



July 25, 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: 1904 CST
  - Present: Pam Turner, [Daniela Metz](#), Rachael Davis, Brenda Dean, Rick Prausa, Kristy Jolly, Jon Jolly, Marty Wilson, Karen Hinchy
  - Absent: Bob Cottrel, John Habermehl
  - Excused:
- **Report of President - Daniela Metz**
  - Report:
    - i. 2025 Specialty: Need to determine location on the East Coast
      - Discuss preference of State and Specialty key-person living in the State; elicit suggestions. So far we have:
        - a. Georgia - Denise Reed
        - b. Florida - Daniela Metz
        - c. **ACTION ITEM:**
          - i. Submit potential states with points as to why that state would be a great location for the specialty for discussion during the August meeting.
          - ii. Karen will share past formats for potential specialty location submission.
    - ii. To increase awareness of our breed:
      - Appeal to the public with articles on Chinooks and their history in Dog Magazines

- a. Modern Dog - waiting for response from Editors
  - b. Dogster - Head Writer: Nicole Cosgrove (NZ)
  - c. Dog's Today (British)
  - d. Others? Look for online only dog magazines.
  - e. Suggestions for developing a marketing campaign:
    - i. Place an ad in magazines as articles could take some time. This would be in addition to the article.
    - ii. Is there potential to use SEO to help promote access to the website and to our breeders. Marty will research and report back to the board.
    - iii. Use of TicTok/Instagram to promote a short Chinook video . Karen will research.
    - iv. Develop a member contest of social media posts.
    - v. Develop a marketing group Marty, Daniela, Jon, Kristy, Karen, Brenda. **Marty will schedule the meeting**
- iii. COA Bylaws update
  - **ACTION ITEM:** Pam will clean up format and resend to board members with changes approved
- **Action Item:**
  - i. Pam to schedule meetings - **Complete**
- **Report of Vice-President - Marty Wilson**
  - Report: researched non-profit attorneys online. Several offer free consultation. Chisholm Law (Miami, Fl), Pearson & Paris (Denver,CO) - I believe they may have a fee. We increase our ability to get approved with their guidance. Also - want to ensure board members are protected against any liability. Would like to discuss possible engagement to determine costs impact.
  - Working on Chinook Quarterly - Intro Article - will have by EOD July 28th.
  - Several litters out there - I've heard some breeders are having problems with finding homes. Would like to brainstorm on potential marketing objectives for breeding members, and other ideas centered around finding good breeding homes for Chinooks. SEO comes to mind with advertising - not sure of the cost impact - but want to have a discussion.
    - i. **Action Item:**
- **Report of Secretary - Pam Turner**
  - Report:
    - i. 501c3 discussion on July 13, 2024
      - Attendees: Pam Turner, Daniela Metz, Jon Jolly, Marty Wilson, Rachael Davis, David Schiller

- Review of past actions regarding 501c3 status
- Completed the 1023ez Eligibility Worksheet. COA is eligible to complete the 1023ez form.
- Discussion of next steps required to move forward with the filing of 501c3 with the IRS. The following will need to be completed:
- Approval of the COA Bylaws & Constitution by the board and then by the general membership
  - a. Pam to send the board the COA Bylaws & Constitution for review prior to the next board meeting
  - b. Retain a tax lawyer that specializes in 501c3 application
    - i. Daniela & Rachael to obtain attorney referrals
    - ii. Put together a document packet for a retained lawyer to review
    - iii. Pam to complete the 1023ez form and send to committee members to review
  - c. Research other 501c3 organizations
    - i. Marty will conduct research
- Next meeting 7/27 @ 10 am EST
- ii. Chase Bank access
  - Marty and Rachael both added on July 16th
    - a. Rachael has full administrative access
    - b. Marty has money mover access
    - c. Both now needs to sign a signatory card and order debit card
- **Action Item:**
  - **Send to the UKC board changes**
    - a. Document has been sent to Brendan for his signature
- **Report of Treasurer - Rachael Davis**
  - Report:
    - i. Pam has been working with Vicky on getting the financial reports up to date

- i. Vicky will be unavailable until September to transfer PayPay account out of her name and into Rachael's
  - ii. Rachael researched Quickbooks and other bookkeeping options
  - iii. Received COA checkbook from Brendan
- **Action Item:**
  - i. Look at Quickbooks cost for newer version, & how to add a backup person to account
  - ii. Look at using a accounting to up date our books out of the 2019 format
  - iii. Past treasurers monthly reports by the next meeting.
  - iv. Jon will give access to PayPal to Rachael
  - v. Rachael will look for an accountant. - on hold
  - vi. 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.
    - a. **Once an accountant is found have them review this requirement to see if the COA must submit this form**
- **Report of Communications Chair - Jon Jolly**
  - Report: Participated in 501c3 committee meeting. Ensured all the most recent Board Meeting Minutes and 2024 Annual report were uploaded to COA website.
  - **Action Item:**
    - i. Way to store passwords
    - ii. Future CQ articles.
      - Brendan committed to write an article - HOMEMADE FOOD
      - How does Rescue work - Brenda - SPRING 2024 CQ
      - Bob - Any history articles/throwback photos/etc./upcoming events (Tamworth Event)
      - Rachael article on Nosework
- **Report of Membership Chair - Kristy Jolly**
  - Report: **Membership Report – June/July 2024**
  - **Current Membership Total: 301**
  - **New Members (0):**
  - **Renewed Members (26):** Rick Prausa (VA), Kathe Dunscomb (OR), Jon Jolly (AZ), Lydia Leclerc (OH), Marlene Goist (TX), Brenda Dean (ME), Brendan Aldrich (IN), Melody Matthews Meilleur (ON, Canada), Cesar Hernandez (MA), Shelley Stewart (WI), Jill Pertain (NH), Kathleen Harrison (CA), Danielle Tappitake (NY), Kathy Krubeck (WY), Nancy Stevenson Burns (SC), Justin Damadio (DE), Leigh Conner (CA),

Darin Murphy (ME), April Matava (CO), Cindy Lee Morgan (OR), Paul Delia (CO), Carol Zuckerman (MA), Catherine McCarthy-Payne (CA), Elaine Edler (CA), Todd Roberts (KY), Triona Gogarty (CA).

- **Puppy Memberships (3): Vanguard Chinooks (3):** Jennifer Krawic (OK), Lisa Fisher (QC, Canada), Wendy Hansen (Ontario, Canada)

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- **Membership Numbers by Month**

Date	# of Members	Change
Sep-22	255	11
Nov-22	264	9
Apr-23	263	(1)
Jul-23	265	2
Aug-23	262	(3)
Sep-23	272	10
Oct-23	275	3
Nov-23	278	3
Jan-24	288	10
Feb-24	291	3
Apr-24	300	9
May-24	300	-
Jul-24	301	1

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- **Action Item:**

- i. Pam to send pdf Annual Report to Jon - **Complete**

- **Breed standard Committee: Kristy Jolly**

- Report: I have not followed up with anyone on this yet.

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- **Report of Health & Genetics Chair – Karen Hinchy**

- Report:

- i. 2nd generation dog owner has submitted information regarding eligibility

- **Action Item:**

- i. Finalize forms and processes to support the AI initiative
- ii. Final Population Analysis & Outcross Plan report will be sent to membership once received
  - Final payment is due will work with Brendan and Rachael - **Complete**
- iii. In the future Dr. Oliehoek will do a webinar for the membership

- **Report of Registrar – Karen Hinchy**
  - Report:
    - i. Continue to attempt to reach out to UKC.
  - **Action Item:**
    - i. Pam needs to UKC change officers form. 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.
- **Report of Historian – Bob Cottrell**
  - Report:
    - i. No report
  - **Action Item:**
    - i. Submitted an article for the upcoming CQ
    - ii. Outreach 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>

Upcoming program on dog sled making

Sat Aug 17, 2024 10-11 am

At Tamworth History Center

Part of summer traditional arts program

Link <https://www.tamworthhistorycenter.org/events>

and

<https://www.tamworthhistorycenter.org/events/mb1sh77x2v08wn9f3x6enqcz8rcumy>

Updated theclio chinook trail single entries into a tour

Adding more

See Link: <https://www.theclio.com/tour/2608>

Bob will do a follow up article for the CQ about the Feb chinook day in Tamworth.

2025 date for coa winterfest

Sat Feb 15 2025

- **Report of Regional Activities Chair – John Habermehl**
  - Report: No report
    - i.
  - **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:
  - i. Other than responding to a person inquiring about the possibility of her rescued dog being a Chinook, there has been no activity by the Rescue Chair
- **Action Item:**
  - i. [Article for CQ on how Rescue Works to be provided by August 1st](#)

- **Report of Active Chinook Program Chair – Rick Prausa**

- Report:
  - i. The Active Chinook Program Committee (Committee) held a meeting on June 23 and its next meeting is scheduled for July 28, 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.  
  
One new application has recently been submitted and is under review by the committee.
  - ii. Expansion of the Titled Events Group of titles to better recognize the versatility of Chinook dogs.  
  
Website revisions to incorporate and implement the Board's decision to expand the list of titles in this category are being drafted by the committee.
  - iii. Adding new activities to the Active Chinook Program to allow for increased participation by Chinooks and their owners.  
  
The Committee is in ongoing discussion about this action item.
  - iv. Improvements and updates to the Title/Certificate application process.  
  
The Committee is in ongoing discussion about this action item.
  - v. Revision of title and recognition certificates to reflect the program name change.  
  
The Committee is completing the initial design of a new title certificate and discussing potential certificate templates that could be used for non-title recognition.

vi. Program Health and Safety Review

From the June 27, 2024 COA Board Meeting Notes:

*“The Committee has agreed to initiate a review of the physical activities Chinook dogs are required to complete in order to earn titles under the Active Chinook Program. The purpose of the review is to assure that title requirements pose no unacceptable health or safety risks to the dogs based on current generally accepted canine medical advice. The Active Chinook Committee plans to coordinate with the Health and Genetics Committee in completing the review.”*

The Committee has assembled a list of all the physical requirements dogs are subject to in completing program activities and has initiated discussions on any potential concerns over those requirements. Taylor Scanlon has agreed to act as a liaison with the Health and Genetics committee since she is a member of both committees.

- **Report of Bench Chair - (Vacant)**
  - Report: No report
- **New Business**
  - No new business
- **Motions**
  - No motions this month
- **Unfinished Business**
  - COA Board Note/Christmas Cards
    - i. Blank note cards for rainbow cards, sympathy, congratulations
      - Need quote for Motion Kristy
  - How best to spend club fund are listed on the spreadsheet on shared drive called Working spreadsheet. **Reminder item**
  - Board will resume committee upon further research and deciding on path forward for 501©(3) **Ongoing**
- **COA Board meetings are scheduled** for the last Thursday of the month. The next meeting will be **Thursday, August 29, 2024** at 5 pm PST, 6pm MT, 7 pm CST, 8 pm EST.
- **Approval of Minutes**  
**Motion 2024-21**  
Motion by: Daniela      Second by: Marty



*I move that the July 25, 2024 minutes be posted and approved by unanimous consent within 48 hours of posting.*

- **Adjournment**

**Motion 2024-22**

Motion by: Daniela Second by: Rick

*I move that the July 25, 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.*

*Approved unanimously.*

Join with Google Meet

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Join by phone

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