



Take Me Home Pet Rescue Board of Directors Meeting Minutes

March 7, 2018 6:30 PM

Attended: Dana Huffman, Deborah Connors, Deana Seigler, Becky Hull, Melissa Keeling

The meeting started at 6:43 at Deborah Connor's house.

Approval of Prior Minutes -- Becky made a motion to approve the minutes from February 3rd and Melissa seconded the motion. The minutes were unanimously approved.

Discussion items

1. Operations Manager Report
 - a. Chewy is back on this week after a week of closed docks due to an accident (not related to rescues).
 - b. Adoption Center continues to be painted.
 - c. Processes for Exam and ISO puppy rooms have been published and Renea is reviewing and adding to it.
 - d. Pod is working as hoped. Rx food is being offered to the groups as we receive it. Held food for anyone who cannot come on Fridays is being stored and picked up on the weekend. Not storing long term.
2. Financial Report -- Income is less than expenses, so we really need to focus on fundraising. Melissa will talk to Vanessa and Stacy about the current state and solicit ideas for how to focus on fundraising.
3. Volunteer Committee Report -- Becky out briefed the volunteer committee meeting
4. Finalizing Job Descriptions for paid employees -- Deborah provided the job description for the Operations Manager, but we don't have the one for Assistant Operations Manager or the Kennel Technicians yet. Deborah will write the one for the kennel technicians, but we will hold off on the one for the Assistant Operations Manager until we have the discussion about evolving Stacy's role.
5. Position duties/descriptions for volunteers in a "leadership" positions -- Deborah provided the job descriptions for the volunteer positions.
6. Event Planning Chain of Command -- Erin has been finding a lot of events to plan for Take Me Home. We agreed that Melissa would be her PoC for determining if we are going to participate in events.



7. Revising Meet & Greet -- Need to have a person in charge for each Meet & Greet to plan who will be where for both cats and dogs. Deborah is working this with Vanessa. We still need to implement the liability waiver sign in for people coming to M&G. Deborah will talk to Carissa about implementing this for online sign in like Ben had suggested at Board training.
8. Protocol for intake -- We discussed this at our February meeting, and there isn't any change from our February discussion. We are looking for adoptable animals that will not tie up a foster home for an extended period of time. We still don't want to focus on street dogs, older animals or animals with aggressive/anxiety issues. We want to be able to help more animals -- save 10 vs 1.
9. Protocol for accepting owner releases/found/stray dogs -- Need to make sure we get signatures on official owner surrenders.
10. Project Chewy Update -- Purrfect Angels is no longer going to be invited.
11. Contact with German Shepherd rescues -- Dana did reach out to the groups, and they said they have a hard time getting white german shepherds adopted as well. Dana will see if we can cross post our shepherds with them.
12. Follow-up from 2018 Planning Meeting
 - a. Grant data to Roberta -- Melissa will see if Stacy can do this interface
 - b. Fundraising Chairperson -- Melissa to talk to Vanessa and Stacy to see if we can refocus Stacy's role on fundraising
 - c. Animal Placement Issues -- Rogue, Buddy, Brody -- It would be good to get more pictures of these to advertise these.

New business

Things that Keep Deborah up at Night -- to be discussed in April

Determination of next meeting -- regular schedule would be 4/11/18 and it will be at Becky's house

Adjournment -- the meeting adjourned at 9:06