

Take Me Home Pet Rescue Board of Directors



Meeting Minutes

February 8, 2017

7:00 PM

Attended: Dana Huffman, Phyllis Salmon, Elise Bissell, Deborah Connors, Melissa Keeling, Deana Seigler.

Dana requested review and approval of prior minutes at the start of each meeting. The January 11, 2017 minutes were reviewed and approved unanimously with no changes.

Discussion items

1. Financial Update / 2017 Budget

- January income is missing a \$10K that was received but not yet deposited
- AHOTO 2016 netted about \$30K
- Our fixed expenses are running about 30%
- Elise mentioned that \$1K had been allocated from the special use fund to DAWG for S/N and vaccines through Spay Neuter Network
- Elise also informed us that she had to renew the lease or the cost was going to escalate
- Melissa volunteered to help with any grant applications if we found ones that we thought we could apply for

2. Continued discussion about percentage of Overhead related to Income and what constitutes overhead

- There are differing interpretations of which expenses must be categorized as overhead. Suggestion was made to get a professional to make a ruling. Melissa agreed to take an action to get a quote for an independent audit.

3. Proposal to hire weekend help since Saturday 8PM shift hard to fill

- Elise was going to talk to Renae about her interest/willingness to work additional Saturday shifts

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4. Review organization chart -- from December

- Elise provided a copy of the org chart dated February 8, 2017 where she had filled in names. The only requested change was to move Medical under Admin/Office.

5. Job Descriptions / Roles and responsibilities

- Deborah provided copies of the draft roles and responsibilities for these roles: Operations Manager, Event Team, Intake Team, Adoption Team, Foster Team, Social Media Team, Home Visit Team, Administration Team.
- Together we reviewed several of them and the action was to provide Deborah any comments prior to next meeting.

New business

1. Event committee recommendations

- The team has decided we will have AHOTO in 2017 in October
- We will not continue Hollywood Feed City Line

2. M&G organization

- Deborah suggested we needed to stagger the dogs because it had been too crowded at M&G.
- Discussion about possibly needing an overall coordinator and assigning an adoption counselor to each dog on a given day.

3. New volunteer process and access to status

- There are 4 “active” statuses in Volgistics: Active, Associate, Trainee, On Hold
- There is also a status for Applicant and Inactive. These two statuses are not receiving the volunteer newsletter.
- Volunteers need to go through 3 training sessions which are scheduled through Phyllis before they get access to sign up in Volgistics

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4. Corporate formalities

- This was raised by Dana at the start of the meeting and several times throughout with respect to how we needed to get updated bylaws and articles of incorporation in place. We agreed Dana could ask Chris Castro to draft bylaws.

Adjournment

The meeting was adjourned at 9:34PM.

Future Topics:

From 10/26/16: Adoption Fees -- Suggestion was to research what other groups are charging for adoption fees around our area and discuss in the future if we want to change our fees.

From 11/15/16: Surrender Form -- We need to take a look at our Surrender process and forms and clarify financial responsibility when someone agrees to self-foster.
Owner Surrender/Self Foster challenges and agreement - Deana