



May 25, 2023

COA Board Meeting Minutes:

<https://us02web.zoom.us/j/85257032814>

COA Mission Statement (adapted from Constitution and Bylaws):

To promote the public's knowledge and appreciation of dogs in general and Chinooks in particular; To produce, publish, and distribute to the general public educational materials about the proper care, treatment, breeding, health, development and training of Chinooks; To support and promote study and research on the history, character, breeding, genetics and particular health problems of Chinooks; To establish a national database of resource materials about the Chinook; To further understanding of the disease, defects, injuries and other ailments that afflict dogs in general and Chinooks in particular; To acknowledge and advance the critical role of an UKC National breed club in providing education, health research and support of rescue for the benefit of the general public, purebred dogs, and Chinooks in particular; To conduct activities including sporting events, licensed events, specialty shows, working certificate tests, obedience, agility and tracking trials, and other such activities and events as may be held under the rules of the United Kennel Club, in furtherance of the above purposes; To urge members and breeders to be guided by principles of good sportsmanship, including fair and honest conduct, and to accept the standard of the breed as established by the COA and the United Kennel Club (UKC) as the only standard of excellence by which the Chinook shall be bred and judged. To otherwise preserve and protect the Chinook and to do all things possible to promote its natural qualities, including the encouragement of regional activities and/or interest/study groups.

Board Meeting Agenda:

1. Call to Order and Roll Call of Board Meeting
 - a. Meeting called to order: 1905 CST
 - b. Present: Brendan, Daniela, Bob, Brenda, Pam, Jon, Karen, Corine, Kristy
 - c. Absent: None
 - d. Excused: None
2. Report of President - Brendan Aldrich
 - a. Report: Open positions: Treasurer, Working Dogs Chair , Bench Chair.
 - i. Recommend a Chinook Quarterly Editor that works with the communication chair (by Daniela). Open discussion.
 1. Jon J. not a board position, but a position to work with Jon. Recommendation that it be someone that is often on FaceBook that could get articles for others.
 - b. **Action Item:**
 - i. Recognition of past board members for years of service - ideas: small trophy or plaque with chinook, framed certificate of appreciation with Chinook, recognition at Speciality. pin for years of service, **PENDING**
 - ii. UKC notification on board change is required. In progress
 1. Need to reach Denise regarding the signature of the board address change form. Daniela will try to reach Denise regarding this.
 - iii. Invite UKC new leader to board meeting to explain any changes that have or will occur. (Brendan) **IN PROGRESS**

1. Once we complete the UKC board change, Brendan will initiate this.
 - iv. Brendan to contact all board members regarding meeting attendance. Check to see if there is a better day/time. **COMPLETED**
 - v. Board Members to submit goals for 2022-2023 year - Tabled will review as new board members are appointed. Hold
3. Report of Vice-President - Daniela
 - a. Report:
 - i. Bench committee meeting this weekend. Will get information to Jon J. for advertisement next week. One of the goals is to recruit local attendance. Jon recommends \$300.
 - b. **Action Item:**
 - i. **For the May Meeting, a motion to commit funds for advertising the Specialty. Daniela provided bullets for the advertisement.**
 - ii. **See motion below.**
 - iii. **Specialty budget still needed.**
 - iv. Outstanding items include:
 1. T-shirts have been received. Communication regarding pre-orders
 2. Auction Items and Regional Baskets: Karen Schiller put out a post looking for items and people to volunteer to put together a regional basket for the auction to be held at the show.
 3. Have some commitments, but know we'll have some day of show registrations as well.
 - a. Entries are still coming, still 2 weeks until registration closes.
 - b. Trophies, ribbons are done
 - c. Silent auction donations have gone well. Thank you to all who contributed.
 - d. Still looking for a location for Thursday evening.
 - e. Mats have been bought, the
 - f. Schiller's will store and ship to the location of this show and future shows.
4. Report of Secretary - Pam Turner
 - a. Report:
 - i. COA Board minutes submitted to Jon for update to the website. Reports through April 2023 sent. Completed- Thank you Jon.
 - ii. Notification to board members regarding meetings and other topics will be sent via email & text, please ensure we have your cell number that you would like to receive these notifications on.
 - iii. Annual Board Report compiled.
 - b. **Action Item:**
 - i. **Resend Board meeting calendar invite. COMPLETED**
 - ii. **Complete Annual Board Report and send it to Daniela.**
 1. **Daniela will make copies and will transport to Specialty**
 - iii. **Resend out Review of By Laws and Board Members Duties to board members for discussion at July meeting**

5. Report of Treasurer - Vacant - Brendan Aldrich
 - a. Report: Brendan continues to work with Vicky on treasure duties. In progress of transferring funds from TD Bank to Chase. Continue to use TD Bank to fund the Specialty. Catching up with Vicky on monthly financial report.
 - i. Is there a limit of withdrawals that each officer has. (John H.) Brendan to check with Vicky.
 - b. **Action Item: Pam will be providing annual reports to the state of Maine due June 1st, to be included in the Board share drive and the 99N IRS form due May 15th. COMPLETED**
 - c. **Received confirmation that Jessica Maurer will remain the COA Clerk for the State of Massachusetts. COMPLETED**

6. Report of Communications Chair - Jon Jolly
 - a. Report: Annual report was submitted. Appreciates the assistance in getting CQ articles.
 - i. Brendan committed to write a article
 - ii. Diana Fowler has offered to write an article, Daniela to reach out to her, deadline of June 9th.
 - iii. Future article on Showing Dogs - Daniela
 - iv. Future article on Bench Chair Experience - Daniela
 - v. Specialty articles afterwards
 - vi. How does Rescue work - Brenda
 - b. **Action Item:**
 - i. **Jon to create an Instagram account with Kristy**

7. Report of Membership Chair - Kristy Jolly
 - a. Report: 11 puppy memberships
 - b. **Action Item:**
 - i. Email to members regarding membership options - **TABLED**
 - ii. Notice to General Membership of New Board Members Kristy/Brendan. **TABLED**

8. Report of Health & Genetics Chair – Karen Hinchy
 - a. Report:
 - i. No new update this month. Continue to work with Dr. O, should be receiving updates and working on breeders.
 - ii. UKC VP of Operations is sending Kristy a contact. Kristy will send it to Brendan & Karen.
 - Action Item:**
 - iii. Karen to send to Brendan the UKC original emails regarding the cross litters

9. Report of Historian – Bob Cottrell
 - a. Report: Presented seven outreach programs on the history of the Chinook breed through the sponsorship of the New Hampshire Humanities program.

We recently received a donation offer of books and papers that will be available through the Conway, New Hampshire Public Library.

- b. **Action Item: Request for articles for CQ regarding the above events. Send to Jon J. for publishing.**
10. Report of Regional Activities Chair – John Habermehl
 - a. Report: Northern New England last weekend Sept. Karen to work with John regarding Chinook's presence.
 - i. John to send information to Jon J. to post on FaceBook
 - ii. Discussion regarding tablecloths, materials at events. Time to update what we have? **Do we need further discussion?**
 - iii. Bob has some items.
11. Report of Rescue Chair – Brenda Dean
 - a. Report: Annual Report submitted. No monthly report.
 - b. **Action Item:**
12. Report of Registrar – Corine Lindhorst
 - a. Report: No update at this time.
 - i.
 - b. **Action Item:**
 - i. Working on a spreadsheet that has all the cross breed dogs included, will have it for the next meeting.
 - ii. **Corine will share the spreadsheet with Pam to post in the Registrar's folder. Pam will share with Brendan & Karen.**
13. Report of Active/Working Dog Program Chair – Vacant
 - a. Report: No report
14. Report of Bench Chair - (Vacant) Interim Daniela Metz
 - a. Report:
 - i. Board members going at this time to regional: Brendan, Daniela, Jon, Kristy, possibly Karen, Not able to go: Pam, Brenda
 - ii. Reminder to attendees to complete the form with lunch information. How will this be communicated? Daniela to work with Jon on this communication to attendees.
 - b. **Action Items:**
 - i. Review specialty budget. Daniela to get to Brendan
15. Report of Committees- (Vacant)
 - a. Report:
 - b. **Action Items:**
 - i. 501©(3):
 1. Brendan/Karen continue to reach out to with Kim or Vicki regarding 501c3 status. Vicki was in a meeting with a lawyer at that time. Brendan & Daniela will speak with Vicki.
 - a. Karen has not been able to reach Kim, and will continue to try.

- b. Discussion of the lawyer. that was working on 5013c status has returned the retainer due to caseload and activity.. Brendan will research moving forward on this.
 - 2. Updated Bylaws need to be submitted to members. Need a copy of what was approved and a way for electronic voting by general members.
 - a. **Karen will see if Kim** has an electronic form of updated bylaws.
 - i. Identify approved company to use (Brendan) will check with Kim**
 - 3. Send bylaws to the attorney for review prior to sending to general members.

16. Breed standard Committee: (Vacant)

- a. Report:
 - i. Committee has reviewed all sections, in process of drafting revisions
 - ii. Karen, Kristy, Daniela will work with committee to finalize draft
 - iii. Question regarding UKC sketch of Chinook can it be updated. Add with revised standards

17. New Business

18. Unfinished Business

- a. Open board positions
 - i. Draft a message to members regarding open board positions & 2nd email regarding specialty **(Brendan)** Pending
- b. Review of By Laws and Board Members Duties during March meeting. **All board members to review for accuracy of their role. Feedback sent to Pam.** Pam to email out.
- c. For Kristy- Allen Thomas was double charged for his stud membership on 9/2/22; I see other members were refunded for double charges but he was not (Vicky) Is this complete? Kristy checked 4/27/23 and is actively investigating. **COMPLETED**
- d. Bring forward ideas on how best to use club funds. See spreadsheet on shared drive called Working spreadsheet. Below items have been added to spreadsheet.
 - i. Karen - setup ways to reimburse members for the cost of shipping fresh chilled or frozen semen.
 - ii. Jon created spreadsheet and posted in folder to collect suggestions. Completed
 - iii. Online seminar series offerings to general members (Daniela, Pam)
 - iv. Systems design change to better support family memberships, should this type of membership be desired moving forward - as each kennel is currently tied to an individual member.
 - 1. Membership types: Family. Breeder Family
 - 2. Any approach should involve a scope requirement and an estimate for development approach and cost.

- e. Review of active board members - **COMPLETED**
 - i. Brendan to reach out to current board members this weekend in order to confirm participation or if they may be stepping down.
 - ii. Temporarily removal of voting rights from consistently absent COA board members
- f. Annual Report development (Daniela) - **In Progress**
 - i. Brendan to provide Daniela with an update on board member status
 - ii. Daniela to work with Pam to send an e-mail to board members regarding obtaining an update for each of the roles.
 - iii. Brendan to provide financial report for the annual report.

19. Motions:

- a. **Motion 2023-36: I move the COA approve up to \$300 for the purpose of creating a Facebook advertisement for the 2023 Chinook National Specialty Motioned by: Jon Jolly. Second by: Corrine. Approved unanimously.**

20. The next COA Board meeting is scheduled for the last Thursday of the month. The next meeting will be during the Specialty Friday, June 23, 2023.

21. Approval of Minutes

Motion 2023-37

Motion by: Brendan Second by: Corine

I move that the May 25, 2023 minutes be posted and approved by unanimous consent within 48 hours of posting.

22. Adjournment

Motion 2023-38

Motion by: Brendan Second by: Corine

I move that the May 25, 2023. 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 the minutes the meeting will be adjourned.

****Full Zoom call-in information below****

Join Zoom Meeting

<https://us02web.zoom.us/j/85257032814>

Meeting ID: 852 5703 2814

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