



Take Me Home Pet Rescue Board of Directors Special Meeting Minutes

July 4, 2017

6:00 PM

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

Special meeting called to discuss the future of TMHPR and Elise Bissell's role.

The meeting started at 6:03

The original intent of this meeting was to discuss with Elise her role in the organization going forward. Deborah met with Elise individually earlier today. Elise felt she could not come and meet with us because she does not see herself involved at all with the organization going forward.

Here are the list of things that need to be addressed:

Dog Tags -- Need to change out Elise's phone number.

Budget -- Elise's personal credit card is on file there and need to change to the TMHPR card

Credit Card -- Melissa is working getting a new credit card that is not personally guaranteed by Elise

Website -- Need to change the names of Board members. Remove the Advisory Board section since this has never been an active Advisory Board.

Attorney -- Stephanie has declined to allow the non-profit attorney we met with to work with TMHPR. Deborah is going to ask his for a referral since he is not allowed to work for us.

CPA - Melissa is meeting with a different non profit CPA. She will also ask him if they have any recommendations for a non-profit attorney or insurance agent.

Facebook -- Melissa to talk with Carissa about the authorized admins on the main TMHPR Facebook page and the closed volunteer and alumni groups.

Razoo -- our target is to post one every 14 days



On call -- Elise feels she is on call 24x7. She plans to disconnect her cell phone and get a new one. We don't expect to have someone on call 24x7 going forward. Need to see if there is a way to have one email address reach us all in cases of emergency.

Mailbox -- need to cancel this and have all mail come to the Center.

Vaccines -- We have a lot in the fridge that will expire. See if Renae is open to giving them.

Keys - Deborah has all the extra keys except one. Elise has one for tomorrow so she can give Berklee a vaccine before taking her to K-9. Elise has decided she will not foster Berklee after the 2 weeks at K-9.

Cameras - Elise had authorized John Rogers to purchase a new camera system. He needs to be reimbursed. Deborah to talk to Kim to see if this system is going to need WiFi bandwidth.

Stacy's salary - A condition of approving the addition of an Assistant Operations Manager position is that Charlie and Elise Bissell would personally guarantee the salary. Elise indicated they no longer plan to guarantee her salary.

Volunteer concerns - Deborah has a list of concerns from some volunteers that she will send to us.

Lease -- The adoption center lease has another 2 1/2 years before it needs to be renewed.

Transparency -- Several of us believe we need to increase our transparency. Board meetings and minutes should be more open and financials available. There needs to be standard protocols that apply to everyone. We agree and will address going forward.

Tomorrow night (7/5) we have an open meeting with all volunteers to address questions. We will explain that Elise has resigned and has decided to no longer be involved. We will explain that Becky will be joining the Board. We will review our intake protocol and commit to more transparency going forward.