

Furry Friends PATS Board Meeting

January 23, 2018

Attendees: Joan Peterson, Anne Tiry, Kathy Harris; Randee McQueen by phone

Guests: Bob Armstrong, Debee Armstrong, Julie Bond, Julie Skeen, Loree McQueen

OLD BUSINESS

1. Approval of November meeting minutes
 - Approved

2. Review Site Application spreadsheet (included below)
 - Bellerose Senior Living- Joan did site visit, included below
 - Wonderful site, new facility; mixed population of seniors with multiple levels of care; in the Rose Garden area
 - Approved
 - Joan will send write up to Loree
 - Windsor school additional location
 - Julie Smiley has visited, willing to be captain
 - Approved
 - Grant Cuesta
 - Karen did site visit on 11/7/17.
 - We have a captain and are visiting.
 - Margaret Grady in Santa Cruz, sent payment via PayPal for new site
 - Follow up required to get site information
 - Speech Goals Therapy in Redwood City is on the spreadsheet; no one has seen anything
 - Follow up required to get more information
 - Jeffrey Rodriguez in San Jose sent in payment, don't know what site it is for
 - Loree will follow up
 - Oakmont of SJ; Karen was going to do site visit and write up
 - Kathy will send write up to Loree

3. Review/Approve Special Visits (Joan)
 - Lunar New Year festival in Cupertino 2/17; Kat will take this
 - Redwood Middle School, 5-6 dogs, 11:45am; paid; Joan or Bob will captain
 - Leland High School, pending receipt of payment, 3/19, 11:15; Ann Begun will captain

4. Review Past & Upcoming Events
 - Barnes and Noble Holiday wrapping (Anne)
 - Made over \$600 this year
 - Holiday Parade in Los Gatos
 - 12-15 people marched in the parade

5. Update on Santa Cruz sites
 - No update

6. Review of Reading Buddies
 - A couple of sites have closed, either due to no people to visit, or loss of interest.
 - Julie B said that interest in things goes in waves; it was hot when it first started, maybe it's lessening now. It will be important for Furry Friends to keep on top of current trends.

7. LPCH Agreement discussion – actually occurred at the beginning of the meeting, for convenience
 - Julie Skeen went through her recommendations; we need to define our list of non-negotiable items
 - Limit insurance to what we currently have.
 - Arbitration is common in documents like this; in reality, the insurance company will probably tell us what we need to do.
 - The email address needs to be changed to admin@furryfriends.org.
 - Omit references to workman's comp
 - Exhibit A, 2.6 – grooming recommendations and no topical meds within 3 days of bath – NO
 - Exhibit A, 4.2 – bath within 24 hours of visit – NO
 - Julie S will follow up with LPCH
 - Joan will email LPCH/ECH captains giving status
 - Only 2 volunteers from the teams have not renewed their dues.

8. Green Pastures Foundationi, \$25K donation
 - Use funds to update web site
 - Agree with Randee to put some into a CD
 - Link on home page to an article about this?

9. Re-evaluation of volunteers
 - Can we require that people read and sign that they have read the manual every 2 years?
 - Topic for web site update, maybe tied to paying of dues? If paid electronically, click on “yes I've read this” before going to payment page, similar to what you do when downloading software and agreeing to end user license agreement.

10. Web redesign/update
 - Need to make up a list of “must haves” and “nice to haves”
 - Some of the ideas:
 - Mobile-friendly
 - Electronic submission of forms
 - Map of sites – “find FF visit near me”
 - Electronic signature acknowledging review of volunteer manual
 - Set up a committee to discuss what we want
 - Joan, Anne, and Kathy agreed to meet on 2/10, 1pm.
 - Angela Kwan has agreed to help
 - Julie B. suggested Ashly McHatton for branding ideas/suggestions.
 - Example – no tie in to our colors on our web page, looks disjointed
 - Important to engage/attract younger people

11. Manual updates
 - Everyone needs to review and make suggestions.
 - PDF and Word doc sent for review
 - Bring suggested changes to next board meeting for discussion.

12. Database upgrade
 - Loree is working with Patrick

13. Dinners
 - Need to decide what we want to accomplish
 - Recognition, years of service?
 - Harry's again? Worked out well

- Gifts are always good
 - License plate frame, window stickers
- March time frame? Later?
- Ask Randee to get possible dates from Harry's

14. Fundraising committee

- Joan approached all the members
 - Mixed reactions about continued participation
 - Enough people to go forward
 - Discussion about what we would want to use funds for
 - With the \$25K donation, we don't have any immediate needs.
 - Repurpose this group?
 - Example: handle details for upcoming dinner, after Randee gets possible dates
- Put something on the home page to remind volunteers to ask for matching funds?

15. Financials

- Provided by Randee
- We are in good shape

NEW BUSINESS

1. Discuss sending minutes to captains as a way of communication?
 - Article in next newsletter, include link to web page
2. Service dogs/emotional assistance dogs also used as FF pet therapy dogs
 - Note in database?
 - Julie S mentioned a possible legal issue, we cannot make inquiries about service dogs
 - If a volunteer tells Julie B that their dog is a service/emotional support dog, she will mention it in the evaluation.
 - Article in newsletter about not bringing these animals into Randee's office, which is a private business.
3. Flu virus
 - We won't track in the database
 - Individual choice
 - Don't need to take further action.
4. Class photo assignments
 - January 28 – Anne (only 1 class)
 - February 25 – Joan
 - March 18 – Kathy
5. Next meeting
 - March 27, 2018, either Randee's or Loree's

New Site Visit: **Bellerose Senior Living**

Address: 100 Bellerose Drive, San Jose, CA 95128

Contact Person: Katie Rowe or Lori Corral

Phone Number: 408-710-0804 or 888-324-6520

Email: Katie@triadacc.com

Date of Visit: December 15, 2017 by Joan Peterson

Description of Clients at Facility: The clients are a mixed community of seniors. The caregivers provide all levels of care for daily living, from medication management, to total physical care. The community has both hospice and dementia clients and can care for the residents until end of life.

Currently there are 18 residents and can accommodate 26.

Facility Description: This assisted-living facility is only three months old and is very clean, light & welcoming. They offer residential care to their clients. It is located in the Rose Garden neighborhood & close to Valley fair shopping center. The staff is familiar with Furry Friends and very enthusiastic about us visiting.

FF Team:

I discussed that FF teams visit once a month for about an hour and that we needed to get a captain and then will request volunteers. They would like around 3 to 5 animals and would welcome dogs, cats, bunnies or whatever animals we have available. The volunteer minimum age is 18.

Desired Visit:

They are very flexible about day and time for the visits but would prefer sometime right after lunch when most of the clients are likely to be awake and able to visit with the animals. Visits would be in the activity room with most of the residents.

Reviewed Policy:

I explained FF policies about no treats, purple leashes, logo wear or t-shirts, badges & volunteers holding onto leashes at all times. There are no animals on site.

Parking:

On street parking is available and there are plenty of spaces in a lot in the back of the facility. Parking will not be an issue for our volunteers.

Building:



Furry Friends list of Special Visits Updated 1/16/18

Green- needs approval

Site	Date	Time	approved	Donation	Paypal /check	\$	Captain	to Loree	POC
2018 fiscal year	# of visits					\$			
<u>DeAnza College</u>	Thursday 6/21/18	11:20- 1:20p	yes	<u>invoice</u>		100	Dave Morley davemorley@alumni.stanford.edu		Mary Sullivan
<u>Bellarmine HS</u>	Wednesday 5/19/18	noon	yes	Paid 6-2-17 <u>Barbara Sunseri</u>	P	100	Steve Wincor wincor@sbcglobal.net		Scott <u>Sunseri</u>
Willow Glen Middle School	Friday 4-27-18	12:15- 1:15	yes	Paid 1-9-18 <u>Kim Shakeri</u>	P	100	<u>Kim Shakeri</u> <u>kim.shakeri@gmail.com</u>		<u>Kim Shakeri</u>
<u>Redwood Middle School</u>	Thursday 4-5-18	11:45- 12:45p		Paid 12-18-17 <u>Elisa Gove</u>	P	100			Elisa Gove
<u>DeAnza College</u>	Thursday 3/22/18	11:20- 1:20p	yes	<u>invoice</u>		100	Dave Morley davemorley@alumni.stanford.edu		Mary Sullivan

01/22/18

Furry Friends, Pet Assisted Therapy
Balance Sheet Standard
As of January 22, 2018

	<u>Jan 22, '18</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	58,136.00
Total Checking/Savings	<u>58,136.00</u>
Total Current Assets	<u>58,136.00</u>
TOTAL ASSETS	<u><u>58,136.00</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	25,864.55
Net Income	10,258.42
Total Equity	<u>58,136.00</u>
TOTAL LIABILITIES & EQU...	<u><u>58,136.00</u></u>

01/22/18

Furry Friends, Pet Assisted Therapy

Profit and Loss Standard

December 2017 through November 2018

	<u>Dec '17 - Nov '18</u>
Income	
Amazon Smile	7.28
Fundraising- projects	825.00
Site Application fee	200.00
Fundraising calendars	<u>995.00</u>
Total Fundraising	995.00
Individual Donations	1,400.00
Membership Dues	12,755.00
Special Visit Fee	<u>400.00</u>
Total Income	16,582.28
Expense	
Calendars	206.46
Insurance	1,604.00
Office	19.19
Subcontractor Services	3,176.46
Volunteer Support	
Film	26.99
T-shirts, sweatshirts, banda...	1,053.61
Volunteer Support - Other	<u>237.15</u>
Total Volunteer Support	<u>1,317.75</u>
Total Expense	<u>6,323.86</u>
Net Income	<u><u>10,258.42</u></u>