



Take Me Home Pet Rescue Board of Directors

Meeting Minutes

January 11, 2017

7:00pm

Attended: Dana Huffman, Phyllis Salmon, Elise Bissell, Deborah Connors, Melissa Keeling. Via phone due to illness Deana Seigler.

I. Discussion items

- Financial Update / 2017 Budget - Melissa

Not ready with 2017 budget yet due to open decision on AHOTO

Golf tournament will be in June now. Probably will do smaller events in 2017 but need the event team to figure out how to raise same amount of money that AHOTO would have brought in. Too late to book a venue for AHOTO for 2017. Plan is to move AHOTO to spring for 2018.

Elise and Deborah to get with the Events Team (Emily, Stacy, Betsy, Melissa) to ensure they meet to address within the next 2 weeks.

Melissa will transfer money from AHOTO account to operating account and to savings leaving \$5K in AHOTO account

- Percentage of Overhead related to Income - Dana
 - Rent and payroll is well over 30% of income which 30% is sort of the standard for non-profits.
- Review organization chart -- from December
 - Elise has not yet updated the org chart

- Additional cat team changes -- Elise
 - Vanessa is working the applications
- Cat info for volunteer newsletter - Phyllis
 - Vanessa is providing the details
- Roles and responsibilities -- Deborah
 - The last team meeting is on Sunday.

II. New business

- Event Team recommendations for 2017 AHOTO - Melissa
 - Team had not met yet; will do so prior to next meeting
- Kennel Technician Compensation - Elise
 - Quarterly bonus if funds available
- Event frequency (especially in Dec) - Phyllis
 - Going forward we don't want to do as many events in December
- Min Age to be at Center/Kid volunteers w/parents - Phyllis / Deana
 - Insurance Agent does not see anything in the policy that limits the age.
 - No one under 17 can be an official volunteer filling a defined slot at the Center
 - Need to put a sign into the kennel area with minimum age to enter



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- Mandy's expanding role helping with volunteer coordinator - Phyllis
 - Mandy is now answering emails for Phyllis
- Volunteer Facebook page members - Phyllis
 - Jerry Kafka asked why he was removed
 - Need to be active volunteers or fosters to be on our page
- Changes to our orientation program - Phyllis
 - They can go through training before orientation
- Vet Check Support Team - Deana
 - Deana suggested that a common email to send adopt and foster applications to with a team focused on vet checks might be helpful. For now just going to keep it without a team.
- Plans for Retreat/Goals for 2017- Deana / Deborah
 - No retreat this year

III. Adjournment

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