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## NTSRI Board of Directors Meeting—Attachment A

July 29, 2012

Teleconference

PRESENT WERE: Bill Kerns (Region 1), Robin Swartz (Region 2), Eric Irvine (Region 3-unable to attend due to a last minute emergency at work), Dan Kleman (Region 4), Paul Cassell (Region 5), Dale Huhnke (Region 6), and Tammie Serafin (Region 7).

The meeting was called to order at about 3:15 PM EDT on Sunday the 29<sup>th</sup> of July 2012, by President Bill Kerns. Bill briefly discussed to BOD members of how he was going to proceed with today's meeting.

The reading of the minutes from the May 25, 2012 NTSRI BOD meeting was dispensed with and a motion was made by Paul Cassell and seconded by Dan Kleman that we approve the minutes. Motion passed unanimously.

The reading of the minutes from the May 26, 2012 NTSRI membership meeting was dispensed with and a motion was made by Robin Swartz and seconded by Paul Cassell that we approve the minutes. Motion passed unanimously.

The treasurer's report was read by Bill Kerns to show the year to date income (\$19,125.00) and expenses (\$19,002.00) of the NTSRI treasury. The cash account stands at \$21,528.00. Dan Kleman made a motion and seconded by Paul Cassell to approve the report. Motion passed unanimously.

### Old Business

Dale Huhnke reviewed with the board the status report of the action items of the NTSRI board. This report will be updated prior to each meeting to let the BOD know what items need to be addressed by either the committees or BOD members by the next meeting.

Newsletter/website committee submitted to the NTSRI BOD a rate proposal for advertising in the NTSRI newsletter and website effective August 1, 2012. The board recommended that we add a 20% frequency discount to advertisers who commit to advertising in each issue (which comes out 4X a year). Paul Cassell made a motion and seconded by Tammie Serafin that NTSRI BOD approve these advertising rates along with the 4X frequency. Motion passed unanimously.

The status of the formation of the Production Committee was discussed. Tammie Serafin was handling the formation of this committee. Since she was unable to find commitments from Tunis breeders to work on this committee the BOD decided that it will no longer pursue the establishment of this committee.



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A code of conduct was submitted at the May 25, 2012 meeting and tabled to the next meeting. The BOD discussed both positive and concerning attributes about the code at this meeting. After much discussion Dale Huhnke moved and seconded by Tammie Serafin that we approve this Code of Conduct. A roll call vote was taken: Bill Kerns-Yes; Robin Swartz-Yes; Dan Kleman-No; Paul Cassell-Yes; Dale Huhnke-No; and Tammie Serafin-Yes. By a 4-2 vote the motion passed. Dale Huhnke pointed out after the vote that there is a line in the Code of Conduct that it needed to be a unanimous approval by the board. Paul Cassell moved and seconded by Robin Swartz that we remove the word "unanimous" from the 3<sup>rd</sup> sentence of the Code of Conduct section under "Statement of Purpose". A roll call vote was taken: Bill Kerns-Yes; Robin Swartz-Yes; Dan Kleman-No; Paul Cassell-Yes; Dale Huhnke-No; and Tammie Serafin-Yes. By a 4-2 vote the motion passed. The Code of Conduct will be posted to the NTSRI website.

### **New Business**

Bill Kerns went over his suggested BOD assignments and committee chairs for the coming year. It was recommended that all standing functions in NTSRI must have a clear link to a Director in which the director is ultimately responsible for the function of their committees under their watch. Each regional Director will be responsible for these committees: Bill Kerns-Treasury; Robin Swartz-Audit and Annual BOD Elections; Eric Irvine-Associated Registries; NTJA and Futurity; Dan Kleman-Show and Sale; Paul Cassell-Newsletter and Website; Dale Huhnke-Secretary and Public Relations/Advertising; and Tammie Serafin-Membership. It was also discussed in the BOD assignments that we identify a member to be treasurer and a recording secretary to the BOD and the position would be a five (5) year assignment.

Louise Dunham submitted her resignation as newsletter editor effective after publication of the next newsletter. It was moved by Dale Huhnke and seconded by Tammie Serafin that we accept her resignation. Motion passed unanimously.

Dan Kleman made a motion and seconded by Paul Cassell that we transition the banking of NTSRI treasury from the current bank to Bank of America. Bank of America has a branch close to Associated Registries headquarters and so they can deposit money directly into the bank and not send the money in the mail to the current treasurer. Motion passed unanimously.

Carol Wise of Ohio submitted a proposal covering the set up electronic registration/membership forms on the NTSRI website. To set up the form it would cost \$850.00 for a set up fee and \$420/year for annual maintenance costs (annual hosting fees). Paul Cassell made a motion and seconded by Robin Swartz to implement an electronic registration form on the NTSRI website plus include a membership form and a NAILE entry form for Tunis breeders (this is for submitting entry fees to the NAILE Tunis breed manager). Motion passed unanimously. Eric Irvine and Bill Kerns will be overseeing the implementation.

Associated Registries submitted a report on outstanding balances by Tunis breeders. Bill Kerns said that they will have a monthly report soon to be submitted to him. A motion was made and seconded to set up a zero tolerance policy in which the BOD will instruct AR to hold registration



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transactions of Tunis breeders until they pay their outstanding balance. Motion passed unanimously.

Paul Cassell instructed BOD that the Re-Districting committee will be meeting on August 5 at 7 PM EDT to discuss the re-districting process for the upcoming year.

Dale Huhnke moved and seconded by Robin Swartz to accept the resignation of Jeff and Julie Munsey as the main contacts of the youth and NTJA committee. Motion passed unanimously. The BOD will proceed to contact Linda Whitenack and Georgina Anderson to see if they would like to be the leaders of the committee (since they are currently committee members and mentoring the NTJA) with Dan Irwin handling the futurity contest and sale credits. Paul Cassell made a motion and seconded by Tammie Serafin to have a policy/procedure in place for background checks for any volunteer who works with the youth on youth committee. Motion passed unanimously.

Dale Huhnke reviewed with the BOD the National Tunis Alumni Association form that was developed by the youth committee. Concerns came up that if it followed non-profit organizations rules in fund-raising. It was tabled for further review to see if any money was raised for the youth. If so we would return the money back to the donors. Dale Huhnke is to review with the youth committee if any donations were made and report back to the BOD. The Alumni Association concept will put "on hold" for now.

The BOD reviewed the christened names of rams and ewes that were submitted by Tunis breeders to AR through July 2012. Bill Kerns expects to see a monthly update from AR in the future. We will publish these names on the NTSRI website. Eric Irvine will handle this information from AR and submit it to the NTSRI website to be published. A concern came up in which one Tunis Breeder submits a name for every registered Tunis they submit to AR. The BOD re-discussed this item agreed that for any name submitted by a Tunis Breeder they would be charged a \$25.00 fee per Tunis.

Dale Huhnke reviewed with the BOD an Expense Form that is to be used by all members who submit receipts to the NTSRI treasurer for reimbursement. Dan Kleman made a motion and seconded by Dale Huhnke to have this form used by the membership. Motion passed unanimously. Dale Huhnke will submit to the NTSRI website a PDF fillable version of this form that members can download. All expenses submitted from this point onward must be accompanied by this form. PDF copies of receipts are acceptable if electronically submitted. Email is preferable and results in rapid turnaround for reimbursements.

Bill Kerns requested BOD members to have ideas at the next meeting for a marketing plan to improve the image and membership of the Tunis organization. BOD members scheduled a September 23 conference call meeting at 3 PM EDT. The BOD is planning a NAILE meeting for the BOD and the Tunis membership. Also for September committees need to start submitting 2013 budgets with budget approved at the Louisville meeting. Meetings are open to all members and all are invited to attend conference calls and in-person meetings. As needed for conference calls and in-person meetings, time will be set aside for member discussion going



forward. Contact your regional Director for access to agendas and call-in information. Agendas will routinely be sent to Directors and Alternates.

Paul Cassell made motion and seconded by Robin Swartz that any NTSRI BOD meetings that are face-to-face and if any BOD member can't make it, that they can participate via telephone. Motion passed.

Bill Kerns reminded BOD members that any comments on current business items and edits on the minutes need to be submitted to either to Bill or Dale Huhnke by Wednesday, August 1, so that they can be submitted for publication in the upcoming NTSRI newsletter.

With no further business, Dan Kleman made a motion and seconded by Tammie Serafin that we adjourn the meeting. Motion passed unanimously and the meeting was adjourned at about 5:30 PM EDT.

Respectfully Submitted

A handwritten signature in black ink that reads "Dale Huhnke".

Dale Huhnke  
Secretary