

Name Steve Finken

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Indianola, Iowa, 50125-8525

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How many years have you been a member? 33

Select the office for which this nomination applies.

2nd Vice President

Requirement 1: Officers elected must have a working knowledge of the CCA Bylaws (2021), CCA Board of Director Code of Ethics, CCA Code of Conduct (formerly known as the Code of Ethics), CCA website, CCA Newsletter, Public Outreach, and other CCA documents as needed to participate in discussions and actions of the Board of Directors.

I have a working knowledge of the CCA Bylaws (2021), CCA Board of Director Code of Ethics, CCA Code of Conduct (formerly known as the Code of Ethics), CCA website, CCA Newsletter, Public Outreach, and other CCA documents as needed to participate in discussions and actions of the Board of Directors.

Requirement 2: Officers elected must be familiar with the organizational structure of the CCA and its Operations Manual (pending approval).

I am familiar with the organizational structure of the CCA and its Operations Manual (pending approval).

Requirement 3: Officers elected must have a basic understanding of Robert's Rules of Order (12th Edition) and why it is important.

I have a basic understanding of Robert's Rules of Order (12th Edition) and why it is important.

Requirement 4: Officers elected must be willing to commit to attending electronic or telephone meetings as scheduled on a regular basis (typically monthly).

I am willing to commit to attending electronic or telephone meetings as scheduled on a regular basis (typically monthly).

Requirement 5: Officers elected must have internet access to be able to actively participate in the Board Discussion Group, committee meetings, and Board meetings.

I have internet access to be able to actively participate in the Board Discussion Group, committee meetings, and Board meetings.

Requirement 6: Officers elected must have basic computer and word processing skills, including the ability to open and edit word processing documents and spreadsheets.

I have basic computer and word processing skills, including the ability to open and edit word processing documents and spreadsheets.

Requirement 7: Officers agree to follow the CCA Code of Conduct, Board of Director Code of Ethics, CCA Board Confidentiality Agreement, and disclose any conflicts of interest and sign the Pre-election and Annual Conflict of Interest form. Documents may be found at <https://www.collieclubofamerica.org>

I agree to follow the CCA Code of Conduct, Board of Director Code of Ethics, CCA Board Confidentiality Agreement, and disclose any conflicts of interest and sign the Pre-election and Annual Conflict of Interest form.

Describe your qualifications and responsibilities relating to the role of CCA Officer.

52 years in the Food and Beverage Industry including but not limited to: Owner/Operator, Executive Chef, Food & Beverage Director of a multi million dollar operation and three hundred employees.

- Managing several diverse groups of people at one time
- Listening to and implementing alternative view points
- Forming creative solutions
- Excel in training and development of many different skill sets at the same time
- Working under time restraints, high stress, and long hours
- Organizational skills

Supported multiple Collie Club of America National shows with organization and execution of food for welcome parties, Top 20 Invitational events, judges meals, and committee dinners making sure to maintain their fiduciary plans.

Current Member North Texas Collie Club 33 years

Past Member Chesapeake Collie Club

Past Member Maryland Collie Club

Board Member Central Iowa Collie Club (Charter Member)

Past President (3 terms) Central Iowa Collie Club

Seminar Chair Central Iowa Collie Club

CCA Breed Mentor

Member Collie Health Foundation

For your personal biography, in addition to the qualifications you have included above, please answer the following questions about the CCA Officer's role and responsibilities.

Briefly describe the role and duties of each office and director as identified in the CCA Bylaws (2021).

The executive committee and district directors are elected to a two-year term by the membership. The President is the executive officer of our club and manages the affairs of the club with supervision by the board. The President shall preside at all meetings, nominates all committee chairpersons, and the AKC delegate. The Vice Presidents, in the absence of the President or if the office of the President becomes vacant, the first Vice President shall exercise all functions of President. If the first Vice President is not available, the second Vice President shall exercise all functions of the President. The Secretary shall keep minutes of all executive and membership meetings and report these to the membership. The Secretary shall also hold and preserve all records and correspondence that are considered vital importance. The Treasurer holds an important role. They are in charge of funds and securities of our club. The Treasurer is also responsible to inform the board and the membership of our financial status. The District Directors serve on our board to represent their members in their districts.

Discuss in more detail the specific office of this nomination and how it relates to the CCA Board as a whole. Use the CCA Bylaws, Director Code of Ethics and Confidentiality Agreement in formulating your answer.

The office of Second Vice President represents the leadership of the club. I would make sure to have the collie,

club, and club membership in my best interests of serving as second vice president. I will take my role seriously and abide by the CCA By Laws, Director Code of Ethics, and Confidentiality agreement.

What is the role of an Officer in relation to confidentiality? Use the principals outlined in the Board of Directors Confidentiality Statement when formulating your answer.

The role of an Officer with regard to confidentiality is to preserve privileged information. Members of the Board should demonstrate professionalism, good judgement and care in handling sensitive information related to the CCA. Opinions expressed in meetings and any communication not approved by the Board or not supported by Board policy, procedures or decisions are not to be shared.

Any forms used to conduct business, information discussed in closed Executive Session and any Club information, personal comments or any member personal data is considered private and shall not be shared.

Why is having a working knowledge of the CCA Bylaws (2021) important to your role?

As an Officer,

- Understand the objectives of the club set forth in the Club's Certificate of Incorporation and the purpose of the club.
- Understand that the club is a not-for-profit corporation incorporated under the laws of the State of New York and have a clear understanding of those laws.
- Be familiar with the Articles of the By Laws,

Why is a basic understanding of Robert's Rules of Order (12th Edition) important for an Officer?

Robert's Rules of Order allow for the proper structure for conducting a meeting. Basic understanding is important and imperative so meetings are conducted in an orderly fashion. Motions, seconds, discussion and voting are components necessary to conduct an efficient meeting in a timely manner.

Describe your understanding of the fiduciary responsibility an Officer holds as it relates to running the club including implications for costs in decision making, interpreting treasurer reports, national show bids, and any other financial matters of the CCA.

Understanding the fiduciary responsibility as an Officer is of utmost importance. Fiduciary duty should be the basis for decision making when it comes to reviewing financial matters, especially when negotiating national show bids, contracts with suppliers. The obligation of due diligence and vetting falls under fiduciary duty and should be exercised in the best interest of the Club.

What is the significance of the following statement regarding NY Not-for-profit board responsibility (501(c)(7)): Directors must vote and make decisions based on the best interest and benefit of the entire organization and not just a particular group of beneficiaries.

The significance of NY not-for-profit board responsibility (501) (c) (7) is that while not only must the club follow the laws of the State of New York, the club must still make decisions based in the best interest of the organization and their members. Decision-making should be based on sound judgment, not individual/personal agendas. Decisions should be based on the 'whole' and not pieces/parts.

Do you have experience managing a large, diverse, and sometimes divisive group of members? What strategies would you use to move the club forward if an issue arises? As part of your answer, provide a specific example and how you managed/would manage a group to a workable outcome.

Managing three hundred employees that ranged from cooks, waitstaff, bartenders, dishwashers, storeroom staff, managers, supervisors, and chef's of multiple ethnicities and trying to get them to work together as a team towards one common goal. This was extremely difficult when discussions of a union arose. Utilization of interpreters to assist with the multiple languages, and using common sense helped them to see that this particular union did not have their best interest at heart.

Why do you want to serve, or continue to serve, as an Officer of the Collie Club of America?


I would like to serve as an officer of the club because I feel I can make good logical decisions based on my life experiences, I want to see the organization continue to thrive and grow. I would like to be a part of protecting the breed and I'd like to continue to be able to contribute, and learn from the vast knowledge that CCA members have.

What is your vision for the Collie Club of America?

- Bring back nation wide educational seminars and away from the National show so more members can have the experience
- Work towards centralized locations for CCA National
- Establishing a way to better promote the breed and breeders to the general public

This nomination form must be complete and include a signed Pre-election and Annual Conflict of Interest Statement, Board of Directors Code of Conduct, and Confidentiality Agreement. An electronic Pre-election and Annual Conflict of Interest Statement, Board of Directors Code of Conduct, and Confidentiality Agreement are included at the end of this form for your signature.

Signature



Part 1 of 2

Pre-election and Annual Conflict of Interest Statement

I, the undersigned, am, or may become, a Director of Collie Club of America, Inc. (the "Club") and I hereby certify to the following:

Part 1

- I have received a copy of the Club's Conflict of Interest Policy, which is included in Article XIV of the Club's Bylaws.
- I have read the Club's Conflict of Interest Policy and I understand it.
- I acknowledge that I receive information which must remain confidential.
- I agree to fully comply with the Club's Conflict of Interest Policy.
- I understand that the Club is a tax-exempt organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Part 2 of 2: To the best of your knowledge, are you an officer, director, trustee, member, owner, or employee of any entity with which the Club has a relationship?

NO

Part 2 of 2 continued: Is there any transaction in which the Club is a participant and which you have or may have a conflict of interest?

NO

Signature



Board of Directors Code of Conduct

Members of the Board of Directors for the Collie Club of America (hereafter referred to as "Club" in this document) serve in leadership positions and, therefore, are held to a higher standard of conduct than non-board Club members. By signing this Code of Conduct, each Board member demonstrates his/her commitment to honest and ethical Board service by agreeing to the following provisions.

As a member of the Board of Directors for the Collie Club of America, I will

Adhere to the Club's By-Laws and act within the boundaries of its authority as defined by New York State Non-Profit law.

As a member of the Board of Directors for the Collie Club of America, I will

Strive at all times to discharge my duties and serve the interests of the Club as a whole regardless of my personal interests. This includes being fully versed in the governing documents of the Club and Director Guidelines.

As a member of the Board of Directors for the Collie Club of America, I will

Use due diligence and sound judgement to make the best possible business decisions for the Club taking into consideration all available information, circumstances, and resources.

As a member of the Board of Directors for the Collie Club of America, I will

Immediately disclose to other Board members any conflict of interest as soon as I become aware of the potential conflict.

As a member of the Board of Directors for the Collie Club of America, I will

Treat other Directors and members of the Club with respect at all times and refrain from making personal attacks on or inflammatory comments about anyone.

As a member of the Board of Directors for the Collie Club of America, I will

Provide member feedback and participate in discussions on Club motions and actions, but support and abide by all duly adopted Board decisions once made.

As a member of the Board of Directors for the Collie Club of America, I will

Continue to remain a Club member in good standing for the duration of my term.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Reveal any discussion or decisions made during any properly closed Executive session of the Board without prior approval of the Board.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Use my position and/or decision-making authority for personal gain or to seek advantage over another Club member.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Share specific comments or identifying information from the Board discussion group without permission.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Divulge personal information about any Club member that was obtained in the performance of Board duties.

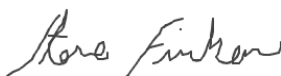
As a member of the Board of Directors of the Collie Club of America, I will NOT

Misrepresent known facts in any issue involving Club business.

As a Board member, I have read the Board of Director Code of Conduct presented above. I agree to abide by the requirements of this policy and to inform the Board President immediately if I believe any violation (unintentional or otherwise) of the policy, has occurred.

I agree

Signature



Board of Directors Confidentiality Agreement

Confidentiality refers to the duty to preserve privileged information and to share entrusted information responsibly. Board of Director members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information relating to the Collie Club of America (hereafter referred to as "Club" in this document) to avoid unauthorized or improper disclosures of confidential information.

Board members are expected and encouraged to discuss Club business with one another and with members. However, there are limits to what is shared and how it is shared as outlined below.

Therefore, the undersigned hereby acknowledges and agrees to the following:

Any document or form created by conducting Club business is considered proprietary and all information contained therein shall be considered confidential and will not be discussed, duplicated, published or released in any format unless said document or form is originally intended to be non-confidential or until instructed to be disclosed or published by a majority vote of the CCA Board of Directors.

I agree

All information discussed or reviewed in a closed Executive Session meeting shall be interpreted as confidential and will not be discussed or released to anyone not in attendance at that meeting without prior Board approval.

I agree

Specific or identifying information shared or discussed on the Board discussion forum will not be shared outside the board without permission. General topics of discussion may be shared with members for feedback.

I agree

Any Club information, personal comments, or any member personal data collected by the Club will be considered confidential information and will not be discussed or released in any manner unless through an approved venue and/or for a clearly delineated specific purpose (such as the website, committee chairs, member and judge bios, election materials, etc.).

I agree

I agree with and shall abide by all provisions of this Confidentiality Agreement. I understand and agree that failure to abide with any and all provisions listed herein may result in immediate loss of access to information and potential disciplinary actions by the Club.

I agree

Signature

