

## Furry Friends PATS Board Meeting Minutes

January 22, 2019, 6:30 pm @Joan's house

**Attending Board members:** Joan Peterson, Randee McQueen, Kathy Harris, Anne Tiry, Allison Aaronson, Cameron Brown

**Others:** Julie Bond, Loree McQueen, Duane Hinders, Angela Kwan

**Absent:** Kat Hsueh, Julie Skeen

### Web site review – Angela Kwan

- Demo of new site. The following items were discussed:
  - Newsletters – last 3 years should be easily accessible, others in an archive folder
  - Board info page
    - Name and title
    - No email addresses, to cut down on unnecessary emails
    - Add Admin to the list
    - Add Instagram to footer
    - We will all send a picture of our dogs to include on the web site, rather than photos of ourselves; send to Joan in 2 weeks, she will batch to Angela.
  - 3 years of minutes will also be easily accessible; others will go into an archive folder; this (or some area) will be password protected for storage of sensitive information, such as tax returns
  - Add AKC therapy dog to Other Resources
  - Put Site List selection before the application form; Angela will check with Wix to see if type ins are allowed for site choice
  - Map for sites; red means closed, green open; Reading Buddies sites will be shown in purple; closed Reading Buddies sites will remain in red.
  - RB info will need to go under members, as will Off Leash info.

### OLD BUSINESS

1. Approval of November minutes – approved with no changes.
2. Review Site Application spreadsheet (Kathy)
  - Gunn High School – we have payment. They first applied in August 2018; Kathy is communicating with them now. Regular visits to schools are for special needs classes only, everything else needs to be a special visit.
  - Creekside (East Bay); Julie will do a class on site there, to facilitate getting volunteers; approved.
  - BG Club of Silicon Valley in Morgan Hill; we just got payment. Kathy will set up a site visit.
  - Psynergy, an outdoor fenced area in Morgan Hill. They have also paid. Kathy will set up the site visit.
  - Cambrian Library Reading Buddies; this site has a captain and they have had the first visit.
3. Review/Approve Special Visits (Joan)
  - Stanford University has requested March 13<sup>th</sup> or 20<sup>th</sup>; approved pending receipt of check.

4. Update on Santa Cruz sites (Kat)
  - No update at this time.
5. Review Past and Upcoming Events
  - Barnes & Noble gift wrapping – information was in the newsletter.
  - Los Gatos Holiday Parade – Kathy said there were about 15 volunteers who showed up to walk in the rain; 5 sweatshirts were sold.
6. Captains' dinner (Cameron)
  - China Stix in Santa Clara, April 29; 71 captains will be invited.
  - Deposit has been paid; the room will hold up to 80 people.
  - Loree will provide an updated list of captains in Word format so Cameron can import into an email list.
  - Cameron is working on a survey to captains asking for discussion topics and other feedback. Input will be anonymous. Cameron will send again to the board for review.
  - Discussed using SignUpGenius for payment, which will be an extra charge on top of what we currently pay. Not everyone is used to using it, and people may not want to provide their credit card information. Decision not to use this platform for charging.
  - Half price sale table, or other merchandise?
  - SWAG: collapsible bowls and poop bag holders with flashlights (new). We also have plastic tumblers with lids and YouTube aluminum bottles.
7. Furry Friends event with dogs (Allison)
  - Looking at Las Palmas in Sunnyvale
    - i. Pretty open right now in terms of availability, and costs \$60 for Sunnyvale residents.
    - ii. Kid friendly, 2 dog parks.
  - Plan for 20-50 people, possible date June 9
  - Catering possibilities: Armadillo Willy's, \$16 per person; Rubio's, \$10 per person
8. Volunteer manual updates
  - Allison will put the current version on Google docs and will send information on how to access and review/comment.
  - Review by end of February, we would like to have complete by captains' dinner.
  - Also need to redo captains' handbook.
9. Next newsletter (Kat)
  - Publish April 15, articles due to Kat by March 29
10. Financials – Randee
  - We are in good shape financially, have money for events for the next 5 years.
  - No donation yet from the October presentation at PG&E.

## NEW BUSINESS

### 1. Issues/Incidents

- Off leash site visit
  - i. Joan reviewed her visit to the off leash site.
  - ii. She emailed the team about our liability issues.
  - iii. Kat will attend the planned visit on January 26 and will email the team about her attendance.
  - iv. Julie will recruit volunteers at the next Off Leash class in March.
- Schedule board visits to all off leash sites?
  - i. Don't limit to off leash
  - ii. Discuss at next meeting
- Necessity of having rosters – agenda item for captains' dinner

### 2. Membership renewal status (Loree)

- 63 have not paid; of those, half aren't visiting anyway.
- Over 300 members have renewed.
- Loree will remove them from the database if they haven't paid by 2/1.

### 3. Furry Friends comparison chart of service dog / therapy dog / emotional support dog

- Design something specific for our volunteers.
  - i. Joan handed out a rough draft.
  - ii. Randee will play around with formatting.
- Print and hand out to all volunteers at classes
  - i. Card stock?
  - ii. Laminated version to pass around in class for photos?

### 4. Beanie Babies for Reading Buddies sites?

- Bring to captains' dinner to see if anyone wants them.

### 5. Dogs with skin infections (Julie)

- In a recent vet evaluation form, the vet mentioned that the dog had a history of frequent skin infections.
- Transmission to humans is possible. Humans can transmit MRSA to dogs, who can then spread to other people. There is documented evidence of MRSA being spread by therapy dogs.
- This is a liability issue for Furry Friends.
- Julie will mention in class; a dog needs to have an open sore in order for it to be transmitted.

### 6. Duane Hinders is now a board member.

**7. Class photo assignments**

- January morning – Anne; January afternoon – Kathy
- February 24 - Joan
- March 10 – Allison; this one will be at Randee's office, because there is an off leash class the same day
- April 28, May 19, June 23, July 28, August 25, September 29, October 27, November 17-TBD

**8. Next meeting**

- April 2, 2019, 6:30 pm
- Location: Randee's
- Food: Randee