

**Furry Friends PATS Board Meeting Agenda**  
**November 20, 2019, 6:30pm, Joan's house**

**Board members attending:** Joan Peterson, Randee McQueen, Kathy Harris, Duane Hinders, Anne Tiry, Kat Hsueh

**Board members absent:** Cameron Brown

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

**OLD BUSINESS**

1. Approval of September minutes
  - a. September minutes were unanimously approved.
  
2. Web site review (Joan)
  - a. On the website we will add a picture of the manual...not just say PDF. Done
  - b. AKC information has been moved to be more easily accessible.
  - c. Website is good, but the email service we signed up with is awful. Forwarding sometimes works and sometimes doesn't. It's easier just to sign on to the email site.
  
3. Review site application spreadsheet (Kathy)
  - a. Nothing to review right now
    - i. Request from affordable housing to have us at after school program; site is on Old Oakland road. We approved the idea, Kathy will follow up with them to get more information.
  - b. Sites closing
    - i. No success getting new captains, such as Palo Alto Subacute, 3 Reading Buddies sites
      1. Since no existing captains were interested, Kathy will reach out to the entire membership.
    - ii. SC Children's Shelter closed due to management issues
  - c. Psynergy in Morgan Hill; captain wants to close; Kat might captain.
  - d. Need to funnel people in class to sites where there's a need.
  
4. Review/approve Special Visits (Duane)
  - a. Handout for suggestions for a Captains of Special Visits. We can add this as a document as a link on the special visits area of the web site. Done
    - i. Duane will send an email about the SJSU special visit now, and will send a reminder about the Wilcox special visit in a week or so.
  - b. Concern on our description to who we will give a break to...still public schools but we would also like to do Non Profit Schools and public schools. Joan will update the form that is online. Done
  - c. Out of area corporate events, Google has requested our participation in an event in San Francisco.
    - i. \$500 policy

- ii. 2 days out of their 4 day event, in April 2020.
  - d. Policy on # of visits per week? Last year Joan limited to 3 per week; up to Duane; not 2 per day with a few exceptions (like Gavilan, which has a built in team)
  - e. Approval for 4 Intel visits in 2020
  - f. We discussed handouts for some of these visits, such as cookies printed with our logo; or prepackaged cookies with a sticker on the packaging, showing our logo.
  - g. Do we accept POs? No.
  - h. Certificate of insurance refers to a specific site. We stopped automatically sending to sites where we don't visit or haven't visited for a while.
- 5. Update on Santa Cruz sites (Kat)
  - a. No update, Kat hasn't gotten any information.
- 6. Next newsletter (Kat)
  - a. Publish January 15, articles will be submitted by Jan 2.
  - b. Julie will address 2-foot topic again; it is a suggestion, not a rule
  - c. Cameron will write up something for Captains' Dinner 2020.
- 7. Financials (Randee)
  - a. Budget for next year
    - i. Will end about \$5k down; expected with dinner and picnic.
    - ii. Over-all we are in good shape.
- 8. Issues/incidents
  - a. None to report.
- 9. Admin (Tara)
  - a. Vaccination records form. - Tara rewrote email.
    - i. Accept membership renewal if we don't have current vaccines?
      - 1. We don't know if people are visiting, since not all captains send rosters.
      - 2. We discussed board members doing drop in visits to sites where we're not getting rosters, which is about 25%.
  - b. There was a lady who came to class w/ no paperwork; it was the dog walker who filled out the paperwork and came to the class, but the owner just showed up as well; paper work/badge is under dog walker's name; badge has to be under owner's last name.
    - i. Owner will need to pay to have the badge redone.
  - c. Members must submit evidence of deworming OR fecal check, no exceptions
- 10. Captains manual (Anne)
  - a. Much of it can be scrapped. It will be easier to start from scratch.
- 11. Store/New FF apparel (Cameron)
  - a. Sale items do not get credits on shipping – no discount for hand delivery.
  - b. We discussed following up with members who are not wearing FF attire for visits.

12. Calendars

- a. \$25, will mail out; includes tax and shipping. No charge to reserve a specific date.
  - i. Sold 20 calendars, make about \$7 per calendar
  - ii. Team pictures in the calendar? Discussion postponed until next year.

13. Los Gatos Parade (Kathy)

- a. 18 signed up; sold 8 sweatshirts, didn't need to order any.

14. Barnes & Noble (Anne)

- a. At 85 and Almaden Expressway, on Sunday 12/15 and Sunday 12/22, 9am to 4pm each day.

15. Grant ideas (Joan) - got an email from a volunteer that someone helps distribute money for people that help dogs. We can apply for a grant do a continuing education.

- a. Submitted;

**NEW BUSINESS**

1. Proposed Class schedule for 2020

Determine which ones have 2 etiquette classes, or Reading Buddies or Off-Leash

January 26 2 Etiquette

February 23 RB

March 15 OL

April 26 2 Etiquette

May 17 RB

June 28 OL

July 26 2 Etiquette

August 30 RB

September 27 OL

October 25 2 Etiquette

November 15 RB

2. Class photo assignments

- a. Cameron wants to continue doing it
- b. Board proposed taking turns and sharing the responsibility.
  - i. Kathy January morning, Anne January afternoon
  - ii. We will discuss next classes at the January meeting.

3. Election of directors

- a. President
- b. Secretary

- c. Kathy proposed officers stay the same; Duane seconded, all in favor. Joan remains president, Anne remains secretary.
4. How often are titers needed? Fecal, shots & signing up for classes
- a. Supposed to have physical every year which includes fecal/deworming
    - i. If fecal submitted, should badge reflect that? Good for 1 year; people report deworming
  - b. Titers every year
    - i. No special form, included on vaccine form; need copy of results
    - ii. Update web/form; Randee will come up with wording
  - c. What about badges? What should those reflect?
    - i. Deworming/fecal is most important for disease transmission
  - d. Discuss further at January meeting
  - e. Tara will draft form updates
5. Meet & Greet before visits
- a. Some captains are telling their teams that meet and greets are not allowed by FF; this is not true. It's captain's discretion.
  - b. Newsletter – Julie will write article
6. Board member responding to questions & issues
- a. Share responsibilities for responses?
7. Next meeting:
- a. WEDNESDAY January 22, 6:30pm
  - b. Location – Randee; Kathy to bring food