

**Furry Friends PATS Board Meeting Agenda**  
**August 12, 2020, 7:00pm on Zoom**

**Board members present:** Joan Peterson, Randee McQueen, Duane Hinders, Cameron Brown, Kathy Harris, Anne Tiry

**Board members absent:** Kat Hsueh

**Others present:** Tara Johnson, Julie Bond

**OLD BUSINESS**

1) Approve May 26 minutes

- Randee made a motion for approval; Kathy seconded.
- Minutes were approved unanimously.

2) Next newsletter (Kat)

- Publish Oct 15, articles submitted by October 1.

3) Admin (Tara)

- Nothing from Tara.
- Randee brought up whether we should stop accepting new applications.
  - i) Joan agreed since we have no idea when we'll be able to start/have class.
  - ii) Tara said it's not worth having class until we're close to resuming visits.
  - iii) Randee suggested putting a disclaimer on the web site; Joan will turn off the application selection, i.e., deactivate until we know where we're going. She will also add to the new volunteer page and home page; Julie will add to our Facebook and Instagram pages.

4) Financials (Randee)

- Randee sent them out prior to the board meeting; no one had questions or concerns.

5) Grant – (Joan)

- We asked for an extension of the date to report fund usage.
- Kathy helped with letter asking for extension; grant personnel said they understood, and are willing to wait.
- We can use the money now if we need to; reporting date has been extended indefinitely.

6) Reading Buddies on Zoom (Anne)

- Heard back from 2 people; Randee thinks we should do it. Need to get people involved in \*something\*.
- Several people told Julie they didn't read the newsletter, so were unaware.
- Email to team captains to contact their members?
- Julie known some school teachers she can reach out to, maybe they can use in virtual classrooms.
- Need to determine how often we want to offer these sessions.

## 7) Suspension of Visits due to the Coronavirus

- Duane will send his email to captains asking if any sites can accommodate some other type of visit – walking by, Zoom, etc.
- Combine info about Zoom Reading Buddies in this email; ask interested folks to contact Anne directly, [annentiry@comcast.net](mailto:annentiry@comcast.net)
  - i) Have captains contact their own team members to see if anyone is interested in helping out
- Randee will come up with some other ideas for how we could possibly stay engaged and will pass on to Duane.

## 8) Etiquette classes

- Joan will update the web – we are not accepting applications or holding classes at this time.

## **NEW BUSINESS**

### 1) Joan

- Joan has moved out of San Jose and is currently living in Tahoe. They will not be moving back to the Bay Area.
- We discussed whether Joan should remain as president.
  - i) Julie proposed that it is smart to keep Joan for now, since we're not doing anything now anyway. This would keep continuity in the organization.
  - ii) We'll revisit this once visits resume, and possibly discuss at the November board meeting.
  - iii) Kathy doesn't want to be president
- Cameron is resigning from the board but not from the organization.
  - i) Store items have been returned to the storage locker; she will bring other things to Randee tomorrow (envelopes, labels, square).

### 2) Randee

- How can we do more to engage members? More emailing, other ideas to keep people involved,
  - i) Ask people what they're doing during the pandemic.
  - ii) Randee thinks we'll lose about 1/3 of our members.
  - iii) She contacted the staff at the hospital where she visits; we can contact other sites for ways for residents to "see" the dogs without petting them.
- Zoom refresher classes – Julie and Randee think we should still do them; might help people reconnect with us.
  - i) Mail out tshirt? Joan wondered if it makes sense right now, spending \$ to send shirts out
  - ii) \$10K from grant to spend, which included swag; shirt and masks
  - iii) Pins have been mailed out.
  - iv) The Zoom refresher class will be a requirement in order to keep going with the organization.
  - v) Idea of shirt is to give them something to entice them to come to class; Tara can provide shirt size that people ordered before; maybe wipes? Needs to be something you can mail.
  - vi) We discussed whether it made sense to hold the refresher class now, since it remains unclear when we'll be able to resume visits, and under what conditions. Some possible alternatives:
    - (1) Short videos on social media, with 1-3 minutes being the ideal length.

- (2) Use Facebook Live for a re-education series; Julie hasn't had great success with this so far but will pilot some videos on our Facebook page.
  - (3) Zoom coffee meeting
  - (4) Have people submit videos of their pets, and publish on Facebook and Instagram.
  - (5) Send face masks and wipes now; might encourage people to renew their membership.
    - (a) Send to people who have been on visits this year; that is about 150 people.
    - (b) The cost doesn't need to come out of the grant money.
    - (c) Send email out to membership to let them know what we're planning; this will let them know we're still here and still thinking about next steps.
- 3) Not discussed on the call, but previously the board approved Steve Wincor's use of the Furry Friends logo in a publication he is doing. This is being included here for documentation purposes.
- 4) Classes remain cancelled until further notice.
  - (a) August 30, 10:30am:
  - (b) September 27, 10:30am:
  - (c) October 25, 10:30 am: 1:30pm:
  - (d) November 15, 10:30am:
- 5) Next meeting:
- Sept 22, 2020, 7:00 pm
  - Location: Zoom, depending on the situation at the time

08/06/20

Pet Assisted Therapy Services  
Balance Sheet Standard  
As of August 6, 2020

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	<u>Aug 6, '20</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	<u>62,013.95</u>
Total Checking/Savings	<u>62,013.95</u>
Total Current Assets	<u>62,013.95</u>
TOTAL ASSETS	<u><u>62,013.95</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	22,271.82
Net Income	<u>17,729.10</u>
Total Equity	<u>62,013.95</u>
TOTAL LIABILITIES & EQ...	<u><u>62,013.95</u></u>

Pet Assisted Therapy Services  
Profit and Loss Standard  
December 1, 2019 through August 6, 2020

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	<u>Dec 1, '19 – Aug 6, ...</u>
Income	
Fundraising- projects	552.33
Special Visit Fee	1,000.00
Site Application fee	800.00
Foundations and Grants	11,252.70
Fundraising	200.00
Individual Donations	1,200.03
Membership and Classes	29,131.35
Merchandise	466.06
Total Income	<u>44,602.47</u>
Expense	
Accounting	599.00
Calendars	453.22
Insurance	1,002.00
license	35.00
Office	2,206.09
Storage	2,868.00
Subcontractor Services	15,844.26
Volunteer Support	
Film	950.52
T-shirts, sweatshirts, band...	80.16
Volunteer Support – Other	2,835.12
Total Volunteer Support	<u>3,865.80</u>
Total Expense	<u>26,873.37</u>
Net Income	<u><u>17,729.10</u></u>