

Furry Friends PATS Board Meeting Agenda

April 2, 2019, 6:30 pm @ Rande's house

Board members attending: Joan Peterson, Rande McQueen, Kathy Harris, Anne Tiry, Allison Aaronson, Cameron Brown, Duane Hinders, Kat Hsueh

Board member absent: Julie Skeen

Others attending: Julie Bond

Others absent: Loree McQueen

OLD BUSINESS

1. Approval of January minutes - approved
2. Web site review
 - Reviewed status; still in progress, Angela continues to work on it. No ETA at this time. Won't be live by Captain's Dinner; possibly give link to captains for review?
 - Loree sent Angela the updated site spreadsheet.
 - Items from prior agenda not discussed in detail:
 - Newsletters, Board info page, & Minutes -easily accessible; old ones are in an archive folder;) will be password protected for storage of sensitive information, such as tax returns.
 - Put Site List selection before the application form? Angela will check with Wix to see if type ins are allowed for site choice? Do we want a list of sites also?
 - Map for sites; red means closed, green open; Reading Buddies sites will be shown in purple; closed Reading Buddies sites will remain in red.
3. Review Site Application spreadsheet (Kathy)
 - Boys and Girls Club of Silicon Valley in Morgan Hill
 - Want to be RB site, have established reading program; want touse dogs as extra reward for their members.
 - One person in their reading program is FF RB already, and will be captain; will recruit from her existing Morgan Hill RB team.
 - Visits will be monthly during school year, none during the summer.
 - Volunteer requirements: background check, volunteer application, TB test; didn't offer to pay for either the background check or the TB test; Kathy told them that might make it difficult to find volunteers. (Update, site has confirmed they will pay for the background check.)
 - Psynergy, an outdoor fenced area in Morgan Hill.
 - This is an unlocked residential mental health facility, with up to 70 clients between the ages of 18-54; clean, homey.
 - The site was very receptive; the woman running the program offered to talk to our group about working with mentally ill patients.
 - There is an outdoor courtyard, surrounded by the buildings, and an indoor space that can be used in bad weather.
 - Volunteer requirements: must be 21; background check (they will pay for); hard copy of vaccination papers or some sort of proof (this would be managed by captain).
 - Site requested approximately 6 volunteers, any types of animals are fine; visits would be evenings or Sunday.

- Should we continue to accept new sites, considering we have had to close some recently due to not being able to find captains?
 - Finding a captain depends on a lot of factors.
 - We will continue to accept applications but will make it clear that we may not be able to find a captain/team.
- Both sites approved

4. Review/Approve Special Visits (Joan)

- Duane will take over special visits from Joan.
- Email forwarding for specialvisits@furryfriends.org needs to be changed to Duane (done on 4/3 at 7:50am).
- 4/25 Walmart ecommerce 11:30 – 12:30; this site was wonderful when we visited before.
 - They are requesting 4+ animals.
 - They donated \$200.
- Gunn High School was cancelled; site won't respond; we won't hold the date for them.
- Los Gatos High School, they have parking for us; 5/21, 10:30.
- Mission College, 5/13, 2pm.
- Stanford University, 6/06, right before finals; have a captain; during the day; all animals ok.
- Camp Pals at Santa Clara University; Downs syndrome kids; 8/5.
- All new special visits were approved.

5. Update on Santa Cruz sites (Kat)

- No update, nothing is happening.

6. Issues/Incidents

- Schedule board visits to sites?
 - Defer for later because of so much stuff going on right now
 - Go if issues, but not random
- We never heard back from Gilroy children's home. We will drop it for now; if they change their mind and contact us, we can resume visits if we find a captain and volunteers.

7. Captains' dinner (Cameron)

- China Stix in Santa Clara, April 29; 70+ captains invited, # signed up
 - Handout from Cameron is included below
- Survey results – 75 received survey, 20 responded
- Determine price for merchandise
 - We will sell some merchandise at the dinner at a reduced cost.
 - Cameron wants to do cash, Randee says credit card is easier.
 - Polo in gray and tan; \$10.
 - ½ zip fleece in gray and black; \$20.
 - Cameron will email the captains, and will hold merchandise if people reply to her with what they want.
- SWAG
- Beanie Babies for sites (didn't discuss this)

- Meeting Agenda – will include discussion of rosters
8. Furry Friends event with dogs (Allison)
 - Las Palmas in Sunnyvale, costs \$60 for Sunnyvale residents.
 - Kid friendly, 2 dog parks.
 - Spot is reserved from 8am to 5pm, June 9, spot #3.
 - Save the date email will be sent, details will be sent a week in advance. Event will be published as 11am to 1pm.
 - Catering will be Rubio's, \$10 per person.
 - Bottled water will be provided; if folks want something else, they can bring it.
 9. Volunteer manual updates
 - When are they given out? How many (if any) should we print?
 - Give out at captains' dinner? Yes, Randee will print for dinner
 - Send to printer for printing large quantity
 - Steve's version never got printed
 - Print new version and hand out to class; distribute w/ tee shirt and lanyard at end of class
 - Also need to redo captains' handbook.
 - Ask at captains dinner if anyone would like to volunteer
 10. Next newsletter (Kat)
 - Publish April 15.
 - Kat is going to take over newsletter from Dave.
 11. Financials (Randee)
 - donation from the October presentation at PG&E?
 12. Furry Friends comparison chart of service dog / therapy dog / emotional support dog; draft handed out for review.

NEW BUSINESS

1. Deactivating sites
 - Done, based on information from Loree. Information on the web source code was uncommented so it could be easily readed if needed.
2. Pictures of patients in our SmugMug album
 - This was a straight copy of what existed previously in Picasa/Google photos.
3. Administrator replacement/ divide up duties
 - Advertise in the newsletter that we are looking for a new admin.
 - Cameron will be taking over the store.
 - Julie has tee shirts, Cameron will need to send email to Julie if anyone wants tee shirts.
 - We will reduce what we have in the store.
 - It isn't feasible to break up database duties.

- Change to admin email routing to Joan ~week before Loree goes on vacation.
- Joan will do post office, with help from Randee.
- Kathy will take on looking for captains for new sites.
- Anne will do sympathy cards when pets go to Rainbow Bridge.
- Discussion of Julie's files in her garage
 - Delete/shred everything prior to 2010.
- Going forward, we will investigate cloud storage for paperwork rather than hard copy.

4. Bark in the Park

- Ask at captains' dinner if anyone wants to coordinate.

5. Update bylaws & Captains manual

- Joan will make a pass, minor revisions; e.g. it still says monthly meetings.

6. FF Apparel

- New ladies shirt costs us regular size s to xl w \$13.00, Add \$2 for XXL \$4 for XXXL- determine selling price (inc shipping?)
- Folks will have to buy, \$20, \$22, \$24
 - Have available at captains meeting
 - Approved
- Cutting shirts
 - To be discussed at captains meeting

7. Class photo assignments

- April 28 – Duane/Cameron
- May 19 -
- June 23, July 28, August 25, September 29, October 27, November 17- TBD

8. Next meeting

- May 28, 2019, 6:30 pm
- Location: Joan's house
- Food: Joan

03/25/19

Pet Assisted Therapy Services
Balance Sheet Standard
As of March 25, 2019

	<u>Mar 25, '19</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	<u>62,490.45</u>
Total Checking/Savings	<u>62,490.45</u>
Total Current Assets	<u>62,490.45</u>
TOTAL ASSETS	<u><u>62,490.45</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	34,918.53
Net Income	<u>5,558.89</u>
Total Equity	<u>62,490.45</u>
TOTAL LIABILITIES & EQ...	<u><u>62,490.45</u></u>

03/25/19

Pet Assisted Therapy Services
Profit and Loss Standard
November 1, 2018 through March 25, 2019

	<u>Nov 1, '18 - Mar 25, ...</u>
Income	
Amazon Smile	20.87
Site Application fee	300.00
Foundations and Grants	5,396.37
Fundraising	72.00
Individual Donations	1,000.00
Membership Dues	21,630.00
Merchandise	1,607.64
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Total Income	30,026.88
Expense	
Dues and Subscriptions	304.53
Insurance	1,002.00
Meeting Expense	100.00
Office	
misc	3,450.00
Postage	1,682.10
Office - Other	230.38
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Total Office	5,362.48
Storage	2,869.00
Subcontractor Services	11,663.48
Volunteer Support	
Film	531.70
Polaroid	631.28
T-shirts, sweatshirts, band...	409.69
Volunteer Gifts	1,593.83
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Total Volunteer Support	3,166.50
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Total Expense	24,467.99
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Net Income	5,558.89
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Board members arrive early to try out mics for speaking

Cameron: collect and bring boxes of swag, set up registration table with name tags/swag, "man" the table as captains arrive, take down table and clear away everything when dinner begins
take pictures for newsletter

Kathy; print name tags (I talked w/ her about that today at LGM)

Randee: bring check book to pay for dinner

Presentations:

Joan: officially welcome everyone once they are seated for dinner

Loree: new attendance procedures, database and team rosters

Joan: website redesign

Randee: FF financial situation

Julie: address dog-related behavior issues from survey

Allison: updated handbook????

Q & A: short presentations with guided discussion!!

Everyone: welcome captains, make sure everyone feels warmly welcome!!