

Take Me Home Pet Rescue 09-09-25 Meeting

Meeting called to order at 6:06 pm by President – Cagla Darveaux

Attendees

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

Minutes

- Kim Santo moved to approve the minutes from the August 12, 2025 meeting as read
 - Trish Manche seconded
 - Vote passed unanimously 6 – 0

Reports

- President: Cagla Darveaux reported no new updates from our insurer regarding reimbursement of expenses for repair of damage from the Trucker's Café fire
 - She will follow up to see the status of our claim
- Facilities and Supplies: Trish Manche provided update on supplies and facilities
- Kim Santo provided intake and adoption numbers through 08/25
- Dogs: Kim Santo
- Cats: Trish Manche
 - Combined event with Richardson Humane Society upcoming on 09/27 will focus on mother cats and older kittens
- Events and Public Relations:
 - Heather Devine provided report of Meet and Greet Statistics and upcoming events
- Volunteers: Cagla Darveaux
 - Discussion about clarifying our policy around age limits for volunteers
 - Outside volunteers versus children of fosters
 - Cagla Darveaux will put together a document with the details of our policy for board approval
- Social Media: Kimberly DeWeese
 - Requested board to share our posts on their personal social media pages
- Financial / Treasurer: Colleen Guarraia
 - Reminded board that our organization uses Cash Basis Accounting
 - Results in lag between invoices received and payments
 - Provided Financial Reports and Statement as of August 31, 2025
 - Income for YTD through 08/25: \$137,751.74
 - Expenses for YTD through 08/25: \$149,422.68
 - Net Income YTD through 08/25: -\$11,670.94
 - Asset Balance as of 08/31/25: \$158,797.86

New Business/Old Business

- Guest Animal / Formal Rehoming Program
 - Cagla Darveaux will set up meeting
- Need for our volunteers to sign Nondisclosure Agreements
 - Dana Huffman and Cheryl Phillips will continue to work on proposed language
- Documentation of our process for adoption returns
 - Trish Manche has provided a document with the process and procedures
- Assuring appropriate access levels in Petestablished for all volunteers
 - Kim Santo will send updates on levels
- Clean-up of our Contact Lists
 - Cagla Darveaux will follow up
- Need for common platform to store our documents on policies and procedures
 - Trish Manche will check with Petestablished to see if the platform has functionality

Meeting Adjourned at 7:15 pm.

Respectively Submitted: Kathy Cook, Secretary 10/13/2025