



Take Me Home Pet Rescue Board of Directors Meeting Minutes

September 13, 2017 6:30 PM

Attendees: Dana Huffman, Deborah Connors, Deana Seigler, Becky Hull, Vanessa Vandiver, BC Miller, Stacy Holton, Liz Wood, Tina Peterson, Nancy Holt, Kathy Cook, Alex, Melanie Bullock, Jana Dodson, Betsy Venden

The meeting was called to order at 6:34 at the TMHPR Adoption Center.

Approval of Prior Minutes -- Becky made a motion to approve, Dana seconded the motion, and it was unanimously approved.

Discussion items

1. Financial Update -- Melissa provided it in advance since she would not be here. We are still operating at a loss for the year, but for August we recovered \$3K of the YTD loss leaving us at negative \$49K for the year.
2. AHOTO Update -- Alex has agreed to be the photographer, and we will use the caterer at the center. We still need donations for the silent auction and wine (\$25 or more) for the wine pull. Dana will work with K-9 who has agreed to donate 3 - \$100 certificates. All the wine to be served has been purchased and the vodka has been donated. Special tickets prices if you buy between now and 9/30 it is \$99. Volunteers who work the whole event will not have to buy a ticket, and people who work partial will be \$50.
3. Events Update
 - a. 9/14 NTXGD -- Vanessa will be at Cafe Victoria since she is donating 20% of sales. Any single donation over \$1000 will get a painting by Regan. We also have a donor who is matching the first \$25K.
 - b. 9/16 Mutts Market -- Vanessa will be there to man our table but she could use some help from 10-12
 - c. 9/16 HF Coit & Legacy -- Tina will be the lead and Liz will go too.
 - d. 9/23 Cat M&G -- Deana will be here for this and 9/24 Pottery Barn will be Stacy



- e. 9/30 PetSense Frisco -- Kelley Vest will coordinate this and Park Cities Pet Sitter will be Deana 11-4. M&G will be private meetings only but will be open
 - f. 11/13 JP & Associates Golf Tournament -- We are one of three groups that will be recipients of proceeds. Good Shepherd Rescue and Dallas Pets Alive.
4. Open Leadership Positions
- a. Event Coordinator -- still open and no interest
 - b. Volunteer Coordinator -- Christie Michie is going to do this
 - c. Organization Chart -- Deborah provided an update and the only feedback was about separating offsite adoption events and offsite fundraising events. Need to add Outreach to cover Project Chewy.
5. Operations Manager Update -- Vanessa is working with Deborah and Dana about how to split up the hours so we can have a cat care person in order to be able to have cats at the Center during the week. Medications (including Heartguard) have been moved to a locked cabinet. We are also looking for groups who want to paint such as men's service leagues.
6. Project Chewy -- We have so many groups wanting to be part of this now so the rotation will get farther apart. Jana asked if White Kisses Great Dane Rescue should be considered, and we said OK since so many of their animals are fostered here. Criteria will be rescues based in the DFW area helping animals in this area. Financial criteria to be determined. Donations to other non-profits are tax deductible. Donations to others are not tax deductible. We need to discuss this with Melissa when she is back to see how it needs to be handled.
7. Animal Update
- a. Sandy -- A hog trap from Marina is out there but not set. Relle and Victoria have been very helpful. Becky is filling the feeders every day and trying to get Sandy used to going inside the trap. Then they will not feed her for a day to get her hungry. We have reached out to numerous groups for input and help. Once we catch her, she needs to go straight to the vet and then here to decompress again.



- b. Harlow -- Becky has Harlow right now. She doesn't think she needs a special needs place but instead she needs a family; maybe even a family with a special needs child. Becky thinks she has a little hearing and a little vision. Becky is now her foster and intends to be for the long term until she is adopted.
8. Update on actions for Ben Stolz
 - a. Bylaws -- Ben has standard bylaws that he uses. Dana will email us those to review as well.
 - b. Waivers (foster, volunteer, Chewy) -- Ben made us aware that we could have liability if animals get sick from food we have donated. We need someone who is an officer from the organization to sign the acknowledgement of food waiver one time and it will stay on file. If we are donating to individuals that are not non-profit organizations, they need to sign the waiver individually. We need to start using this as soon as this week and must be on file by 10/1. Ben provided an updated volunteer/foster waiver form, and Dana will send it to us via email to review.
 - c. Secretary of State Filing -- our current filing is deficient and needs to be updated. Dana will circulate the to/from.
 - d. State trade/service mark -- We cannot get federal recognition due to the CA organization by the name of Take Me Home. We can register our name and logo in Texas for about \$50.
 - e. Employee Manual -- Ben has some standard wording he can use
 - f. Board Training -- any Friday or Saturday in October is available
9. Veterinary Partnerships and Protocols Update -- Becky has done some research trying to form a partnership with Banfield. Office visits are free and services are discounted a flat 15%. She is still looking into this. Becky and Vanessa talked to the doctor that does HW treatment for The Love Pit. She has been doing these mobile HW treatments for 7 years. The cost is simply the cost of the medicine which is ~\$50. Becky made a motion that we use Dr. Brazail for our HW treatments going forward starting with Brody in October, Deborah seconded the motion and it was unanimously approved.



10. Insurance Coverage -- We have general liability and D&O insurance, but we may need commercial auto coverage and umbrella liability and property insurance. Need Melissa to reach out to her contact to get other quotes for more comprehensive coverage.
11. Landlord Response -- He is going to put up some lights out back due to the issues we have had.
12. New Camera System -- We now have 14 cameras including one in the back and it does record as well.
13. Storefront Update -- looking to take the paint down and getting some quotes for vinyl. If anyone is looking for a service project, we need someone to take the existing paint off the windows. BC knows someone who can give us a quote.
14. Cat Adoption Fees -- There was a request to allow special pricing any time. The Board agreed the special pricing is only good on the Saturday Feline Fling days.
15. Cat Adoption Folders -- The adoption folders need to be reduced save paper. She will work on both cat and dog folders.
16. Request from Dr. Anna to help a client with a found GSD -- Dana will check with K-9 to see if they will do a temperament test. If he tests out OK Betsy would be willing to foster.

New business

1. Deborah will proceed with our Richardson Chamber of Commerce membership that was previously approved
2. Deborah said we need to build a database of our donors and adopters. After some discussion, the conclusion was that we just need to clean up RG and put more effort into putting data into RG.
3. There was no further new business from the Board Members, so the meeting was opened up as an open forum to all other attendees. The Board answered questions that were asked.



4. Cat intake is not closed but we don't currently have any open fosters, so we have not been able to take additional cats at this time.
5. Betsy asked if we could put a PODS storage container out back. Deborah will see if the City will approve it.

Adjournment

Determination of next meeting -- regular schedule would be 10/11/17

The meeting adjourned at 9:14.