

2013 ACTION ITEMS SUBMITTED TO THE ABC BOD FOR CONSIDERATION AT THE ANNUAL BOD MEETING

The following are as the title indicates action items to be considered by the ABC Board of Directors at the annual meeting. They have been submitted to the Agenda Chair for inclusion in the Agenda Book and ABC magazine prior to the meeting along with their committee reports and to the ABC Executive Secretary for posting on the ABC Website. Only the items to be discussed or to be voted on appear in this list. **Due to the length of the entire Policy Book Sections of the Futurity Committee, the Facebook Committee, and the Young Sportsmen's Scholarship Committee, you will need to check for them individually on the News Section of the website.**

If you have questions or need clarification on any of the action items, please contact the maker of that item. If you wish to support or oppose any of these action items or just certain parts of them, please contact your ABC Directors and express your opinions. It helps the BOD to make informed decisions. Full reports will be published in the ABC Magazine prior to the BOD Meeting on Nov. 30, 2013.

Mary Jo Trimble
ABC Executive Secretary

Ken Windom, ABC President:

Action Item #1: Establish an agreement with the Bird Dog Museum at Grand Junction for having names plates updated on ABC Classic trophies housed at this facility. Matching cabinets for housing the Pheasant Classic and Chicken Classic trophies have been approved by the ABC BOD

Action Item #2: Authorize the design and construction of a cabinet to house the ABC Grouse/Woodcock trophy at the Bird Dog Hall of Fame. The Board may also wish to consider whether to replace the Quail Classic trophy if it cannot be located within a specific length of time.

Action item # 3: : Establish protocol for handling of nominees to the ABC HOF for Distinguished Members who receive enough votes to be placed on the second ballot one year but do not receive the necessary 2/3 vote on the second ballot to be elected in that year.

Action item # 4: The BOD should review the policy stated in Article VII, Section 2 and elsewhere to determine if the procedure stated is to be followed or approve an alternate method of tabulating ballots for the annual election of directors. The BOD should also establish a policy of whether to announce the vote totals for each candidate.

Action item # 5: Establish protocol for determining the order of running (double blind draw) and of bitches declared to be in season at the original 6 ABC Classics/Championships. The drawings for the various national championships have

been standardized, but the original classics (Chicken, Chukar, Grouse/Woodcock, Gun Dog, Pheasant, and Quail) are handled by host clubs, not as the assigned responsibility of an officer of ABC.

Action item # 6: . I have no proposal to recommend at present, but I do believe the Board should continue to investigate ways to increase representation at the National Gun Dog Championship from all sections of the country.

I have a concern about the participation in the ABC National Gun Dog Championships currently held at Ionia, Michigan. The overwhelming majority of entrants in these events are from Brittany owners who live within a relatively close distance from this locale. Very few entries come from handlers west of the Mississippi River. Comments from ABC members indicate a dissatisfaction with the location of the Gun Dog Championships inasmuch as it is not centrally located, but especially because it is not neutral grounds, given that at least 3 Brittany clubs run several events there each year which allows dogs from this part of the country to run on those grounds multiple times prior to the National Gun Dog Championships. I agree that any National Championship event should be as fair and equitable as possible to all participants and that the comments should be taken into consideration. **I have asked the chair of the Long Range Planning/Future Grounds Committee to look into possible alternatives**

Ken Windom, Chair, People Hall of Fame:

Five new nominations were submitted for inclusion in the ABC Hall of Fame for Distinguished Members. Three of those nominees received the required 50% affirmative vote on the first ballot to be placed on the second ballot. They are: Dr. Robert Rankin, Rick Smith, Louis Thebaud.

Dog Hall of Fame: Kent Patterson, Chair

Action Item: The committee is proud to submit Just Call Me Roy to the Board of Directors in consideration for the American Brittany Club Hall of Fame.

Mary Jo Trimble, Executive Secretary/Secretary:

ACTION ITEMS:

- 1. Several places in the policy book refer to who pays the \$2 per starter fee to the ABC. In the past Agility Events have been considered part of the Show Results and clubs have been paying the fee. Now that Agility is becoming more prevalent and often independent of actual specialty shows, I would like to ask that where these fees are outlined, that Agility be listed as a separate category with the same status as Specialty Shows, Field Trials, and Hunt Tests to further clarify that in policy. (2013)**
- 2. I would like the BOD to update Page 47 of the Secretary's duties in the Policy Book. It currently reads: 5. Mail membership lists to regional club secretaries for their region and the member -at-large list. Membership lists may be sent by electronic means. Hard copies of changes may be obtained for a nominal fee. Directors receive a list of their region plus a member-at-large list. Officers and Futurity Secretary receive a complete list of all regions and the member-at-large list. Additional copies may be purchased for \$10. Regional club officers,**

chairmen/secretaries of events may request an updated list of their club members at times other than when the complete lists are sent in May or times other than the Quarterly updates by the Membership Data Chairman and Treasurer, for a \$10 fee. (1989) (2002) (2004)

Change to: 5. Membership lists will be updated and posted to an ABC FTP site by the Membership Data Chair for club secretaries to access. Directors and Club Secretaries may request the Regional Club membership lists and Members at Large for their region from the ABC Secretary. ABC Officers, the Futurity Secretary, the National Field Trial Secretaries, and Magazine Chair may request a complete list of the membership of the ABC or a link to the FTP site for the entire membership list. (2013)

3. Page 48, Secretary Section: 11. Provide the nominating committee with a candidate questionnaire. Change to: Provide the Membership with a candidate questionnaire to be included in the ballot mailings. (2013)

4. Clarify the wording on Page 50, Treasurer's Section: 23. A donation of \$500 shall be made to the NAIA (National Animal Interest Alliance) on a yearly basis on behalf of ABC shall be made by the Treasurer. (2003). (2004). (Rose by \$500 each in 2007 for both NAIA and NAIA Trust.)

Change to: 23. The Treasurer shall send a donation of \$500 to both NAIA (National Animal Interest Alliance) and the NAIA Trust on a yearly basis on behalf of the ABC.

5. Add Al Ady's name and 2003 date to the list of ABC HOF Member in the policy book.

6. Page 147: Update contact information for the American Brittany Rescue

7. Ask the newly elected 1st Vice President and 4th Vice President and their National Field Trial Secretaries to work with the Executive Secretary and the Policy Book Committee to combine the policy book sections of both the National Championship All Age and Gun Dog Championships so that rules, basic policies, stale ,trial duties assigned, reporters, and financial considerations etc., will be uniform. Separate sections may be listed for such policies regarding Hospitality or Event duties that do not apply to both events. Revisions should be presented to the Board of Directors prior to the 2014 annual meeting.

8. Executive Secretary Section, page 52, #5: Current: 5. Aid and assist the Committee on Nominations to prepare and mail ballots for the election of Board of Directors to the General Membership.

Change to: 5. Aid and assist the Committee on Nominations to prepare and mail ballots for the election of Board of Directors to the General Membership. The August 1st ABC membership mailing list will be used to determine full members eligible to vote. (2013)

Gerilyn Sennott, Treasurer:

Action Item: To allow the Futurity Secretary to take care of all futurity receipts and expenses with a monthly reporting requirement of the ABC Treasurer. To open a new checking account at Commerce Bank for the futurity receipts and expenses and close the current checking account located at First Bank in Red Bud, IL

Terry Hilliard, 3rd Vice President: Re-proposal to the Board of Directors of the American Brittany Club the Motion Made by Darlene Dow, East Coast Director and Seconded by Robert Wire, West Coast Director

- 1. I would like to re-propose the moving of the National Specialty Show to the week prior to the start of the All Age, starting the show on Wednesday and completing on Saturday. The reason for the proposal is:**
- 2. Add a day of Agility and Rally to the National Specialty Show.** Right now we do not have the ability to offer this event due to time restraints and space. **If we are not going to permit this proposal, then we need to eliminate page 39, #2,C from the Policy Manual.**
- 3. Add Rally to the day of Obedience, which would be moved to Thursday..**
- 4. Allow the show to have a banquet and Top 20 competition that would not interfere with the Auction and Purina Award.**
- 5. Allow the show to get away from Thanksgiving weekend.**
- 6. Allow the National Specialty show to have some breed and educational seminars.**

Jim Brigham, Central Director:

1. Establish a Code of Ethics & Disciplinary Procedure and Committee. The Board has recognized the lack of an ABC Ethics Code & Disciplinary Procedure for the membership, officers and Board of Directors. The Board will be reviewing various examples of Ethics & Disciplinary policy by other National Dog clubs, non/not-for-profit organizations and others source prior to the Board meeting. **The Board will discuss what policy to adopt and establish a permanent Disciplinary Committee. A final product may not be completed at the meeting but the ground work will be set for completion and adding it to the Policy Book or the ABC By-Laws (as determined by the Board).** The process, hopefully, will be completed _ by June 2014.

2. Review the Futurity awarding process. Board Action to examine ways to improve The Futurity process based on the problems during the Eastern Futurity. We are expecting reports or comments from the Futurity committee members.

3, ABC Foundation Creation : The ABC Foundation creation process has been slowed because Janet Chase's death. The Board needs to review what the current status is and authorize a loan for the financial needs to complete the filing process and initial operating expenses of the Foundation.

Mary Karbiner, Midwest Director, Auction/Raffle Committee Chair:

Action Item # 1-To Add: "No live animals, stud fees or frozen semen are to be allowed as donations at any ABC recognized or sponsored fund raising event that fall under the ABC National Auction Committee guidelines for fund raisers." This will include National All Age Championships, National Gun Dog Championships, National Specialty Show, ABC Summer Specialty Show, Original Six Game Bird Classics/Championships and Futurities.

Action Item #2: Refer to Current Policy Book page 80, last sentence. I move to change "sub-chairs" title to "on-site coordinators. Sentence shall read: There will be an overall chair of the National Auction/ Raffle Committee with three on-site coordinators to oversee the raffle fund raising for each of the three separate venues.

Action Item #3: TO ESTABLISH GUIDELINES FOR ADVERTISING FUND RAISERS DONE AT ANY EVENTS THAT ARE RECOGNIZED AS BEING RUN UNDER THE AUSPECIES OF THE ABC ie., National Championships (AA ;& GD), National Specialty Show, ABC Summer Specialty Show, Original Six Game Bird Classics/Championships and Futurities either through the ABC magazine, Face Book, Flyers or other means of communication.

Steve Ralph, Central Director, National Championship FT Secretary

1. I would like to see that all of the ABC sponsored hour Limited Open & Amateur (All-Age & Gun Dog) stakes be designated as Grand Limited Open & Amateur (All-Age & Gun Dog) stakes. This would include the ABC (Chukar, Grouse-Woodcock, Gun Dog, Pheasant, Prairie Chicken, Quail) Classics and ABC National (All-Age & Gun Dog) Championships. This change would require changing the ABC Policy Book and ABC REQUEST FOR PARENT APPROVAL form.

Starting January 1, 2014, AKC is now offering the GRAND stake designation for the hour limited stakes: (1) Grand Open Limited Gun Dog, (2) Grand Amateur Limited Gun Dog, (3) Grand Open Limited All-Age, (4) Grand Amateur Limited All-Age

Steve Ralph, Central Director, Nat. Field Trial Secretary;

New: Add to duties of the National Field Trial Secretaries.

Entries - Receive entries and checks, acknowledging receipt of each entry by email or phone.

Check all entries for eligibility with Statistician database. **A field trial event must complete all stakes prior to the closing date to qualify for the current years National Championships.**

Steve Ralph, Webmaster:

1. Advertiser Agreement

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I accept the terms of the Advertiser Agreement.

I give permission to publish my Ad on the ABC web site.

Advertiser: _____ Date: _____

2.

The American Brittany Club Website

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3. ABC Website

PURPOSE: The purpose of the website shall be for the education and entertainment of the membership. The website shall provide up-to-date information and historical data provided by official ABC representatives and “The American Brittany” magazine.

INFORMATION: The following information is setup, utilized and maintained for the purpose of the website.

Domain (Server): <http://clubs.akc.org/brit/>

Hosted by American Kennel Club (URL: clubs.akc.org)

Domain (Forwarding): <http://www.TheAmericanBrittanyClub.org>

Hosted by GoDaddy.com (URL: https://mya.godaddy.com)

Email (Forwarding): xxx@TheAmericanBrittanyClub.org

Hosted by GoDaddy.com (URL: https://mya.godaddy.com)

Email (PayPal Filters): TheAmericanBrittanyClub@gmail.com

Hosted by Gmail (URL: www.gmail.com)

PayPal: https://www.paypal.com/us/cgi-bin/webscr?cmd=_account

Hosted by PayPal (URL: www.paypal.com)

Duties of the ABC Webmaster

1. The Board of Directors shall have the power to select the person to act as ABC Webmaster of the ABC Website and set any compensation and/or expense reimbursement. The ABC Webmaster shall serve at the pleasure of the Board of Directors for the best interest of The American Brittany Club.
2. The ABC Webmaster shall submit a report of activities and recommendations to the Agenda Chairman in advance of the annual Board Meeting. This must be done far enough in advance so the Agenda Chairman can have the Agenda in the hands of the Directors six (6) weeks prior to the Annual Board Meeting.
3. The ABC Webmaster shall perform the following duties on **January 1st** of each year:
 - a. Update Officers, Directors, Committees page (obtain info from ABC President & ABC Secretary).
 - b. Update ABC email forwarding service (obtain info from ABC President & ABC Secretary).
 - c. Update the ABC logo with the new National Champion shield (obtain from AB Magazine).
 - d. Update main page National winner photos (obtain photos that are to be published in AB Magazine).
 - e. Update main page National, Classic & Futurity Winners slideshow (obtain from AB Magazine).
 - f. Update Field Trial Dates Committee on Calendar pages (obtain info from ABC Secretary).
 - g. Update Futurity Nomination Form (obtain from AB Magazine or ABC Futurity Chair).
 - h. Update ABC HOF Nomination Forms (obtain from AB Magazine or ABC Secretary).
 - i. Update ABC Hall of Fame page (obtain from ABC Secretary).
 - j. Update National pages (obtain from National FTS).
4. The ABC Webmaster shall perform the following duties on an **as needed** basis:
 - a. Update the Calendar info after receiving approval forms from ABC Secretary or schedules from Regional Date Coordinators (not from individuals).
 - b. Update Regional Secretary page after receiving notice from ABC Secretary or AB Magazine (send new info to AB Magazine & Secretary if needed).
 - c. Update News items after receiving from ABC Secretary.
 - d. Update ABC & AKC Forms when new forms are received from ABC Secretary or Committee Chair.

Margaret Horstmeyer, DVM, Health and Genetics Committee Chair:

The Health and Genetics committee proposes The American Brittany Club participate in the Canine Health Information Center, also known as CHIC. CHIC

is a voluntary centralized canine health database jointly sponsored by the AKC Canine Health Foundation and the Orthopedic Foundation for Animals. The Health and Genetics Committee recommends ABC participation in CHIC as one tool in our efforts to minimize production of Brittanys with heritable diseases. Participation promotes screening for potential heritable diseases and facilitates sharing of that information with others.

Brittany breed health testing requirements would be:

1. Hip dysplasia screening at 2 years of age or older
OFA evaluation or PennHIP evaluation
2. Eye examination by boarded ACVO ophthalmologist every year from 2-8 years of age
3. One additional test of the owner's choosing.
 - A) Patella (OFA evaluation)
 - B) Elbow (OFA evaluation)
 - C) Cardiac exam by specialist or cardiologist

Ray Trimble, Classics Committee Chair:

Action Items: 1 The Policy book needs to update the title of this section changing the title of the first Classics Section to read: “**Original ABC Game Bird/Gun Dog Classic/Championships**” to further distinguish between the original Classics and the second section dealing with Championship Association Championship trials which are also ABC/AKC Classics.

2. Page 90, **Duties of the Classic's Chairman** needs to be moved to a page after the title page of the **Original Game Bird/Gun Dog Classic/Championships** page.

Hank Hartnek, Agenda Book Chair:

1. As a cost saving measure, I would like BOD approval to eliminate from future Agenda Books all pages with NO REPORT. These would be

indicated only in the Agenda Book index as NR. This year we had 21 pages with NO REPORT. This would have saved over \$50.00 this year.

2. There is an increase in the use of color for reports. This year we had 26 color pages. Costs for color copying are 2 to 3 times as much as black and white. This year color costs are about \$150. If this trend continues, we will have to increase the Agenda Book budget by \$100.

Judy Graves: Finance Committee Chair:

ACTION ITEM # 1: Duties of the Finance Committee (2013)

A. COMPOSITION & REPORTING:

The composition of this committee will be the President & Treasurer (as ex-officio) plus 6 members who are ABC Directors and/or regional lay persons who are members in good standing with a background in financial management and/or extensive experience within the American Brittany Club. Each region shall be represented in the appointments. Once established and operational, the committee members will elect its chair from the 8 sitting members. The chair must have extensive accounting experience. The members will serve on a rotating basis beginning with 5 years, 4 years, etc., as the current Hall of Fame does (with the exception of the office of President and office of the Treasurer who will serve ex-officio). Re-appointments of 5 years may be made at the expiration of any term. The committee shall report directly to the Board of Directors.

B. SPECIFIC DUTIES

- 1) Establish an annual budget process as follows: Each officer & committee chair shall submit to the Treasurer his/her best estimate of revenues and expenses for the following year no later than October 1st. The Treasurer shall assemble these requests and forward them to the Finance Committee for review and analysis. This budget will be presented to the Board of Directors at its annual meeting by the Treasurer accompanied by the Finance Committee's comments & recommendations. Once the budget is adopted, should revisions (amounts exceeding 10% of a line item or \$2,500 whichever is greater) be required, the requesting party shall submit it to the Finance Committee for review and recommendation to the Board of Directors for immediate action. Any revenue neutral request will not require BOD approval unless such request exceeds \$5,000.
- 2) Ensure the accounting records are maintained in accordance with generally accepted accounting principles (GAAP) and FASB standards (Financial Accounting Standards Board). As directed by the Board, the Committee shall conduct internal and/or external audits of ABC receipts and expenditures. The Committee shall insure adequate internal controls are in place to safeguard ABC assets.

- 3) Responsible for all financial policies and procedures as outlined in the ABC Policy Book and referenced in the By-laws. This will include any requested increase in fees or revenues for merchandise offered for resale or any other committee action requiring substantial expenditures of ABC assets.

for the office of the Treasurer. Such manual will be a living document to be updated by the Treasurer as circumstances dictate. All updates shall be submitted to the Finance Committee for approval.

- 5) Insure that all applicable IRS reporting requirements are met in a timely manner. This committee shall also be responsible for maintaining the ABC's group tax exemption.

C. MEETINGS

The Committee shall meet via telephone conference call as often as necessary. Votes may be taken either through e-mail or telephone conferencing. A quorum must vote consisting of a majority of the members, one of which can include the Chair. Minutes of these meetings shall be retained by the chair and forwarded to the Executive Secretary on an annual basis.

Assist the Treasurer in creating an internal policy and procedures manual to be maintained as a reference guide

ACTION ITEM #2

The Finance Committee would like to see more emphasis placed on a comprehensive annual operating budget, rather than sporadic references to revenues and expenses in the Policy Book. Each committee chair and officer should submit his/her budget request for the following year to the Treasurer no later than October 1st. The Treasurer will then assemble and send out to the Finance Committee for review and recommendations to the Board of Directors no later than two weeks prior to their annual meeting, thus allowing each board member to review the request prior to the meeting where a formal vote would be taken.

Any reference in the Policy Book to a specific \$ amount should be removed and replaced by an appendix summary page detailing all Board approved fees.

Diana Kubitz, Membership Committee Chair:

Action item # 1: We'd like a budget to work within so that we can put new member packets together, get the new decals printed and cover the cost of mailing the packets and member follow-ups. \$500.00 per year would be a good starting point.

Action Item #2: We'd like to set aside a month every year when we do a membership push involving ABC and every regional club if possible. We'd like permission to find a sponsor for this so we can offer some kind of premium to the members or new members.

Hank Hartnek, Policy Book, Chair.

Action Items:

1. In 2011, Mary Jo and I spent a lot of time working on making the National Championship and National Gun Dog Championship Policy Book procedures as close to the same as possible. We came up with a preliminary draft which was sent to the 1st and 4th Vice Presidents for their input as it did change some of their duties as given in the Policy Book. We received no input from them so we couldn't move forward on this. With a new 1st Vice President and a fairly new 4th Vice President coming on board, we would like the Board to again authorize making the procedures for running the National All-Age Championship and the National Gun Dog Championship as close to the same as possible.
2. To facilitate the updating of the Policy Book each, we would like Board approval to add to the Executive Secretary's responsibilities that the "reviewed" minutes of the previous year's BOD meeting be sent to the Policy Book Chairperson when those minutes are sent to the magazine and website.
3. In the past the Policy Book Committee has recommended the entire Book be reviewed and revised. This is slowly happening but if all officers and committee chairs would participate, we could accomplish the revision much sooner. I would therefore like the BOD to authorize the Policy Book Committee to formally request a review and update of their particular areas of responsibility.