

COA Board Meeting
March 22, 2012
Minutes

I. Roll Call

Present: Ed Bigos, President
Kim Kramer, Vice President and MACC Rep
Vicky Delfino, Treasurer
Corine Lindhorst, Past President and WDP
Kris Holleran, Membership
Ruth Lind, CNE Rep
Donna Canfield, CrossBreeding Committee
Donna Russell, Health
Pentheia Burns, Registrar

Absent: Joyce Maley, Bench

Vacancies: Secretary, CQ Editor, Historian, Publicity and Advertising Chair, Rescue Chair

II. Presidents Report

Nothing new to report at this time.

III. Secretary Minutes - The February 28th minutes are posted on the Board Yahoo Group, in the Files Section in "2012 Board Conference Calls" in the "February 2012" folder. These minutes were approved immediately after the February Board meeting by unanimous consent using email voting.

Motion 2012-15: Approval of February 28, 2012 Board Meeting Minutes
I move that we approve the board meeting minutes for February 28, 2012.
Motion by Donna Canfield
Second by Corine Lindhorst
Motion passed by unanimous consent

IV. Treasurer's Report - The most recent Treasurer's Reports are posted on the board yahoo group in the Files Section in "Treasurer Reports" in the "2012-02 February" folder.

Vicky and Kim are in regular communication regarding the transition of the Treasury duties. The central items are:

Vicky is maintaining the club QuickBooks file.

- ♦ Kim is sending check copies and information about deposits to Vicky to keep the accounts updated until the transition is completed.
- ♦ **Bank Accounts** – The process of having Ed, Kim and Vicky as the signatories on the account is still proceeding. Ed has forwarded updated ID to the bank, and will be following up with them this week.
- ♦ **Credit Cards** - This transition is still underway.
- ♦ **Current Club Activity** –
- ♦ **Specialty and Roundup** – the Treasurer needs to be kept in the loop about this in order to stay on top of the financial aspect of this event.

- ♦ **Canadian Relocation/Rescue**
- ♦ **Chinook Store** – No recent activity. Kim is discussing changes to the way the store operates are being discussed informally.
- ♦ **Membership Drive** – The Treasury is receiving payments via PayPal for the 2012 membership drive with updates from Kris Holleran.

V. Committee Reports & Updates

- **Vice President Updates** – Please see the Nominating Committee, and CQ reports.
- **Registrar** – The Registrar and CrossBreeding Committee submitted the UKC Single Registration application for Callicoon GreatMountain Callie to the Executive Board for approval and is working with the CrossBreeding Committee on the purebred application for Callicoon Hawkeye.
- **Nominating Committee** – (Kim Kramer, Chair, reporting) The Nominating Committee has concluded its activities, and presents the following report. The slate of candidates is:
 - Vice President: Kathleen Riley-Daniels
 - Secretary: Karen Schiller
 - Treasurer: Vicky Delfino
 - Bench Chair: Dave Schiller
 - Membership Chair: Kris Holleran
 - CQ Editor: Karen Hinchy
- A draft ballot has been prepared, and will appear in the spring CQ. If any members wish to become candidates ‘from the floor’ that they will contact Kim to be placed on the ballot. Details on how to do that are in the accompanying CQ article.
- An attorney has been selected to tabulate the votes.
- The remaining schedule for the elections is:
 - Friday, April 20, 2012 - Deadline for nominations ‘from the floor’
 - Friday, April 20, 2012 (the same day as the floor-nominations deadline) - Deadline for membership renewal to be eligible to vote in the 2012 election
 - Week starting Monday, April 23, 2012 - Ballots will be mailed to the membership
 - Monday, May 14, 2012 - ballots must be postmarked by this date to be counted
 - Monday, May 28, 2012 (Memorial Day) - ballots to be tabulated by this date, and results forwarded to the President and Vice President
 - Friday, June 1, 2012 - Results of the election will be announced to the membership via the CQ, and the COA Forums
- **CQ Editor** – (VP Kim Kramer, reporting) the Spring CQ has been laid out, and has been sent to the proofers.
- **CrossBreeding Committee** – The CrossBreeding Committee has completed sending the Breedable Chinook Survey to all COA Members. Thanks to Karen Hinchy, the questions are on Survey Monkey (and thanks to the Board for purchasing Survey Monkey for the Code of Ethics Survey which covers our costs through mid-April). Paper copies are being sent to those not on e-mail. We have set April 10th as the closing date. Cheryl Brown sent the same survey in paper form to the CCA Membership and will collect and analyze the data by hand. We will share our information and hope to make a list of all breedable Chinooks. Once we have addresses for breeders, the Board can decide if any other data should be collected.

Our Committee has approved two more dogs for Cross-to-Purebred status:

GreatMountain Callie and Callicoon Hawkeye. The latter has not yet been sent to the Board for approval.

- **Health Committee** – The contract with Dr. Stephen Brand has been accepted, signed and delivered back to him along with an initial deposit. The data from the "Chinook Cross Breed Health Survey" was sent to him on Wednesday, March 7, 2012 in Excel format. We should be expecting results back within the next two weeks.
- **Code of Ethics** – During January and February, 2012, the Code of Ethics Committee conducted a survey of COA members regarding the current and proposed Code of Ethics. Seventy (70) COA members completed the survey. The full compilation of survey responses has been provided to the COA Board, and is posted in the files section for the March 2012 meeting.

While there is some agreement in the quantitative section that the current Code of Ethics may need some revision, we conclude that this proposed Code of Ethics is not the right change. Revisions, rather than a complete overhaul can be submitted in accordance with the COA Constitution Article XI, Section 1, Sub-Sections A and B. The proposed motion language is in the agenda. (See Unfinished Business for motion and vote.)

- **Membership** – Membership renewals have slowed since the last report. To date, 58 of 124 (46.8%) of members up for renewal have responded to the 2 rounds of email notification that have been sent. Five emails bounced and renewal letters with a renewal form have been sent via USPS.

Emails were also sent to 64 members of the COA that have been expired for a year or more. Twelve members responded by rejoining. Postal email follow-up was sent to the non-responders with a renewal form.

Invitations to join went out to 105 CDCA members who never joined the COA with forms and a self-addressed stamped envelope. Two have been returned, not forwarded, but with new addresses. It is anticipated that more will be received and a repeat mailing to those with change in addresses will be sent. Apparently, the USPS does not always forward to new addresses.

The USPS reminders were sent on 3/13/12.

Renewal reminders have been posted multiple times on COA-L, Facebook and the Forum. Another reminder will be posted shortly. One lost member responded to the prompt to be removed from any future mailings from the COA.

Currently, the COA has 245 active memberships (single, family, breeder) and we welcomed two new members since the last report. A list of members who have not renewed will be posted to the files section of the Board shortly in the hopes that Board members might contact any puppy owners or acquaintances to encourage renewals.

- **Working Dog Program – Working Dog Program** – The following teams have qualified for novice certificates:
 - PR BrownStone Willamette, Kay Lee Brown owner/driver- Novice Sled Dog
 - PR BrownStone Iditarod Kayuk, Kay Lee Brown owner/driver- Novice Sled Dog

- PR Moonsong Cedar River Touchdown- Kay Lee Brown & Carie Taylor owners, Kay Lee Brown driving- Novice Sled Dog
- GreatMountain Cutler, Lee Ann Simonson & Jess Maurer owners, Novice Pack Dog *
This is our first packing qualifier!
- **Bench** – (President and 2012 Specialty Chair Ed Bigos, reporting) Plans are mostly finalized (judge, banquet, ribbons, etc.) Kim has sent most of the ribbons to Sandy Smith; she can send or take to Kalamazoo the few remaining ribbons she has.
- **Mid-Atlantic Chinooks** - MACC has nothing new to report at this time.
- **Chinooks New England** – CNE has nothing new to report at this time.
- **Vacancies** – Publicity and Advertising Chair, CQ Editor, Rescue Chair, Historian, Secretary

VI. UNFINISHED BUSINESS

- *Chinook National Specialty*
VP, Kim Kramer asked about past practices for the annual meeting as it relates to the banquet, and other activities connected with the National Specialty.
 - The meeting usually follows the banquet. The format is informal – the committee reports are not ‘read aloud’ from the annual report document.
 - It is important to receive feedback from club members
 - The meeting also serves as a kick-off for the new COA Board
 - Annual Report Preparation
 - All committees present – does not need to be a long report
 - Committee reports should be submitted to the VP by the end of May
 - The Annual Report should be posted on COA-L/COA Forum at least 1 week prior to the Specialty
- *Code of Ethics* – additional detail:
The Committee found that of the seventy people who completed the survey, only one third contributed comments. Those comments show great diversity: many think the Code is too restrictive (needs to be more of an ideal), while others want strict rules with enforcement. This is good resource information for future changes. The Committee believes the Code should not be rewritten again until the Constitution and By-Laws are rewritten.

MOTION 2012-16: *We move that the Chinook Owners Association maintain the current Code of Ethics rather than adopt the draft that was submitted during the 2008-2010 board term.*

Motion by: The Code of Ethics Committee (P. Burns, D. Canfield, and C. Lindhorst)
The motion passed 9-0-0

- The entire survey will be posted on the Chinook Forum, BUT in order for that to happen, the responses section will need to have names (dog and human) redacted because some negative comments about members and their dogs appear in that section.
- Once the comments have been edited and posted, a final review (by board members who have not extensively read the comments) will take place and then the entire survey will be made available to the membership and the COE’s work will be completed.

- *Vacancies*
 - CQ Editor
The Board discussed the best way to prepare the next issue of the CQ considering we do not currently have an editor. The Board will discuss again next month.
 - Secretary
March meeting materials (Officer/Committee updates and proposed motions) were gathered by Kim, and the notes of the Skype call were recorded by Donna C. Ed tracked the motions and voting. Kim will merge the Officer/Committee updates and Donna's notes to create the March Meeting Minutes.
 - April meeting materials will go to Kim, and she will record the proceedings of the Skype call. Ed will continue to track the motions and voting.
 - Historian
The Board discussed the return of items loaned by Rick Skoglund, and the possibility of obtaining copies for the club archives. Ed has not had an opportunity to contact his candidate for the post of Historian, and will report back to the board on this in April.
 - Rescue
No action taken on Ruth's suggestion for a candidate for Rescue yet. Item will carry over to April meeting.
 - Publicity and Advertising
No action taken this month

VII. NEW BUSINESS

- **Dogs USA Ad**
- For the 2011 issue, the Publicity and Advertising committee had a very difficult time working with the publisher. They were asked to completely revise the ad, and even once the ad was submitted, the committee continually received requests to 'submit it'. The cost of the ad is approximately \$2000 annually and our responses from inquiries show not a single person says s/he found Chinooks from this ad. As a side note, Corine says the number of such ads placed in the publication has reduced approximately 75%.
- In the Constitution Article 7, Section 3 says half the cost of national advertising will be paid by breeders. It is unclear whether this is in addition to the annual fee all breeders pay.
- We agreed that our advertising dollars would be better spent on the internet. Donna R. mentioned a pamphlet used to be available. Kris said she downloads our pamphlet in black and white when she needs handouts for Chinooks. We talked about making one available through a printer. We also mentioned the "calling" cards the COA used to offer with a brief history of the breed on the back. We agreed we need a marketing kit.
- **Records Retention**
 - Archiving – A discussion took place on the possibility of moving posted records to the Forums so members would be encouraged to use it. Health Committee Chair Donna Russell, mentioned that once the health survey analysis come in, that she would like to post the results for future reference, and for universal access. Donna also expressed concerns about data on personal computers (not just hers), this is not necessarily backed up

Registrar Penthea Burns suggested an organized presentation on how archiving would take place in the Forums, because there is no separate files area, as there is in Yahoo.

President Ed Bigos commented on the fact that the on-line resources are not limitless, and while the club should have as much material as possible available on-line, some files will need to be archived off-line. The Board also discussed what data is not longer needed and may be deleted or destroyed.

- Board Records – A discussion also took place regarding the best way to package Board Minutes, Executive-Session meetings and agreements for future boards.
- Continuity Binders – As this board term winds to a close, Ed reminded all of us that the ‘binders’ for each office and committee need to be updated – especially if that officer or committee chair is leaving that position. This is a good annual or semi-annual activity, and that these ‘binders’ also need to be easily accessed in the event that an officer, or other board member needs to be replaced quickly.
- Next Meeting – The next meeting will be Tuesday, April 24, 2012, at 7:00pm

VIII. Adjournment

Motion 2012-17: Approval of March Meeting Minutes. Ed Bigos moves that the minutes be posted and approved by unanimous consent within 48 hours of posting. Second by Vicky Delfino

Motion 2012-18: Adjournment – Ed Bigos moves that the March 22, 2012 board meeting be adjourned by unanimous consent following email approval of the minutes. If there are no objections by the conclusion of the vote on minutes the meeting will be adjourned. Second by Vicky Delfino

Respectfully submitted,

Kim A. Terry Kramer
Vice President

With additional recording notes by
Donna Canfield
CrossBreeding Committee Chair