

Furry Friends PATS Board Meeting Agenda

November 27, 2018, 6:30 pm @Loree's house

Attending Board members: Joan Peterson, Randee McQueen, Kathy Harris, Anne Tiry

Others: Julie Bond, Loree McQueen, Allison Aaronson, Cameron Brown, Duane Hinders

Absent: Kat Hsueh, Julie Skeen

OLD BUSINESS

1. Approval of October meeting minutes - approved
2. Review Site Application spreadsheet (Kathy)
 - San Jose Bascom Library – Randee can't find anyone to talk to at the site; existing site. Kathy will ask Cambrian for a contact name at this site.
 - Cambrian Library – want Saturday; need captain and team; approved; Kathy will do write-up
3. Review/Approve Special Visits (Joan)
 - SignUpGenius: Upgrade SignUpGenius to Gold plan to get more features?
 - \$150 more per year, will be \$270
 - More questions to participants
 - Not as much advertising
 - Upload more images, custom theme
 - 10 admins
 - Try for a year, we can always go back
 - All agree; Randee made the change while we were discussing it
 - Policy question: How many visits per year to a school?
 - Univ Prep – asked for 4 times/year;
 - No policy, Joan's discretion
 - Update Request Form to add more space for notes
 - Joan to send updated form to Anne, will load and test
 - Also give to Angela for new web site
 - Raise fee but give discount to non-profits so price stays the same for them?
 - \$200 but discount for non-profits, public schools
 - Grandfather in sites like Bellarmine, who have paid in advance
 - Not including private schools in the discount because private schools have more funding
 - Approved
 - Needs web site change
 - Palo Alto law firm
 - See prior item, this is why this came up
 - They will be happy to up the donation

4. Update on Santa Cruz sites (Kat)

- No update

5. Review of Reading Buddies (Loree)

- 10 passed from last class

6. Review Past & Upcoming Events

- Julie B. will follow up on our Instagram page and will take back admin rights once she finds out who owns it.
 - No change, Julie continuing to follow up
 - Remove from agenda going forward
- PG&E speaker, Oct 24 (Kat)- Donation?
 - Kat said it went great; donation will be coming from PG&E
 - Haven't seen it yet
 - Ask Kat to follow up
- Barnes & Noble gift wrapping (Anne)
 - Dec 15, 16 – 9 to 4, We are using SignUpGenius
 - Julie will post on our Facebook page
- Los Gatos holiday parade (Kathy)
 - We are using SignUpGenius
 - About 20 people signed up
 - Kathy to pick up sweatshirts from company and from storage
 -

7. Second East Bay FF team and class (Julie B); Creekside. App in process (move under #2)

8. FF dismissal

- Julie tried reaching out to the individual, no response
- Certified letter; sent 10/25; post office "lost" it; waived fee for 2nd certified letter
- As of 11/20, the volunteer received the letter
- Haven't heard anything back from her
- Loree has told captains, will remove her from database and email

9. Web redesign/update

- Would like member handbook review tied to paying of dues. If paid electronically, click on "yes I've read this" before going to payment page
- Add blurb on the home page to ask for matching funds

- Other resources: Google photos- who adds pictures?
 - Photos sent to Anne
- Members: Add list of special visits & signup genius
- Need someone to edit new website
 - Look for someone down the road; maybe Julie S; Joan's sister, maybe
 - Someone who isn't familiar with current, fresh set of eyes

10. Manual updates –

- Discuss further and assign sections for review/rewrite
 - Member Handbook
 - Who can look at changes needed?
 - Add text about aging pets - Julie
 - Captain's Handbook
 - Who can look at changes needed?
- We will investigate the potential for electronic signature to confirm review of the member handbook.
- Julie will make suggestions and bring back to the board.
- Put on agenda for next board meeting

11. Next Newsletter (Kat)

- January 15, Articles due to Kat by Dec 20

12. Financials – Randee

- Amazon Smile – write up in newsletter; send letter with new vol pkg
- Profit from photos
 - Just over \$500
 - May do another one in the spring, with different backdrops
 - \$35 next year
- 2019 budget
 - Randee passed out document
 - Options for distributing pins; postage has gone up to \$3.20/\$3.50
 - Discuss again in January
- Is volunteer fee automatically refunded when animal fails etiquette class?
 - No
 - Need to remove from web site (where?)
 - If animal fails, owner needs to pay for subsequent class

NEW BUSINESS

1. Membership renewals status (Loree)
 - a. Not a lot yet

- b. Patrick working on email to send to folks who haven't paid
 - c. Loree to send email to Kat to add to newsletter; will also send email
2. Election of Vice President & Treasurer
- a. Randee to remain treasurer
 - b. Kathy Harris to be VP
 - c. Per bylaws, this is effective in December
3. New board members?
- a. Cameron and Allison are now on the board.
 - b. Duane to come to another meeting before deciding.
4. New logo ideas
- a. Joan passed out examples.
 - b. Discussion of cost, would we need to change everything all at once?
 - c. Article in newsletter?
 - d. Let vols wear old stuff? Don't look cohesive if there's a mix.
 - e. Why are we changing? Just to change?
 - f. Julie suggested her person, who would be willing to do for free, just to get credit.
 - g. Postpone for now.
 - i. Do web site, manual revisions first.
5. Captain's dinner?
- a. Cameron presented list of possible sites.
 - b. Survey to captains asking for what to discuss.
 - c. Send Cameron ideas on what to include on survey, before next board meeting.
 - d. China Stix in Santa Clara was chosen; Cameron will get details.
6. FF event w/ dogs?
- a. Allison will look into something like a picnic
 - b. Possibly Sunnyvale area
 - c. Joan suggested Lazy Dog
 - d. 20-50 people, probably
 - e. Las Palmas?
 - f. Meeting for volunteers, catered?
 - g. May or June?
7. Do we need to add a note to our website: teams are made up of 3+ volunteers?
- a. No
 - b. Will say for new web site, but not enforce
8. Class photo assignments
- January 27 - 2 classes; Anne for morning; Allison in afternoon
 - February 24 - Joan
 - March 10, April 28, May 19, June 23, July 28, August 25, September 29, October 27, November 17- TBD
9. Next meeting

- January 22, 2019, 6:30 pm
- Location: Joan's house
- Food: Kathy