$1.*

*Lila moves to accept Carolyn's proposal of 50 shirts for a total not to exceed \$587, seconded by Rick, motion carried.*

### **Trophies:**

There are some very nice trophies that the club was able to purchase from a trophy store going out of business. There are more trophies than what is needed for a year, as the store owner was very generous to us. For example there is a \$60 piece of crystal purchased for \$20 that is in a velvet box. When they are chosen for a class they will be engraved. The crystal requires a sandblasting technique and we are fortunate to have a club member with that particular skill who also understands dog show terminology. She can do each trophy for \$20. Nicer rosettes appropriate for a National club were requested as well as a few dog items to go with a trophy or with a ribbon for class placements. Again these are special handmade items done by talented club members who are willing to give their time and skills if the club provides the materials. The estimate on the engraving is \$500 and the materials needed for additional hand crafted items is \$500. Shipping these items safely to Las Vegas is \$200. For \$1200 we can have trophies befitting a National Club event. There are pledges of \$1550 with payments totaling \$800 to the treasurer. There is still time for raising sponsorships and trophy fund donations. That call will be included in the mailer/flyer. The Trophy Chair would like to know how to proceed.

The Trophy Chair and Show Chairs were just made aware of the details of the Memorial Perpetual Trophy that is a new trophy this year. We are checking with AKC to be sure it is offered according to AKC's guidelines

*BJ made motion to approve engraving and shipping of trophies and leads at \$5 each for first class placements, Lila seconded, motion carried.*

**Treasurer:**

In the past The Show Committee was able to work through the Secretary and the Treasurer to have the deposits and fees paid. We would like to propose another system that would allow the Show committee more flexibility to address upcoming fees to be paid in a less convoluted and a more timely fashion. Would an "allowance" of an amount based on the estimated up-coming fees, deposits and payments are a workable solution to the quandary? It is necessary to keep the board apprised of the financial state of the Show but it is very necessary that upcoming expenses be paid in a timely fashion.

There are some charges coming up for most committees and some are due now. These have been outlined in each committee report. It is unreasonable to expect individuals to spend hundreds of dollars from their personal accounts for club's expenses and have to wait for reimbursement. It is not unreasonable to ask them for receipts.

We request a total amount of \$2500, which would be put into an account for the show co-chairs to access for show expenses. This would include a monthly or periodic report to the BOD.

*Annette reported she has things pretty well established with the treasury. She has established [atftc.treasurer@gmail.com](mailto:atftc.treasurer@gmail.com) and will get PayPal account established. Trying to establish generic accounts that can be easily transferred to new officer.*

**ADJOURNMENT:**

Motion made by Lila to adjourn, second by Lynn, motion passed. 9:43PM

*Barb Kelley, ATFTC Secretary*