

Take Me Home Pet Rescue 10-14-25 Meeting

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

Attendees

- Board Members: Pat Bivins, Kathy Cook, Cagla Darveaux, Colleen Guarraia, Dana Huffman, Trish Manche, Cheryl Phillips, Kim Santo; Trish Clark joined at 6:25pm
- Absent: None
- Guests: Melanie Bullock

Minutes

- Kathy Cook moved to approve the minutes from the September 9, 2025 meeting as read
 - Pat Bivins seconded
 - Vote passed unanimously 8 – 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
 - Colleen Guarraia will contact a locksmith about front door issues
- Kathy Cook provided:
 - Intake and adoption numbers through 09/30/25
 - Animal Inventory report as of 09/30/25
- Dogs: Kim Santo
- Cats: Melanie Bullock
- Events and Public Relations:
 - Heather Devine provided report of Meet and Greet Statistics and upcoming events
 - Discussion about need to use Sign Up Genius for volunteers for events
- Volunteers: Cagla Darveaux
 - Cagla Darveaux will contact Heather Devine about scheduling a volunteer thank-you / public open house after the first of the year
 - Discussion about clarifying our policy on Thank You notes
 - Donations made by check: Colleen Guarraia sends handwritten note
 - Electronic Donations:
 - Petstablished: system automatically sends thank you message
 - Others: electronic note sent if email address has been provided
- Public Relations: Trish Clark
 - Operation Kindness charges \$4,000 for their spay/neuter bus for 32 animals
 - Trish Clark will contact them about availability and scheduling
- Financial / Treasurer: Colleen Guarraia
 - Provided Financial Reports and Statement as of September 30, 2025
 - Income for YTD through 09/25: \$181,809.53
 - Expenses for YTD through 09/25: \$164,265.82

- Net Income YTD through 09/25: \$17,543.71
- Asset Balance as of 09/30/25: \$188,012.51
- Reported that we have not yet received all funds from North Texas Giving Day

New Business/Old Business

- Guest Animal / Formal Rehoming Program
 - Cagla Darveaux will set up meeting
- Non-Disclosure Agreements
 - Cagla Darveaux provided an updated Volunteer Application that includes non-disclosure language
 - She will get it added to the Foster Application, too.
- Assuring appropriate access levels in Petstablished for all volunteers
 - Kim Santo will send updates by next meeting
- Clean-up of our Contact Lists
 - Cagla Darveaux is working on this and will complete by next meeting

Meeting Adjourned at 7:06 pm.

Respectively Submitted: Kathy Cook, Secretary 11/08/2025