



Take Me Home Pet Rescue Board of Directors Meeting Agenda

April 11, 2018 6:30 PM

Attending: Dana Huffman, Deborah Connors, Deana Seigler, Becky Hull

The meeting started at 6:45 at Becky Hull's house.

Approval of Prior Minutes -- Becky made a motion to approve the minutes from March 7th, and Deborah seconded the motion. The minutes were unanimously approved.

Discussion items

1. Acceptance of Bylaw changes from Nov 2017 -- The Board had voted to accept the revised bylaws at the Nov 2017 Board Meeting. However, the signed copy was misplaced. Deborah located her copy of the bylaws from that meeting, and they were reviewed by all members in attendance. We all agreed that was the same copy we had approved in Nov 2017. Deana signed the copy as the Secretary, and she will take the hard copy to have it scanned into a PDF and then placed in the Corporate Book at the Center.
2. Acceptance of Resignation of Treasurer -- Melissa Keeling submitted her resignation from the Board and from her position as Treasurer. A resolution was presented by Deana to accept her resignation. Becky made a motion to approve the resolution, and Deborah seconded the motion. All were in favor, so the resolution was approved. Dana will ask Ben for a formal resolution, and Deana can sign it when we get it.
3. Board Vacancy Candidates -- Two candidates have expressed interest in the vacant Treasurer position. Resumes for both were reviewed, and candidates were discussed.
4. Election of new Treasurer (depending on prior item) Becky made a motion that we elect Sandy Landers to the Board of Directors in the role of Treasurer, and Dana seconded the motion. Sandy Landers was unanimously approved as the Treasurer and fifth Board Member. Becky Hull will inform Sandy, and send Carissa what email address she would like to use for board correspondence.
5. New PoC for Events Lead to approve events (Melissa was her PoC) -- Deborah to ask Melissa if she is willing to continue in this role. If Melissa, is OK continuing in this role, Deborah will ask her for a monthly report that can be given at the Board meetings.
6. Deborah's List of Concerns distributed at March Meeting -- We all agreed to wait until next month when we have all 5 Board members to discuss these topics.



7. Assistant Operations Manager Job Description (change in focus) -- Deborah to call Melissa to see if she had the discussion with Stacy about changing the focus of her role as planned after the March meeting. Then Deborah will write the job description or have the conversation with Stacy and then write the job description. We will follow up on this at the next meeting.
8. Operations Manager Report (via President) -- Coffee Bar has been a hit. Working to make the back M&G area as inviting as the front. Also working to clean up the admin area. Vanessa and Alex donated the artwork that is now hanging at the Center. There is a site visit for a \$5K grant on 4/13. Regan Holton is going to do a design / estimate for redoing the kennels in the back. The website will be updated with our 2017 save numbers -- total was 253 animals. The dog adoption folder has been reduced from 20 to 5 pages, and Liz and Stacy are working on the cat adoption folder. The Pod must be removed by the end of the month, so we will need to dedicate a kennel to store the pallet jacks. We have added 10 new groups picking up supplies from Project Chewy. We are doing outreach working with DT6 to get some additional dogs for the people who had adopted Sandy(Sami). Lacey is not going to have hip surgery after all; it will be managed with medication. She may become a forever foster. We currently have 3 HW positive dogs going through treatment. The yoga event was a big hit, and we are starting to do more and more community events.
9. Financial Status - Brennan Clipp's mom designated TMHPR as the organization for donations in her honor. We will send handwritten Thank You notes to everyone who donated in her honor. The notes will include a collage of some of the fosters that Brennan helped. The March financials do not include two grants or the donations in memory of Brennan. The two areas of big difference are matching corporate grants and individual donations. Need to be sure we are writing Razoos even for the "healthy" ones especially when it is a litter of puppies or kittens. Also Deborah will ask Vanessa if the funds have been raised for Jiffy's eye surgery.
10. Cat Program Proposal -- Deborah talked to Michelle Troop about what could we do different for the cat program because we don't do cat adoptions well. The organization does not function well when the cat program is operated separate from the dog program. Michelle said that people who want to adopt a cat want to go to places like a pet store or shelter and take the cat home that day. Deborah is concerned there are not enough cat volunteers to make it work.

Dana has spent time talking to people about how to get more cat volunteers. There are people who say they would help. Dana is very committed to the cat



program because that is how she started with TMHPR.

We have agreed based on Dana's work that:

- We will continue the cat program for now.
- Cat intake requests need to follow the same process as the dogs. That process has been covered with the foster coordinators and documented. Dana will send potential cat intake requests to the intake@tmhpr.com address. Once they are approved by the Intake Team as possible fits for TMHPR, it will be sent to the Cat Foster Coordinator to see if there is an available foster.
- Melanie as the Cat Foster Coordinator will keep the Cat Foster Trello Board updated at all times since this is how we communicate. It was most recently updated on 4/11 with all the Approved Fosters who are possible fosters.
- Dana will work with Erin to plan some off-site cat adoption events, and Dana says there are people who have said they will help. Deborah is talking to the Dallas Cat Lady organization to see if we can partner with their events which tend to be successful.
- Dawn Hunck's daughter will do an internship this summer doing social media for cats.
- Dana or Dawn will make sure that Vanessa gets information to make Razoo posts for cats
- Dana will make sure that cat fosters are posting information in the TMHPR Volunteer FB page for the social media team to use
- We are going to limit the number of cats in the program at any one time to approximately 20. Intake guideline for now is not to take any black ones even if they are part of a litter; we just would not take that litter. The other intake guidelines of age and socialability still apply.
- Tina will continue as the Cat Adoption Counselor, and we are OK with cats going home without a home visit.
- At the July Board Meeting we will revisit this to see if it is working.

11. Meet & Greet Procedures -- We have implemented the process of having someone in charge. We need to be sure that high value treats and toys are not given to a dog during M&G, especially when they are meeting potential adopters.



12. Board vs Operations Manager Responsibility and Authority -- We have Vanessa in place to run the operations. The Board needs to focus on more strategic issues like financials. The Board agreed that Vanessa has the authority to make the operational decisions and decide how to use the space. She needs to be included in all communications about anything happening within/for TMHPR. The Board agreed we all fully support Vanessa and her decisions. Some people may not like her decisions, but the Board entrusts her with this responsibility and will back her decisions.

New business

Guiness (one of Sierra's puppies) is being returned due to aggressive behavior in the home. Deborah will talk to the adopters to see if they will take him to Dr. Florshiem for an evaluation.

Adjournment

Determination of next meeting -- regular schedule would be 5/9/18. Deborah cannot make it 5/9, so our next meeting will be 5/3/18 at Becky's house. Deana mentioned that the June regular meeting would not work for her, so we agreed to 6/6/18.