

Furry Friends PATS Board Meeting Agenda

March 27, 2018 @ Randee's, 6:30pm

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

Absent: Kat Hsueh

Guests: Mae Cunningham, Julie Bond, Loree McQueen, Julie Skeen

OLD BUSINESS

1. Approval of January meeting minutes
 - Approved unanimously

2. Review Site Application spreadsheet (Kathy)
 - Windsor school additional location - ?
 - Margaret Grady in Santa Cruz, sent payment via PayPal for new site; Santa Cruz Psychiatric Health
 - Approved for minimum team size of 3
 - Oakmont of SJ; Karen was going to do site visit and write up; no write up from Karen yet
 - Kathy did write-up; Captain has been found
 - RMH – approve additional visit for the third Sunday at 1:00pm
 - Approved
 - Valley Medical Pediatrics, additional visit
 - Approved 3rd Thursday at 6pm
 - Plum Tree – new site application received
 - Paid; Kathy will follow up
 - National Psychiatric Care and Rehab, downtown San Jose
 - Site visit on 2/27
 - Parking might be an issue (no restrictions on Sundays), and visits will normally be outside
 - Desired visit time is noon, weekdays or weekends, but any time is OK
 - Approved
 - San Jose Bascom Library – new Reading Buddies site
 - Randee will captain initially
 - Team members will have to become a volunteer for the SJ library system, which requires fingerprinting
 - Kathy will follow up to confirm the fingerprint requirement, and to find out if this is a new requirement for SJ libraries; other libraries in the system don't require it.

3. Review/Approve Special Visits (Joan)
 - The following visits were approved
 - Lincoln High School, 4/x
 - University Prep School, 5/1
 - Branham High School, 5/2
 - Saratoga High School, 5/4
 - San Jose State, 5/9
 - Graham Middle School, 5/14
 - Easterbrook Discovery, 5/18
 - Gavilan College, 5/23
 - Monta Vista High School, 5/24
 - Mountain View High School, 5/25
 - Pioneer High School, 5/30
 - Freedom Camp, 6/28
 - We're getting a lot of special visit requests; 26 have been requested through May.

- Rocketship schools wanted visits for teacher appreciation week, at 11 campuses. We will tell them to pick 4, we will do one per day.
 - Julie B. suggested using Sign-up Genius to manage registrations for special visits. If we get a captain, we'll send out a request for volunteers.
 - Randee and Joan will review the application and get it set up for our use.
 - Board agreed to review special visit requests via email, monthly or every 2 weeks, as needed, rather than waiting for the next board meeting.
4. Review Past & Upcoming Events
 - Lunar New Year festival in Cupertino 2/17; Kat cancelled
 - Joan and Teddy did a taped TV interview which will be airing on You Tube
 5. Update on Santa Cruz sites (Kat)
 - No changes
 6. Review of Reading Buddies
 - New site approved, see item #2, new site requests.
 7. LPCH
 - No negative feedback was received from volunteers after the letter went out.
 - LPCH sent an email to our volunteers, soliciting them to visit. Randee will try to get a copy for board review.
 - Julie S recommended against our volunteers also visiting at LPCH, in an abundance of caution.
 8. Re-evaluation of volunteers
 - Can we require that people read and sign that they have read the manual every 2 years?
 - Discussion will be deferred until after the web site redesign. Then we will investigate the potential for electronic signature to confirm review of the manual.
 9. Web redesign/update
 - 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
 - Put something on the home page to remind volunteers to ask for matching funds?
 - 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.
 - 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
 - Angela has started on a high level mock-up.
 10. Manual updates
 - Everyone needs to review and make suggestions.
 - Discuss further and assign sections for review/rewrite at next board meeting.

11. Database upgrade (Loree)

- Working with Patrick on the database

12. Volunteer appreciation Dinner

- A discussion of what we are doing at the appreciation dinner, who will be speaking, etc
- Introduce board, Loree, Julie B, Julie S, fundraising/social committee
- Talk about organization, # of sites, statistics
- Recognize long term volunteers
- Talk up newsletter as means of communication
 - \$100 gift certificate for Dave for his work
- Randee to talk about Amazon Smile and matching gifts
- Julie B – Q&A, decline in Reading Buddies
- Randee to order bags to put swag in
- Everyone to get 10 raffle tickets

13. Newsletter

- Include flyer for dinner
- Dave is working on it this week

14. Green Pastures Foundation, \$25K donation

- Randee to put some into a CD? Interest rates are so low, this might not make sense.
- Link on home page to an article about this? No need to do this

15. Financials (Randee)

NEW BUSINESS

1. Set a time period for how long a member needs to have a new dog (rescue) in their home before they can apply/sign up to have that dog tested in class - 3 or 6 months? (Julie)
 - New rescue for at least 6 months
 - Add to application form
 - Anne to add to web page listing age limits
2. Discussion of future class locations. (Randee)
 - Will be able to continue to use HSSV, will need to mop floor when we leave.
 - If mop/supplies are available, we'll do that.
 - Off leash will continue to be held at Randee's office
3. Cost of class/dues for teens (Julie)
 - One of the volunteers proposed reducing or eliminating the membership dues for kids, to encourage them to engage in charity work.
 - Cost to the organization is still the same, regardless of age of the volunteer.
 - No changes will be made to our policy.
4. Class photo assignments
 - April 22: 10:30am Max Rosenbloom afternoon cancelled

- May 20: Kathy Harris
- June 24: Off Leash n/a
- July 29: 10:30am _____ afternoon _____
- August 26:
- September 30: Off Leash n/a
- October 28: 10:30am _____ afternoon _____
- Nov 18: Reading Buddies n/a

5. Julie Skeen will join the board.

6. Next meeting

- May 22, 2018, 6:30 pm
- Location: Loree's house
- Food: Anne

03/27/18

Furry Friends, Pet Assisted Therapy
Balance Sheet Standard
As of March 27, 2018

	<u>Mar 27, '18</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	<u>64,047.35</u>
Total Checking/Savings	<u>64,047.35</u>
Total Current Assets	<u>64,047.35</u>
TOTAL ASSETS	<u><u>64,047.35</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	26,012.55
Net Income	<u>16,021.77</u>
Total Equity	<u>64,047.35</u>
TOTAL LIABILITIES & EQU...	<u><u>64,047.35</u></u>

03/27/18

Furry Friends, Pet Assisted Therapy
Profit and Loss Standard
December 1, 2016 through March 27, 2017

	<u>Dec 1, '16 - Mar 27, ...</u>
Income	
Amazon Smile	6.37
Fundraising- projects	3,962.50
Site Application fee	400.00
Fundraising	2,625.00
Individual Donations	1,050.00
Membership Dues	14,223.85
Merchandise	2,700.00
Special Visit Fee	1,500.00
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Total Income	26,467.72
Expense	
Bank Charges	12.00
Insurance	957.00
Office	50.03
Subcontractor Services	5,721.23
Telephone	122.22
Volunteer Support	
T-shirts, sweatshirts, banda...	448.86
Volunteer Support - Other	50.00
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Total Volunteer Support	498.86
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Total Expense	7,361.34
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Net Income	<u><u>19,106.38</u></u>