



Take Me Home Pet Rescue Board of Directors Meeting Minutes

July 12, 2017 7:30 PM

Attended: Dana Huffman, Deborah Connors, Becky Hull, Melissa Keeling, Deana Seigler.

The meeting started at 7:30.

Approval of Prior Minutes

- June 1, 2017 -- Dana made a motion to approve, Melissa seconded the motion, and it was unanimously approved.
- June 26, 2017 -- Deborah made a motion to approve, Dana seconded the motion, and it was unanimously approved.
- July 4, 2017 -- Becky made a motion to approve, Melissa seconded the motion, and it was unanimously approved.

Discussion items

1. Resignation of Elise Bissell -- no additional discussion was needed since we had already formally accepted her resignation at the June 26th meeting.
2. Addition of New Board Member -- Dana made a motion to appoint Becky Hull as a fifth member of the Board of Directors with a title of Member at Large. Deborah seconded the motion, and it was unanimously approved with Becky abstaining from the vote.
3. President and Vice President positions -- Becky made a motion to elect Deborah as President and Dana as Vice President. Deana seconded the motion, and it was unanimously approved. The TMHPR Board of Directors now consists of the following five members:
Deborah Connors, President
Dana Huffman, Vice President
Deana Seigler, Secretary
Melissa Keeling, Treasurer
Becky Hull, Member at Large



4. Finalization of updated Bylaws -- Ben Stolz contacted Deborah to inform her that Stephanie Timko no longer felt it would be a conflict of interest for him to work with TMHPR. Deana made a motion that we utilize Ben Stolz to finalize our Bylaws, update the Secretary of State Filing, review/update our waivers (foster, volunteer, Chewy), finalize the Employee Manual and provide Board Training. Becky seconded the motion, and it was unanimously approved.
5. Updated filing with Secretary of State -- this topic was covered as part of agenda item #4, and we will work with Ben Stolz to update our filing.
6. Meeting with possible new CPA -- Melissa reported that we still have not filed our 2016 tax return. Melissa met with Chad Rosen who is a CPA who only works with nonprofit organizations. His consulting fee is \$275/hr, and our tax return filing would be \$1000. He said an audit would be about \$7000, but typically non-profits of our size would not do this. Deana made a motion to switch to Chad Rosen as our CPA effective 1/1/18 to file the 2017 tax return. Dana seconded the motion, and it was unanimously approved.
7. Meeting with possible Attorney -- We had already agreed on agenda item #4 to utilize Ben Stolz, but Deborah reported on this item for completeness. We had been referred to Molly Cullinane by Ben Stolz. Deborah did talk to her even though she is not local, and her fee for initial consultation and setup is \$3500. As agreed under agenda item #4, we will utilize Ben Stolz.
8. Leadership positions.
 - a. PR/Marketing -- Kim Wilson is interested, but she would like some direction. Deborah is willing to help with that.
 - b. Event Coordinator -- Cathy McNeese and Kelley Vest are interested. Deborah will follow up with Emily to see what her transition plans are.
 - c. Volunteer Coordinator -- Christie Miche and Trish Clark are interested. Deborah is meeting with them and Stacy on 7/13 to discuss.
 - d. Grant Writing -- Murray Covens will write grants for us again once we get the 2016 Tax Return. It was also mentioned that Lisa Lundberg and Roberta Bergman were willing to help. Melissa will email them.
 - e. Once the positions have been filled, we need to update and publish the organization chart.



9. Financial Update from Treasurer -- We currently have \$24K in the operating account, but there are \$8K of expenses waiting to be paid. Melissa will move money from savings if necessary to keep \$20K in operating account. Given the current cash position, the Board agrees that we need to continue to highly scrutinize high medical expense intake cases at this time.

10. Other Financial Topics

- a. Bank account signatories -- Need to re-sign the original form because it was too light when scanned.
- b. TMHPR Credit Card -- Melissa will get Vanessa to sign Friday.
- c. Expense amount threshold for Board approval -- After discussion, we agreed that for now every surgical procedure would need to be approved by the Board. In addition, any diagnostic services over \$500 would need Board approval. We agreed that a reasonable expense limit without prior approval for Vanessa would be \$200. We need to establish a protocol for volunteers/fosters getting reimbursed for expenses, and in general if you are expecting to get reimbursed for something, it would need to be pre-approved.
- d. How do we get a bill paid and Jake's vet bill -- When an expense has been approved for reimbursement, we just need to send it to Jody Hassemer to be paid. The final bill for Jake's medicine will be paid by TMHPR.
- e. Paypal -- No discussion needed because there wasn't an issue after all.
- f. Grant applications related to outreach -- There are some outstanding grant requests that could receive funding in the future.
- g. Payroll -- We currently pay our CPA to do payroll, but there have been concerns about timing. Becky believes we can handle this with Intuit Payroll. Melissa to look into other options.
- h. Trello Board -- Melissa has created a Trello Board for all the financial info, and she can add Board members if they send her their Trello username.



11. Alumni Pawty Update -- This is scheduled for 8/10 from 5-9PM at Community Beer. Lisa Lundberg is leading this, and Deborah will reach out to her to see if she needs anything.
12. AHOTO Update -- A new website exists for AHOTO this year. Addison Conference Center has not provided a final budget yet. They will only charge \$1/per person to use our own caterer since we are a non-profit. We need to start collecting auction items, and we need sponsors. A request will be included in the newsletter asking for help finding items and sponsors..
13. Vet Care and Animal Care at the Center -- Dana asked Dr. Miller if she would be willing to do vaccinations for us at the Center. She will follow up with Dr. Miller since this is something we are interested in pursuing. Once a month Love Pit does heartworm treatment parties where all the dogs are treated at once by a vet that comes to them. Dana asked her if she has open days, and she will find out more. Vanessa is responsible for ensuring the animals at the center are receiving proper care and that dog/cat care shifts are filled.
14. Request from Elise to have access to her email account -- Deborah has offered to send Elise her personal folders.
15. Request from Elise to transfer Sandy, Ann and Wilson to Dallas DogRRR -- We don't believe there is a need to transfer them at this time. Dana will contact K-9 to come do an assessment of Sandy, and provide a treatment recommendation.
16. Policy relating to fosters having animals from multiple organizations at the same time. -- We discussed this, and decided that fosters are able to foster for multiple organizations at the same time if they choose.
17. Adoption Application for Ryder -- Relle had submitted a request to waive the adoption fee for Ryder and for a commitment from TMHPR to fundraise via Razoo if Ryder needs future hip surgery. The Board agrees to waive the adoption fee, and we would be willing to share and publicize a personal Go Fund Me if surgery becomes necessary.
18. Volunteer status of Elise, David and Relle -- Elise and David have removed themselves from the group, and Relle remains a volunteer and foster at this time.



19. Google Voice for Emergency TMHPR contact number to go on ID tags (order new tags) and phone number on Rabies tags at BPAH -- Carissa can create a separate phone@ Google account under the domain, and then anyone who wants to receive “emergency” calls can log into Google Voice through that account. Ideally the Board members, Vanessa and Stacy will all receive “emergency” calls so there there is a high likelihood that at least one person would be available to answer. Dana requested that we provide some instructions on how to setup do not disturb windows.
20. Emergency email communication -- The board@ email address auto forwards to our personal email addresses and this is working for everyone.
21. Process for assessing behavior issues (Marmalade) and determining which dogs need to go to K-9 (Mirabelle) -- Right now, we don’t think there is a serious issue with Marmalade; she is being a cat. For dogs, we can take any dog over to K-9 University for a free assessment, so that would be our first step if we think there is a dog that needs formal training.
22. Perception about intake changes (street dog vs cherry pick) -- Due to our current financial situation, we need to limit our medical expenses. When funding and a long term committed foster is available, we will likely be able to take an animal.
23. Medical Topics: Medical decisions, HW protocol, spay/neuter protocol, vaccine protocol, vaccines in refrigerator at Center that will expire -- For now we are sticking with the same protocols that were in place.
24. Richardson Chamber of Commerce Membership -- This expense was previously authorized. Becky will handle this and agreed to represent us.
25. Cat Focused M&G Saturday prior to Sunday Pottery Barn event --- Everyone agreed to start this 7/29.
26. Coldwell Banker adoption event request for September 9th at the Pet Supplies Plus in Richardson from 10-2. We will support this if they are OK that we don’t do on-site adoptions. We would not do M&G that week.
27. Actions to increase transparency -- minutes, financials, meetings, invitees -- As previously agreed we will put the financials and board minutes on the website. We just need to provide the files to Carissa. In addition, we will hold future



Board Meetings at the Center with the date/time published to the volunteers. We would like the Operations Manager to attend. We will include an Open Forum at the end for additional topics.

28. Miscellaneous Follow-up Topics

- a. Mailbox cancelled -- We can't cancel until AHOTO registrations. Deborah to go up there and ask for a key.
- b. New Camera System -- Will be installed by the end of the month
- c. Thank you for Ursuline Academy -- Just need to leave a note in the Thank You folder in the office
- d. JP & Associates (Gloria Goss) golf tournament on 11/13/17 -- Deborah to follow up

New business

1. Chewy donations -- We cannot keep an excess amount of food at the Center because it will attract rodents.
2. Need trucks at times to move things to storage -- Dana and Becky have access to trucks, so Vanessea just needs to ask them.
3. Advisory Board -- Since this is not something that ever really existed, then we will not have it for now. For now it was removed from the website.

Adjournment

Determination of next meeting -- regular schedule would be 8/9/17. Melissa will be out of town 8/9, so 8/2 will be our next meeting. We agreed to move the start time up to 6:30 PM and hold future Board meetings at the Adoption Center.



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.

From 2/8/17: Overhead Percentage -- 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.