



March 28, 2024

**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:**

- Call to Order and Roll Call of Board Meeting
  - Meeting called to order: 3/28/24 1912 CST
  - Present: Pam Turner, Daniela Metz, Brendan Aldrich, Rick Prausa, Karen Hinchy, Kristy Jolly, Jon Jolly, John Habermehl, Bob Cottrell, Denise Reed
  - Absent: None
  - Excused: Brenda Dean, John Habermehl
- **Report of President - Brendan Aldrich**
  - Voting for Interim Bench Chair - Denise Reed, 8 ayes, 0 nays, Approved.
  - Report:
    - i. Officer's Committee meeting 3/24/24
      - Approval of ballot software, ElectionBuddy
        - a. Included Features
        - b. Candidate Bios and Photos
        - c. Notice Customization
        - d. Email Notice
        - e. Create Notice Yourself
        - f. Write-ins and Abstentions
        - g. Access Results for 30 days
        - h. Weighted Voting
        - i. Ballot Customization
        - j. 1 Reminder
        - k. SMS Notice \$29 add-on

- l. Branded Ballot with Logo
    - m. Custom Confirmations
    - n. Email support
  - Discussion of interim Bench Chair position
- **Action Item:**
  - i. Invite UKC new leader to board meeting to explain any changes that have or will occur. (Brendan) **IN PROGRESS**
    - Once we complete the UKC board change, Brendan will initiate this.
- **Report of Vice-President - Daniela**
  - Report:
    - i. Met with nominating committee, two options for VP position
  - **Action Item:** Nominating Committee will search for candidates to fill positions of the Bench Chair, Registrar and Treasurer.
    - i. Drafted General Membership Call for Board Nominations letter
      - Approved by the board with one update to appointed positions
      - [Link to letter will be sent to Jon/Kristy for distribution to general members on or before 4/1/24 by Pam](#)
- **Report of Secretary - Pam Turner**
  - Report: No update
  - **Action Item:**
- **Report of Treasurer - Vacant - Brendan Aldrich**
  - Report:
    - i. Discussion of treasurer reports/position occurred during Officer Committee meeting
      - Annual 2024 Tax reports are due
        - a. Maine Secretary of State Annual Report
          - i. Principal address to be used is the President
        - b. IRS 990-N e-Postcard
        - c. New Federal Reporting Requirement for beneficial ownership became effective January 1, 2024. The Corporate Transparency Act ("CTA") was enacted by Congress. Verifying whether or not COA is required to submit this to the Financial Crimes Enforcement Network.
          - i. Once an accountant is found have them review this requirement to see if the COA must submit this form
  - **Action Item:**
    - i. **Look at using a accounting to up date our books out of the 2019 format**
      - Brendan will obtain a quote and bring to next meeting



## **i. Finalize forms and processes to support the AI initiative**

### **• Report of Historian – Bob Cottrell**

- Report:
  - i. Aug 17, 2024 10-11 am
  - ii. Doing a program on dog sled making at Tamworth Historical society
- **Action Item:**
  - i. Submitted an article for the upcoming CQ**
  - ii. Outreach**
    - **Friday, March 8th 5pm Hill Library, Strafford NH**

**Details of all Bob's NH Humanities outreach programs can be found at this link:** <https://www.nhhumanities.org/programs/harnessing-history-on-the-trail-of-new-hampshires-state-dog-the-chinook>

### **• Report of Regional Activities Chair – John Habermehl**

- Report: No update
- **Action Item:**
  - i. Discussion regarding tablecloths, materials at events. Time to update what we have? **John will research and bring back to the group**

### **• Report of Rescue Chair – Brenda Dean**

- Report: No update
- **Action Item:**
  - i.**

### **• Report of Registrar – Corine Lindhorst**

- Report: No update
  - i.**
- **Action Item:**
  - i. Single Dog registration states on UKC to go through Chinook Registrar verify process with Taylor Armstrong**
  - ii. Verify with UKC that they are still honoring the outcross program**
  - iii. Working on a spreadsheet that has all the cross breed dogs included, will have it for the next meeting.**
  - iv. Corine will share the spreadsheet with Pam to post in the Registrar's folder. Pam will share with Brendan & Karen.**

### **• Report of Active Chinook Program Chair – Rick Prausa**

- Report: The Active Chinook Program Committee (Committee) held its monthly meeting on March 24, 2024. The Committee continues to work on the action items listed below.

○ **Action Items:**

- i. **Applications for Titles/Certificates (ongoing action item): Review applications, issue certificates to owners and dogs meeting requirements and draft recognition messages for publication in the Chinook Quarterly.**

There were no applications for titles or recognition certificates this month.

- ii. **Expansion of the Titled Events Group of titles to better recognize the versatility of Chinook dogs.**

After considerable discussion, the committee is recommending a revision to the Titled Events Group to achieve two primary purposes including:

1. Promote the successful participation by Chinook dogs and their owners in events sponsored by the UKC and/or other national or international dog clubs (excluding AKC); and
2. Recognize the versatility of Chinook dogs to excel in a wide range of activities that go well beyond the traditional working dog activities for which they are so well known.

To achieve these purposes, titles in this category would be restructured as follows:

Basic Level (Recognizing the Active Nature of Chinook Dogs)

- **Titled Events Title (TE):** The dog earned one or more novice or higher title(s) in a single activity (*this is the current title being offered*)

Advanced Level (Recognizing the Versatility of Chinook Dogs)

- **Versatile Novice Titled Events Title (TEVN):** The dog earned two or more novice titles in two or more different activities.
- **Versatile Intermediate Titled Events Title (TEVI):** The dog earned two or more intermediate/advanced titles in two or more different activities.
- **Versatile Expert Titled Events Title (TEVX):** The dog earned two or more expert/excellent/masters titles in two or more different activities.

- **Versatile Champion Titled Events Title (TEVC):**  
The dog earned two or more champion level titles in two or more different activities.

The committee has drafted a revision of the Requirements document for this group of titles and is seeking input on the draft from Board members.

**Absent any objections, the committee chair will distribute copies of the draft Requirements document to Board members for review, comment and further discussion at our next Board meeting.**

- **Rick will send document link to the board members for feedback over the next month. Further discussion will continue at the next board meeting.**

**iii. Adding new activities to the Active Chinook Program to allow for increased participation by Chinooks and their owners.**

The committee is continuing discussion of additional activities to include in the program.

**iv. Improvements and updates to the Title/Certificate application process.**

Discussion of this item is on hold pending the development of a draft proposal by the committee chair.

**v. Revision of title and recognition certificates to reflect the program name change.**

The committee has initiated work to revise title and recognition certificates to reflect the program name change. A principle challenge seems to be finding the artwork files used on the certificates, including the “Working Dog Program” logo and background artwork (the COA logo is on the Google file system). If we can’t find that artwork, we may be starting from scratch on restoring it, but need to make sure there are no copyright or trademark issues to consider.

- **Corine & Jon to send past logos to Rick, Suggestion to use some members that are digital artists, or Design Crowd, etc. Funds are available to make a new design.**

- **Report of Bench Chair - (Vacant) Interim Denise Reed**

- Report:
  - i. 2024 Chinook Specialty
    - See separate report and proposed budget
    - Send to Denise any names of people who are planning on attending.
    - Judge contract has been signed
- **Action Items:** Send contract to Jeanne Heger - **COMPLETE**
- **Breed standard Committee: Kristy Jolly**
  - Report: No report
    - i.
- **New Business**
  -
- **Motions**
  - **Motion 2024-06** Motion to purchase ballot software, ElectionBuddy for utilization for the 2024 Board Elections not to exceed \$80 by Brendan Aldrick and seconded by Daniela Metz. Motion approved by a vote of 8 ayes, 0 nays and 4 absent.
  - **Motion 2024-07** Motion to pay fees to file annual reports to Maine Secretary of State, IRS, etc. not to exceed \$100 by Pam Turner and seconded by Brendan Aldrich. Motion approved by a vote of 8 ayes, 0 nays and 4 absent.
  - **Motion 2024-08** Based on the proposal submitted to the Board on March 28, 2024, the Committee moves that the projected Specialty budget is approved by the COA board for the 2024 Chinook Specialty to fund expenses not to exceed \$2225.00. Motion by Denise Reed and seconded by Daniela. Motion approved by a vote of 8 ayes, 0 nays and 4 absent.
- **Unfinished Business**
  - COA Board Note/Christmas Cards
    - i. Blank note cards for rainbow cards, sympathy, congratulations
      - Need quote for Motion
  - Review of By Laws and Board Members Duties by all board members.
  - How best to spend club fund are listed on the spreadsheet on shared drive called Working spreadsheet.
  - Board will resume committee upon further research and deciding on path forward for 501©(3) vs 501c7:
  - Bylaws will need to be reviewed by an attorney to meet 501c7
- **COA Board meetings are scheduled** for the last Thursday of the month. The next meeting will be **Thursday, April 25, 2024** at 5 pm PST, 6pm MT, 7 pm CST, 8 pm EST.

- **Approval of Minutes**

- **Motion 2024-09**

Motion by: Brendan

Second by: Corine

*I move that the March 28, 2024 minutes be posted and approved by unanimous consent within 48 hours of posting.*

- **Adjournment**

- **Motion 2024-10**

Motion by: Brendan

Second by: Corine

*I move that the March 28, 2024 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.*

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