

**Furry Friends PATS Board Meeting Agenda**  
**January 22, 2020, 6:30pm, Randee's house**

**Board members present:** Joan Peterson, Randee McQueen, Kathy Harris, Anne Tiry, Kat Hsueh

**Board members absent:** Duane Hinders, Cameron Brown

**Others present:** Julie Bond, Tara Johnson

**OLD BUSINESS**

1. Approval of November minutes
  - Approved as written
2. Review site application spreadsheet (Kathy)
  - New sites
    - i. Town Park Towers senior apartments in downtown San Jose. The facility's residents are 60% Asian or low income. There is a nice big indoor space, as well as an outdoor space. There is off-street parking behind the facility, as well as street parking. The site wants visits Tuesday, Wednesday, or Thursday during the day, when the activities director is there.
      1. Site has paid; visit approved pending being able to find a team.
    - ii. George Hall Elementary School in San Mateo; said they sent check but was returned. There was no interest from Kathy's email asking for volunteers. The visits would be on a weekday during the school year. There is a Reading Buddies class in February; Julie will recruit then. The school is right off Hillsdale and 101, so there could be traffic issues depending on the time of the visit.
      1. Approved pending receipt of payment.
    - iii. Los Esteros low income apartments in San Jose has requested an after school program, around 3:30, 4pm. The apartments are on Oakland Road, and visits would take place during the school year in an indoor activity room. There is no age requirement for volunteers.
      1. Approved pending receipt of payment.
  - Sites closing
    - i. Cameron just closed a weekday visit, San Jose Health and Wellness due to lack of interest from the facility.
    - ii. Palo Alto SubAcute, captain can no longer visit and no one wants the responsibility.
    - iii. Three Windsor Reading Buddies sites are closed.
    - iv. PACE Miracle House will be closing when the last resident ages out later this year. Joan is still visiting, but the site is closed for new members.
    - v. Mills Peninsula Post Acute Burlingame – captain hasn't renewed; Kathy will write her that the site will be closed.

- vi. Boys and Girls Club – only one member, she wants to continue. There should not be a site with a single member due to liability issues. Joan will contact her that sites will be suspended until more team members can be recruited.
  - The board reviewed teams with few members and those where no attendance records are being received. There are also captains who have not renewed their membership.
    - i. The board divided up the list of teams/captains to follow up.
  - In 2010, Furry Friends began charging a new site application fee of \$100. There has been no increase since that time.
    - i. Effective 2/1/2020, the new site fee will increase to \$200.
    - ii. The special visit fee will remain at \$200, with a 50% discount for public and non-profit schools.
3. Review/approve Special Visits (Duane)
- Broadway: captain has been found, and the fee has been received.
    - i. Approved.
  - Google had requested our participation in an event in San Francisco in April 2020.
    - i. Google isn't sure they're going forward with it, so this is off the table.
4. Update on Santa Cruz sites (Kat)
- Remove from agenda going forward; Kat will let us know if there's anything to discuss
5. Next newsletter (Kat)
- Publish April 15, articles submitted by April 1.
6. Financials (Randee)
- 2020 revised Budget
  - Budget information will be added to the minutes going forward.
7. Issues/incidents
- Captains will no longer be invited to attend the etiquette classes to recruit members for their sites, as it slows down the class.
    - i. Going forward, a captain can either email Julie or Tara to request new members.
      - 1. This will be added to the captains manual and will be emailed to the captains distribution list.
    - ii. The volunteer expectation form will be added to web, for storage purposes, although it will not be accessible by a link. Kat will add wording about the importance of maintaining a positive attitude on visits.
    - iii. Captains have the right to say they don't want a specific person or pet to participate in a visit, including board members. However, Julie Bond or any board member has the right to drop in on any visit at any time.
      - 1. This will be clarified at the captains dinner.
    - iv. Since Duane is the special visit coordinator, he has the right of refusal for any special visit captain.

8. Admin (Tara)

- Board members drop in visits to sites where we're not getting rosters, Tara to create list.
- The board will assist in following up on members who have not renewed.

9. Captains manual (Anne)

- Add wording about positive attitude, and how to recruit new volunteers.
- Add signature field at the bottom of the 2<sup>nd</sup> page.
- Give each captain 2 copies at the captains dinner; captain to sign and return one copy, and keep the other.

10. Store/New FF apparel (Cameron)

- Remaining vests/jackets on sale, grey sweatshirts, various tee-shirts, and patches will be displayed for purchase during the captain's dinner.

11. Captain's dinner – March 30, Monday

- Special Visits' captains & board members will be added to the invitation email.
- The invitation will state that captain must be current in dues in order to attend.
- No new swag will be ordered, we'll use what we have.
- Paw pins will be distributed to captains for their respective volunteers. This will include 5, 10 year pins also. We need to determine how to handle the scenario where a volunteer is on multiple teams; which captain will get the pins for distribution?
- Captains will be asked to wear their badges, in lieu of providing name tags.
  - a. If any captain doesn't have a badge, a board member will take a photo at the dinner for the purpose of making a badge.

12. Calendars (Ranee)

- remove

13. Los Gatos Parade (Kathy)

- The parade went well, in spite of the rain.

14. Barnes & Noble (Anne)

- \$487 was raised for the organization.

15. Grant (Joan)

- Who wants to take on this project – retraining/certification for existing members
  - i. Ranee will take this on, work with Julie, then bring back to the board

16. How often are titers needed?

- Titters every year
  - No special form, included on vaccine form; need copy of results
  - Update web/form; Tara will update back wording and send to board
- What about badges? What should those reflect?

- There was a lengthy discussion about this; after the meeting, it was agreed that a smaller group will get together to discuss this, and will present back to the board.

## NEW BUSINESS

1. Class photo assignments – have 2 board members when possible, to speed up photos/site selection.

January 26, 10:30 am: Kathy ; 1:30 pm: Anne

February 23, 10:30am: Kathy and Cameron

March 15, 10:30am: Joan and Cameron

TBD:

April 26, 10:30 am: 1:30pm:

May 17, 10:30am:

June 25, 10:30am:

July 26, 10:30 am: 1:30pm:

August 30, 10:30am:

September 27, 10:30am:

October 25, 10:30 am: 1:30pm:

November 15, 10:30am:

2. Ann Begun's proposal

- Proposal #1: Allow any/all sites to request regular visits (i.e. not Special visits) on a less than 12x/year basis, such as a school. Currently, this is selectively allowed.
  - i. Board decision: We don't do regular visits at schools/teenagers unless it is a special needs population, or Reading Buddies.
- Proposal #2: Charge all sites an annual fee to maintain their regular visits. This would shift the financial burden from members paying the current high dues having the sites share the financial impact. The members are volunteering their time as well as paying for gas/car wear & tear to do visits. After the initial fee, sites pay nothing. Sharing the financial burden between members and sites would be far more equitable. There are 100 sites listed on the website in the Sites List pdf. I believe there are actually more sites than this. Last membership count I heard was 500 FF members. If each site were charged \$50 annually that would allow a drop of \$10 for member dues. At \$50 for a single membership, Furry Friends dues are by far the highest of any therapy pet organization. For example, Alliance of Therapy Dogs dues are \$20 and Love on a Leash dues are \$30.
  - i. Board decision: This would be an accounting nightmare and too costly to implement.

3. Update Member handbook to add sentence about female dogs in season. Julie's suggestion:

- *An intact female dog's estrus (heat) cycle lasts 2-4 weeks and dogs generally cycle one to two times per year. Intact female dogs may not do therapy visits during their cycle as*

*this can be disruptive for other dogs on the team whether those other dogs are intact or neutered. Visiting with sanitary pants on an intact female dog in heat is not permitted either.*

- After approval, add above to news on website & next newsletter.
  - Add to volunteer handbook when reprinted.
  - Send email to vols; Julie to do Q&A in next newsletter
4. New members must have a veterinarian pet evaluation form completed within the past 6 months.
- Julie suggested within 3 months of class date, and board agreed.
  - This will be added to the veterinary pet evaluation form and to the web page.
5. Next meeting:
- Wednesday, March 11, 6:30pm
  - Location: Cameron's

Pet Assisted Therapy Services  
Profit and Loss Standard  
December 2019 through November 2020

	Dec '19 - Nov '...
Income	
Foundations and Grants	79.00
Individual Donations	250.00
Membership and Classes	3,291.35
Total Income	3,620.35
Expense	
Calendars	453.22
Office	770.44
Subcontractor Services	1,104.79
Volunteer Support	
Film	32.76
Volunteer Support - Ot...	747.23
Total Volunteer Support	779.99
Total Expense	3,108.44
Net Income	511.91

Pet Assisted Therapy Services  
Balance Sheet Standard  
As of January 14, 2020

	<u>Jan 14, '20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	44,796.76
Chase Checking	44,796.76
Total Checking/Savings	<u>44,796.76</u>
Total Current Assets	<u>44,796.76</u>
<b>TOTAL ASSETS</b>	<u><u>44,796.76</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	22,271.82
Net Income	511.91
Total Equity	<u>44,796.76</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>44,796.76</u></u>

Pet Assisted Therapy Services

Profit and Loss Standard

12/12/19

December 1, 2018 through November 16, 2019

	<u>Dec 1, '18 - Nov 16, '19</u>	Budget
Income		
Foundations and Grants	6,519.48	9,000.00
Membership and Classes	31,999.82	35,000.00
Special Visit Fee	3,600.00	5,000.00
Site Application fee	1,100.00	1,000.00
Fundraising	253.00	500.00
Individual Donations	3,000.00	5,000.00
Merchandise	<u>2,279.93</u>	<u>500.00</u>
Total Income	48,752.23	56,000.00
Expense		
Accounting	575.00	575.00
Dues and Subscriptions	304.53	325.00
Insurance	1,604.00	600.00
license	45.00	45.00
Meeting Expense	2,677.85	2,500.00
Misc. Event		
Bark In the Park	200.00	200.00
Total Misc. Event	<u>200.00</u>	<u>200.00</u>
Office		
misc	79.10	100.00
Copies	98.95	100.00
Postage	1,916.10	500.00
Office - Other	<u>3,416.68</u>	<u>3,000.00</u>
Total Office	5,510.83	3,700.00
Storage	2,869.00	3,000.00
Subcontractor Services	36,475.10	35,000.00
Volunteer Support		
Film	430.16	500.00
Polaroid	1,050.95	500.00
T-shirts, sweatshirts, bandanas	3,130.35	3,200.00
Volunteer Gifts	1,668.23	1,000.00
Volunteer Support - Other	<u>2,556.38</u>	<u>1,000.00</u>
Total Volunteer Support	<u>8,836.07</u>	<u>6,200.00</u>
Total Expense	<u>59,097.38</u>	<u>52,145.00</u>
Net Income	<u>-10,345.15</u>	<u>3,855.00</u>