**Irish Setter Club of America**

**Board of Directors Meeting Minutes**

**Alameda County Fairgrounds**

**Building B**

**4501 Pleasanton Ave**

**Pleasanton, CA**

**October 19, 2019**

**8:00am**

1. **Welcome, Roll Call, Check-in**

President Jan Ziech called the meeting to order and welcomed all to California, thanking everyone for attending.

Members present: Christine Boutwell, Carolyn Dison, Pam Elsner, Bruce Foote, Anita Gage, Pam Gale, Mary Goeke, Debra Hamilton, Linda Kalmar, Heidi Laabs, Karolynne McAteer, Dawn Secord, Jeanine Wilson, Jan Ziech

Members via teleconference: Debra Davis

Members absent: Cassie Allen, Catheryne Houston, Richard Krasley, Mary Lamphier

Others present via teleconference: John Laabs

2. **Reports from the Committees received and read; call for additional agenda items**

No additional items

3. **Consent Agenda**

1. Approval of the minutes from May 2019 ISCA Board Meeting and ISCA Executive Session
2. Approval of New Members
3. Approval to the Western Irish Setter Club to hold a Regional Specialty April 2020
4. Approval of laptop purchase for webmaster
5. Approval to hire DC Designers for website rebuild

**Heidi Laabs made a motion to approve the consent agenda as presented. Anita Gage seconded the motion.**

**A roll call vote was taken. The motion passed unanimously.**

4. **Opportunities for ISCA Members to address the Board**

None present

5. **Report of the President**

Jan Ziech provided her report and thanked everyone for attending.

6. **Report of the Recording Secretary**

Minutes from the May 2019 meeting and Executive Session were received

7. **Report of the Treasurer**

Jeanine Wilson’s report was received.

1. Assets as of 9/30/2019 = $363,673.33 and we have no debts

8. **Report of the Corresponding Secretary**

Dawn Secord’s report was received. Condolence and get well cards are sent to membership as identified. She requests notification of members illnesses or deaths. Several thank you cards have been received.

9. **Report of the AKC Delegate**

Karolynne McAteer’s report was received.

a. AKC Board Nominating Committee proposed slate: Tom Davies remainder of 1 year term, 4 year terms- Michael Knight, Karolynne McAteer, Jeff Barr

b. ISCA attending 8 strong to the AKC CHF meeting- very noticeable how much we are helping our breed and others

c. AKC Delegate Forum- fabulous discussion from Doug Johnson and Bill Shelton entitled “AKC Purposefully Bred, Pure Bred Dogs and the Preservationists Breeders who Bring Them into the World”. She encourage all to watch on the video on YouTube

d. The AKC celebrated their 135th Birthday. We all should be proud that ISCA as a club has been a member for over 120 years

10. **Committee Reports**

1. **Constitution Committee**

Bruce Foote’s report was received. The Constitution and By-Laws Committee is in stand-by mode and there are no activities to report.

**B. Health Committee**

Anne Marie Kubacz’s report was received.

1. ISCA had another Jane Gavin Health Clinic at the National Specialty
2. Thyroid results for 2019
	1. 90 samples arrived at MSU
		1. 1 on supplement
		2. 1 normal but not part of the OFA group
		3. 75 normal thyroid OFA results
		4. 5 equivocal
		5. 8 positive compensated autoimmune thyroiditis
	2. Free thyroid clinic planned for the 2020 National Specialty in Greeley, Colorado
3. ISCA Foundation approved $50,000 for grant support. From 2002-2018 the ISCAF has given $358,000 to AKC CHF
4. August 2019 seven representatives attended the AKC Canine Health Foundation Parent Club conference in St Louis, MO. Plan to review and revitalize the Irish Setter health survey via OFA

**C. Memo**

John Laabs’ report was received.

1. Deficit remains reduced significantly since 2016
2. Survey to judges on preference for receiving the Memo to Members via print or digital to possibly reduce costs

**D. Show Consents**

Catheryne Houston’s report was received.

1. Show consents application is online. Encouraged clubs to utilize the comments section to include information about shows that might encourage entries
2. Bruce Foote will take over Show Consents January 2020

**E. Field Trial Consents**

Diane Seibel’s report was received.

**F. Field Trial Executive Committee/2019 NFT**

Dave Tompkins report was received.

1. 2019 National Field Trial Chairmen Ed Liermann, Secretary Vickie Tompkins. October 27- November 3, 2019
2. 30-minute Open Gun Dog stake will be piloted to encourage participation

**G. Futurity**

Mary Pavelko’s report was received.

1. Nominations for Futurity entries have been streamlined and simplified

**H. 2019 Quail Classis**

Stan Noble’s report was received.

1. The third annual ISCA Ken Ruff Classic was held September 6, 2019 at Spero Manson’s Elbert Colorado ranch
2. **Walking Events Executive Committee Report; 2019 & 2020 National Hunt Test, Walking Gun Dog Championship and AKC Walking Championship**

Jeanne Wagner’s report was received.

1. Logo presented for logo wear as fundraising
2. Next Championship May 2020 in Michigan, further details will be forthcoming

**J. Policies and Procedures**- no report

Jeanine Wilson requested amendment to the travel policy for the show chairperson of the National Specialty.

**Jeanine Wilson made a motion, seconded by Christine Boutwell to amend Policy 126 adding the ISCA will reimburse expenses to assess sites for feasibility and/or management of the National Specialty. Additional expenses per Board approval.**

**A roll call vote was taken. The motion passed unanimously.**

**K. Principles of Integrity**

Debra Hamilton’s report was received.

1. Developing POI regarding social media
2. Discussion of Board of Directors norms and code of conduct. Plan to develop standards that the board is adhering to and want to extend to the members, at our shows ,and on social media

**L. National Events Committee**

Heidi Laabs’ provided her report.

1. The committee met and reviewed sites for the 2022 National Specialty

**Jeanine Wilson made a motion, seconded by Bruce Foote, to proceed with the contract to secure the site for the 2022 National Specialty.**

**A roll call vote was taken. The motion passed unanimously.**

**M. 2019 National Specialty**

Jeanine Wilson’s report was received.

1. The final ISCA 2019 National Specialty accounting report was presented.

**Bruce Foote made a motion to approve the 2019 National Specialty accounting report. Mary Goeke seconded the motion.**

**A roll call vote was taken. The motion passed unanimously.**

**N. 2020 National Specialty**

Debra Davis’ report was received.

1. The 2020 National Specialty is June 1-6, 2020 at Island Grove Park Greeley, CO. Please see details for deadlines, further information, etc in the Memo to Members

**O. 2021 National Specialty**

Debra Hamilton’s report was received. The 2021 National Specialty will be in Region 1. Show Chair- Debra Hamilton. Assistant Show Chairs- Susan Sullivan and Mary Goeke

**P. Versatility Program**

Jeanine Wilson’s report was received.

1. As of 9/30/2019- total VC Titles 315, total VCA Titles 2, total VCX Titles 25

**Q. Foundation**

Sam Houston McDonald’s report was received.

1. The ISCA Foundation distributed over $50,000 to nine different grants in areas that affect our breed. Thank you for all of the kind donations.
2. ISCAF sent two dedicated members to the AKC/CHF Parent Club Conference August 2019
3. Junior Scholarships and the Veterinary Scholarship applications and deadlines are on the website
4. Special thank you to Mr Everett Frank Testa for his extremely generous bequest to the ISCAF prior to his death

**R. Meet the Breeds**

Carmen Hufstetler’s report was received. She is request any help with the Meet the Breeds booth at Royal Canin in December.

**S. Judges Education**

Sam Houston McDonald’s report was received.

1. Work continues on the Illustrated Standard/Breed Presentation. Karolynne McAteer will be a spokesperson to discuss timeline for completion
2. AKC Canine College- video course on for the Irish Setter on how to correctly examine our breed and what a judge should be looking for in the correct specimen will be presented by Karolynne McAteer
3. AKC/DJAA Sporting Institute December 13, 2019 presentation of the Irish Setter during the Orlando week of shows
4. Please consider becoming a mentor, applications are available on the website

**T. Rescue**

Deanna Cuchario’s report was received.

1. Letter received and read from Margie Hohman requesting clarification of National Specialty Rescue booth funds. Letter of explanation to be written by Jeanine Wilson, Debra Hamilton and President Jan Ziech.

**U. Legislation**

Debra Hamilton’s report was received.

1. Mrs. Hamilton attended the AKC National Legislative Conference as the Legislative Liaison for the ISCA.
2. It is imperative that members be proactive and not reactive. Encouraged to contact and get to know our elected officials, town, city and state, early.

**V. Membership Renewals**

Jeanine Wilson provided her report. Online renewals are ready for 2020.

**W. New Memberships**

Mary Goeke’s report was received.

1. Launch of the New Member online application is ready and will be on the updated website

**X. Website**

Jan Ziech’s report was received.

1. The website is being redesigned and nearly ready for publication

**Y. Communications**

Jeanine Wilson provided her report. Ongoing communications with FleaBytes and Facebook page.

**Z. Club Archives**

Maureen Day’s report was received.

1. Ms Day is saving photos and documents onto a Google Drive
2. She started the Irish Setter Historian Facebook page

**AA. Pictorial**

John Laabs provided his report.

1. Pictorial will be published by Walsworth Publishing
2. Full report and financial plan anticipated for the February 2020 Board of Directors Meeting

**BB. Awards**

Debra Davis’ report was received.

**CC. ROM Program**

Lorelei Windhorn’s report was received.

**DD. ISCA Title Certificates**

Carolyn Dison’s report was received.

1. Total 2nd quarter certificates 272. Total Member certificates 209. Total non-member certificates 63. Total packages mailed 180
2. Plan to include Membership Application with Non-Member Certificates

**EE. AKC Gazette Column**- no report

11. **Executive Session**

**Debra Hamilton made a motion, seconded by Christine Boutwell, to enter into Executive Session.**

**A roll call motion was taken. The motion passed unanimously.**

The Executive Session was called at 2:40 pm and ended at 2:45 pm.

12. **Unfinished Business**

1. Discussion regarding Audit of ISCA finances and related financial controls.

**Anita Gage made a motion to approve the financial controls policy as presented. Mary Goeke seconded the motion.**

**A roll call vote was taken. For- Boutwell, Dison, Elsner, Foote, Gage, Gale, Goeke, Hamilton, Kalmar, Laabs, McAteer, Secord, Ziech.**

**Abstain- Wilson**

b. Pedigree Research Project update- no response after multiple attempts

c. ISCA podcasts- Debra Hamilton and John Laabs will work on and report at a future meeting

d. Digital Guide to the Irish Setter- online education committee (Mary Lamphier, Linda Kalmar, Christine Boutwell, Jeanine Wilson) will begin to work on this project

e. Survey regarding mailing hard copy Memo to Members vs digital transmission to judges- planned

13. **New Business**

1. Irish Setter Legacy Bank- ISCB Wisonsin/Illinois discussed permission to publish semen availability and consideration of how your dog’s semen is used after your death or incapacitation. The Otterhound Club of America has developed a Reproduction Bank. Reminders to set up a pet trust for maintaining storage of your dog’s semen and the care of your dogs
2. Breed recognition similar to ROM recognition- Carolyn Dison discussed. Committee formed- Carolyn Dison, Anita Gage, Heidi Laabs, Linda Kalmar
3. Security at National events- Karolynne McAteer discussed the AKC’s concern of awareness of security issues, exits, security on site. Plan to get in front of local police and fire that our event is in town and what we are doing.
4. National events sponsorship- Roberts Center Royal Canin (OH)
5. YouTube repository committee- Debra Hamilton, Jeanine Wilson

14. **Other Business**

1. Top Twenty- Bruce Foote discussed Top Twenty concerns. Directed to the ISCA Foundation as ISCA Foundation event. Karolynne McAteer will discuss with the ISCA Foundation as well.

15. **Adjournment**

The meeting was adjourned at 4:10 pm.

Respectfully submitted,

Christine M Boutwell, MD

ISCA Recording Secretary

The next meeting of the ISCA Board of Directors will be February 8, 2020 in Rye, New York.

Policy Changes

**126 Travel Expenses Regarding a National Specialty**

*Board 10/19/2019- Effective 10/19/2019*

1. The ISCA will reimburse expenses to assess sites for feasibility and/or management of the National Specialty. Additional expenses per Board approval.

*Board 2/13/2016- Effective 2/13/2016*

1. ISCA will reimburse reasonable travel expense to negotiate with a site, hotel or for conflict resolution as follows:

 a. Coach airfare or ground transportation

 b. Two nights hotel room

 c. $35 per day for meals

2. For NEC Chair and/or President and/or Show Chair; to travel to a meeting of the local club to announce the show chair and be available for any questions.

3. For travel by NEC Chair, NEC Committee Member, NEC appointee, ISCA President or Show Chair for hotel and site negotiations, or for conflict resolutions with a hotel, grounds site, and/or local club.

*Board 4/14/2013- Effective 4/14/2013*

1. ISCA will reimburse up to $500 travel expense (per trip) to negotiate with a site or hotel.

**334 Financial Controls**

*Board 10/19/2019-Effective 10/19/2019*

1. Each January the President shall appoint a Finance Committee to consist of no less than two and no more than four members from the Board.

2. The Finance Committee is charged with reviewing the Club’s financial records as provided herein, and with such other duties as may be assigned by the Board.

3. Annually, the Finance Committee shall review the Club’s financial records as of the end of the previous calendar year as prepared by the Treasurer. The review should include any such records requested by the Committee but at a minimum shall include the Account Activity and expense documentation, and any matters that may be directed by the Board. Such review is to be completed prior to the Board meeting in conjunction with the National Specialty.

4. The Finance Committee shall prepare an “Inspection of Financial Records” report and submit the report to the Recording Secretary for the Board meeting in conjunction with the National Specialty.

5. The Finance Committee may from time to time in its discretion recommend that the Board consider review of the Club’s financial records by a qualified individual who is a Certified Public Accountant and who has familiarity with ISCA or other breed club operations. Such outside review shall also be requested whenever a new Treasurer is appointed.

**335 Treasurer’s Fidelity Bond**

*Board 10/19/2019-Effective 10/19/2019*

1. The Board will maintain a Fidelity Bond for the Treasurer in an amount deemed appropriate by the Board, but at a minimum to provide coverage in the amount of 50% of the average annual funds of the Club