

THE INTERNATIONAL CAT ASSOCIATION, INC.

2017 Spring Board Meeting

May 18-21, 2017

Courtyard by Marriott

1725 W Fillmore Avenue at Expressway 83,

Harlingen, Texas

(Executive Session)

May 18, 2017, Thursday, 9AM

BUSINESS MEETING

Strengths - Weakness - Opportunities - Threats (SWOT)

- | | |
|-------------------------------|--------------------|
| 1. Statistics, Comments | Mays |
| 2. Review Regions | Regional Directors |
| 3. Marketing - For the future | Roeann Fulkerson |
| 4. IT Update | Robinson |
| 5. IT Report - EO | Aguilera |

Friday, May 19, 2017, 8:30AM

(Open Session)

ACTION

PAGE

Welcome and Call to Order

1. Roll Call		Bowers.....	-
2. President's Remarks	Mays	Verbal	-
3. Minutes, Corrections/Additions	EO	Approve	-

Fiduciary

1. Profit & Loss Budget Performance July 2016-Mar 2017	Fisher	Receive	6
---	--------	---------------	---

Executive Session
(See Executive Agenda)

ACTION
Open Session **PAGE**

Future Meetings

1. Annual 2017 Update Aug 30 - Sep 1, 2017 - Corpus Christi, TX	Harrison	Inform	-
2. Update on 2018 Annual August 29 - 31, 2018 - Birmingham, AL	Patton	-
3. Update on 2019 Annual August 28 - 30, 2019 - Las Vegas, NV	Mahan	-

Fiduciary

1. Marketing Report	Fulkerson	Receive	to be furnished
2. IT Report	Robinson	Receive	to be furnished

Proposals

By-Laws

1. Amend Bylaws 16.2 Appointed Officials	Mays	Approve	13
---	------	---------------	----

Registration Rules

1. Add Registration Rule 33.3.1.3 Non-domestic 01S	Struck	Approve	15
---	--------	---------------	----

Show Rules

1. Amend Show Rule 22.1.2.22 Clarify Show Listings	Mullem	Approve	16
---	--------	---------------	----

Standing Rules

1. Amend 109.1.1.1 Annual Rotation	Vlach	Approve	18
2. Amend 109.1.1.1 Annual Rotation	Vej	Approve	20
3. Add 601.2.24 Members Only for LA, IW, RW	Vlach	Approve	22

Judging Program

1. Amend Judging Program 42.3 Revise RW Requirements	Vej	Approve	24
---	-----	---------------	----

ACTION

PAGE

Individual Presentations, 1PM

1. Viagen	Blake Russell.....	-
2. Follow Up Report	Discuss	26

Discussions

1. RDs making Breed Committee appointments	Mays/Crockett	-
2. Show calendars in TICA and the processes	Vlach	27
3. Project Charter Working Definitions Document	Stadter	28
4. Employee Handbook	Patton/Board	32
5. Board Governance	Stadter	61
6. Educational Show Format	Hutcherson	79
7. Mars - TICA Genetic Screening Array Partnership	Hutcherson	-
8. Genetically Screened Registration & Pedigree Verification	Hutcherson	-
9. Title Confirmation Discount for Genetically Screened Cats	Hutcherson	-
10. TICA Member/Cattery Titles for Genetically Screened Cats	Hutcherson	-
11. Health Data Reporting Partnership - OFA & TICA	Hutcherson	-
12. TICA Member Titles (Guide, Envoy, Diplomat & Ambassador) for engagement, education and incentive	Hutcherson	-

Sunday, May 21, 2017, 8:30AM

ACTION

PAGE

Breeds

1. Appointments Mary Hudec for Working Breed Chair, Highlander	Sweetman	Appoint.	80
--	----------	---------------	----

Breed Advancements

1. Application for German Longhair Transfer New Breed to Registration ONLY	Sandberg	Approve	
--	----------	---------------	--

Continuation of Discussion Items
(As needed)

		Discuss	82
--	--	---------------	----

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	Final Qtr Est	Total Est	Annual Budget	(over) under	Proposed 2017-18
Ordinary Income/Expense							
Income							
01 Memberships	64,470.02	55,455.00	50,529.98	115,000.00	110,000.00	-5,000.00	117,000.00
02 Family Memberships	1,150.00	1,020.00	850.00	2,000.00	2,000.00	0.00	2,000.00
03 International Memberships	61,115.01	57,385.00	53,884.99	115,000.00	107,000.00	-8,000.00	117,000.00
04 Additional Breed Sections	1,325.00	1,870.00	2,475.00	3,800.00	3,800.00	0.00	3,000.00
05 Cattery Registrations	119,234.00	104,090.00	30,766.00	150,000.00	142,000.00	-8,000.00	165,000.00
06 Individual Registrations	74,814.99	66,990.00	17,185.01	92,000.00	87,000.00	-5,000.00	100,000.00
07 Blue Slips	222,840.98	210,788.00	67,159.02	290,000.00	281,000.00	-9,000.00	298,000.00
08 Litter Registrations	194,966.02	190,625.00	60,033.98	255,000.00	253,000.00	-2,000.00	260,000.00
09 HHP Registrations	3,628.00	3,184.00	372.00	4,000.00	4,000.00	0.00	4,000.00
10 Transfers/Leases	39,882.00	37,273.00	10,118.00	50,000.00	50,000.00	0.00	51,000.00
11 Dup/Corr/Add or Delete Suff	19,442.00	17,780.00	4,558.00	24,000.00	24,000.00	0.00	25,000.00
12 Title Confirmations	22,545.00	24,625.00	11,455.00	34,000.00	35,000.00	1,000.00	36,000.00
13 Supreme Title Confirmations	3,450.00	3,170.00	1,550.00	5,000.00	5,000.00	0.00	5,000.00
14 Cert 3-Gen Pedigrees	67,235.00	65,525.00	22,765.00	90,000.00	89,000.00	-1,000.00	92,000.00
15 Cert 5-Gen Pedigrees	119,725.00	115,250.00	35,275.00	155,000.00	152,000.00	-3,000.00	159,000.00
16 Club Charters	1,125.00	850.00	375.00	1,500.00	1,000.00	-500.00	1,750.00
17 Club Fees Renewals	2,655.00	2,385.00	2,845.00	5,500.00	5,500.00	0.00	6,000.00
18 Judges Fees	3,688.00	3,820.00	812.00	4,500.00	4,500.00	0.00	4,500.00
19 Show License Fees	33,770.00	35,900.00	8,230.00	42,000.00	42,000.00	0.00	43,000.00
20 Annual Awards Fees	53,000.00	49,820.00	5,000.00	58,000.00	58,000.00	0.00	60,000.00
21 Show Insurance Fees	17,400.00	16,600.00	2,600.00	20,000.00	20,000.00	0.00	20,000.00
22 Publications	2.00	0.00	0.00	2.00	0.00	-2.00	-
23 TICA TREND	14,120.00	14,350.00	1,380.00	15,500.00	20,000.00	4,500.00	12,000.00
24 TICA Yearbook	41,086.00	46,116.00	5,914.00	47,000.00	52,000.00	5,000.00	47,000.00
25 Miscellaneous	2,528.60	775.00	71.40	2,600.00	1,000.00	-1,600.00	1,000.00
26 COE/OSTD Cattery	1,070.00	0.00	0.00	1,070.00	0.00	-1,070.00	-
27 Election Filing Fees	100.00	0.00	1,100.00	1,200.00	1,200.00	0.00	400.00
28 Wire Transfer Fees	150.00	255.00	100.00	250.00	300.00	50.00	250.00
29 Donations	134.00	0.00	0.00	134.00	0.00	-134.00	-
30 Clerking Fees	815.00	245.00	185.00	1,000.00	1,000.00	0.00	1,000.00

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	Final Qtr Est	Total Est	Annual Budget	(over) under	Proposed 2017-18
31 OS/OD/LA	510.00	190.00	490.00	1,000.00	1,000.00	0.00	1,000.00
32 Annual Awards Dup/Frt	118.00	1,000.00	882.00	1,000.00	1,000.00	0.00	1,000.00
33 Website Breeder Listings	8,270.00	6,870.00	3,730.00	12,000.00	12,000.00	0.00	13,000.00
34 Website Banner Ads	26,100.00	30,000.00	10,900.00	37,000.00	42,000.00	5,000.00	25,000.00
35 Website Classified Ads	1,550.00	1,120.00	0.00	1,550.00	1,500.00	-50.00	2,000.00
37 Rush	21,878.00	19,680.00	4,122.00	26,000.00	26,000.00	0.00	26,000.00
38 Ballot Fees	150.00	0.00	0.00	150.00	0.00	-150.00	-
39 Complaint Fees	460.00	150.00	40.00	500.00	300.00	-200.00	300.00
40 Shipping Fees	2,655.12	1,630.00	344.88	3,000.00	2,500.00	-500.00	2,500.00
41 Annual Awards Sponsorships	775.00	575.00	2,225.00	3,000.00	3,000.00	0.00	3,000.00
42 Late Fees (Judges/Pstg Due/	2,100.00	1,390.00	400.00	2,500.00	2,000.00	-500.00	2,000.00
43 Affinity Program	8,380.86	3,792.00	1,619.14	10,000.00	5,000.00	-5,000.00	10,000.00
44 Return Check Svc/Handling	330.00	270.00	0.00	330.00	300.00	-30.00	300.00
45 Rtn'd Chks/Handling Fees	315.00	288.00	0.00	315.00	300.00	-15.00	300.00
46 Refunds	229.00	0.00	0.00	229.00	0.00	-229.00	-
47 Visitor Guide - Advertising	1,600.00	0.00	0.00	1,600.00	0.00	-1,600.00	1,000.00
Corporate Sponsorships	158,562.78	80,350.00	27,500.00	186,062.78	100,000.00	-86,062.78	125,000.00
Deposit - Other	-31,439.57	0.00		-31,439.57	0.00	31,439.57	
Total Income	1,390,010.81	1,273,451.00	449,842.40	1,839,853.21	1,748,200.00	-91,653.21	1,843,300.00
Expense							
ANNUAL AWARDS PROGRAM							
Banquet Expense	1,960.64	3,500.00	0.00	1,960.64	3,500.00	1,539.36	3,500.00
Freight and Postage	160.00	700.00	0.00	160.00	700.00	540.00	300.00
Plaques/Trophies	7,730.24	7,500.00	0.00	7,730.24	7,500.00	-230.24	8,000.00
Regional Rebate	2,000.00	0.00	25,000.00	27,000.00	25,000.00	-2,000.00	27,000.00
Rosettes	4,057.76	5,500.00	542.24	4,600.00	6,000.00	1,400.00	5,000.00
Total ANNUAL AWARDS PROGRAM	15,908.64	17,200.00	25,542.24	41,450.88	42,700.00	1,249.12	43,800.00
BANK							
Card Charges	19,579.05	19,737.80	8,420.95	28,000.00	28,000.00	0.00	30,000.00
PayPal Fees	27,407.69	21,462.90	7,592.31	35,000.00	30,000.00	-5,000.00	38,000.00
Returned Checks	315.00	0.00	0.00	315.00	0.00	-315.00	-

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	Final Qtr Est	Total Est	Annual Budget	(over) under	Proposed 2017-18
Service Charges	3,088.87	3,010.00	911.13	4,000.00	4,000.00	0.00	4,000.00
Total BANK	50,390.61	44,210.70	16,924.39	67,315.00	62,000.00	-5,315.00	72,000.00
BOARD MEETING EXPENSE							
Annual Meeting							
Appointed Officials - Lodging	4,341.49	2,000.00	0.00	4,341.49	2,000.00	-2,341.49	3,000.00
Appointed Officials - Per Diem	2,024.26	600.00	0.00	2,024.26	600.00	-1,424.26	1,500.00
Appointed Officials - Travel							
Misc	283.00		0.00	283.00	0.00	-283.00	
Appointed Officials - Travel - Other	1,753.60	1,500.00	0.00	1,753.60	1,500.00	-253.60	1,500.00
Total Appointed Officials - Travel	2,036.60	1,500.00	0.00	2,036.60	1,500.00	-536.60	
Board-Lodging	12,530.84	13,500.00	0.00	12,530.84	13,500.00	969.16	12,000.00
Board-Per Diem	7,286.66	4,350.00	0.00	7,286.66	4,350.00	-2,936.66	7,000.00
Board-Travel	10,270.70	6,400.00	0.00	10,270.70	6,400.00	-3,870.70	10,000.00
Room/Refreshments/Supplies	4,763.12	3,000.00	0.00	4,763.12	3,000.00	-1,763.12	2,000.00
Total Annual Meeting	43,253.67	31,350.00	0.00	43,253.67	31,350.00	-11,903.67	37,000.00
Spring Meeting							
Appointed Officials-Lodging	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00	-
Appointed Officials-Per Diem	0.00	0.00	300.00	300.00	600.00	300.00	-
Appointed Officials-Travel	0.00	0.00	1,000.00	1,000.00	1,500.00	500.00	-
Board-Lodging	0.00	0.00	7,150.00	7,150.00	7,150.00	0.00	-
Board-Per Diem	0.00	0.00	2,400.00	2,400.00	5,000.00	2,600.00	-
Board-Travel	0.00	0.00	9,000.00	9,000.00	3,000.00	-6,000.00	-
Room/Refreshments/Supplies	0.00	0.00	500.00	500.00	2,000.00	1,500.00	500.00
Total Spring Meeting	0.00	0.00	21,850.00	21,850.00	20,750.00	-1,100.00	500.00
Winter Meeting							
Appointed Officials-Lodging	2,459.50	1,500.00	0.00	2,459.50	1,500.00	-959.50	1,500.00
Appointed Officials-Per Diem	252.05	600.00	0.00	252.05	600.00	347.95	300.00
Appointed Officials-Travel	861.53	1,500.00	0.00	861.53	1,500.00	638.47	1,000.00
Board-Lodging	5,366.95	7,150.00	0.00	5,366.95	7,150.00	1,783.05	7,000.00
Board-Travel	4,494.55	5,000.00	0.00	4,494.55	5,000.00	505.45	10,000.00
Board -Per Diem	2,453.75	3,000.00	0.00	2,453.75	3,000.00	546.25	2,400.00

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	Final Qtr Est	Total Est	Annual Budget	(over) under	Proposed 2017-18
Room/Refreshments/Supplies	2,905.27	2,000.00	0.00	2,905.27	2,000.00	-905.27	500.00
Total Winter Meeting	18,793.60	20,750.00	0.00	18,793.60	20,750.00	1,956.40	22,700.00
Total BOARD MEETING EXPENSE	62,047.27	52,100.00	21,850.00	83,897.27	72,850.00	-11,047.27	
COMMUNICATIONS							
Charges	16,787.34	15,050.00	3,212.66	20,000.00	20,000.00	0.00	20,000.00
Total Telephone	16,787.34	15,050.00	3,212.66	20,000.00	20,000.00	0.00	
Website	0.00	2,300.00	2,300.00	2,300.00	2,300.00	0.00	
Total COMMUNICATIONS	16,787.34	17,350.00	5,512.66	22,300.00	22,300.00	0.00	
COMPUTER							
Equipment	14,728.49	5,000.00	2,000.00	16,728.49	5,000.00	-11,728.49	10,000.00
Website Support							45,000.00
Programming							
Ideate, LLC	18,901.18	0.00	27,000.00	45,901.18	0.00	-45,901.18	108,000.00
Loom Technologies							
Jones, Matt	5,287.50	0.00	0.00	5,287.50	0.00	-5,287.50	
Loom Technologies - Other	14,410.75	59,000.00	0.00	14,410.75	80,000.00	65,589.25	
Total Loom Technologies	19,698.25	59,000.00	0.00	19,698.25	80,000.00	60,301.75	
Programming - Other	163.00	30,000.00	6,000.00	6,163.00	30,000.00	23,837.00	
Total Programming	38,762.43	89,000.00	33,000.00	71,762.43	110,000.00	38,237.57	
Software	14,465.75	7,500.00	4,000.00	18,465.75	10,000.00	-8,465.75	15,000.00
Supplies/Support	1,571.45	2,250.00	1,428.55	3,000.00	3,000.00	0.00	2,000.00
Total COMPUTER	69,528.12	103,750.00	40,428.55	109,956.67	128,000.00	18,043.33	180,000.00
CORPORATE SPONSORSHIP	85,381.59	45,000.00	10,000.00	95,381.59	45,000.00	-50,381.59	80,000.00
DEPRECIATION EXPENSE	15,000.00	15,500.00	6,000.00	21,000.00	21,000.00	0.00	21,000.00
DUES/MISC/SUBS/GIFTS							
DUES/MISC/SUBS/GIFTS - Other	4363.79	1,500.00	500.00	4863.79	2,000.00	-2,863.79	3,000.00
Total DUES/MISC/SUBS/GIFTS	4,363.79	1,500.00	500.00	4,863.79	2,000.00	-2,863.79	
FREIGHT AND POSTAGE							
Box Rent/Permits	198.00	200.00	0.00	198.00	200.00	2.00	200.00
Freight-Customers	3,590.62	1,721.00	909.38	4,500.00	2,500.00	-2,000.00	5,000.00
Freight-Show Supplies	1,437.65	2,076.38	1,062.35	2,500.00	2,500.00	0.00	2,500.00
Freight - Marketing	26,977.56	7,506.80	2,400.00	29,377.56	9,000.00	-20,377.56	12,000.00

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	Final Qtr Est	Total Est	Annual Budget	(over) under	Proposed 2017-18
Miscellaneous Postage	27.59	0.00	0.00	27.59	0.00	-27.59	-
Other Freight Charges	125.06	0.00	0.00	125.06	0.00	-125.06	-
Postage Meter	40,557.91	44,000.00	18,442.09	59,000.00	59,000.00	0.00	58,000.00
Total FREIGHT AND POSTAGE	72,914.39	55,504.18	22,813.82	95,728.21	73,200.00	-22,528.21	77,700.00
INSURANCE							
Director's Liability Insurance	3,077.00	3,000.00	0.00	3,077.00	3,000.00	-77.00	3,050.00
General/Administrative	1,836.16	3,000.00	0.00	1,836.16	3,000.00	1,163.84	2,000.00
Judge's Liability	0.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	1,500.00
Property	3,787.00	2,000.00	0.00	3,787.00	2,000.00	-1,787.00	2,000.00
Show Liability	0.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	15,000.00
Total INSURANCE	8,700.16	24,500.00	16,500.00	25,200.16	24,500.00	-700.16	23,550.00
MARKETING							
Advertising	7,904.80	2,500.00	500.00	8,404.80	2,500.00	-5,904.80	5,000.00
Printed Materials	43,044.14	15,000.00	0.00	43,044.14	15,000.00	-28,044.14	15,000.00
Professional Fees	0.00	15,000.00	0.00	0.00	20,000.00	20,000.00	-
Special Events	50,147.09	50,000.00	5,000.00	55,147.09	50,000.00	-5,147.09	45,000.00
Supplies	1,493.05	3,650.00	506.95	2,000.00	5,000.00	3,000.00	2,000.00
Travel Expense	2,701.85	3,609.00	2,298.15	5,000.00	5,000.00	0.00	5,000.00
Total MARKETING	105,290.93	89,759.00	8,305.10	113,596.03	97,500.00	-16,096.03	72,000.00
OFFICE EQUIPMENT							
Leases	37,355.64	32,150.00	5,644.36	43,000.00	43,000.00	0.00	43,000.00
Maintenance	367.22	500.00	132.78	500.00	500.00	0.00	500.00
Purchase	44.64	2,000.00	0.00	44.64	2,000.00	1,955.36	1,000.00
Total OFFICE EQUIPMENT	37,767.50	34,650.00	5,777.14	43,544.64	45,500.00	1,955.36	44,500.00
OFFICE MAINTENANCE							
Repairs and Remodel	0.00	750.00	6,000.00	6,000.00	750.00	-5,250.00	3,000.00
Total OFFICE MAINTENANCE	0.00	750.00	6,000.00	6,000.00	750.00	-5,250.00	
OFFICE SUPPLIES							
Laminating Supplies	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00
Other	7,662.71	7,066.20	1,337.29	9,000.00	9,000.00	0.00	9,000.00
Paper	2,236.94	1,881.77	763.06	3,000.00	3,000.00	0.00	3,000.00
Total OFFICE SUPPLIES	9,899.65	9,947.97	3,100.35	13,000.00	13,000.00	0.00	13,000.00

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	Final Qtr Est	Total Est	Annual Budget	(over) under	Proposed 2017-18
PAYROLL							
Contract Labor	5,663.93	0.00	2,400.00	8,063.93	0.00	-8,063.93	-
Employee Benefits	11,047.36	14,166.46	5,952.64	17,000.00	17,000.00	0.00	17,500.00
Salary/Wages						0.00	
Employee Development	269.54		0.00	269.54	0.00	-269.54	300.00
Salary/Wages - Other	529,393.74	557,072.73	215,606.26	745,000.00	745,000.00	0.00	735,000.00
Total Salary/Wages	529,663.28	557,072.73	215,606.26	745,269.54	745,000.00	-269.54	
Taxes	46,419.99	46,770.24	13,580.01	60,000.00	60,000.00	0.00	66,000.00
Total PAYROLL	592,794.56	618,009.43	237,538.91	830,333.47	822,000.00	-8,333.47	818,800.00
PRINTING							
Administration	9,903.31	6,423.57	1,500.00	11,403.31	10,000.00	-1,403.31	10,000.00
Judges Books	4,372.67	2,000.00	0.00	4,372.67	2,000.00	-2,372.67	2,000.00
Other	0.00	800.00	0.00	0.00	1,000.00	1,000.00	1,000.00
Total PRINTING	14,275.98	9,223.57	1,500.00	15,775.98	13,000.00	-2,775.98	13,000.00
PROFESSIONALS FEES							
Accounting and Audit	22,870.00	20,000.00	2,000.00	24,870.00	22,000.00	-2,870.00	25,000.00
Balloting	4,000.00	2,000.00	0.00	4,000.00	2,000.00	-2,000.00	2,000.00
Legal	26,447.28	6,500.00	10,000.00	36,447.28	11,500.00	-24,947.28	35,000.00
Payroll Preparation	1,610.42	1,512.00	489.58	2,100.00	2,000.00	-100.00	2,200.00
Total PROFESSIONALS FEES	54,927.70	30,012.00	12,489.58	67,417.28	37,500.00	-29,917.28	64,200.00
REIMBURSEMENTS							
Judging Administrator							
Fees	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00	2,500.00
Postage/Supplies	586.04	400.00	100.00	686.04	400.00	-286.04	400.00
Total Judging Administrator	3,086.04	2,900.00	100.00	3,186.04	2,900.00	-286.04	2,900.00
RENT AND UTILITIES							
Custodial	5,719.50	4,983.50	1,280.50	7,000.00	7,000.00	0.00	7,000.00
Rent	23,076.00	25,848.00	5,500.00	28,576.00	34,500.00	5,924.00	32,000.00
Total RENT AND UTILITIES	28,795.50	30,831.50	6,780.50	35,576.00	41,500.00	5,924.00	39,000.00
SECURITY	194.85	0.00	205.15	400.00	500.00	100.00	500.00
TAXES							
Property	1,834.64	3,500.00	0.00	1,834.64	3,500.00	1,665.36	2,000.00

TICA
Profit & Loss Budget Performance
July 2016 through March 2017

	<u>Jul '16 - Mar 17</u>	<u>Budget</u>	<u>Final Qtr Est</u>	<u>Total Est</u>	<u>Annual Budget</u>	(over) under	<u>Proposed</u> <u>2017-18</u>
TRAVEL REIMBURSEMENTS							
Employee	5,500.47	2,000.00	1,000.00	6,500.47	2,500.00	-4,000.47	5,000.00
Officers	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00
Total TRAVEL REIMBURSEMENTS	5,500.47	3,000.00	2,000.00	7,500.47	3,500.00	-4,000.47	6,000.00
TREND EXPENSES							
Editorial Fees	12,550.00	12,400.00	6,050.00	18,600.00	18,600.00	0.00	18,600.00
Publishing and Distribuion	70,293.83	81,744.14	34,706.17	105,000.00	105,000.00	0.00	105,000.00
Total TREND EXPENSES	82,843.83	94,144.14	40,756.17	123,600.00	123,600.00	0.00	123,600.00
YEARBOOK							
Editorial Fees							
Editor Fees	0.00	3,500.00	0.00	0.00	3,500.00	3,500.00	16,500.00
Editorial Fees - Other	13,000.00	13,000.00	3,500.00	16,500.00	16,500.00	0.00	
Total Editorial Fees	13,000.00	16,500.00	3,500.00	16,500.00	20,000.00	3,500.00	
Freight	6,216.26	7,730.00	783.74	7,000.00	7,800.00	800.00	7,800.00
Publishing	30,092.07	32,000.00	0.00	30,092.07	32,000.00	1,907.93	32,000.00
Reimbursed Expenses	353.40	342.00	146.60	500.00	500.00	0.00	
Total YEARBOOK	49,661.73	56,572.00	4,430.34	54,092.07	60,300.00	6,207.93	56,300.00
Total Expense	1,387,895.29	1,359,164.49	489,054.90	1,882,950.19	1,758,600.00	-119,100.19	1,840,050.00
Net Ordinary Income	2,115.52	-85,713.49	-39,212.50	-43,096.98	-10,400.00	27,446.98	3,250.00
Other Income/Expense							
Other Income							
Interest Income	11,376.43	5,000.00		6,500.00	6,500.00	0	6,500.00
Other Income	-9,492.35	0.00			0.00		
Total Other Income	1,884.08	5,000.00		6,500.00	6,500.00		
Net Income	3,999.60	-80,713.49		-36,596.98	-3,900.00		9,750.00

Amend Bylaw 16.2 (Appointed Officials etc) - Mays

Rationale:

The TICA By-Laws do not adequately list all appointed officials, nor do they state when contracts are to end. It is unreasonable to think that the founding members of TICA ever anticipated that appointments for various positions were lifetime appointments. Contracts for certain employees are periodically reviewed, but appointments are not.

Amend Bylaw 16.2:

16.2 Appointed Officials. The Board of Directors may appoint a qualified person or persons to serve at the discretion of the Board and may set a reasonable salary for the following **persons, as listed below. All employees with contracts will be discussed and reviewed prior to the expiration of their contract, and all contracts will be set to expire on June 30th of their respective year. Non-contracted appointed officials will be reviewed for possible re-appointment during the Winter Meeting following the election of the President/Vice-President, if recommended by the President.**

:

16.2.1 Administration of matters pertaining to judges **and the Judging Program;**

16.2.2 Administration of the ~~judging program and instruction~~ **Clerking Program;**

16.2.3 ~~Computation of championship and household pet annual awards~~
Administration of the Entry Clerking Program;

16.2.4 Editing of the ~~Association Newsletter~~ **TICA Trend;**

16.2.5 Editing of the ~~Annual Edition~~ **TICA Yearbook;**

16.2.6 ~~Advertising~~ **Director of Marketing and Business Development;**

16.2.7 ~~Tally membership ballots~~ **Senior Technical Project Manager;**

16.2.8 Any function that from time to time may be necessary and proper to further the objects and purposes of the Association.

Rules Committee Comments:

(A)

I support this but would like to see clarification of the time period the contracts will cover – are we assuming that all contracts are one-year contracts? It doesn't specify and many organizations have two and three year contracts. Perhaps something like this: "*All contracts shall be effective for a period of two (how however long) years.*"

(B)

I like the proposal. I agree with Fate that positions like JA, CA or ECA (these ones have not a contract with TICA) can't be lifetime appointments. I've been saying this for years...

This positions need stability but at the same an occasional review. It makes sense a possible reappointed or confirmation at the first meeting after the president election every 3 year if the president wants.

(C)

I don't think that the depth of detail at the start of the revision belongs in the By-laws. Standing Rules cover detailed procedure and the Bylaws should just cover overall policy. The list of appointed officials does need updating.

As for contract lengths, this shouldn't be in the Bylaws as the Board needs to retain some flexibility.

(D)

Contracts for the Yearbook, Trend and a few others are set by the board and reviewed when they come up. I think he is referring to appointed officials such as clerking administrator, judging admin, etc....

Add Reg Rule 36.3.1.3 (Non-domestic felines) - Struck

Rationale:

I am submitting the following rule proposal on behalf of the Savannah Breed Committee, to be added to the Registration Rules. This recommendation was prompted by a recent incident which is explained below:

Recently a serval was signed off by three TICA judges to receive 01T registration status with TICA as an F1 Savannah at a TICA show held in China. It is unclear what the purpose behind this action was by the owner(s) of the serval, but hypothetically, if enough servals received 01T status they could be 'bred down' (on paper) to the SBT level, and in theory we could then see servals being entered in championship rings as SBT Savannahs. This may sound farfetched, however the potential is there (and currently being discussed as such amongst Savannah breeders and exhibitors), therefore the Savannah breed and TICA needs to be protected against such activities.

Add to Registration Rules:

36.3.1.3. Any cat descended from a nondomestic feline source and whose appearance is so similar to that of the nondomestic source species as to be indistinguishable from it, shall only be registered as the nondomestic source species and not as the TICA registered domestic breed, and be allocated the code 01S (see 36.8.2.5).

Pros:

This will avoid the potential for deceit and the 'hanging of papers' on nondomestic source felines as domestic breed cats. In addition, it gives judges official TICA support to not 01T a cat when presented with an inappropriate candidate.

Cons:

It's possible that there are judges who are not familiar with the nondomestic source ancestors of TICA's nondomestic source hybrid breeds, and therefore may not be able to recognize the difference if one was presented to them.

Rules Committee Comments:

(A) Agree for the need - That was definitely a Serval - of VERY high percentage cat - definitely not a SV.

(B) I agree. Serval not Savanah.

(C) I support this change

(D) My view is that it is a necessary and appropriate amendment.

Amend Show Rule 22.1.2.2 (Listing Shows on calendar) - Mullen

Rationale:

The fact that regions have their own show calendar causes confusion as it appears not clear where to check if rule 22.1.2.2 is in effect. There is a need for one central place where the shows are listed so this confusion is resolved.

The omission of this central place causes friction between clubs, and shows held at the same weekend which is bad for clubs and exhibitors.

Amend 22.1.2.2:

22.1.2 Show Dates. When a club desires a show date from the Regional Director, they may request that date in writing. After 30 days, there being no response from the Regional Director, the club may proceed with the show date, scheduling it through the Executive Office by providing the Executive Office with a copy of the written request.

22.1.2.1 The Regional Director may deny a club a specific show date if there is a previously scheduled TICA show within 500 miles (805 kilometers) or in the same region on the requested weekend.

22.1.2.2 If there are multiple show requests for the same show weekend (**as shown on the show calendar on the official TICA website**), shows may be held within 500 miles (805 kilometers) of each other only with both A and B below:

A. Written permission from the show managers, and

B. Written permission of the regional director or regional directors if the show requests are from multiple regions. The first club that requests a show date is authorized to have the show.

Rules Committee Comments:

(A)

Sounds good to me - I think with the advent of TOES that some clubs are forgetting to put their show on the calendar on the tica.org site.

(B)

Maybe it's time for TICA to have an official calendar.

(C)

The amendment is consistent with Standing Rule 202.4.4.1 which states:

202.4.4.1 The show information must be submitted for publication to the show calendar on the official TICA website at least 30 days prior. In addition to this, clubs are encouraged to use other available means to publicize their shows.

Contd/...

However, where a clash of show venues is possible, 30 days seems too short an advance notice period to go onto the calendar. Perhaps the timescales in this rule need to be re-visited as well?

Amend Standing Rules 109.1.1.1 (Annual Rotations) - Vlach

RATIONALE:

Outside of North America live right now 1/3 of the TICA-Membership, there are 5 RDs from EW, ES, EN, AA, SA plus one Associate Director for the "International Region" compared to 9 Regional Directors from North American Regions (i.e. 35%), but only every 10th year the Annual Convention and the Annual Awards show is supposed to be held outside of North America. While this made a lot of sense a couple of years ago TICA should adapt this rule due to the fact that the whole landscape of our cat-fancy has changed and that the Annuals also should be awarded proportionally. Both international Annuals have proven the high quality and competence of the clubs involved – and there are more countries which are ready to hold such an event – and to promote TICA in a very contested environment (I am talking about other associations).

This proposal was originally submitted for the Winter 2017 meeting. It was not voted upon then and Kurt Vlach has now amended the rotation schedule wording to meet some concerns expressed by both Rules Committee and the Board.

Amend Standing Rule 109.1.1.1:

109.1.1.1 The rotation for the Annual Conventions shall be: ~~Mid Pacific – 2010, Mid Atlantic – 2011, Great Lakes – 2012, Northwest – 2013, Northeast – 2014, International – 2015, Southwest – 2016, South Central – 2017, Southeast – 2018.~~ **South Central – 2017, Southeast – 2018, Mid Pacific – 2019, Northern Europe – 2020, Mid Atlantic - 2021, Great Lakes - 2022, Northwest -2023, Northeast – 2024, Southern Europe -2025, Southwest – 2026, South Central – 2027.**

Rules Committee Comments (Winter 2017):

(A) It does seem to be good to have it more than every 10 years.

(B) For different reasons I don't see EW, AA or SA ready for an Annual show. That limits as "International" ES and EN ... I would prefer not to include the term International for any specific year, ES and EN should be included in the rotation as any other North American region.

In 2006 EN and last year ES did excellent works with their Annual Shows and Banquets. These regions should be included the same way other regions are considered.

(C) I understand why quarantine would preclude say Japan and the current rules on (no) cats in cabin flying into the UK would make it challenging to put on an Annual in EW but I don't think we can exclude specific regions from the schedule.

The rules already provide a safeguard if no club from the relevant region(s) comes forward with a show proposal.

(D) TICA Annual hosted outside the US needs to be more often than the current rotation

(C) The term “International” could be confusing between the International Division and EW, EN, ES, AA and SA – it would be better to say “outside North America” instead.

Amend Standing Rules 109.1.1.1 (Annual Rotations) - Vej

RATIONALE:

We call ourselves an International Organisation and we have 14 regions. Nevertheless the Annual Convention only rotates between 8 regions in America and one called "International".

In the section here, "International" means all regions outside MP, MA, GL, NW, NE, SW, SC, and SE, but we do in fact have a region with the name "International", hence the current rule is highly misleading. In 2015 it was not the International Region that held the Annual Convention, it was the Southern Europe Region.

We are not truly International, if we do not accept all our regions equally. If a region cannot manage to arrange an Annual Convention when their time comes, rule 109.1.1.4 will come in place as always.

Amend Existing Standing Rule 109.1.1.1:

109.1.1.1 The rotation for the Annual Conventions shall be: Mid Pacific - 2010, Mid Atlantic - 2011, Great Lakes - 2012, Northwest -2013, Northeast - 2014, International - 2015, Southwest - 2016, South Central - 2017, Southeast - 2018.

Replaced entirely by:

109.1.1.1 The rotation for the Annual Convention shall rotate equally between all 14 regions.

Rules Committee Comments:

(A)

If she wants it rotate equally between all 14 regions then there will be two times that it will be limited to residents of Japan and for the most part EW due to restrictions in Japan and the fact that to get into EW you have to go by car or ferry.

So, I said all that to say...it's not equal. I would ask if the Japanese and the U.K. want to even be on the rotation.

(B)

I understand that - and there is always an option of some other region hosting the Annual if a club in the scheduled region is not willing to do so or the Board believes it is not appropriate for them to host (109.1.1.3).

I think it is an important principle that all regions are given an equal chance to host an Annual in our rules.

Personally I think that the proposed amendment should specify a rotation schedule, so that the regions outside North America are spread out and not bunched together.

(C)

I think Asia would be problem now too because of the quarantine laws.

(A)

I agree that all regions that want to be included should have the opportunity and if they don't want to or are not able then they should have that option.

(D)

Just because we have 13 regions it doesn't mean all the regions are in equal conditions to hold an Annual show. Issues like quarantine laws or distance need to be taken in consideration.

At this point EN and ES have shown that they need to be listed in the rotation schedule equally like any other North American region.

Add Standing Rule 601.2.24 (Members only for LA, IW, RW) - Vlach

Rationale:

The LA, IW and RW titles are the highest TICA has to offer. Exhibitors, whose cats are eligible for those awards, usually enter TICA shows more often during the show season. In my opinion they should show their connectedness with our association in also becoming a TICA member. I have found out that in some classes up to 50% of the receivers of Regional – and also International Awards – are not members of TICA. While TICA shall be open to ALL exhibitors, I strongly believe that only as a member you should be eligible for such awards.

I am very well aware of the fact that some other associations don't allow their members to join TICA but again those exhibitors can title their cats up to SGM/SGC/SGCA. For LA/IW/RW you should be a member of our association.

Add new Standing Rule 601.2.24:

601.2.24 Only TICA members in good standing by the end of the show season are eligible to receive Lifetime Achievement Awards, International Awards, Regional Awards and any Breed Awards. This does not apply to owners of Household Pets and Household Pet Kittens. Titles up to SGC/SGCA/SGM can be claimed without being a TICA member.

Rules Committee Comments:

(A)

It is already rather simple to get a Regional award in most of the North American regions at least. If we only handed them out to TICA Members it would be even easier - you can have a RW for merely being best of breed in one ring with no finals - given you had something to compete against in your breed.. Last year our 25th SH cat had 826 points - 25th LH had 416.

I understand counts are significantly higher on the cat counts in Europe at this point in time so maybe it would make it easier to get an IW there..

I don't think we should be doing anything to simply make it easier to get titles.

(B)

We used to have a rule like this (that you needed to be a member to get an RW) and it was dropped. It would be interesting to know why

(C)

My view on this is that the awards are made to the cats, not the owners – and those titles remain with the cat if the owner of record changes. We require cats to be registered with TICA to get both titles and the RW/IW/LA rewards, and that should be sufficient.

Forcing exhibitors to join to get major awards is how this might be perceived and I think it will be counter-productive through dropping show entries. TICA's income might be affected by this, but the biggest impact will more likely be on the clubs who actually run the shows - and they are more financially vulnerable than TICA.

(D)

Why some titles can be claimed without being a member and for others you have to be a member? This proposal creates inconsistency in our rules.

Being a member is about being involved the political life of the association, election of officers and ballots.

Titles and standings are about competition. These are services that TICA provides to its clients, not the membership.

(E)

I agree with (D). I think we need to be more inclusive rather than exclusive when it comes to this. if you are a member or non-member you still have to pay to claim those titles. Perhaps if someone wants to spend their money completing the LA then they might join.

There really isn't a huge incentive to be a member unless you are going to get really involved by judging, clerking, club memberships, the political side.

We have lots of exhibitors that show in several associations - this might make them not show in TICA at all thereby reducing our income.

Amend Judging Program 42.3 (Amend RW Requirements) - Vej

Rationale:

The requirements for entering the Judging Program should be the same for everyone, no matter what region you live in.

Last year in the show season 2015/2016 the points for getting a Top 25 Allbreed Cat win ranged from 736 points to 6543 points, a Top 10 Allbreed Cat win ranged from 1216 points to 9331 points and a Top 10 Alter win ranged from 478 points to 8963 points.

This means that a cat not fulfilling the requirements in one region might even be the very best in another region that year. This makes people try to find solutions to get around the rules, for example by moving one's address to another region (this has actually been suggested to me). But if the requirements were the same no matter the region, people can't get around the rules by moving addresses or other fancy solutions.

Amend:

42.3 Breeding and/or Showing Requirements.

42.3.1 For Breeders. Prior to application, must:

42.3.1.1 Have bred a minimum of five TICA registered litters.

42.3.1.2 Have shown in at least 25 TICA shows (back-to-back shows will be considered as one show).

42.3.1.3 Have shown to TICA Grand Champion status a **minimum of four cats**, as follows:

42.3.1.3.1 Three of the four must be unaltered.

42.3.1.3.2 One of the four must have been bred by the applicant; any cat not bred by the applicant must be acquired by 5 months of age and **must live with the applicant from the time the cat is acquired until the requisite title is achieved.**

42.3.1.3.2.1 For developing areas of TICA where quarantine or equivalent restrictions exist, the requirement to acquire a kitten at 5 months of age or younger may be waived by the Board as follows:

- Proof that the kitten cannot come out of quarantine until it reaches a specified age up to one year;
- The kitten/cat has not been shown as an adult or earned any titles prior to the applicant's showing of the cat as part of the Judging Program requirement.

42.3.1.3.3 One of the three unaltered cats must have achieved the title of Supreme Grand Champion.

42.3.1.3.4 One of the three unaltered cats must have received ~~a Regional Win in the Top 25 Allbreed Cats~~ **score of 4000 points or more.**

42.3.1.3.5 One of the four must be a cat of opposite body type and coat length. **Selection of the breed of cat of opposite body type and coat length must be approved by the Judging Administrator.**

42.3.2 For Non-Breeders. Prior to application must:

42.3.2.1 Have acquired all qualifying cats at 5 months of age or younger.

42.3.2.2 Have shown a minimum of five cats from both longhair and shorthair breeds to TICA Grand Champion or Grand Champion Alter status with no fewer than three from one body type and coat length.

42.3.2.2.1 Three of the five Grand Champions or Grand Champion Alters must achieve the title of Supreme Grand Champion or Supreme Grand Champion Alter.

42.3.2.2.2 One of the Supreme Grand Champions or Supreme Grand Champion Alters must be a different body type and coat length from the primary body type and coat length.

42.3.2.3 Have achieved a minimum of three ~~Regional Wins in the Top 10 Allbreed Cats or Alters~~ **Cats or Alters with a score of 5000 points or more from the primary body type and coat length.**

42.3.2.3.1 **One of the three Cats or Alters** ~~One Regional Winner~~ must be in the opposite body type and coat length from the primary body type and coat length.

42.3.2.3.2 Have shown in 25 TICA shows (back-to-back shows will be considered one show).

Rules Committee Comments:

(A) I think that the rule should remain as is. People cannot help if they live in a more isolated area. We've never had anyone have a regional win as in 25th best whatever with 400 or fewer points in my region. I would like to know what the driving force is behind this proposal.

(B) I am with (A)

(C) In general, I think the achievement requirements are extremely light. Adding a point minimum would make it marginally more difficult but not change it substantially enough to be worthwhile.

(D) I also see no need to change this rule

(E) Structurally I believe the proposal looks fine from a Rules standpoint. Can't comment from a personal standpoint since I am not a judge/trainee etc., nor do I ever plan to be.

(F) I agree that the proposal is correctly presented. I think this is worthy of further investigation in terms of setting the score values appropriately.

Item	Description	Assigned to	Assist	Current Status
1	Refer proposal back to Rules and then Legal on 23.6.7.1 Transfer Traditional Entries to TICA show on opening day of show; Rules should look at 23.6.6 and 23.6.7.	Stadter	Bourreau	S2017
3	Develop email notification for owner of the sire that a litter has been registered using that sire.	Robinson		S2017
9	TICA Executive Office will prepare an IT report every month and send to the Board.	Robinson		Ongoing
13	Review the future meeting schedule.	Board		Ongoing
16	Design a watermarked Pedigree to be emailed as PDF.	Robinson		S2017
22	Breed Win Title - Mahan working with member on this	Mahan	Ray and Margaret Stevens	S2017
23	Make changes to Breed Advancement forms on website to agree with rules	Robinson	Parkinson	ASAP
24	Responsible Breeder Program - Outstanding Cattery - Re-instate Program... Submit rules for 2017 Winter Meeting	Patton		S2017
25	Informal Veterinary advisory committee-bring info., talk to Vets and report back	Klamm/Harrison		S2017
27	Adjust website, standing rules, etc. where countries of International Region need to be listed. Research and make sure that regional awards for the International Region is not in conflict in any rule. For example; Standing Rule 1012.1	Rules	Jones	S2017
28	Go live with ticketing system by 30 June 2016	Robinson		S2017
29	Establish new region in South Pacific area to start May 1, 2017	Crockett/Dickie	Rules	W2018
30	Realign International Region and select name (Pacific Rim, SE Asia) to submit for BOD Ballot	Crockett/Dickie	BOD	W2018
31	Periodical Review of China growth	EO	Dickie	Ongoing
32	Update TICA Treasure and Hall of Fame Plaques include Jo Parris, Don Caruthers	Bowers		S2017
33	Agree to abide by Texas and US laws pertaining to data protection	Adler		S2017
38	EO to provide Board Members with names, contact information, last date business was done with TICA for clients with credits	Bowers		01 Mar 2017
39	Establish Leave Policy for TICA employees	Mays	Patton	S2017
40	Review employee manual	Mays	Patton	S2017
41	Business Manager to investigate health insurance status and options for EO employees	Bowers		S2017
42	EO to provide Treasurer with bill for Annual 2016	Bowers		S2017
43	EO to coordinate hotel reservations for S2017	Bowers		S2017
44	EO to run American Express bills by treasurer before data is entered into Quickbooks	Bowers	Chavez	S2017
45	EO to coordinate with Fulkerson to further break down freight expenses for marketing	Bowers	Fulkerson	S2017
46	EO to re-invest matured CDs into investment account	Bowers	Fisher	15 Feb 2017
47	EO to re-invest matured investments	Bowers	Fisher	S2017
48	Resubmit Standing Rules 109.1.1.1 with corrected wording	Vlach		S2017
49	Solicit commitments for Annual 2020 in EN	Stadter		S2017
50	Define scope for tica.org	Board	Jackie Rose	S2017
51	Put 2017 contract renewals on the S2017 agenda	Bowers		S2017
52	Put contract renewals on the agenda of the corresponding Winter Meeting	Bowers		Ongoing

Show calendars in TICA and the processes (Vlach)

Rationale: In Europe mainland we have now already for the third time within 3 months issues about show-dates as a former RD approved Showdates, but they have not been published. The other RD was not aware and approved a show on the same weekend within the 500 miles. Now the club who had the first show date granted does not want to grant the other club the show (although neither the other club nor the RD could have known that this weekend was already planned). This causes huge problems.

We should find a process about WHO is responsible to put the showdate in which calendar. This is a big issue right now and I really would like to discuss it!

Project Charter Working Definitions Document

Project Name

Show Scheduling and Calendar Solution

Problem Statement

The Regional Directors require a solution to assist with scheduling of TICA shows worldwide in order to avoid rule violations (see recent complaint handled by the Board of Directors at the 2017 Winter Meeting; there have been other instances which were resolved without a formal complaint).

The solution should allow for convenient support of all aspects of show scheduling on tica.org:

1. Club representatives create show date requests.
2. Automatic check for other shows within the same region or within 500 miles.
3. Approval process involving RD before requested show date is published.
4. Approval process involving RDs and club representatives in case of another show within 500 miles.
5. Publication of approved show dates in an official calendar.
6. Club representatives may change details regarding show information.
 - a. Non-critical changes (e.g. text, link to show flyer, contracted judges).
 - b. Critical changes (date, location) → requires re-approval process.
7. Possible additional functionality (maybe implemented in a second phase):
 - a. EO / admin updates judges' basic information (e.g. status in case of advancements).
 - b. Judges maintain their own contact information (possibly including existing visas where applicable).
 - c. Reporting of which judges are contracted on a specific weekend (avoid club representatives inviting judges already contracted for the same weekend; "share" judges in international areas in the context of shows scheduled on consecutive weekends).

Business Need

For Regional Directors: Avoid show rule violations.

For chartered clubs: Improve show scheduling process, promote and advertise scheduled shows, avoid show rule violations.

For exhibitors: Have one central source of information regarding shows, available as soon as possible, always up-to-date.

Business Impact

Will streamline processes, and enhance membership services. See also *Business Need*.

Measures of Success (Objectives)

1. Avoid show rule violations.
2. Improve communication and transparency regarding scheduled shows.
3. Improve show scheduling process.

Measures of Success (Success Metric)

1. Avoid show rule violations (2016: 1 violation between EN and ES, 1 violation between EN and EW; 2017: 1 violation between EN and ES) – should be zero.
2. Improve communication and transparency regarding scheduled shows – have all up-to-date information in one central platform.
3. Improve show scheduling process – support workflow from requesting show date all the way through to publication of show date (in case of approval).

Project Scope

See *Problem Statement*. Implementation must support various languages.

Deliverables

Show Scheduling

1. Creation of users.
2. Creation of clubs.
3. Assign roles to users:
 - a. Club representatives.
 - b. Regional Directors.
 - c. Judges.
4. Maintain necessary information depending on roles of users.
5. Creation of show date requests by club representatives, specifying the following information:
 - a. Show date (mandatory).
 - b. Show location (mandatory) → determines region.
 - c. Show format.
 - d. Judges (option to assign judges → see 3c; can be TBA; can be done separately for each day of the show).
 - e. Free text.
 - f. Entry Clerk (assign user → see 3a).
 - g. Show Manager (assign user → see 3a).
 - h. Link to show flyer.
6. Automatic check for violation of 500 mile rule.
 - a. In case there is no violation, simple approval by responsible RD → notification of RD via email.
 - b. In case there is a violation, notify user and allow user to adjust date and/or location. If user requests approval of show date in spite of violation, require approval of relevant RD(s) and club representatives → notification of stakeholders via email.
7. Upon approval, show date is listed in the show calendar → notification of requesting club representative via email.
8. Club representatives may change detail information about the show without additional approval – except if date or location is changed. In this case re-approval process is required.

9. Club representatives may cancel show dates.
10. Regional Directors may delete show dates (requires club representative approval; only possible for shows previously canceled by a club representative and the show date is more than 12 months away).

Show Calendar

1. Sequential listing of shows in order of show date:
 - a. Date.
 - b. Location (City, Country, State (if applicable), Region).
 - c. Club.
 - d. Function:
 - i. Subscribe to show (triggers email notification of user in case show information is updated).
 - ii. Change show date information (Club Representatives only).
 - iii. Cancel show date (Club Representatives only).
 - iv. Approve show date request (Regional Directors only).
 - v. Reject show date request (Regional Directors only).
 - vi. Delete show date request (Regional Directors only → only possible for previously canceled shows).
2. Filtering options.
 - a. Club.
 - b. Country.
 - c. State.
 - d. City.
 - e. Region.
 - f. Show date.
 - i. Future shows (default) – including immediate past weekend.
 - ii. Past shows.
 - iii. All shows.
 - iv. Date range.
 - g. Show date status (available for Regional Directors only):
 - i. All shows (default).
 - ii. Pending approval.
 - iii. Approved.
 - iv. Canceled.
 - v. Deleted → deleted show date requests remain visible for Regional Directors and Club Representatives only.
3. If a listing is selected, all available additional information for the selected show is shown.

Advanced Functionality

1. Reporting on which judges are invited where on which weekend (see *Problem Description 7c*).
2. Subscribe to shows based on club, region, country, state → notification via email when a new show is scheduled, show information is changed, or show is canceled.

Project Team (Role)**Owners**

Ralph Stadter (Board)

Lucy Robinson (EO)

Committee Members

Erwin van den Bunder (external consultant or implementation partner)

President Approval

The TICA President should sign or initial here as well as date the document showing top leadership support for the initiative. This should also be seen as a means of holding all parties assigned to the project accountable to him or her and the entire TICA leadership team.

Time Line (Start/Checkpoint Dates)

Start ASAP

Three spaces are provided for the begin date and two checkpoint dates. Checkpoint dates should be seen as specific points in the timeline of the project where updates are provided on the progress of the project. This will ensure timely delivery and completion dates are met. Ideally these dates are determined at the point the charter is filled out and not seen and moveable dates. If key accomplishments are not met at each checkpoint the owner or group responsible should provide an action plan to get back on schedule.

Time Line (End Date)

Spring Meeting 2017

This date should be determined at the point the charter authorizing the work is filled out. It should be aggressive, but seen as doable by all parties. Success is only realized with the total delivery of the project's intent on the date determined. The leaders of each group assigned to the project should agree to every date established to show commitment to timely delivery.



The International Cat Association, Inc.

EMPLOYEE HANDBOOK

(Drafted March, 2017)

DRAFT #1

Contents

INTRODUCTION	2
IMPORTANT NOTICE.....	5
MISSION STATEMENT	6
EQUAL EMPLOYMENT OPPORTUNITY	7
HARRASSMENT.....	8
CODE OF CONDUCT	10
HOLIDAYS	13
PAID LEAVE.....	14
UNPAID LEAVE	16
PAY AND PAY PERIODS	17
OVERTIME.....	18
RIGHT TO WORK.....	19
EMERGENCY EVACUATIONS	20
VISITORS.....	21
ETHICS.....	22
BREAKS AND MEAL TIMES.....	23
PROBLEM RESOLUTION PROCESS	24
JURY DUTY	25
VOTING AND POLITICAL CONVENTIONS	26
MILITARY LEAVE.....	27
WORKERS' COMPENSATION AND ACCIDENT REPORTING.....	28
EMPLOYEE ACKNOWLEDGEMENT	29
EMPLOYEE ACKNOWLEDGEMENT	30

IMPORTANT NOTICE

The information contained in this handbook are summaries of policies and practices of TICA and is current as of date of printing. Nothing contained herein is to be construed as a contract of employment or employment agreement of any kind. Information in this handbook supersedes any information contained in all previous editions and is current as of the date of printing.

The International Cat Association reserves the right to change, modify, make exception to, or revoke any policy or practice described herein without notice or precedent.

Nothing contained in this handbook is to be construed as altering the “employment at will” doctrine. The employee or The International Cat Association can terminate the employment relationship at any time, with or without notice, for any reason whatsoever not otherwise prohibited by law.

No permanency of employment guarantee is given to any person.

MISSION STATEMENT

The International Cat Association, the world's largest genetic registry of pedigreed and non-pedigreed cats and one of the world's largest sanctioning bodies for cat shows, is committed to the promotion, protection, and preservation of both pedigreed and non-pedigreed cats.

We believe that:

- Responsible breeding of pedigreed cats is of value to society because it preserves the distinct characteristics of individual domestic breeds of cats and ensures the continuation of predictable physical and behavioral traits for the admiration and the enjoyment of all cat lovers today as well as for future generations.
- It is the obligation of both The International Cat Association and its members to promote the welfare of all cats through education and the use of ethical breeding practices which will help reduce the number of unwanted, unnecessary, or unplanned litters.
- While recognizing the burden placed on animal welfare agencies, shelters and pounds which work with homeless pets, we believe that the euthanasia of healthy, adoptable animals is an anathema to society and fosters the devaluation of all life.
- All cat lovers should cooperate with other animal lovers to promote solutions to over-population which will:
 - Reduce the number of stray animals by promoting the increased use of permanent pet identification which more readily ensures the return of lost animals to their owner.
 - Reduce the number of feral cats by promoting local governmental/animal shelter support for trap, test, vaccinate, alter and release programs in their community.
 - Decrease the number of animals born each year, both planned and unplanned, by supporting spay/neuter awareness programs and by promoting spay/neuter of all non-pedigreed kittens and all pedigreed kittens sold as pets.

EQUAL EMPLOYMENT OPPORTUNITY

The International Cat Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The International Cat Association complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

The International Cat Association expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of an employee to perform their job duties may result in discipline up to and including discharge.

DRAFT

HARRASSMENT

TICA will not tolerate harassment of any kind among employees, visitors, suppliers or any other person. Harassment, as defined by the U.S. Government is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

All TICA employees are encouraged to first inform the harasser that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation. TICA will conduct a totally confidential and impartial investigation of the complaint and will take aggressive action to insure that the issue is resolved and will not reoccur. Actions taken by TICA will also be held in confidence but will include action such as a written letter of misconduct placed in the personnel file of the offender, suspension or other actions up to and including termination of employment.

TICA assures all employees that no retaliation against them will occur as a result of their filing a complaint.

DRAFT

CODE OF CONDUCT

Every organization must have rules and regulations to help maintain order and direction. These rules work for the benefit and safety of everyone.

This Code of Conduct is divided into two categories; the first describes the general expectations we have of every employee and the second provides examples of behavior that are so far removed from normal expectations that immediate termination may result on the first offense.

Inability or unwillingness on the part of employee to comply with these basic requirements indicates that the goals of the employee are not compatible with the goals of TICA.

GENERAL EXPECTATIONS

1. Attendance – You are expected to be at work as scheduled, on time. If, for some reason beyond your control you cannot report as scheduled, you must notify your supervisor immediately (as soon as you are aware) but in any case no later than 8:30 am of the day of the occurrence. Failure to notify us of an absence or tardy will not be tolerated. Your attendance record is an important part of your overall performance. Good attendance benefits us all.
2. Safety – Learn and follow all safety regulations. They are designed to protect you and your fellow employees. Remember that ultimately you are responsible for your own safety. You will be a better employee by being a safe employee.
3. Housekeeping – Housekeeping is everyone's' job. Good housekeeping provides a safe and healthy work environment. Discard all trash into proper containers. Close cabinet and desk drawers when not in use. Keep your work area clean and in order.
4. Leaving the Office – TICA expects that all employees concentrate on their job duties during working hours. If you find it necessary to leave the office (except for approved meal periods), you must first obtain approval from your supervisor.

5. Performance of Assigned Duties – Your primary concern while at work is to perform your job according to the instructions of your supervisor. Your job requires your full attention and cooperation.
6. Care of TICA Property – It is your responsibility to take proper care of all TICA property. This property is provided to help you do your job. Do not abuse any such property.
7. Proper Use of Time – Attend to your job while at work and avoid distracting or interrupting others who are performing their own job. Too much time away from your job will adversely impact your own work performance.
8. Mutual Respect and Consideration – TICA employs only the best people. Treat each of your co-workers with the respect and consideration they deserve.
9. Cell Phones – Your time should be devoted to your job. The use of your cell phone should be restricted to breaks and meal periods.
10. Use of Computers - Computers are furnished to help you do your job effectively. They should not be used for personal email or other personal reasons.

UNAC CEPTABLE CONDUCT

Certain types of conduct on the part of an employee are so far removed from what is normally expected of employees that immediate termination can result on the first offense. The examples shown below are not intended to be all-inclusive but will provide a guide as to unacceptable conduct.

1. Threatening, intimidating or harassing a fellow employee, supplier, vendor customer or visitor.
2. Sleeping on the job.
3. Insubordination to a supervisor.

4. Willfully restricting work in any manner.
5. Writing on, defacing or removing posted material.
6. Failure or refusal to follow the instructions of your supervisor or other authorized person.
7. Fighting, provoking a fight, or creating a disturbance.
8. Damaging, possession of or removal of someone else's property.
9. Possession of, use of, or under the influence of any alcoholic beverage or illegal drugs while at work.
10. Engaging in horseplay.
11. Possession of or bringing onto TICA property, any unauthorized item such as firearms, drugs, weapons, explosives, etc.
12. Removal, damage to, or defacing of any safety or warning signs or equipment.
13. Falsifications of records, including employment application, breed records and the like.
14. Requesting, offering, or accepting a bribe of any kind in conjunction with your work or TICA business.
15. Leaving work without authorization.
16. Failure to notify us of an absence for two consecutive work days will be considered job abandonment and you will be terminated from the payroll.

There are other actions on the part of an employee that will fall into this group. However, the above listing provides some guidance in the area of unacceptable behavior. Other actions such as inefficiency, carelessness, negligence, dereliction of duty or poor performance can also result in immediate termination or other forms of corrective action.

HOLIDAYS

TICA observes the following paid holidays for full-time employees:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Day

If a paid holiday falls on a Saturday, it will be observed the Friday before the holiday. If the holiday falls on a Sunday, it will be observed the following Monday.

Part-time employees are not eligible for holiday pay.

DRAFT

PAID LEAVE

Leave as described here is any time off from work requested by a full-time employee for any reason, including vacation, injury or illness, death in the family or other issues of a personal nature where the employee requires time off from work. There are several types of paid leave available to full-time TICA employees. The 2 major ones are described below.

ANNUAL LEAVE

Any full time employee hired after January 31 of any year will accrue leave time at the rate of 3.3 hours per full month worked to be taken between January 1 and December 31 of the following year. Employees hired in January will receive 40 hours of paid leave time to be taken between January 1 and December 31 of the following year.

When the employee has completed 2 years of employment, they will be eligible for 80 hours of paid leave to be taken between January 1 and December 31 of the following year.

When an employee has completed 15 years of employment with TICA, they will be eligible for 120 hours of paid leave to be taken between January 1 and December 31 of the following year.

Employees who resign on good terms will be paid for all unused leave time for that year.

Employees terminated for cause forfeit all unused leave time.

Up to 240 hours of annual leave may be carried over to the following year.

PERSONAL LEAVE

After 1 year of employment, each full time TICA employee is eligible to take up to 4 hours each month of paid Personal Leave. This can be used for such things as doctor's appointments, child care, sickness or other personal issues. Employees who require more than the 4 hours Personal Leave provided may use Annual Leave in order to accommodate their individual needs.

IMPORTANT NOTE

Employees are urged not to take any time off from work during the time frame of April 15 to July 15 of each year as well as the weeks of the Winter Meeting and Spring Meeting. These are

critical time periods for TICA and the effort of all employees is essential. Exceptions may be made if the employee is facing an unexpected and exceptional situation. Exceptions will be judged on a case to case situation but in general, these time periods are to be avoided for scheduling time off.

DRAFT #1

UNPAID LEAVE

There may be times where an employee needs to take time off from work that exceeds the amount of paid leave time they have available. In such a case, the employee must request the time off, the duration of leave needed and the expected date of return. Each request for unpaid leave will be considered on a case by case basis. There is no guarantee that unpaid leave will be granted.

Leave without pay will be granted in the following circumstances: jury duty, subpoenaed witness in a trial, military leave, and attendance at state or federal political conventions. You may choose to apply paid annual leave in these circumstances if you so desire.

With the exception of the above cited exceptions, no unpaid leave will be granted until all paid leave time available to the employee is exhausted.

DRAFT

PAY AND PAY PERIODS

TICA issues pay checks every 2 weeks, on Friday. Requests for pay advances will not be approved.

The work week for the purposes of overtime is 40 hours. Any hours worked over 40 in any one week will be paid at a rate of 1 1/2 times the employee's regular hourly rate. It is important to remember that paid leave time does not count as hours worked in determining overtime pay status

Overtime is not paid to employees classified as "exempt" under the Federal Fair Labor Standards Act.

DRAFT

OVERTIME

TICA non-exempt employees that are eligible for overtime pay as defined by the Fair Labors Standard Act will be paid at a rate equal to 1 1/2 times their regular hourly rate for all hours over 40 in any one workweek. The workweek begins at 12:01 am Sunday and ends at midnight the following Saturday. Employees are responsible for recording the hours they work and submitting time records to their supervisor each Monday for the week prior. In order to receive overtime pay, the time worked must have been approved by your supervisor. Employees are not allowed under any circumstances to assign themselves overtime hours.

PLEASE NOTE: There may be times where due to circumstances beyond TICA's control, an employee may be instructed to work beyond their normal work hours with little to no notice. TICA will strive to avoid this situation but if you are instructed to work under such conditions, you are required to work this overtime. If these requirements cause undue effort on your part, you may discuss your issue with your supervisor. In extreme cases, your supervisor may grant you an exception to this requirement.

RIGHT TO WORK

Texas is a Right to Work state. The Right to Work doctrine means that no TICA employee or applicant for employment will be discriminated against in any way due to membership or non-membership in a union.

DRAFT #1

EMERGENCY EVACUATIONS

In the event of an emergency situation in the TICA building, all employees are to immediately evacuate the building according to the emergency evacuation map posted conspicuously throughout the office. Do not stop to get personal items, save computer work or any other action that will slow your evacuation of the building in any manner.

Upon leaving the building, all employees will gather at the corner of 3rd and Jackson. The Office Manager is responsible for the accounting of all employees to insure that everyone is safely out of the building.

You may re-enter the building when emergency personnel have given approval to do so.

DRAFT

VISITORS

Visitors are allowed in the TICA office however, if you are expecting a visitor, you must notify your supervisor prior to the day the visitor is expected. You are required to escort your visitor at all times and you are responsible for their conduct while on TICA property.

If you notice an unauthorized visitor in the building, notify your supervisor immediately.

DRAFT #

ETHICS

As a principle of sound management, TICA believes and requires that all business affairs be conducted to the highest standards of ethical behavior. We further believe that employment carries with it a responsibility to be constantly aware of the importance of ethical behavior in promoting and protecting TICA's interests.

DRAFT #1

BREAKS AND MEAL TIMES

TICA employees are granted 2 paid breaks per day of 15 minutes each. One is to be taken in the morning and one in the afternoon as directed by your supervisor. TICA prefers that employees utilize this time for rest and relaxation away from their normal place of work, such as your desk but if you prefer, you may take your breaks at your desk.

Meal breaks are 1 hour in length and are unpaid. TICA understands that not every employee will want to go out for lunch, however, if you elect to take lunch at your desk or workplace, you are expressly prohibited from performing any TICA related work, including answering the telephone.

DRAFT

PROBLEM RESOLUTION PROCESS

TICA is a great place to work! However, from time to time, employees may experience problems on the job that cause them concern.

If you are experiencing an issue, your supervisor is most likely in the best position to resolve it for you, so that is probably the first place to take your issue.

If the issue is not resolved to your satisfaction by your supervisor, you may request an appointment with the next management level to discuss the issue.

Please note that TICA understands that some issues may not be appropriate to discuss with your supervisor. In that case, you are free to seek assistance from any management member you feel can assist you best. If all efforts fail, you are free to request an appointment with the President, whose decision will be final.

DRAFT

JURY DUTY

TICA strongly supports employees' participation in the civic responsibility of juror service. The Jurors Right to Reemployment Act and the Jury System Improvement Act of 1978 applies to all employers in Texas, including TICA. These laws protect your employment status while serving on jury duty in either state or federal court.

TICA does not have jury duty pay but you may elect to bring your check for your jury duty to the Executive Office for deposit in return for full payment of the days you were paid for jury duty. If you elect not to turn over your government check and receive TICA pay for your absence, you may wish to take annual leaver or leave without pay for the duration of your jury duty.

All TICA employees serving on jury duty are covered under this Act. You are protected from being terminated, threatened, intimidated or coerced into avoiding jury duty. It does not cover temporary or seasonal employees, those that work for a specific length of time or until a specific project is completed.

VOTING AND POLITICAL CONVENTIONS

TICA encourages its employees to participate in the process of electing public officials. Any TICA employee that does not have at least two consecutive hours outside of their normal work schedule to vote may ask for and receive two hours of paid leave time during work hours to vote.

Another form of participation in the election process is attending political conventions, whether at a state or federal level. TICA employees wishing to attend political conventions may request time off without pay or may apply annual leave for the time off.

DRAFT

MILITARY LEAVE

Any employee of TICA that is called to or volunteers for active military duty will be granted leave for the period required. During that period of military leave, the employee will continue to accrue seniority and receive any benefits that would have been granted if the employee had not been absent due to military duty. Your job will be held for you for a period of up to 5 years. In the event that the service is required due to the declaration of a national emergency is longer than 5 years, your job is still secure.

During a military leave, you are not required to use any of your paid leave time if you prefer not to. Additionally, upon release from active duty, you will be returned to the same position you held prior to the military leave or one of like seniority, pay and status.

You are required to present a copy of your orders prior to taking military leave.

DRAFT

WORKERS' COMPENSATION AND ACCIDENT REPORTING

TICA carries workers' compensation insurance for its employees. Workers' compensation is a state-regulated insurance program that provides covered employees with income and medical benefits if they sustain a work-related injury or illness. Workers' compensation pays your medical bills and replaces a portion of your lost wages.

Under workers' compensation law, an injury or illness is covered, without regard to fault, if it was sustained in the course and scope of employment, i.e., while furthering or carrying on the employer's business; this includes injuries sustained during work-related travel.

Injuries are not covered if they were the result of the employee's horseplay, willful criminal acts or self-injury, intoxication from drugs or alcohol, voluntary participation in an off-duty recreational activity, a third party's criminal act if directed against the employee for a personal reason unrelated to the work, or acts of God.

While Texas law requires the injury report to be filed within 30 days, TICA asks you to report the accident or injury immediately to your supervisor so that we can take corrective action to prevent another accident of the same sort and assist you in obtaining medical care if needed.

Prompt reporting of an accident or injury is essential. As stated above, it will help TICA correct the problem that caused the accident. More importantly, it will help TICA protect and insure your rights under workers' compensation are protected.

EMPLOYEE ACKNOWLEDGEMENT

I, the undersigned employee, understand that this handbook does not constitute an employment contract of any kind and permanent employment is not guaranteed. I understand that employment with The International Cat Association may be terminated at any time, with or without notice by either myself or TICA. I further understand that this document is a general guide only and may be changed at any time with or without notice.

I have read, understand, and will abide by the policies and practices contained in this handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Employee Copy – Keep for your records



The International Cat Association, Inc.

Board Governance

Formatted: Left: 0.5", Right: 0.5", Top: 0.5",
Bottom: 0.5"

PREFACE

to By-Laws, Registration Rules, Show Rules, Standing Rules
Uniform Color Descriptions and Standards

The By-Laws take precedence over ALL other Rules, followed by the Registration Rules, Show Rules, Standing Rules, and Uniform Color Descriptions, in that order. The Registration Rules, Show Rules, Standing Rules, and Uniform Color Descriptions shall take precedence over any individual Breed Standard UNLESS that Standard is MORE restrictive than the general rules applying to ALL breeds, in which case the Standard shall take precedence.

TABLE OF CONTENTS

ARTICLE ONE: *Committee Charter*.....1

ARTICLE TWO: *Ethics*.....3

ARTICLE THREE: *Action by Board Ballot*4

ARTICLE FOUR: *Meeting Agenda Management*.....6

**ARTICLE FIVE: *Travel Reimbursement:*
President/Vice President (Officers)..... 10**

**ARTICLE SIX: *Travel Reimbursement:*
Regional Directors 11**

**ARTICLE SEVEN: *Publishing Minutes*
of the Meetings
General and Executive Session..... 12**

**ARTICLE EIGHT: *Decorum during*
Discussion and Debate..... 14**

ARTICLE ONE: *Committee Charter*

The purpose of this committee is:

- ◆ To infuse a desire for and commitment to best practices in governance within the TICA Board of Directors.
- ◆ Review and recommend to the full Board governance processes such as agenda design and management, Board action follow up, budget and strategic planning "rhythm", and meeting evaluation.
- ◆ Oversee development of TICA Board policies, including "Board Ethics."
- ◆ Solicit recommendations and arrange for Board "educational" sessions about TICA's business and operating processes.

ARTICLE TWO: *Ethics*

Confidentiality. Members of the Board of Directors shall use information belonging to or obtained through their affiliation with TICA solely for the purpose of performing services as a Board member for TICA. ~~All such information is confidential.~~ Members of the Board may not disclose, divulge, or make accessible confidential information to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom TICA has authorized disclosure.

~~Members of the Board of Directors are reminded that Standing Rule 100.2.8 specifically prohibits the dissemination of information related to any matter discussed in Executive Sessions of the Board.~~

Members of the Board must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

Conduct. Members of the Board of Directors are expected to abide by the TICA By-Laws, Show Rules, Registration Rules, Judging Program (if applicable), and all Board rulings. While members of the Board of Directors are expected and encouraged to discuss and debate proposals presented during Board meetings, once a decision is made, it is the expectation that the individual Directors will abide by and support the action of the Board, even though the prevailing position might not have been their own.

Members of the Board of Directors are ambassadors for and representatives of TICA at all times, and shall conduct themselves accordingly.

ARTICLE THREE: *Action by Board Ballot*

The By-Laws of the Association provide that a Director may request a ballot be taken on an issue between formal meetings of the Board. These are to be submitted through the Business Manager. The President and Vice President may request action on an issue directly.

It is the policy of the Board that ballots submitted between meetings be kept to a minimum and, generally, be limited to items for which action must be taken prior to the next regularly-scheduled Board Meeting or those items of a routine nature which do not require extensive debate.

Ballot Issues Initiated by a Regional Director.

- ◆ Issues which come to the attention of a Regional Director, and for which they feel a Board vote is necessary, must first be submitted to the full Board for discussion.
- ◆ A period for discussion will be set by that Director.
- ◆ At the conclusion of the discussion period, that Director (or any other) may decide to submit the issue for a formal ballot.
- ◆ The motion and an explanation must be submitted to the Business Manager who will submit the formal ballot for vote.
- ◆ As each individual board member votes, their vote shall be made known to the remaining members of the Board.

Use of Board Ballots for Consent Agenda Items.

- ◆ The President should consider the use of a Board Ballot prior to the actual meeting of the Board for those items which are of a more routine nature, require little discussion or are generally for information only purposes.
- ◆ These items might require a “receipt be noted” action by the Board.
- ◆ It will be the responsibility of individual Board members to read these items, ask appropriate questions and then vote on those items.
- ◆ If there is an individual item that a Board Member feels deserves debate and discussion, rather than the answering of simple questions, it may be pulled from the Consent Agenda Board Ballot and placed on the regular meeting agenda for discussion and action.

ARTICLE FOUR: *Meeting Agenda Management*

It is the policy of the Board that the agenda be efficiently managed in order to engage the Board in the most important business facing the Association and reflect the discussions necessary for the highest and best use of the Board of Directors.

Meeting Agenda Management: It is the policy of the Board that the agenda be efficiently managed in order to engage the Board in the most important business facing the Association and reflect the discussions necessary for the highest and best use of the Board of Directors.

Time Management. The agenda items should be assigned suggested time limits. The Board finds this useful in managing discussions. Additionally, when there are items and reports that do not need to take up meeting time for discussion, they should be placed on a consent agenda. This would include items that the Board needs to take action on but could easily be read by the board members, questions asked ahead of the meeting, and passed without discussion or debate. If a particular item is felt to need discussion or debate (not just a simple question answered), it can be pulled off the consent agenda and added into the regular agenda, at the request of a Director.

Governance Cycles. There are at least three major categories of agenda items which are recurring and components of which might be presented to the Board in cycles. They include the Budget cycle, Legislative cycle, and the Committee cycle.

Budget Cycle:

- ◆ **Topics for Annual Meeting:**
 - Review wrap up of prior year budget
 - Review results of prior year's indicators (in business plan)
- ◆ **Topics for Winter Meeting:**

Review and accept prior year's audit report
Mid-year budget review
Review mid-year indicator reports
Adopt new budget for next year

- ◆ Topics for Spring Meeting
Strategic planning (review of business plan)
Review budget status

Legislative Cycle

- ◆ Topics for Annual Meeting:
Proposals which, if passed, require membership vote
Proposals which require no membership vote
- ◆ Topics for Winter Meeting:
Proposals which require no membership vote.
- ◆ Topics for Spring Meeting
Proposals which require no membership vote

Committee Cycle

- ◆ Topics for Annual
Report on prior year's accomplishments
Receive and approve recommendations for new goals
- ◆ Topics for Winter Meeting.
Report on progress of goals

An additional cycle is the Governance Cycle, which includes a review of the make up and viability of regions every 3 years.

Governance Cycle

- ◆ An additional cycle is the Governance Cycle, which includes a review of the make up and viability of regions every 3 years.

Winter Meeting	Spring Meeting	Annual Meeting
<u>Budget Cycle</u>		
Review and accept prior year's audit report; Mid-year budget review; Review mid-year indicator reports; Adopt new budget for next year	Strategic planning (review of business plan); Review budget status	Review wrap up of prior year budget; Review results of prior year's indicators (in business plan)
<u>Legislative Cycle</u>		
Proposals which require no membership vote	Proposals which require no membership vote	Proposals which, if passed, require membership vote; Proposals which require no membership vote
<u>Committee Cycle</u>		
Report on progress of goals		Report on prior year's accomplishments; Receive and approve recommendations for new goals
<u>Governance Cycle</u>		
An additional cycle is the Governance Cycle, which includes a review of the make up and viability of regions every 3 years.		
2009 Discussion of Realignment		

Follow Up Report: A follow up report will accompany each set of meeting minutes. Follow up items will be reported on or included in the next meeting agenda. The follow up report will list any action that the Board had requested during the prior meeting, the person assigned the task, a time frame for accomplishment, and status. Part of every agenda would be the review of the follow up report.

ARTICLE FIVE: *Travel Reimbursement:* ***President/Vice President (Officers)***

In accordance with Standing Rule 1011.4.3, the travel expenses of the President and Vice President to attend Board meetings are to be reimbursed by the Association, if funds are available.

Procedures for Implementation of Policy:

Reimbursable Expenses:

- ◆ If an Officer chooses to travel by car to a meeting, reimbursement for transportation will be based on the lesser of:
 - ◆ Mileage at the prevailing rate allowed by the Internal Revenue Service **OR**
 - ◆ The lowest reasonable airfare available, including any additional ground transportation required. The Officer must demonstrate that the cost of travel by car is the lesser by submitting a brief analysis, comparing the two. Officers will be reimbursed for hotel and meals at the same rate that is available for Regional Directors.

Claiming Reimbursement:

- ◆ Officers may claim reimbursement under this policy by completing and submitting the TICA official Expense Report.
- ◆ All original receipts must be attached for any expenses claimed which are not paid for directly by the Association or included in per diem. Expense reimbursements for the Vice President must be approved by the President, prior to payment. Expense reimbursements for the President must be approved by the Chairman of the Finance Committee, prior to payment.

ARTICLE SIX: *Travel Reimbursement:* *Regional Directors*

Policy: It is the policy of the board that a portion of the transportation expenses of the Regional Directors will be reimbursed when they attend Board Meetings.

- ◆ North American RDs - Up to \$300 for meetings held in North America
- ◆ International RDs - Up to \$800 for meetings held in North America

For meetings held internationally:

- ◆ Directors from the continent in which the meeting is held - Up to \$300
- ◆ Other directors - Up to \$800

Procedures for Implementation of Policy: If a Director chooses to travel by car to a meeting, the director may be reimbursed:

- ◆ Mileage at the prevailing rate allowed by the Internal Revenue Service **OR**
- ◆ The cost of an airline ticket. The Director must demonstrate that the cost of travel by car is the lesser by submitting a printout of the lowest available fare between the airport nearest to the Director and the location of the meeting. Directors judging the show and those using mileage award tickets will not be reimbursed.

**ARTICLE SEVEN: *Publishing Minutes
of the Meetings
General and Executive Session***

ARTICLE NINE of the TICA By-Laws provide that the Board of Directors may go into closed session if the matter under discussion concerns personnel matters, contract negotiations or is of such a nature that it may be embarrassing, derogatory or humiliating to a member. The article further makes public to the membership the results of all actions by the Board, other than those relating to pending contract negotiations or those relating to changes, complaints or protests which have been found to be groundless.

It is the policy of the Board that the minutes of its meetings are reported consistent with provisions of the By-Laws and in a uniform manner. Therefore, the Board adopts the following guidelines for publishing minutes of its Executive Session meetings.

Reporting Executive Sessions

It is expected that the published minutes of the General Board Meeting record that the Board went into Executive Session, the purpose of the session and the outcome of the discussion. For example, the general minutes of the meeting may record that, "the Board went into Executive Session to consider advancement and re-licensing of judges."

The general minutes would then record the outcome of that consideration, including the name of the maker and second of the motion. ~~The outcome of voting on motions will either be noted as “carried” or “denied”. The use of “carried unanimously” shall be used only if requested by the Chair and agreed to by the Board~~ The general minutes will include the individual vote of each board member by name.

~~Exempt from reporting in the general minutes would be the outcome of charges, complaints or protests which were found to be groundless. In accordance with Standing Rules 100.2.7, the Board will maintain separate minutes of the Executive Session Meeting, in the form of a confidential addendum if discussions and actions are taken on matters prohibited from dissemination to Members under By Law 10.2.7.~~

ARTICLE EIGHT: *Decorum during Discussion and Debate*

In following the guidelines of Roberts Rules of Order it should be noted that rules are provided for appropriate conduct during discussions and debate. The rules stress that in debate a member must confine remarks to the question, be courteous in language and deportment, avoid all personalities, not arraign the motives of a member, and emphasize that it is not the man but the measure that is the subject of debate. It is the duty of the Chair to enforce these behavioral guidelines.

The same rules regarding behavior necessary for "decorum during debates" are essential for group e-mail communications. Robert's Rules were drafted before the arrival of e-mail, but it is clear that group e-mail communications are now common and can invite debate. Consequently, the same guidelines for civility, particularly the absence of attacks on personalities, apply to official group e-mail communications.

Policy Statement. Directors are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, appointed officials, contractors and members of the association.

INDEX

ARTICLE EIGHT: Decorum during Discussion and Debate .	13
ARTICLE FIVE: Travel Reimbursement	9
ARTICLE FOUR: Meeting Agenda Management	5
ARTICLE ONE: Committee Charter	1
ARTICLE SEVEN: Publishing Minutes of the Meetings	11
ARTICLE SIX: Travel Reimbursement: Regional Directors .	10
ARTICLE THREE: Action by Board Ballot	3
ARTICLE TWO: Ethics.....	2

EMPLOYEE ACKNOWLEDGEMENT

I, the undersigned employee, understand that this handbook does not constitute an employment contract of any kind and permanent employment is not guaranteed. I understand that employment with The International Cat Association may be terminated at any time, with or without notice by either myself or TICA. I further understand that this document is a general guide only and may be changed at any time with or without notice.

I have read, understand, and will abide by the policies and practices contained in this handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Management copy – Place in employee personnel folder

Hello Everyone,

I hope you are all well as I am sure you are busy.

TICA is at an important crossroads in our awareness, integration and application of feline genetics for the understanding, appreciation and improvement of pedigreed cats. Not very long in the future defining ourselves as a genetic registry will not be at all accurate if we don't take steps to inform our Members and innovate.

The recent TICA/Winn Feline Foundation survey completed by 600 respondents show the majority of them want to know more about feline disease & health and feline genetics. At my regional meeting the members want more information about feline genetics in the TREND, on the website and at shows.

I'm proposing we create a new show format and would like your discussion as I prepare the motion. The new format is specific to creating and supporting a forum to increase engagement and awareness of feline genetics, feline health and other topics of interest to cat enthusiasts. Through this step we can offer something to increase participation in TICA with tangible benefits to cats and cat owners in the form of information, cost savings and developing relationships with a larger range of experts in these fields throughout the world.

My goal is to have pilot version of this on June 17, 2017 in Maryland. Chris Kaelin PhD of Stanford University Medical School Genetics Lab (investigator of pigment inheritance) and Jerrold Bell DVM of Tufts Veterinary School and author of Diseases of Pedigreed Dogs and Cats have already agreed to participate.

The initial draft is below and I am anxious to get your feedback. I'd like to make changes before I present the motion for a vote.

Best,

Anthony Hutcherson

Jan 30 at 9:51 PM

Mary Hudec hawaiiudec@yahoo.com [HighlanderBreedSection]

<HighlanderBreedSection@yahoogroups.com>

To HighlanderBreedSection@yahoogroups.com Highlander Group

Robin, you have brought the breed so far with all of your work as breed chair and I appreciate what you have done. Thank you so much for all of your dedication, patience and hard work.

I hope that you will stay with us and I for one hope to show with you some day.

Thank you.

Mary Hudec

Midwestern Highlanders

[Sent from Yahoo Mail on Android](#)

FEB 13 2017

To whom it may concern

February 1 2017

Attention TICA board of directors.

We would like to nominate Mary Hudec for breeds chair for the Highlander breed section.

We do believe that Mary can work with this group and bring us together once again so that we will be able to go forward in advancing the Highlander breed.

Furthermore and most importantly Mary is able to communicate with all Highlander breeders on an equal basis. She is open-minded and willing to listen to all breeders. We do believe that this is the first step in putting the so-called fractured groups back together as a whole.

We also would like to say Thank you too Robin Lively for her dedication and hard work in bringing the Highlander's to where they are today.

Sincerely Breed Section Members

Jim & Sue Sweetman

A foundation cattery for the Highlander

The Home of The Highlander

THEHOMEHILANDER &

XOTICSWEETSPOTS

Home Of The Highlander Cat
649 Polk Rd 63
Mena Arkansas 71953

FEB 13 2017



THE INTERNATIONAL CAT ASSOCIATION, INC.



Name of Breed: German Longhair (Deutsch Langhaarkatze, WCF)

33.3.3 Advancement from Experimental New Breed to Registration Only New Breed. An experimental New Breed may apply for approval of the Board of Directors as a Registration Only Breed upon completion of the following:

33.3.3.1 At least 1 year has passed since the initial registration of the breed in the Experimental Registry.

Date of initial registration of the breed: Initial registration (provisional name German Angora) in February 2006, Championship-status (breed name Deutsch Langhaar) since July 1st, 2012 (WCF)

33.3.3.2 At least 10 cats of the breed have been registered in the Experimental Registry.

List cats by name and registration number.

1. Cilan von Germangora	2. Etari von Germangora
3. Dvalin von Germangora	4. Fortuna von Germangora
5. Hoshi von Germangora	6. CH. Halldor von Germangora
7. Ch. Morten von Germangora	8. Briska vom Maiebaeumchen
9. Elisa vom Leineufer	10. Demona vom Leineufer

33.3.3.3 At least 5 litters of the breed have been registered.

List litter registration numbers below. Attach copies of litter registration certificates.

- 34 litters in cattery „von Germangora“ registered with WCF
- 2 litters in cattery „vom Maiebaeumchen“ registered with WCF
- 2 litters in cattery „vom Leineufer“ registered with WCF
- There aren't litter registration certificates in WCF, so see individual pedigrees attached
-

33.3.3.4 At least 3 TICA members in good standing from 2 different regions are on record. **List member, region, and membership number.**

- Claudia Westmeier-Heinrich, cattery “von Germangora”, membership no. 12334 (Deutsche Edelkatze e.V. /WCF)
- Nicole Ehrenboth, cattery “vom Leineufer”, membership no. 12601 (Deutsche Edelkatze e.V./WCF)
- Marlis Runge, cattery “vom Maiebaeumchen”, membership no. 12600 (Deutsche Edelkatze e.V./ WCF)
- Further 16 breeders are actively breeding German Longhair cats as members of other breeding clubs (see listing attached)
-

33.3.3.5 Submission of an electronic Application for Advancement to Registration Only Breed 90 days prior to the Board Meeting at which recognition is sought to each member of the Genetics Committee and each member of the Rules Committee. Following approval of the application by the Genetics Committee and the Rules Committee, the application will be submitted by the Chair of the Rules Committee to the TICA Executive Office at least 60 days prior to the Board Meeting for inclusion in the agenda. Any comments of the Genetics Committee or Rules Committee must be included.

33.3.3.5.1 Application must include the following: (application available from the TICA Executive Office or at www.ticaeo.com) □
A brief description of the breed distinguishing it from other breeds recognized by the Association

Attach to application:

- A proposed breed name that is unique: _____
- A proposed two-letter registration code: _____
- A proposed breeding program: _____
- A proposed designation of Breed Classification (See RR 33.2) _____
- A proposed provisional Working Group Chair _____

33.3.4 A Notice of Intent to Apply for Advancement to REGISTRATION ONLY Breed status must be published in the TICA TREND at least 120 days prior to the meeting at which the application for advancement will be heard, and which invites comments about the breed to be forwarded to the Executive Office **Date submitted for publication in the TREND:** February 9th 2017

Attachment

WCF Standard Deutsch Langhaar

Schwangart 1929, rev. 2010 (DE/WCF)

Champion status WCF 2012

Body:

The German Longhair is a large, muscular cat of long rectangular shape. It has a round and well-developed chest, the neck is solid. The muscular legs are of medium length, ending in large, round solid paws with toe tufts. The tail is of medium length and plume-bushy, thick towards base, gradually tapering towards a rounded tail tip.

Head:

The head is of trapezoidal shape with high set cheek bones and a blunt, short muzzle being slightly longer than broad. The broad chin is moderately strong developed. The gently sloping profile slightly curves down to a roman nose of medium length and width equally broad to its entire length.

Ears:

The ears are of medium size, slightly tilted forwards and set wide apart. They are broad at the base with rounded tips.

Eyes:

The eyes are oval, large and open. They are slightly slanted and set wide apart.

Coat:

The coat is long with a frill and breeches. The easy to groom coat is shiny and silky and has undercoat. Cats with a back-parting are to be preferred.

Colors and Patterns:

All colors and patterns are recognized. Eye color shall be even and all shades are permitted.

Faults:

Too short coat, lacking of undercoat, coat with an overall even length. Stop in the profile or a too straight profile are severe faults.

Points:

Body	30
Head	30
Coat	20
Color and pattern	10
Condition	10