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Date: March 10, 2021
To: Board and staff of Dog Is My CoPilot, Inc., including Board Directors Dr. Peter Rork, Taylor K. Rork, and Executive Director Kara Pollard
From: Len Carlman, Attorney at Law
Re: Periodic legal review of governance instruments

Thank you Peter, Taylor and Kara for the time you devoted to the periodic review of governance and liability protection instruments for Dog Is My CoPilot, Inc. We met by zoom today to review important corporate documents, highlight strong provisions in your materials, and discuss options for improving your toolkit.

Instruments that were in fine order included all of your core governance documents:

- Check-up on Articles of Organization – filed with Wyoming Secretary of State in 2012, still in good standing
- Note re annual report to Wyoming Secretary of State; current, and ready for an annual renewal next month
- Designation of Wyoming registered agent; topic of discussion; consider hiring a commercial registered agent to relieve yourselves of the duty and insure that it is well-handled. Take a look at the website for Western Agents, Inc. for context.
- Examination of bylaws – we highlighted many provisions, noted operational strengths, and discussed the benefits and detriments of having term limits for board members. We saw merit in changing the preposition “and” to “or” in Section 5.05, “Term of Office.” DIMC has good bylaws.
- Review of a new tool, a “Gift Acceptance Policy;” 95%+ of the draft is in fine shape; we discussed declaring that donor records are not available for inspection by non-board members, and creating an express presumption that donors’ names may be listed in DIMC communications (e.g. list of “Friends of DIMC”) unless the donor requests anonymity
- Review of Conflict of Interest policy; noting its good breadth and highlighting the importance of securing annual endorsements from board members
- Noting Volunteer Handbook, including suggestion that it be supplemented by the addition of a provision advising volunteers that, when traveling in service to DIMC, if they are waylaid by weather or other circumstances, the volunteers are expected to pay for their own food and lodging, and may not seek recovery of lost wages associated with either expected or unexpected time away from work.

- Examination of proposed new instrument – risk release and liability waiver – seeing merit in expressly noting the risk of flying in conditions that may cause ice build up on wings or other parts of a plane, requiring pilots and their guests to sign this instrument at least annually, and paying close enough attention to endorsements so that the printed names and addresses of signatories are legible.
- Discussion of adoption of employee handbook – tabled for further consideration, with only this particular item of encouragement regarding its text and format: be sure it prominently declares employees are “AT WILL” and may be removed at any time for any reason, including no reason.

Kara, Taylor and Peter, thank you for inviting me to review the governance and liability protection instruments for Dog Is My CoPilot. You are to be commended for running a successful non-profit organization and for devoting the always unheralded and always important effort to keep the governance of your entity in good shape.

To the extent you may wish for current donors, prospective donors or private foundations to be aware of and see this summary of your 2021 entity legal well-being assessment, I welcome you to share this letter with them.

Thank you very much and best wishes as you traverse the skies with our best friends,



Len Carlman