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Board of Directors Meeting Minutes

National Silver Fox Rabbit Club

Board of Directors Third Quarter meeting of 2022

August 11th, 2022; 8pm eastern standard time; Facebook messenger

Attendees: Hannah Yost, Nancy Wollam, Margaret Funck, Hollie Kremer, Roxanna Dabney, Kara Perez, Jo Mladjenovich

- ❖ Hannah Yost called the meeting to order with a quorum of four officers and three directors
- ❖ Board /Committee Reports
 - **President Report:** We will be extending the Cookbook Fundraiser submission deadline another year to July 1, 2023 to allow maximum time for submissions as currently there are very few. I am open to other fundraiser ideas if the club has any, they are willing to share with us. We will continue to work to compile a cookbook and make a solid effort to provide a publication for our members. We are also working on ideas/items to send to the ARBA library. Roxanna Dabney will be donating a tanned SF fur, and we also plan to submit a SF guidebook and a few printed, published newsletters for reference. If there are other ideas for submissions, please let me know.
 - **Treasury Report:** Grand total of all accounts - \$28,643.93
 - Checking Account Balance - \$ 24,770.17
 - PayPal Balance - \$110.11
 - Youth Scholarship - \$ 3,084.36
 - Secretary Stipend \$24.06 and Treasury Stipend total (holding since June) \$177.98
 - **Secretary Report:**
 - June Membership and Sanction Request Data:
 - Memberships:
 - New Memberships: Adults 12, Youth 2 Renewals: 0 Adults, 0 Youth
 - Sanctions:
 - Open Show Request: 10
 - Youth Show Request: 5
 - Specialty Requests: 0
 - July Membership and Sanction Request Data:
 - Memberships: 2 new adult members, 1 adult/youth renewal
 - Sanctions: Specialty 1 open, 1 youth; Open 22, Youth 21
- **Director's Report-Margaret Funck**

Fairly quiet in my area. With shows attended in OH, PA, VA, NY the SF community seems to be going strong. Rising costs are causing some breeders to cull harder and scale their herds down somewhat. Only comments brought to my attention were regarding current and the "lost year" sweeps, newsletters, the SF election, and ongoing concerns of

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RHVD2 and its effects on our hobby. I am always open to speaking with others and sharing knowledge on our fabulous foxes!

- **Marketing Committee Report:**

This period sold 3 XL shirts, 1 XXL shirt, apron, and 1 patch

On hand as follows

	Grey Shirts		black 90 year	
	Adult	Youth	Adult	Youth
small	7			
medium	7	2	2	1
large	6	1	5	2
XL	10	2	2	1
XXL	7		1	
XXXL	5			

What do Silver Fox Say XL 7

Apron 1

Patches 104

Yellow 2011 ARBA in Indianapolis Large 2

Blue 2013 Kentucky Cup Nationals XXL 2

Black 2016 Nationals Canton OH Large 2

Black 2016 Nationals Canton OH XL 3

Black 2016 Nationals Canton OH 2XL 2

Mint green t-shirt with three rabbits 1

Large green coleman duffel bag 1

- **Scholarship committee Report:** As of now, no scholarship applications have been received. No other news to report.

- **Show (National Bid) committee Report:** Three bids have been received for 2024 SF Nationals -Indiana (later determined Illinois), New Jersey (re-bid from 2022), and Minnesota (re-bid from 2022). Bids will close 7/31 at which time the show committee will provide information regarding the bids & their recommendation to the NSFRC by September 1, 2022. Show Committee has also agreed that the NSFRC Banquet for the 2023 Nationals (Ohio) should be held at The Howlin' Bird in Canton, Ohio - the host club (Portage Co. RBA) will handle the collection of all entries, entry fees, and reservation money for the banquet. The Howlin' Bird has a large room downstairs with a bar that fits up to 48 people - price per person will be between \$20-25. I will be making a motion on behalf of the Show Committee to host the banquet there during this BOD meeting

- **Awards Committee Report:** No activity in this committee at this time.

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- **Youth Committee Report:** The grooming mat kits sent to Nationals were returned. Only one had been used.
- **Mentor program Report:** Waiting on website space for mentorship report
- **CB&L Report:** Received input for revision to C&BLs regarding sweeps. Will get with our group for this change and the change that was inadvertently left of last revision ballot.
- See Attachments for **Website** and **Sweepstakes Committees**

❖ Unfinished Business

- Motion to approve May 11th, 2022 meeting minutes by Hollie Kremer
 - Seconded by Kara Perez
 - 6 Ayes
 - Motion passed by unanimous vote
- Motion to hold 2023 National banquet at the Howlin Bird after the show on Saturday by Roxanna Dabney
 - Seconded by Nancy Wollam
 - 6 Ayes
 - Motion passed by unanimous vote
- Motion to hold a specialty show on Saturday after Nationals (2023) for a total of 2 shows by Roxanna Dabney
 - Seconded by Kara Perez
 - 6 Ayes
 - Motion passed by unanimous vote
- Motion to have Nina Butler judge the 2023 National show by Nancy Wollam
 - Second by Roxanna Dabney
 - 3 Ayes
 - 3 Nays
 - Hannah Yost voted as tie breaker-Aye
 - Motion passed with tie breaking vote by President
- Motion to request Rob Frizzell to judge the Silver Fox specialty (after Nationals), if available by Margaret Funck
 - Seconded by Hollie Kremer
 - 5 Ayes
 - Motion passed by majority vote
- Motion to spend up to \$30 each for 2 newsletters to be printed for the ARBA museum by Margaret Funck
 - Seconded by Nancy Wollam
 - 6 Ayes
 - Motion passed by unanimous vote
- Motion to approve Emergency Meeting minutes from June 1st, 2022 by Hollie Kremer
 - Seconded by Kara Perez
 - 6 Ayes
 - Motion passed by unanimous vote

❖ New Business

- Motion to 'Fox Con'-2025 'nationals' being our own large show to start planning the viability of this and info to be brought before the board by Hollie Kremer
 - Seconded by Roxanna Dabney
 - 6 Ayes

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- Motion passed by unanimous vote
 - Motion to have 2024 in Indiana by Nancy Wollam
 - Seconded by Kara Perez
 - Point of Order
 - Determined that the Motion was for the Illinois show location
 - Also, it was determined that not all board members received all national bids, so this motion was nullified and will vote at a later meeting
 - Motion to approve the proposed updated sweeps rules by Margaret Funck
 - Seconded by Roxanna Dabney
 - 6 Ayes
 - Motion passed by unanimous vote
 - Discussed next BOD meeting will be held on November 9th, 2022 at 8pm est
 - Discussed availability of times for the special BOD meeting with the Web Committee
 - Motion to adjourn meeting by Roxanna Dabney
 - Seconded by Hollie Kremer
 - 6 Ayes
 - Motion passed by unanimous vote
 - Meeting ended at 8:44pm est
- ❖ Meeting minutes respectfully submitted by Hollie Kremer

Sweepstakes Committee:

Sweepstake Rules and Regulations

A revised draft of the Sweepstake Rules and Regulations was created and approved by the Sweepstakes Committee. It has been submitted for the Board's approval. Number 18 was revised from the original to expand the Board's authority regarding Awards. This section is not within the authority of the Sweepstakes Committee and we are advising that the Board to revise that section however necessary to reflect how Awards should be done.

2017-2018 Sweeps All show reports for 2017-2018 have been entered into the NSFRC Database and I (Linda Townsend) am currently running a year-end audit to finalize the points and title wins. This is a slower process because of the hard copy system used before the online show report storage system currently in place, which allows searches by name, ARBA numbers, etc. Also, there were months of delay due to the website issues (explained under 2021-2022 Sweeps). The plan is to have the 2017-2018 audit completed and reports submitted by the end of August.

2021-2022 Sweeps All on-hand show reports for shows dated between July 1, 2021 and December 31, 2021 have been entered. There are 25 show reports for 2021 still outstanding: 17 Youth and 8 Open. Although it is likely these shows had no Silver Fox shown, we must have confirmation from each of the show secretaries/clubs before the shows can be zeroed out which removes them from the missing show list. The rest of the "missing shows" on the website are generated from the database. Those are mostly shows that have not yet been entered and that page updates automatically as a show is entered. Typically, shows are entered from the oldest dates of on-hand show reports through to the most recent and are more timely done, however, issues with the website caused months of delays.

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There were concerns of the website crashing when it was over capacity and then after the migration to the new server, the pages with the forms required for entering show reports onto the database had a lower priority than other functions more urgent as with the public side of the website as well as the backside with memberships and sanctions. In addition, the current sweeps pages required modifications so that points for chocolates would automatically be added to the sweeps totals starting December 1, 2021. This required working along with the Website Committee to test the code changes, which was just completed today just for Open and is being worked on for Youth as this report is being written. Shows with chocolates dated after December 1st were not entered except a few for the purpose of testing the code modifications for accuracy. Now that it is working, Open shows with chocolates will be entered from oldest to the most recent with Youth following as soon as the testing is completed. There are approximately 200 outstanding shows needing to be processed currently.

Proposed Sweepstakes rules:

The National Silver Fox Rabbit Club (NSFRC) sweepstakes rules and regulations shall be governed by the NSFRC Board, sanctions shall be processed by the NSFRC Secretary, and sweepstakes records shall be maintained by the Sweepstakes Committee. All suggestions or concerns expressed by the Sweepstakes Committee and club members shall be considered by the NSFRC Board, however, the NSFRC Board shall have final determination in formulating the rules and regulations by which the Sweepstakes Contests are governed. Any item not covered in the Guidelines shall be governed by the NSFRC Board.

- 1. NSFRC Sanctioned Show — A show sanctioned for Silver Fox must be sanctioned by both the American Rabbit Breeders Association (ARBA) and NSFRC. Only sanctioned shows qualify for NSFRC Sweepstakes.*
- 2. Sweepstakes Year — Beginning each year on July 1st and ending on June 30th of the following calendar year is the term of the Sweepstakes Year. All sanctioned shows on and between those dates are included in the Sweepstakes Year. All show reports of sanctioned shows held during the Sweepstakes Year must be received before August 30th of the calendar year to be counted.*
- 3. Member Eligibility — All NSFRC Members holding a current membership or who held a membership during the sweepstakes year are eligible for the NSFRC Sweepstakes contest. New Members begin earning points from the starting date of membership (on the date of application with fee payment). Any person whose membership has expired during the sweepstakes year or began during the sweepstakes year will earn points for those shows held during the dates of membership.*
- 4. Exhibitors — An Exhibitor can be a single name, multiple names, or a group name. Examples of multiple and group names: John Smith and Jenny Doe; John and Jenny Smith; or John/Jenny/Suzie Smith. The sweepstakes points won at a sanctioned show are recorded and counted using the name(s) appearing as the Exhibitor on the show report during the time the Exhibitor is an eligible member. In the case of multiple names or a group name as "one exhibitor," all persons must be eligible members at the time of the show to receive the sweepstakes points for the Exhibitor. For instance, if John and Jenny are eligible members at the time of the show and Suzie is not, then sweepstakes points for Exhibitor John/Jenny/Suzie Smith would not be recorded and counted. All members entered as a multiple-member Exhibitor must qualify as youth members to compete in Youth for Sweeps, otherwise the Exhibitor will be competing in Open.*
- 5. Name Changes, Transferring or Changing Points — Sweepstakes Points cannot be transferred to another Exhibitor/Member at any time. Exhibitors with multiple names cannot have their*

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Sweepstake Points divided and counted toward single individuals nor can single Exhibitors have their numbers count toward an Exhibitor with multiple names. Any Member who has changed their name or used another name during the sweepstakes year may continue to use the original Exhibitor's name until the beginning of the next sweepstakes year or contact the NSFRC Secretary to change their name in the membership records so that all Sweepstake Points are retained under the new name.

6. Member Name and Address Changes — NSFRC Members are responsible to inform the NSFRC Secretary of any changes in their member information and use the same information when entering shows. If the show report information does not match the membership information, Sweepstakes Points may not be awarded.

7. Open and Youth — NSFRC has two separate contests: Open, for all ages, and Youth, for ages up to 18 years old. For Youth, all sweepstakes points earned, whether in Youth or Open sanctioned shows, will be recorded under the Youth sweepstakes contest, unless the youth member contacts the NSFRC Secretary requesting to compete in Open only. A multiple-member or group Exhibitor will compete in Open, unless all members included as the Exhibitor qualify for Youth.

8. Point Calculations — Sweepstakes Points shall be awarded based on class placements, as well as any additional bonus points for title wins determined by the NSFRC Board. (Refer to the table on the NSFRC website.)

9. Sanction Fees, Payments, and Deadlines — No Sanctions will be issued less than 15 days before the show date. The Open Sanction fee is \$7.50 per show. One free Youth Sanction is available with each paid Open sanction. The Sanction Fee for a Youth show alone is \$7.50 per show. Sanction Fees must be received along with the NSFRC Sanction Request Form (printed or electronically) by the NSFRC Secretary. Payments by check must be received 30 days before the show date. Other accepted forms of payment: cash, money order, bank draft, or PayPal, must be received 15 days before the show date.

10. Sponsoring Club Requirement — The sponsoring club must print the following in their show catalog:

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Dues: Adult (1 yr) – \$10.00, Youth (1 yr) - \$7.50. H/W or 2-Party (1 yr) – \$12.00 plus \$3.00 each for each additional person at the same address.

Sanction fee: \$7.50 Open or Youth. (Youth free with paid Open Sanction.)

Hollie Kremer, NSFRC Secretary, 410 Lock 2 Road, New Bremen, OH 45869, Email: nsfrc.sec@gmail.com.

11. Qualifications for Free Sanction — If NO Silver Foxes are shown at a sanctioned show and the show secretary sends a negative report within 30 days of the show, NSFRC will offer a FREE Sanction (one time/equal value) to the hosting club for the following year. NSFRC will not issue a free sanction if a negative report is not received and requested the following year using the Sanction Request Form. A Free Sanction is ineligible if rabbits were shown in either the Open or Youth shows that were sanctioned together.

12. Rescheduling, Changes, or Canceling of Sanctioned Shows — NSFRC sanctions for shows which are canceled or have a date/location change, will be honored if held within one year. Any change due to the above must be received before the original show date.

13. Sanction Confirmation Notification — It is the responsibility of the individual requesting sanctions to notify the NSFRC if they have not received confirmation of their sanction request. NSFRC is not responsible for sanctions that have not been properly received via online or USPS delivery.

14. Show Reports Requirements — The show secretary must send the complete show report(s)

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to the NSFRC secretary within thirty (30) days of completion of the show(s).

15. *Late or Missing Show Reports* — Clubs failing to return show reports within the thirty (30) days may be put on suspension (no further sanctions will be given) until the late or missing show reports are submitted.

16. *Sweepstakes Reports* — The most current Sweepstakes report will be included in each issue of the NSFRC newsletter. The most current Sweepstakes standings shall be posted on the NSFRC website. The Sweepstakes Chair is to have the sweepstakes year-end report finalized 45 days before ARBA Convention.

17. *Member Complaints* — The NSFRC Board of Directors will make a final determination in the event of any issues or concerns submitted by an NSFRC member in regards to a late sanction request, a current sanction request, or points.

18. *Sweepstakes Awards* — Awards are to be ordered by the Awards Committee Chair once the Sweepstakes Chair confirms the final sweepstakes report is complete. NSFRC will provide Sweepstakes Awards for the 1st, 2nd, and 3rd places in overall sweepstakes points and 1st place for winners in both Open and Youth categories. Other awards will be determined by the Awards Committee, which may include COD varieties and rankings below the forementioned placements. Awards will be presented to all winners who are in attendance at the ARBA Convention following the sweepstakes year. Winners not in attendance will have their award mailed to their address on file with the NSFRC Secretary.

Web Committee Report:

NSFRC Website Committee - August 2022 Report

Prepared by Cristina LaFon on behalf of the NSFRC Website Committee—consisting of Deb Dvorak, Roxanna Dabney, Linda Townsend, and Cristina LaFon for presentation to the BOD. (08-02-2022)
The time period covered in this report is from May 1st, 2022 to August 2nd, 2022.

It's been a busy three months for the Website Committee.

During the month of May we were alerted to a space issue with the website. After first trying to purchase more space with our hosting provider, we were notified that our club's website would no longer be supported for free. After receiving this news we went through a lengthy process to secure a new hosting provider for our website.

By early June we were finally able to secure a new hosting provider and begin migrating the website to its new home. Once that was complete we created a "new" database with our new provider and imported our backup files to it. Since the database on our new hosting provider's servers went by a different naming scheme and passwords/ users had been updated we had to go through and manually configure all pages that connect to the database. This had to be done in addition to troubleshooting any issues that came up from the migration process itself and issues/ updates brought to us throughout June and July.

On June 21st we were notified the website went down. It was discovered that it was due to the domain detail changes needing to be verified via email. Thankfully, we were able to figure out where exactly the verification email was going and were able to verify the changes to bring the website back online in a timely manner.

For July we continued our work updating configuration details, updating then re-enabling website pages, troubleshooting issues, and adding new and updated content to the website.

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Over the duration of the past three months over 50 individual log activities were documented. As many of these are highly technical and in relation to the backend, I will provide a quick few bullet points on activities that relate to new content/ features:

➤ A lifetime SSL/ TLS certification was enabled for our domain name. This means data sent and received will be encrypted for extra security and peace of mind. Users can now be assured of this by seeing the lock icon on their browser toolbar denoting our site's security certification. Going forward, we can start using https to denote its secured status.

➤ Secretary forms and emails for membership reminders were updated, tested, and confirmed working post migration.*

➤ A new section was added to our menu for BOD meeting minutes. At this time, three prior meetings' minutes have been posted.

➤ We started compiling and documenting frequently asked for queries from the Newsletter Committee so as to more easily be able to supply needed information when asked for it.*

➤ The National Bid form was updated to its new version.

* Note that those points with an asterisk next to them will not show anything different in any way on the public side of the website, but were included to reflect that changes were made on the backend for those it may concern.

A training course for a new software that will allow the Website Committee to design a prototype for a new updated NSFRC website was recently completed. We will be asking the BOD to answer a few questions for us soon in regards to the new redesign. It is important here that we do make a clear distinction on what the difference is between web design and web development. Web design and development are two separate steps of the process towards the creation of a new website. Web design focuses on the actual layout or "user interface" of the website. Once the designer finalizes a design that encompasses all of the necessary requirements—link placements, content displays, etc—the design is then handed off to a web developer. The web developer then takes that layout and actually creates the code necessary for the web page to display what the designer has created. The prototype would fall under the web design category. The software being used for it is thankfully fairly advanced and can make interactive prototypes that act similar to a website with clickable links, scrolling, and such. This will enable us to do user testing and work out any design kinks before we ever have to actually code anything. This is important because it saves us time and is more efficient. Changes can be more easily made this way versus having to go in and re-code everything. The determination of what should be included in the design should be determined during the pre-planning phase preceding the design phase. Any changes to the layout for functionality purposes—as will be determined via the usability testing—should then be done during the design phase itself. Then, only once the BOD has agreed upon the final design will we begin the web development phase. Again, as a reminder, we will be reaching out to the BOD soon with what we recommend and any questions we need answered during this pre-planning phase in order to move forward. If you have any questions before this time please forward them to Cristina so she can add them to the running list of Q&A that will be included with our presentation.

Lastly, the majority of the Website Committee agreed that we wanted to bring something to the attention of the BOD. We heard of an incident involving a member phoning a Sweeps committee

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member and yelling at them due to sweeps not being updated to their linking on the website. The vast majority of us agreed that this incident was unacceptable behavior for anyone to do to any person who is volunteering their time on behalf of the club. We would like it if the BOD were able to step in to prevent this from happening again in the future, and possibly discuss if any action need be taken to reprimand the offending member for their inappropriate behavior.