

Chinook Owners Association
Board Meeting Minutes
April 24, 2012, 7:00pm

I. Roll Call

Present: Ed Bigos, President
Kim Kramer, Vice President & MACC Representative
Corine Lindhorst, Immed. Past President & Working Dog Cmte. Chair
Joyce Maley, Bench Chair
Donna Canfield, Cross Committee Chair
Pentheia Burns, Registrar
Ruth Lind, CNE Representative

Absent: Vicky Delfino, Treasurer
Kris Holleran, Membership Chair
Donna Russell, Health Committee Chair

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

II. Presidents Report - Nothing specific to report this month

III. Secretary Minutes -

- a. The March 22nd minutes are posted on the Board Yahoo Group, in the Files Section in “2012 Board Conference Calls” in the “March 2012” folder. These minutes were approved immediately after the March Board meeting using unanimous consent using email voting.

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

- b. **March Minutes Revision:** in preparing the for the April meeting, Kim found several items in the March minutes that need to be corrected:
- i. Page 1, date mentioned in motion 2012-15 (to approve minutes is incorrect: it is missing the second digit (should be ‘28’, not ‘2’)
 - ii. Page 6, motions to approve the minutes and adjourn the meeting were missing the names of the motion-maker and the second (Yahoo Board messages 11778 and 11779)
 - iii. Page 6, the outline numbering was incorrect: went from Roman numeral VII to I, not VIII

Motion 2012-19: Approval of Revised March Meeting Minutes. Ed Bigos moves that the revised March 2012 minutes be posted and approved by unanimous consent within 48 hours of posting.

Second by Ruth Lind

Approved 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 March" folder.

- Transition update (by VP Kim Kramer): The bank has accepted the updated IDs from Ed, Kim and Vicky. The signature card is 'making the rounds'. Also a *Certified Copy of Resolutions/Authorizations for Accounts and Loans* form was forwarded to Penthea (as immediate past secretary) for her signature and has been returned to Kim for submission to the bank. Finally, Kim and Vicky conducted a conference call with PNC Visa, and Visa was to fax the transition paperwork to Vicky.

V. Committee Reports & Updates -

- a. 2012 COA Election – As of Monday evening (4/23), the ballots for the upcoming elections will be printed on Tuesday. Kim received a printout of the eligible members from Membership.

The remaining schedule for the elections is:

- 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

b. Bench -

- *National Specialty Judge* - I am waiting for the Honorable Sonja Ostrom to return a signed copy of the contract. She was waiting for information from UKC, but we resolved the issue without the UKC information.
- *National Specialty Show Secretary* - Our new National Specialty Show Secretary is Renee Strong, of Moravia, NY

- c. CQ Editor – (Kim Kramer, VP, reporting) The spring CQ has been mailed out.

d. Membership –

- *Membership Drive 2012*

Following the drive, COA has 222 active memberships. This reflects an increase of 47 members when compared to last year's annual report. The number does not reflect the 26% of last year's members who did not renew this year. Renewal rates have not been tracked in the past, so it is impossible to assess this percentage as average, below average or improved from prior years. It was a pleasure to welcome back 15 former members who were inactive last year. The special CDCA recruitment project allowed us to welcome 2 members.

- *Known Former Members*

This group includes people whose profiles were in the membership database, but whose memberships had lapsed prior to this year. Each was sent a personalized email soliciting renewal (5 bounced), followed by a personalized letter with a pre-filled renewal form via USPS (9 returned as undeliverable). **Notified 64**

- *Expiring memberships*

This group includes members who were active in 2011, but whose memberships were due to expire on 3/31/2012. Personalized email reminders were sent in 3 rounds (late January, early March, and mid March) to non-renewed members. Five email addresses bounced, and those members were sent a personalized letter and pre-filled renewal form by USPS. A general expiration email was sent on April 12, with a final plea to renew. **Notified 124 - Renewed 15 - Renewed 92**

- *Former CDCA Member Recruitment* (Special project with approved funding)

This group was created by taking CDCA membership information provided by Rick Skoglund, cross-referencing with COA records, and reaching out to former CDCA members who were not already in one of the renewal groups above. A personalized letter was created and sent to each of these people, along with a pre-filled membership form and SASE. Sixteen of these letters were returned as undeliverable by the post office. Two people responded that they were no longer active or interested, and two joined. **Notified 105 - Joined 2**

- Total direct expenditure for this project was \$124.89. This amount does not include ink or paper already on hand.

e. Code of Ethics – The Code of Ethics Committee is preparing its report to the board and summary of survey results to be posted on the COA website and Forum. This has taken longer because the committee was considering how to deal with comments within the survey that specifically identified other COA members in a negative light. We discussed whether to remove those references completely or simply to redact the names. The committee has determined it will remove those references completely prior to the summary being posted and provide an introductory statement that can be posted on the web to explain the documents and to indicate that we have deleted only that material. Otherwise, this committee will be disbanded.

f. CrossBreeding Committee –

- i. Breedable Chinook Survey

- The Breedable Chinook Survey has been completed approximately 150 times on Survey Monkey and I have four hand completed versions. We have given the COA-L notice that the Survey Monkey version will be available for another week. The BEST news is that Karen Hinchy has agreed to compile a summary and format the final information. I have written to Cheryl Brown asking when her information will be available and telling her we will send her our complete set of data.
- Karen wants to know if we want to emphasize particular pieces of information from the survey. For examples she used the number of intact dogs or age ranges, and more complicated facts such as the inter-relatedness of dogs in the gene pool, COIs, numbers of cross line and dogs without cross ancestry. So I am asking:
 - a. **first** that the CrossBreeding Committee members consider these and other

options, and give me their recommendations BEFORE the Board Meeting next Tuesday, April 24th; and

- b. secondly** that the topic of Emphases for the Chinook Breedable Survey be put on the Board Agenda for April 24th if we have space, OR on the following meeting's agenda to discuss the same focus issues.
- ii. Finally I have regretfully accepted Diana Fowler's resignation from the CrossBreeding Committee. Twice I omitted Diana's name from the CrossBreeding List of members totally by accident, and I take full responsibility for the omission. It was in no way intentional and therefore certainly not meant as a personal affront. I am greatly disappointed that Diana has resigned from our Committee. She has more knowledge and experience than most in our breed and I am sorry she's not currently in a position to contribute. I will address the members privately about filling this position.
- g. Health Committee – We are waiting on the results of the Chinook cross health survey. Additional time was needed by Dr. Brand to format the information from 'text' into number coding. I will be contacting him again soon.
- h. Registrar – The Registrar is working with the Executive Board to approve 2 UKC single registration applications for CrossBreeding Program graduates.
- i. Working Dog Program – The WDPC has received our first application for a Working Pack Dog Title. Corine also has receipts for certificates that need to be reimbursed.

Motion 2012-20: Reimbursement of Working Dog Committee Expenses. Penthea Burns moves that the the Working Dog Committee Chair, Corine Lindhorst be reimbursed for expenses relating to the Working Dog Program. The expenses total \$17.98.

Second by *Donna Canfield*

The motion passed by unanimous consent

- j. Mid-Atlantic Chinooks - MACC has nothing new to report at this time.
- k. Chinooks New England – CNE has nothing new to report at this time.
- l. Vacancies – Publicity and Advertising Chair, CQ Editor, Rescue Chair, Historian, Secretary

VI. Unfinished Business

- a. Chinook National Specialty (in addition to Bench Chair entry in Officer and Committee Reports document)
 - i. Budget - Show Chair, Ed Bigos is finalizing the budget. The premium is being proofed and will be on line soon
 - ii. Show Secretary - as was mentioned in the Bench Chair report, we have secured a Show Secretary. As this individual is not from our club, we discussed the possibility of a thank you gift
- b. Annual Report - committee updates for the Annual Report should be submitted 1 week prior to the May meeting. Ed will create both a Google Doc for those familiar with the application, and will take entries for those who prefer to work in other word processors.

Email reminders will be sent

- c. COA Elections - see *Office and Committee Reports* document sent under separate cover

Motion 2012-21: Reimbursement Expenses Relating to the 2012 COA Board Election.

Pentheia Burns moves that Vice President, Kim Kramer be reimbursed for expenses related to the 2012 COA Election, not to exceed \$500.

Second by *Donna Canfield*

The motion passed by unanimous consent

d. Vacancies –

- i. CQ Editor - VP Kim Kramer will ask ask the Webmaster to arrange for the CQ Editor email address to forward to CQ Editor candidate Karen Hinchy. The position is not opposed on the election ballot, and it will be helpful for her to be able to collect newsletter-related email prior to the new board being seated.
 - Kim will also ask the webmaster to add the CQ email address, as well as the other email addresses created this board term to the COA website.
- ii. Secretary - May meeting materials - VP Kim Kramer is willing to take the minutes at the May meeting, but her schedule will not permit her to collect the Officer and Committee reports. *Pentheia* will collect the reports prior to the May meeting, and will remind the Board about the entries for the *COA Annual Report*.
- iii. Historian - possible candidate (Ed) - tabled until the May meeting
- iv. Rescue -

Motion 2012-22: Rescue Chair Position - I move that I, Joyce A. Maley, be seated as the Chinook Rescue Chair.

Second by *Ruth Lind*

Motion passed by unanimous consent

- v. Publicity and Advertising - no action taken
- vi. Records Retention - The Board discussed gathering records for the next Board. Each Board member should clean up their folders in the Yahoo Group. This item will be revisited next month.
- vii. Continuity 'Binders' - The Board also discussed each member taking a look at their continuity 'binder' and making any updates.

VII. New Business

- a. COA/CCA Informal Collaboration regarding Rescue - Joyce Maley - Joyce discussed conversations she held with CCA's Rescue Chair regarding any Chinooks in need of homes.
- b. *CQ Health Flash* - Donna Russell - as Donna was absent, this topic is tabled until the May meeting
- c. Next meeting: Tuesday, May 22, 2012 at 7:00pm.

VIII. Adjournment

Motion 2012-23: Approval of the April Meeting Minutes - Donna Canfield moves that the minutes be posted and approved by unanimous consent within 48 hours of posting
Second by *Pentheia Burns*

Motion 2012-24: Adjournment - Donna Canfield moves that the April 24, 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 Corine Lindhorst

Respectfully Submitted:
Kim Terry Kramer
Vice President