



GERMAN SHEPHERD DOG CLUB OF AMERICA-
WORKING DOG ASSOCIATION, INC.

Hundegram

July 30, 2011

MINUTES POLICY & PROCEDURE Approved 4/9/0211

The Minutes are the official record of what was done at Board Meetings, not what was said by the members. The Minutes shall include:

The kind of meeting (regular, special, annual, etc.). Name of the organization. Date, time, and place of the meeting. Names of Officers and Directors present or absent. Establishment of a quorum. Record of action(s) taken on the Minutes of previous meetings(s). The exact wording of each main motion as it was voted on and whether it passed or failed, along with the name of the maker. If the vote was counted, the count shall be included. In a roll call vote, a record of each person's vote is included. Any notice given at the meeting. Points of order and appeals, including the reason given by the presiding officer for the ruling. For Committee reports, the name of the committee and the reporting member. If the committee provides a printed report, it should be attached to the minutes and so noted. The name and subject of any guest speakers. The hour of adjournment.

The Minutes shall not include:

The opinion or interpretation of the secretary. Judgmental phrases. Discussion. Motions that were withdrawn. The name of the person who seconded a motion. Flowery language. Reports in detail. Transcripts of the meeting.

Timetable for sending, Correcting and Publishing the Minutes:

The Secretary shall e-mail or mail a draft of the Minutes to Board members within 30 days of the meeting.

Correction Deadlines: Board members shall return any corrections to the Secretary within 15 days of the draft mailing or within 45 days of the meeting, whichever time frame is shorter. The Secretary shall incorporate any corrections and mail or e-mail the corrected Minutes to Board members within 15 days of the shortest correction deadline, no later than 60 days after the meeting.

Upon notification from the Secretary that all corrections are complete, the President shall call a Special Board Meeting for the purpose of formally approving the Minutes. Minutes shall be published in The Complete German Shepherd Dog magazine and on www.gsdca.org after correction and approval by the Board.

Minutes Book:

The official copy of the minutes is the property of the Club. The Minutes Book shall be kept by the Secretary, with electronic copies maintained by the GSDCA-WDA Office. The official copy of the minutes should include original, signed copies of:

- Committee Reports
- Officer's Reports
- Written motions
- Teller's Reports
- Correspondence

Upon leaving office, the Secretary shall hand over the Official Minutes Book to the next Secretary.

Executive Session Minutes:

Minutes of Executive Sessions shall be prepared exactly like other minutes, but shall be clearly marked "Executive Session – Confidential". The Secretary shall prepare only one set of minutes that shall be handled with extreme confidentiality. The Minutes shall be read in Executive Session, for formal approval. After approval and signature, the Secretary shall maintain the sole, official copy under lock and key.

Tape Recordings:

The Secretary will make recordings of the Board's actions. No other recorders will be allowed in the room. Recordings of the Board meeting shall be destroyed following Board approval of the Minutes.

Gayle Kirkwood, Administrative Policy, Chair

Approved April 9, 2011

NEW MEMBER APPLICANTS

All applicants whose names are published below shall automatically obtain membership status on the fifteenth day of the month following the month of publication unless objections in writing from the membership of this Club or Board member is received by the membership committee.

William Burggraaf, Gregory Cobble, Sandra DeMaria, Jason Duoblys, Stephen Grivois, Becca Johnson, Kevin Johnson, Judy Kempler, Catherine Lockwood, Donna Madden, Paulette McBride, Bob Moore, Carol Moore, Catherine Moore, James Moses, Uwe Mundry, Pamela Nicolaides, Sandy Nueschen, Kanat Ozturk, Pamela Padgett, Laura Plumley, Jacob Pope III, Michele Regnier, Monika Spruell, Darin Thorp, Marika Thorp, Luis Uribe, Luis Uribe Jr., Elizabeth Wade

There are many more items to notify you, the membership about, but the WDA Board is not done debating them yet.

Best Regards,

Cindy

Cindy Petersen
President, WDA