

## **Take Me Home Pet Rescue 08-12-25 Meeting**

**Meeting called to order at 6:01 pm by President – Cagla Darveaux**

### **Attendees**

- Board Members: Pat Bivins, Trish Clark, Kathy Cook, Cagla Darveaux, Colleen Guarraia, Dana Huffman, Trish Manche, Cheryl Phillips, Kim Santo
- Guests: None

### **Minutes**

- Kathy Cook moved to approve the minutes from the July 08, 2025 meeting as read
  - Cheryl Phillips seconded
    - Vote passed unanimously 9 – 0

### **Reports**

- President: Cagla Darveaux provided updates from our insurer regarding reimbursement of expenses for repair of damage from the Trucker's Café fire
- Facilities and Supplies: Trish Manche provided update on supplies and repairs
- Admin and Medical: Kathy Cook
  - Intake and adoption numbers through 07/25
- Dogs: Kim Santo
- Cats: Trish Manche
- Events and Public Relations:
  - Heather Devine: Report of Meet and Greet Statistics
  - Trish Clark provided information on:
    - Events on 09/17 at Shady's and Lochwood Distillery to promote NTX Giving Day
- Volunteers: Cagla Darveaux
- Social Media: Kimberly DeWeese
- Cagla Darveaux provided a quick overview of budget to actual and impact on cash flow
- Financial / Treasurer: Colleen Guarraia
  - Provided updated financial reports reflecting the Board's email vote on August 7, 2025 to change the dog and cat split of general income and expenses to 50%/50% retroactively back to the beginning of 2021.
    - Resulting in balances at December 31, 2024 of:
      - Cats: \$56,389.18
      - Dogs: \$54,079.62
  - Provided Financial Reports and Statement as of July 31, 2025
    - Income for YTD through 07/25: \$101,398.16
    - Expenses for YTD through 07/25: \$128,123.60
    - Net Income YTD through 07/25: -\$26,725.44
    - Asset Balance as of 07/30/25: \$143,743.36

### **New Business**

- Need for our volunteers to sign Nondisclosure Agreements
  - Dana Huffman and Cheryl Phillips to work on proposed language
- Need for documentation of our process for adoption returns
  - Trish Manche will research with Petstablished and provide suggested approach
- Assuring appropriate access levels in Petstablished for all volunteers
  - Kim Santo, Trish Manche and Cagla Darveaux will work on this
- Clean-up of our Contact Lists
  - Who should move from Rescue Groups to Petstablished
  - Clean up in Petstablished to show active status and department
  - Cagla Darveaux will reach out to leads

**Meeting Adjourned at 7:57 pm.**

**Respectively Submitted: Kathy Cook, Secretary      08/26/2025**