

Collie Club of America
Board of Directors Meeting Agenda
November 1, 2023

- I. Establish a quorum
- II. Call to order
- III. Adoption of agenda
- IV. Meeting Minutes Review
 - A. Approve October 4, 2023 Board meeting minutes P 1-3
- V. Financial report – Club Treasurer
 - A. Approve September 2023 Financial Report P 4-6
- VI. Discussion items
- VII. Board voting
 - A. Approve CCA Board Code of Conduct P 7
 - A. Approve CCA Board Confidentiality Agreement P 8
 - B. Approve AKC Parent Club Medallion Pledge P 9
- VIII. Unfinished business
- IX. Executive session
 - A. Approve Executive Session minutes from October 4, 2023 meeting P 10-11
 - B. Approve new members P 12
 - C. Appoint members to National Trophy Committee P 13
 - D. Appoint member to Scent Work Trial Chair as part of the 2024 National Show Committee P 14
 - E. Discuss Nomination Forms P 15-21
- X. Meeting adjourned

**COLLIE CLUB OF AMERICA
BOARD OF DIRECTORS
BOARD MEETING MINUTES
October 4, 2023**

I. Establish Quorum

A quorum was established with the following Board of Directors participating.

- Annette Rawlings - President
- Kathy Drabik - First Vice-President
- Roxann Heit - Second Vice-President
- Jane Clymer - Secretary
- Mike Esch - Treasurer
- Candy Ardizzone - Director
- Jackie Caruso - Director
- Erin Blaisure - Director
- Katie Rendina – Director
- Isabel Ososki – Director
- Susan Kaelin – Director
- Paula Ford – Director
- Katie Long – Director
- Erin Gorney – Director
- Pat Jung – Director
- Patrick Wentworth – Director
- Ann Ferguson – Director
- John Strassner – Director
- Ed Degner – Director
- Nancy Anstruther – Director
- John Buddie – AKC Delegate (non-voting)

Guests:

- None present

II. Call to Order:

The October 4, 2023 meeting of the Collie Club of America Board of Directors was called to order at 9:07 PM EST via teleconference by President Annette Rawlings.

III. Adoption of Agenda

Annette Rawlings called for discussion of any changes to the agenda as distributed prior to the meeting. Mike Esch made a motion and Susan Kaelin seconded to adopt the agenda. The motion **passed** unanimously.

IV. Approval of Meeting Minutes

Annette Rawlings called for discussion of any changes required to the minutes of the September 23 2023, Board meeting as distributed prior to the meeting. John Buddie made a motion and Mike Esch seconded to approve the September 23, 2023, minutes. The motion to approve the September 23, 2023, Board minutes **passed** unanimously.

V. August 2023 Financial Report

Annette Rawlings called for discussion of any changes required to the August 2023 financial report. Mike Esch made a motion and John Buddie seconded to approve the August 2023 financial report. The motion to approve the August 2023 financial report **passed** unanimously.

VI. Committee Discussion items

- A and B.** Mike Esch led a discussion on the CCA Board Confidentiality Agreement and Code of Conduct and asked for final inputs before voting on both documents at the November Board meeting.
- C.** There was a short discussion on the ROM update from Nancy McDonald and from Nancy Anstruther on the form for input to the AKC Good Sportsmanship Award.

VII. Board voting

- A. Approved – Collie Club of America Code of Conduct (formally known as the Code of Ethics):** Motion with was made by Isabel Ososki, as chair of the CCA Code of Ethics committee, and seconded by Jackie Caruso. Friendly amendment was agreed to by the mover and second: A Friendly Amendment was agreed to by the mover and second: 1. In section II A 3 - Place a period after the word ophthalmologist in the second sentence and strike "and/or genetic eye specific testing". 2. In section III C 2 - add the following sentences to the beginning of that section as suggested by the attorney: "All Club policies, including those relating to discrimination, harassment, and/or retaliation apply to the use of social media. Members are expected to use good judgment and to use social media in a responsible manner that does not violate Club policies, including but not limited to this Code of Conduct." The Code of Conduct as amended was **passed (14-6)**. Voting to approve: Rawlings, Drabik, Heit, Esch, Clymer, Caruso, Ososki, Kaelin, Ford, Long, Jung, Wentworth, Ferguson, Anstruther. Voting to not approve: Ardizzone, Rendina, Gorney, Blaisure, Degner, Strassner
- B. Approved – Unentered dog language in Show Rules:** Motion was made by Jackie Caruso and seconded by John Strassner to approve language on unentered dogs as distributed before the meeting into Show Rules. The motion **passed** unanimously.
- C. Good Sportsmanship Form – Informational – moved to Discussion**

VIII. Unfinished Business

There was no unfinished business.

IX. Executive Session

President Annette Rawlings at 9:30pm EST asked for a motion to move into Executive Session for consideration of the following items: 1) vote on new members, 2) vote on a member to the CCA 2024 National Show Committee, 3) vote on a member to the Outreach Social Media Committee, 4) vote on members to the CCA 2025 National Show Committee. The motion was made by Mike Esch and

seconded by Isabel Ososki. The motion was unanimously **approved** by the members of the Board. Executive session was exited at 9:49pm EST.

X. Adjournment

Since there was no further business brought before the Board following the Executive Session, Annette Rawlings entertained a motion to adjourn the meeting at 9:50pm EST. John Buddie made a motion and Patrick Wentworth seconded. The motion **passed** unanimously.

The next scheduled meeting the CCA Board of Directors will be held on November 1, 2023 at 9:00pm EST via teleconference.

Balance Sheet as of September 30, 2023

ASSETS

Cash and Bank Accounts	
Checking	\$97,000.33
Columbia money market	\$15,295.98
Membership Checking	\$3,747.16
National Performance Account	\$4,031.13
Savings (merged accounts)	\$2,620.91
TOTAL Cash and Bank Accounts	\$122,695.51
Other Assets	
Mergard Trust	\$124,402.31
Inventory of trophies	\$18,868.90
TOTAL Other Assets	\$143,271.21
Investments	
Various Securities	\$235,638.30
TOTAL Investments	\$235,638.30
TOTAL ASSETS	\$501,605.02

LIABILITIES & EQUITY

LIABILITIES	\$0.00
EQUITY	\$501,605.02
TOTAL LIABILITIES & EQUITY	\$501,605.02

CC of A Income Statement September 2023 YTD

01/01/2023 - 9/30/2023

INCOME	
Inc 2022 National	\$668.18
Inc Advertising	\$17,942.33
Inc Calendar	\$6,103.98
Inc CCA Loving Cup	\$2,000.00
Inc Donation - General	\$902.13
Inc Entries - 2023 Agility Fund Raiser for 2024 National	\$14,369.50
Inc Material Sales	\$1,251.00
Inc Membership	\$2,540.00
Inc President Gala	\$760.00
Inc Purina Parent Club Partnership	\$973.03
Inc Sales	\$5,151.63
Inc Seminars	\$666.42
Interest - Bonds	\$487.83
Interest - Mergard Trust	\$37.22
TOTAL INCOME	\$53,853.25

EXPENSES	
Agility Fundraiser - Total expenses for 2024 National	\$11,785.13
AKC Reports	\$200.00
Annual Fees	\$300.00
Application Fees - Regional Herding Trials	\$70.00
Bond Insurance	\$359.00
Computer repair (Secretary)	\$156.48
Design support - 2022 Bulletin	\$9,587.50
Eastern Regional Herding - Total expenses	\$3,156.88
Election Services (2025 National Judge Selection)	\$5,450.00
Email Services	\$663.00
Futurity refund - 2023 National	\$740.00
Insurance - National Liability	\$625.00
Insurance - National Trophies	\$649.00
Mail Services	\$180.40
On-line Storage	\$99.50
Postage	\$12,321.38
Printing	\$30,588.54
Remote deposit monthly fee	\$135.00
Show Advance - 2024 National	\$5,000.00
Show Site Rental Deposit - 2026 National	\$11,250.00
Site Expenses - 2023 National	\$27,756.95
Site Rental Deposit - 2024 National	\$700.00
Software - Secretary and Bulletin Editor	\$436.55
Storage Room Rental	\$840.00
Special Awards - Shining Star	\$96.15
Supplies	\$3,645.87
Travel Expenses	\$255.99
Trophy Purchase (Banner Blue)	\$29.76
Western Regional Herding - Total expenses	\$5,103.52
Video Services (2023 Breed Education Seminar)	\$450.00
Web Site Hosting Fee	\$132.02
TOTAL EXPENSES	\$132,763.62
NET CHANGE	-\$78,910.37

CHECKING JOURNAL & CASH RECORD September 2023

Date	Num	Description	Category	Tag	Amount
9/2/2023	4726	Noreen Bennett	Trophy Expense	2023 Agility Fundraiser	-\$326.86
9/2/2023	4724	PawPrint Trials	Workers	2023 Agility Fundraiser	-\$100.00
9/5/2023	DebitCard	Walk-In Closet Self	Rent Storage Room	Librarian Act	-\$105.00
9/7/2023	DEP S		Inc Entries	2023 Agility Fundraiser	\$14,373.00
			Secretary Expenses	2023 Agility Fundraiser	-\$3,072.00
9/11/2023	DEP		Inc CCA Loving Cup	Show Perm&Trph	\$50.00
9/11/2023	DEP		Inc CCA Loving Cup	Show Perm&Trph	\$50.00
9/11/2023	DEP		Inc CCA Loving Cup	Show Perm&Trph	\$50.00
9/11/2023	DEP		Inc CCA Loving Cup	Show Perm&Trph	\$50.00
9/11/2023	DEP		Inc Room Rental And Charges	2023 National	\$1,546.80
9/11/2023	4729	Johnson Press Of America	Postage	2023 Bulletin	-\$2,000.00
9/11/2023	4727	Kathy Drabik	Postage	CCA Loving Cups	-\$181.48
9/12/2023	DebitCard	Adobe Creative Cloud	Software	2024 Yearbook	-\$54.99
9/26/2023	DEP		Inc Sales	Material Sales	\$20.00
9/26/2023	4730	John Buddie	Travel Exp	AKC Delegate	-\$255.99
9/26/2023	4728	Johnson Press Of America	Printing	2023 Bulletin	-\$6,075.98
			Postage	2023 Bulletin	-\$563.07
9/27/2023	DEP		Inc Donation - General	2023 Breed Education	\$500.00
9/27/2023	DebitCard	Constant Contact	Email Service	President Budget	-\$81.00
9/27/2023	DebitCard	IDrive	On-line Storage	Treasurer Budget	-\$99.50
9/28/2023	4731	Collie Health Foundation	Donation - 501 (c) 3 qualified	Donation 501 (c) (3) Quality	-\$500.00
9/28/2023	4732	Collie Rescue Foundation	Donation - 501 (c) 3 qualified	Donation 501 (c) (3) Quality	-\$500.00
9/28/2023	4733	Tuff Quest	Donation - 501 (c) 3 qualified	Donation 501 (c) (3) Quality	-\$500.00
9/28/2023	4734	Collie Health Foundation	Donation - 501 (c) 3 qualified	Donation 501 (c) (3) Quality	-\$1,568.00
9/28/2023	4735	Collie Rescue Foundation	Donation - 501 (c) 3 qualified	Donation 501 (c) (3) Quality	-\$1,568.00
TOTAL INFLOWS					\$16,639.80
TOTAL OUTFLOWS					-\$17,551.87
NET TOTAL					-\$912.07

Collie Club of America - Board of Directors

CODE OF CONDUCT

Members of the Board of Directors for the Collie Club of America (hereafter referred to as “Club” in this document) serve in leadership positions and, therefore, are held to a higher standard of conduct than non-board Club members. By signing this Code of Conduct, each Board member demonstrates his/her commitment to honest and ethical Board service by agreeing to the following provisions.

As a member of the Board of Directors for the Collie Club of America, I will –

- Adhere to the Club’s By-Laws and act within the boundaries of its authority as defined by New York State Non-Profit law.
- Strive at all times to discharge my duties and serve the interests of the Club as a whole regardless of my personal interests. This includes being fully versed in the governing documents of the Club and Director Guidelines.
- Use due diligence and sound judgement to make the best possible business decisions for the Club taking into consideration all available information, circumstances, and resources.
- Immediately disclose to other Board members any conflict of interest as soon as I become aware of the potential conflict.
- Treat other Directors and members of the Club with respect at all times and refrain from making personal attacks on or inflammatory comments about anyone.
- Provide member feedback and participate in discussions on Club motions and actions, but support and abide by all duly adopted Board decisions once made.
- Continue to remain a Club member in good standing for the duration of my term.

As a member of the Board of Directors of the Collie Club of America, I will **NOT**–

- Reveal any discussion or decisions made during any properly closed Executive session of the Board without prior approval of the Board.
- Use my position and/or decision-making authority for personal gain or to seek advantage over another Club member.
- Share specific comments or identifying information from the Board discussion group without permission.
- Divulge personal information about any Club member that was obtained in the performance of Board duties.
- Misrepresent known facts in any issue involving Club business.

As a Board member, I have read the Board of Director Code of Conduct presented above. I agree to abide by the requirements of this policy and to inform the Board President immediately if I believe any violation (unintentional or otherwise) of the policy has occurred.

Signature:

Date:

Board Position:

Print Name:

Collie Club of America - Board of Directors
CONFIDENTIALITY AGREEMENT

Confidentiality refers to the duty to preserve privileged information and to share entrusted information responsibly. Board of Director members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information relating to the Collie Club of America (hereafter referred to as "Club" in this document) to avoid unauthorized or improper disclosures of confidential information.

Board members are expected and encouraged to discuss Club business with one another and with members. However, there are limits to what is shared and how it is shared as outlined below:

Therefore, the undersigned hereby acknowledges and agrees to the following:

- Any document or form created by conducting Club business is considered proprietary and all information contained therein shall be considered confidential and will not be discussed, duplicated, published or released in any format unless said document or form is originally intended to be non-confidential or until instructed to be disclosed or published by a majority vote of the CCA Board of Directors.
- All information discussed or reviewed in a closed Executive Session meeting shall be interpreted as confidential and will not be discussed or released to anyone not in attendance at that meeting without prior Board approval.
- Specific or identifying information shared or discussed on the Board discussion forum will not be shared outside the board without permission. General topics of discussion may be shared with members for feedback.
- Any Club information, personal comments, or any member personal data collected by the Club will be considered confidential information and will not be discussed or released in any manner unless through an approved venue and/or for a clearly delineated specific purpose (such as the website, committee chairs, member and judge bios, election materials, etc.).

I agree with and shall abide by all provisions of this Confidentiality Agreement. I understand and agree that failure to abide with any and all provisions listed herein may result in immediate loss of access to information and potential disciplinary actions by the Club.

Signature:

Date:

Board Position:

Print Name:

**23RD AKC NATIONAL CHAMPIONSHIP PRESENTED BY ROYAL CANIN
DECEMBER 16-17, 2023
AT THE ORANGE COUNTY CONVENTION CENTER, ORLANDO, FLORIDA**

Information And Location:

23rd AKC National Championship presented by Royal Canin, December 16-17, 2023, at the Orange county Convention Center, Orlando, Florida to be held at the Orange County Convention Center. All AKC Parent Clubs may award five Conformation medallions in the club's name. Commemorative 2.5" medallions will be offered for the Best of Breed, Best of Opposite Sex, Best Bred-by-Exhibitor, Select Dog and Select Bitch in each breed.

Pricing: Set of five medallions is \$125, Varieties set of five medallions \$100. The CCA normally orders one for roughs and one for smooth representations. Therefore, the cost would be \$200 in full for Conformation.

Pledge due: November 1, 2023

Agility & Obedience:

Medallions are also being offered for the following competitions.

1. 18th AKC Agility Invitational
2. 12th AKC Juniors Showcase
3. 9th AKC Obedience Classic

AKC Parent Clubs may award medallions in the club's name to the top-scoring dog in their breed for these events. Each medallion will include a neck ribbon imprinted with the breed, event, location, and year. Medallions will only be available to winners if the respective Parent Club sponsors them.

Pricing:

Medallions with breed neck ribbon \$45 each. The cost to the CCA would be \$135.

The AKC National Championship is an event that recognizes and celebrates dogs in Sport as well as dedicated breeders, handlers, and owners. Your contribution to the medallion program is a fantastic way to honor these accomplishments and to uphold this valued AKC tradition.

We can order online:

2023 AKC Parent Club Medallion Pledge Form – credit/card/Paypal

2023 AKC Parent Club Medallion Pledge Form – check

Motion to the Board:

We would like to make a motion and second for the CCA to support these collies and their handlers for this yearly special event. The cost to the CCA would be \$200 for conformation medallions plus for Agility and Performance the cost would be \$135.

Totaling to the full amount of \$335 cost for the CCA.

Motion made by: Jane Clymer, Secretary, and seconded by Mike Esch, Treasurer.

We hope you agree for the CCA to support this event for 2023. Thank you.