



# Take Me Home Pet Rescue Board of Directors Meeting Agenda

**December 13, 2017 6:30 PM**

**Attending:** Dana Huffman, Deborah Connors, Deana Seigler, Becky Hull, Melissa Keeling, Vanessa Vandiver, Betsy Venden

The meeting started at 7:00 at Melissa Keeling's house.

Approval of Prior Minutes -- Becky made a motion to approve the minutes from November 8th and Deborah seconded the motion. The minutes were unanimously approved.

## **Discussion items**

1. Financial Update -- through November we are still showing a loss of \$35K but it does not yet include the grant for \$10K. December donations are light so far, but we do plan on sending the end of year letter. Paypal donations are up. Project Chewy is breaking even with truck rental and food for volunteers. Vet expenses continue to be lower than the first half of the year. The vet expenses in the first half of the year is a big driver of our loss for the year.
2. Insurance -- our current agent is looking at our current policy to make sure we are covered for hired drivers. Melissa still needs to ask about general liability policy. Deborah will email her a list of questions about the coverage.
3. Payroll -- the new payroll company will be in place starting Jan 5th. Hours will still be sent to Jody.
4. Heartworm Treatment Update and Comparison Pricing -- We have been using the new doctor for 3 months. Savings for a large dog is about \$130 and for a smaller dog the savings will be closer to \$200. Jill is going to be the coordinator gathering all the information to send prior to treatment.
5. Plans for grant usage and tracking -- We will use the grant funds to focus on providing spay and neuter services. Vanessa is looking at how to track in RG.
6. Project Chewy Update -- There are now two pick up days per week, and Streets to Sheets is doing one day and we are still doing Friday.
7. Chewy Marketing -- We need someone to help us advertise our outreach partnership with Chewy. We can also ask the groups benefiting to give us a shout-out too.
8. New Events Coordinator -- Erin Young is taking over this role.
9. Number of events to host each month -- For fundraising, try for a restaurant once a month and a bigger event once a quarter. For adoption and awareness events,



continue Pottery Barn once a month but instead of doing Hollywood Feed reserve the 2nd event of each month for a variety of community events. In particular we need to focus on the parades and we can include alumni.

#### 10. Animal Update

- a. Sandy -- 3 cameras now and Dana and Becky are still trying to locate her
  - b. Lacey -- surgery last night at Hillside, there were leaves packed in her system but the metal was actually from the vet who had seen her for the blockage. She is overweight. She will likely get to come home tomorrow and Jill is going to foster her.
  - c. Dexter -- He is a TMHPR dog so Deana will reach out to him
  - d. Duvall -- She is doing better on the medicine. She has a good working ability so Kay is going to try and find someone interested in her
  - e. Jasper -- His issue is fear not pure aggression. It seems to be working better if you call his name and get him to come to the gate before you approach the gate. Just need to continue working the plan for a couple of weeks.
  - f. Lyle -- Dr. King is trying some small changes for now..
  - g. Peppermint -- She had lost weight but some of that has been put back on
  - h. Goldie Hawn -- Adopter has a trip planned but we don't think she should go to Florida. We will delay the home visit to after their trip.
  - i. A Team Kittens -- Ainsley is FeLV +, the other two will be tested again on Friday.
11. Operations Manager Update -- SMU service group will do painting on 1/27. No Feline Fling or M&G on that day since 1/28 is Pottery Barn. No Meet & Greet on 12/23 or 12/30.
12. Friends Place Adult Daycare partnership -- Rick came and looked at the fence today. We will be able to use the space 8-10 and 4-6, but we will limit who can take dogs over there.
13. Texas Workforce Commission Registration -- If you have 4 employees then you have to register with the Texas Workforce Commission.
14. Employee Manual / Processes & Procedures -- Deborah gave Vanessa an updated manual. Vanessa will work on processes & procedures over the holiday break
15. Board training -- Will take place on January 6th at 10 AM at Ben's office
16. Planning meeting for 2018 -- We will hold a 2018 planning meeting on February 3rd starting at 9AM at Dana's office. Attendance is limited to the 5 Board members.



17. Volunteer appreciation event -- We are planning this for February 11th from 3-5PM at Betsy's house with a super hero theme. Vanessa will send out a Save the Date.
18. Training for volunteers -- Postponed discussion to the February 3rd planning meeting.
19. Holiday coverage for dog care -- Vanessa will talk to Christie about getting a plan together earlier
20. Kennel technician schedule -- Rachel Nevell Mon thru Fri 6-9 is the help we have now. We are still looking for a second one.
21. Status of cat program and cat care -- We all agree that 2 cat care shifts per day is sufficient. We have added a log for cats like we have for the dogs to track activity.
22. Foster development -- Do training sessions with the fosters but not just a 1 hour class but more like a curriculum. Combine some learning with some social aspects. Betsy is going through the master foster list to determine which ones to move to the archive list.

### **New business**

1. Open Forum -- We need an action plan for Rogue and Diesel.

### **Adjournment**

Determination of next meeting -- next regular board meeting will be on 3/7/18 at Becky's since we have board training in January and 2018 planning meeting in February.

Meeting was adjourned at 9:37