



## Take Me Home Pet Rescue Board of Directors Meeting Minutes

May 4, 2017

7:00 PM

**Attended:** Dana Huffman, Elise Bissell, Deborah Connors, Melissa Keeling (via phone), Deana Seigler.

The meeting started at 8:38 after a delay due to searching for Sierra.

### Approval of Prior Minutes

The minutes from the April 12, 2017 meeting were unanimously approved with no changes.

### Discussion items

1. Financial Update -- Deborah had questions about expenses last month. Melissa clarified the expenses are cumulative year to date. Pet Supplies are about 9K for the year, which is high. It's basically anything on the credit card that isn't a vet bill. Melissa will look into details of the Pet Supplies. We are about where we were last year, but expenses are up. Need to rally the donors.
2. Revised Bylaws -- Dana briefed us on the answers to the questions. She will go back to Chris with our agreements and get him to revise the bylaws
  - a. We can set the expense limit where we want it. We all agreed on \$2500 for a single expense excluding rent or vet bills as expenses that need Board approval.
  - b. Meeting frequency should stay worded as at least once a quarter and you can choose to meet more often
  - c. Section 10 on Compensation can be removed
  - d. Officers can be on the Board, but they can't vote on anything that would create a conflict of interest. Minimum Officers are President and Secretary by statute, but we want to have 4 Officers President, VP, Treasurer and Secretary.



- e. Need a minimum of 5 Board Members because a quorum is at least 3 people. We all agreed the # of Board Members needs to be odd. The majority vote will always be 3 regardless of who attends the meeting.
  - f. We all agreed that we don't need to require participation on committees and that the Secretary does not have to take all the minutes. Remove Section 7 on Committees.
  - g. Directors can resign any time. Directors can be removed by majority vote without cause. Director terms 3 years staggered and unlimited terms
  - h. Executive Director -- Board can appoint one if they want and can pay them if they want. We do not currently have an Executive Director.
  - i. We are not required to have a Corporate Seal
  - j. Instead of 30 days notice to replace a Board member, we agreed on 14.
  - k. If # Board members drops to an even # and there is a tie then no decision can be made.
  - l. Keeping notice of special meeting at 10 days
  - m. Email is considered in writing
3. Assistant Operations Manager Position -- Letter of Guarantee provided by Elise. Proposal to hire Stacy Holton as a salaried employee starting June 1st. Unanimously approved by all board members given the letter of guarantee.
4. Kennel Tech Replacement Hire -- Renae is now full-time, so putting hiring another technician on hold. New volunteer program should help us find more volunteers.
5. Status of the new volunteer software -- Should be operational 6/1

Active volunteers:	106
Applicants (New):	63
Applicants (Training/On hold):	13
Foster (not up to date):	58
-----	
Total:	240

Inactive: 176 (these are not included in the total number)



We can easily get the 200 volunteers/year because many of these volunteers/applicants are students. Also, it is not guaranteed that every one of these will sign up in the new program.

Since January only 13 people logged hours for a total of 338.50. We should have record of thousands of hours by May. Need to get volunteers to start logging their hours.

Need to review contact list Stacy sent.

6. Volunteer Coordinator / Backlog of applications - Stacy will kind of fill this position for now until the new system is up and running. Will readdress
7. Event Coordinator -- Kristin Suiter has offered to do this position. Her and Emily are meeting this Saturday to discuss. Kristin is leading the Fossil Fun Fest Friday 2-4PM. We need to make sure Kristin knows to run ideas for events by Vanessa.
8. AHOTO location decision -- Addison Event Center on 10/21
9. Chewy Donations Update -- Looking for truck and lunch sponsors every week -- \$150 each. Jana, Melinda and Vanessa are coordinating.
10. Donations email / Kitten Sponsors -- Elise will talk to Vanessa again.
11. Maddie's Fund Innovation Grants -- Need to add Grant Writer to the volunteer newsletter. We agreed OK to get us setup to apply for their grants. Innovation Grant window open May 15 - 22, 2017 for \$5,000 grants to implement a new program at your shelter or rescue organization that will advance lifesaving. Must be reporting metrics to apply for their grants. <http://www.maddiesfund.org/innovation.htm>.
12. Employee Manual -- move to June

### **New business**

1. None

### **Adjournment**

The meeting adjourned at 10:32