

Furry Friends PATS Board Meeting Agenda
March 12, 2020, 6:30pm, Cameron's house

Board members present: Joan Peterson, Randee McQueen, Duane Hinders, Cameron Brown

On Zoom- Kathy Harris, Anne Tiry, Kat Hsueh, Julie Bond

Others present: Tara Johnson

Called to order at 7:11 pm

Approval of January minutes- approved as written

URGENT BUSINESS

1. **Suspension of Visits** due to the Coronavirus- received many emails with feedback and it has been 100% positive.
2. Captains dinner- Joan has received at least 7 emails stating they would rather not go to the captains meeting. Vote was 6 in favor to reschedule the captains meeting to June 29th. Cameron will send an email first to all that signed up and then an email out to the Captains list of the re-scheduling of the captains meeting.
3. Cancellation of visits- Duane said that many volunteers had not received an email. Duane wanted to know what to do with the money, will we get a credit or money back. If they want a refund, we can do that if Randee is given the information on who to send the money to. Duane will send info out to all the places for updates....and have them also look at the website for updates.
4. Joan will add a text box on the home page of the website to scroll down for Latest News.
5. Etiquette – class will keep it at San Jose- tell people - do not come if you are sick, we will reschedule you. The chairs will be set up so that they are 6 feet apart. Julie can deny people that appear to be sick. Tara will let the off-leash people know that we are deferring them to the next one in June. We will wait until closer to the date of the April class to decide what to do with that class.

Old Business

1. Review site application spreadsheet (Kathy)
 - New sites
 - i. George Hall Elementary School in San Mateo- just sent out email and all that replied want to be removed from email list. Site on hold
 - ii. Los Esteros low income apartments. Payment- yes
 - Sites closing
 - i. Boys and Girls Club - captain said to close site.
2. Review/approve Special Visits (Duane) no requests that have paid for now.

3. Next newsletter (Kat)
 - Publish April 15, articles submitted by April 1. Has received Julie's article, will write an article about the corona virus, rescheduled captains meeting, will put in URL to meeting minutes location, reminders about fecal and deworming product yearly. Reminder for rosters, lists of sites that need volunteers (Urgently Needed)
4. Financials (Ranee) attached. All are ok with them
5. Admin (Tara)
 - Update on sites where we're not getting rosters, Board members drop in visits?
 - i. Given list of 9 sites- who should do what? We need to talk with people that are not getting back to the board. Kathie is ok with calling them. Asked that we might close these sites if we don't get information.
 - # of members/captains who have not renewed. 92 did not renew (408 total current members) Those people that don't attend visits we won't send pins to.
 - A board member(s) to check on issues that arise with members that Tara encounters.
 - i. Roster returns- Kathie
 - ii. Vaccinations not being done- not an issue at this point. Will bring back when it is an issue.
 - iii. everything else that comes up weird- be sent to Joan.
 - iv. The new site that has a new captain that is an off-leash site, they need to be off-leash. If anyone attends an off-leash site, even if their pet cannot, they must still attend the class. Joan asked that we have something written to clarify this on our website. Julie will deal with this. It does say on the website that to go off leash you need to go to even if your dog can't be off-leash. Tara will email captain that she needs to attend off-leash class in June.
6. Captains manual – renamed to Captains Guidelines (Anne)
 - New wording about positive attitude, and how to recruit new volunteers, signature field at the bottom of the 2nd page.
 - After approval, will be emailed to the captain's distribution list and replace old manual on the website. Ranee made a motion and Kat seconded and all approved it as written. Will go on website right away. Ranee will get them printed.
 - Special visits – Duane would like to create a separate handout to give out for special visits captains. Duane will send it to the board.
 - Anne will send an email to the captains list with a link to the website.
7. Captain's dinner – March 30, Monday (Cameron) Rescheduled to June 29th – We will discuss at the next meeting.
 - # of signups-
 - No new swag, we'll use what we have. We will add the dog toys to the swag table
 - Remaining vests/jackets on sale, grey sweatshirts, various tee-shirts, and patches will be displayed for purchase during the captain's dinner.
 - Paw pins will be distributed to captains for their respective volunteers. This will include 5, 10-year pins also.

- 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.
- 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. This will be clarified at the captain's dinner.
- Give each captain 2 copies at the captain's dinner; captain to sign and return one copy, and keep the other.
- Create dinner agenda

8. Grant (Randee)

- Survey (Julie)see attachment- discussed all aspects of it. We plan on a special t-shirt for the class. The survey will be given out at the captain's dinner. Randee is going to ask Custom ink if they can come up with a cool idea of a design for a t-shirt.

9. Website updates (Joan)

- Titters every year-Update web/form; recommend adding "Results of a titer test must be submitted annually if used in place of vaccinations." approved
- The volunteer expectation form (Julie hands out at class) will be added to web, for storage purposes, although it will not be accessible by a link. Kat will update & add wording about the importance of maintaining a positive attitude on visits.
- New members must have a veterinarian pet evaluation form completed within the past 3 months. Update form and add to the web page. We will change it to 6 months- approved (there is no statement on website but it will be added)
- Create a color on the map for sites urgently needing volunteers? What should category be called?
 - i. Can't color code but can put in a new category. Can't use a text box...Joan will look into adding a column.

10. Update Member handbook to add sentence about female dogs in season.

- add to news on website & next newsletter- done
- Add to volunteer handbook when reprinted. When will we need to reprint?
- Send email to volunteers about the female dogs in season. Julie will send email to members lists about this. Will be sent out after April 15th since it will be in her column in the newsletter.

11. Badges (Randee)

- Expiration dates on badges? Recommend cards show whichever comes first, Rabies or DHPP. (approved)
 - i. Tara follows up with information that is coming up for expiration.
 - ii. Clarified to Cameron why we reprint cards and not send out stickers

NEW BUSINESS

1. Present a certificate of achievement to all teams successfully completing the Reading Buddies evaluation, as well as publication of the teams in the next FF newsletter. - Just add to the newsletter – hold off on certificates for now.
2. New cameras
 - About \$50 for new, \$180 for old ones- will bring to the next meeting....
3. Schedule a Captains class? Will put off until next meeting.
4. How to assure captain of RB or Off leash site has passed appropriate class- Tara has it listed in the file
5. Class photo assignments – have 2 board members when possible.

March 15, 10:30am: Randee and Cameron

April 26, 10:30 am: will be done by next meeting 1:30pm:

May 17, 10:30am:

June 25, 10:30am:

TBD

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:

6. Next meeting:
 - April 15th email the board to discuss the corona virus and if we need a special meeting
 - May 26th, 6:30pm -
 - Location: Randee's house

Meeting adjourned at 9:08

Furry Friends Pet Assisted Therapy Services Captain's Guidelines

Introduction

The Furry Friends Pet Assisted Therapy Services Captain's Handbook contains information on the requirements and expectations for captains of Furry Friends teams.

Types of Sites Needing Captains

There are several types of sites that need captains:

- Regular site
 - These are typically hospitals and nursing homes or residential care facilities, with scheduled (usually) monthly visits.
- Off-leash site
 - These are sites where pets are allowed to be off-leash, e.g. San Jose Family Shelter.
 - The captain of an off-leash site must attend the off-leash training class.
 - Any pet who is off-leash must have attended and passed the off-leash training class. (Note: pets who have not attended/passed the off-leash class may participate in these visits but must remain leashed during the visit.)
- Reading Buddies site (schools, libraries)
 - The captain and all members of a Reading Buddies team must attend and pass the Reading Buddies class.
- Special Visits
 - These are any non-standard, one-time visit such as stress relief visits at schools/universities, company sponsored health fairs, etc.

Becoming a Captain

A volunteer can become a captain in several different ways:

- A new site has been approved by the Board of Directors, and a captain is needed in order to begin visits.
- An existing site loses its captain and a new captain is needed in order to continue visiting.
- An upcoming special visit needs a captain for a specific date/time (for example, stress relief visit at high school or university).

In each of these scenarios, an email will be sent to the Furry Friends membership, asking if anyone is interested in serving as captain.

Captain Responsibilities

A captain of a Furry Friends team is responsible for the following:

- Serves as point of contact between Furry Friends and the site or special event contact.
 - For a new site, this includes working with the site contact to establish the day/time of the visit.
- Maintains a positive attitude during the visit and encourages members to do the same.
- Establishes rules for the team visits, including:
 - How far in advance of the visit starting time members are expected to arrive.
 - Whether or not "meet and greet" among the pets is allowed prior to the start of the visit.
 - Ensures all team members follow the established rules documented in the member handbook:

- Furry Friends attire must be worn on all visits, including a purple leash.
- Not allowed on any visit: pinch collars, retractable leashes, treats, visitors/observers who are not also Furry Friends members.
- Each volunteer can have only one animal with them on a visit.
- If a team member is not in compliance with any of the rules, the captain should remind the member of the rules. If the captain is not comfortable having this conversation, he/she can come to the board and request their assistance.
- Requests new members by contacting Julie Bond or Furry Friends admin.
- Reviews etiquette class evaluations for prospective team members and decides whether the volunteer/animal will be a good fit for the team.
 - Communicates with the prospective volunteer about membership on the team. (Note: this does not apply for special visits.)
 - Informs the new member of the team rules – arrival time, meet and greet, where to toilet the pet, etc.
- Contacts the team members, usually by email, to remind them of the upcoming visit.
- Provides the Furry Friends Admin with attendance information for each visit.
 - Any format is acceptable: email after each visit, spreadsheet, etc.
 - Rosters for special visit attendance must be submitted within one week of the event.
 - Rosters for regular visits must be submitted at least quarterly.
 - This is crucial information for keeping track of active volunteers, and the information is used to determine which volunteers receive service award pins.
- Reviews site rosters provided by the Furry Friends Admin on a quarterly basis. Do not allow members to visit if:
 - They have not paid yearly dues.
 - The pet is not current with shots/vaccinations.
- Fills out an incident report, if required, and submits to the Furry Friends Board of Directors for review. A link to the incident form is on the Captains' page of the web site.

Captain's Training

Furry Friends periodically offers a captain's training class; taking this class is not a requirement in order to become a captain. The Furry Friends Board of Directors and/or an existing team captain will be able to answer any questions and provide guidance.

Signature

Date



VOLUNTEER CONTINUING EDUCATION: CAPTAIN SURVEY

As an organization, we recognize the need for continuing education for all of our volunteers to insure that they are educated regarding the changes that have occurred within our rapidly expanding volunteer service program. We would like your input on how best to reach our volunteers for this continuing education. Please answer the following questions:

1. Furry Friends will likely offer this class in two locations. If offered at the Humane Society in Milpitas or the San Jose Animal Shelter, which location would you prefer?
2. The class will be an hour in length. Would you prefer an evening class? A daytime class? A weekend class?
3. If we provide snacks/meal during the class meeting, does that make it more appealing for you to attend?
4. We would like to give something to everyone who participates in the continuing education. We are considering a limited edition, new design shirt, a special leash, and a newly designed pin to commemorate the occasion. Do any of these appeal to you? Do you have a suggested item?

03/10/20

Pet Assisted Therapy Services
Profit and Loss Standard
December 1, 2019 through March 9, 2020

	<u>Dec 1, '19 - Mar 9, ...</u>
Income	
Site Application fee	1,000.00
Foundations and Grants	1,175.43
Individual Donations	60.91
Membership and Classes	15,511.35
Total Income	<u>17,747.69</u>
Expense	
Calendars	453.22
Insurance	1,002.00
Office	788.94
Storage	2,868.00
Subcontractor Services	9,252.46
Volunteer Support	
Film	32.76
Volunteer Support - Ot...	747.23
Total Volunteer Support	<u>779.99</u>
Total Expense	<u>15,144.61</u>
Net Income	<u><u>2,603.08</u></u>

03/10/20

Pet Assisted Therapy Services
Balance Sheet Standard
As of March 9, 2020

	<u>Mar 9, '20</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	<u>46,887.93</u>
Total Checking/Savings	<u>46,887.93</u>
Total Current Assets	<u>46,887.93</u>
TOTAL ASSETS	<u><u>46,887.93</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	22,271.82
Net Income	<u>2,603.08</u>
Total Equity	<u>46,887.93</u>
TOTAL LIABILITIES & EQ...	<u><u>46,887.93</u></u>