



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

**November 8, 2017 6:30 PM**

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

The meeting started at 7:11 at Deborah Connor's house.

**Approval of Prior Minutes** -- Melissa made a motion to approve the October minutes, Dana seconded the motion. The minutes were unanimously approved.

### **Discussion items**

1. Financial Update -- The check from NTxGD was deposited in November but through October we are still operating at a large loss for the year due to medical expenses the first half of the year. We will have a more detailed discussion about AHOTO at a future meeting and whether or not the effort is worth the net income. Individual donations are up this year as well as income from other events. We do want to get a monthly restaurant event on the calendar.
2. Legal update -- Dana distributed the updated volunteer waiver and receipt of donated goods waiver with changes incorporated. The only change still needed was to add a check-box on the donated goods waiver if they are a 501(c)3 organization. Deborah made a motion to approve the new waivers with the one pending change and start using them. Melissa seconded the motion and it was unanimously approved.
3. By-laws -- Dana presented the final version of the bylaws. Dana made a motion to approve the by-laws, Becky seconded the motion and they were unanimously approved. They will be filed in the Corporate Book.
4. Secretary of State Filing and State trade/service mark -- We have updated the Secretary of State Filing listing the Center's address and [board@tmhpr.com](mailto:board@tmhpr.com) email address as contact. The State trade/service mark is still in work.
5. Board Training -- We will plan to have this on Saturday, January 6th.
6. Kennel Technician for 8pm shift coverage -- Rachel Nevel has already started and has vet tech experience, does grooming and can care for the cats. Allison Atkinson will be at the Center Monday at 6PM to determine if she is interested in helping. The shift will be 6-9PM on Monday through Friday, and they will ensure the shifts are covered if they can't do their scheduled shift. This will mean we only need to have volunteers cover shifts on Saturday and Sunday. Rachel will



also be able to do vaccinations along with some other volunteers who have learned how to do this.

7. Thank you notes for AHOTO -- Melissa will provide a list of donors who need Thank You notes so the volunteers can write them on Friday.
8. Employee Manual update -- Vanessa reviewed it and provided changes to Deborah. She needs to next month to incorporate the changes.
9. Processes & Procedures Document -- Deborah sent the template to Vanessa, and she will start gathering them.
10. Project Chewy Update -- Streets to Sheets is now picking up on Wednesdays and we are picking up on Fridays. It is now more manageable. Groups that cannot be cordial about the donations they receive will not be invited back to benefit from Project Chewy.
11. Social Media Team Update -- Vanessa met with Stacy Bratton. She has a lot of good ideas that will be implemented including a separate Instagram account for cats.
12. Adoption Team Update -- Nicole, Katie and Ashley have joined the team to work with dog adoption emails.
13. Grant Writing Update -- Deborah and Vanessa met with Roberta Bergman, and she is going to start writing grant requests for us. We can send them grant ideas for her to work.
14. Foster Coordinator Changes -- Deana's position at work is changing, and she will not be available much during the week. Melanie Bullock is taking over as Cat Foster Coordinator, and Betsy Venden is taking over as Dog Foster Coordinator. These are effective now, and Deana has already met with them.
15. Animal Update
  - a. Sandy -- Mutts & Mayhem took their drone out one night and there was one heat source that we have the location of. Dana and Becky will walk to that location on Friday to see if it is accessible.
  - b. Jasper -- Janet will be returning him to the Center Sunday between 12 and 1 and Deborah will be meeting her.
  - c. Lyle -- Stephanie Smith needs to move Lyle. Melanie will work it.
  - d. Shadow -- Joanne has decided she wants to keep Shadow. There will be no adoption fee but we do need the contract signed.
16. Planning Meeting for 2018 -- We will do this some time after the Board Training in early January.



## **New business**

1. No new topics

## **Adjournment**

The meeting adjourned at 8:53.

The next meeting will be 12/6/17 at Melissa's house. [This was later rescheduled to 12/13/17]