

Furry Friends PATS Board Meeting Agenda

May 22, 2018, 6:30 pm @ Loree's house

Attendees: Joan Peterson, Randee McQueen, Kathy Harris, Anne Tiry, Julie Bond, Loree McQueen

Absent: Kat Hsueh, Julie Skeen

OLD BUSINESS

1. Approval of March meeting minutes - Approved
2. Review Site Application spreadsheet (Kathy)
 - Santa Cruz Psychiatric Health
 - Kat followed up
 - DOJ clearance required; site will pay the cost;
 - Ellen Bond will be captain, 5 volunteers interested; Ellen calling Monday to talk to them
 - National Psychiatric Care and Rehab, downtown San Jose
 - Done
 - San Jose Bascom Library
 - New Reading Buddies site; done
 - No fingerprint requirement, they are considering us a "project", trying to build the library back up
 - Team consists only of Randee and Sagee for now
 - Willow Glen library
 - Wants us back
 - Loree to send email to get captain/volunteers
 - Plum Tree
 - New site application – indoor/outdoor, room to room; all animals OK; enough parking;
 - Approved unanimously
 - Unity Care House
 - Foster care in SJ; residential facility, residents are 13-17 years old
 - Kathy will visit on 6/18
 - Requesting TB shots and 2-3 people
 - Possible off-leash after a few months
3. Review/Approve Special Visits (Joan)
 - SignupGenius to manage registrations for special visits.
 - Works pretty well, still a lot of work though
 - Pictures are embedded, makes it difficult to get through our list; Randy working with them
 - Joan has a workaround, just sending link to month rather than sending email from SignupGenius
 - Article in next newsletter
 - Review special visit requests via email, monthly or every 2 weeks
 - Board agreed to twice a month

- Visits have gone well
 - Several sites have cancelled, after paying and Furry Friends making the effort to get the visit set up
 - New visits for approval
 - Bellarmine, December and May, AND paid
 - Mount Herman Redwood Camp, ½ mile from where it used to be; October
 - All approved
4. Review Past & Upcoming Events
- Joan and Teddy - taped TV interview which will be airing on You Tube
 - Haven't heard anything
 - You Tube Swag
 - Nice water bottles
 - Julie B. will follow up on our Instagram page and will take back admin rights once she finds out who owns it
 - There are pictures on Instagram that shouldn't be – HIPAA violations, 49ers visit at Leland High School are two examples.
5. Update on Santa Cruz sites (Kat)
- No update
6. Review of Reading Buddies
- July only failed 1 person from the recent class, a dog pawed Eddie twice
 - Next class in November
7. 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.
 - Still in process
 - Ask captains to take group pictures of their teams, to be used on the site
8. Manual updates
- Everyone needs to review and make suggestions.
 - Discuss further and assign sections for review/rewrite at next board meeting.
 - 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.

- This will be postponed until a later date.
9. Database upgrade (Loree)
 - Patrick has solved outstanding problems, rosters should work
 10. Volunteer Appreciation Dinner (Joan)
 - Lots of positive feedback
 - No one took pictures
 11. Newsletter
 - Next Newsletter – July
 - Randee – Amazon Smile
 - Articles due 3 weeks before, 6/25
 - Include article about dinner, swag
 - Ask for volunteers to organize Roaring Camp visit; Randee will help write something
 - Ask for people interested in joining the board?
 12. Financials (Randee)
 - Good shape, probably for the next couple of years
 13. Discussion of class locations (Randee)
 - Will be able to continue to use HSSV, will need to mop floor when we leave.
 - Off leash will continue to be held at Randee's office
 - June class at Randee's office, Anne will do photos, Loree will do off leash
 - July 29, 2 classes – Kathy can do afternoon; Anne will do the morning

NEW BUSINESS

1. What is the possibility of Furry Friends accepting a veterinarian's waiver on future titers? (Julie)
 - Never for rabies
 - Now we require titers every year
 - Need to check with vet? Can we push out every 3 years? Do once and never again?
 - Anne to check with Barbara, Randee will follow up with Peggy.
 - Ask if Barbara would write an article for the newsletter.
2. Sherlynn dog retirement (Julie)
 - Board approved Julie's proposal
3. Answering email requests (Loree)
 - When Loree forwards emails to the board, there are many times when there is no response.
 - People need to respond/acknowledge that they have seen it.

4. Sinai Nursery School request for visit (Joan)

- Joan went last year.
- This year's request was not within our 60-day special visit limit, but this isn't really a special visit.
- Joan will tell them we are full with special requests and unable to accommodate them this year, and will provide our mailing address for their donation.

5. Youth Commission (Joan)

- Requesting our participation in an event on 6/3; just got the request on 5/22
- Would be a good event for us, but we need more notice.
- Will say no for this year, ask them to keep us in mind for the future.

6. Class photo assignments

- June 24 10:30am – Anne
- July 29: 10:30am – Anne 1:30pm – Kathy
- August 26 10:30am – Joan
- September 30 10:30am
- October 28 10:30am 1:30pm
- November 18 10:30am

7. Next meeting

- July 24, 2018, 6:30 pm
- Location: Joan's house
- Food: Joan

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	<u>58,136.00</u>
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	<u>10,258.42</u>
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>