

Furry Friends PATS Board Meeting Agenda
July 23, 2019, 6:30pm, Cameron's house

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

Others attending: Julie Bond, Tara Johnson

OLD BUSINESS

1. Approval of May minutes – approved
2. The Board unanimously recognized Allison Aaronson for her service on the board.
3. Web site review
 - a. Site page will not have teams, just facility photos; Kathy is helping to get site descriptions from the captains. Joan is running through Grammarly before updating to the web.
 - b. Joan is updating all forms and PDFs, copying them to our new letterhead with the correct mission statement; she is also ensuring that there is consistency in wording and terminology throughout the entire web site.
 - i. PDFs do not need to be fillable.
 - ii. All links will need to be redone after the pdfs are revised.
 - c. We are adding a question to our application to ask whether the applicant has ever been removed or asked to leave from another pet therapy organization.
 - i. This has been added to the online application but is not yet on the printable form.
 - d. Reading Buddies page needs to be updated regarding the decision made at the last board meeting about cats.
 - i. Julie will write some verbiage for Joan to use.
4. Review site application spreadsheet (Kathy)
 - a. Alum Rock Library Reading Buddies has a captain.
 - b. Psynergy also has a captain.
 - c. Children's Shelter near Valley Med – new application
 - i. This is a smaller facility with 8 bedrooms and room for up to 16 children; site is for children entering the foster care system, up to age 18.
 - ii. The site wants evening or weekend visits; this is good because parking is challenging during the day.
 - iii. There is an outside courtyard and also an inside area where visits can occur.
 - iv. Volunteers must be at least 21; the site will try to avoid having to do background checks.
 - v. This should become an off-leash site.
 - vi. The site was approved unanimously.

5. Review/approve special visits (Duane)
 - a. Agilent visit on 8/20 has only two open slots.
 - b. Received a request for a visit to Kara grief camp; we did this last year, and they have already paid. Date will be 10/19.
 - c. Leland – Gabe is leaving, so status is unclear. The board agreed that we would not do monthly visits outside of the existing team that visits the special needs class.
6. Update on Santa Cruz sites (Kat)
 - a. Aptos Library cancelled our visits as of last week.
 - b. There are no other updates outside of that.
7. Captain's dinner (Cameron)
 - a. The dinner will be held on 3/30/20; the venue (China Stix) is already reserved.
 - b. We will figure out SWAG about 3 months ahead of time.
8. Yearly pins discussion
 - a. Is there a better way to distribute these? The cost is \$3.50 for postage, plus the time involved to put the envelopes together.
 - b. We discussed giving them out at a volunteer dinner; if volunteers don't attend, the pins could be given to team captains to distribute.
 - c. Kat will write something up for the newsletter about the change in how these are sent.
 - d. If the volunteer is close to the year anniversary at the volunteer dinner, we will give the pin anyway.
 - e. 5 and 10 year pins will be sent via mail as we do now.
 - f. A list of 1 year volunteers will also be in upcoming newsletters.
9. Volunteer manual updates
 - a. Put a sticker on the bottom of the last page saying the email addresses are invalid.
 - i. Randee will print stickers and give to Julie to put on the printed manuals.
 - ii. The stickers will cover up old email addresses and show the correct email addresses.
 - b. The modified pdf has been added to the web site.
10. Next newsletter (Kat)
 - a. Publish October 15, articles will be submitted by October 1.
11. Financials (Randee)
 - a. We are in good shape.
12. Issues/incidents
 - a. We revisited the issue of leashes becoming undone/unclasped. Julie brought an example of a different kind of clasp.

- b. Randee thinks they will be expensive but will check if our current vendor has this kind of clasp. If they are expensive, we may offer them via our store rather than giving out at class.
 - c. Julie is having class attendees play with the leashes, and give the defective ones back to her.

- 13. Admin (Tara)
 - a. Someone attending Sunday's class asked if her 11 year old can join; Tara will follow up to see how close the child is to turning 12.

- 14. Bark in the Park (Kathy)
 - a. Saturday September 21
 - b. Kathy and Mitch Mariano will organize
 - c. We did not pay the \$175 to have a 1/8 page advertisement in the program.
 - d. SWAG discussion
 - i. Service dog/therapy dog cards
 - ii. Raffle wheel; Tara found one online for \$50, Randee will purchase one for Furry Friends; it can be used across events.
 - iii. Order more pens?
 - iv. Can covers?
 - v. Post it notes or pads?

- 15. Captains manual
 - a. Can it be condensed to one page?
 - b. Anne will review

- 16. Volunteer picnic
 - a. Allison did all the work and sent a summary which will be a great help for the next event.

- 17. Therapy dog patch
 - a. These are now available and can be purchased through the store.
 - b. Cameron will bring to class; cost is \$10 at class, \$15 from web site to cover shipping.
 - c. There will be an article in the next newsletter.

- 18. Store/New FF apparel
 - a. New items can be ordered from the store.
 - b. Joan will contact the vendor about changing the lettering to purple. Randee suggested asking for a run on plain fabric.
 - c. We will send an email to volunteers announcing the new items.

NEW BUSINESS

1. Board member in charge of new volunteer recruiting
 - a. Kathy at Bark in the Park
 - b. Discuss again at the next board meeting.

2. Lepto vaccine
 - a. Kat said Santa Cruz County requires this.
 - b. The board agreed to make both lepto and the flu vaccine a recommended but not required.
 - c. There was a discussion about a 2-foot apart rule during visits
 - i. Julie will mention in class.
 - ii. There will be an article in the next newsletter
 - iii. This will be tied to canine flu and keeping pets safe.

3. Girl Scouts
 - a. A Girl Scout troop has approached Furry Friends about volunteering/assisting.
 - b. Making braided dog toys was suggested as a project.
 - c. Joan will follow up.

4. Class photo assignments
 - a. Cameron will do photos for the remainder of the year, except when there are two classes.
 - i. Anne will do the morning class in July, Cameron will do afternoon.
 - ii. Cameron will do the morning class in October, Joan will do afternoon.

5. Calendars
 - a. \$25, will mail out; includes tax and shipping.
 - b. No charge to reserve a specific date.

6. Next meeting:
 - a. September 24, 6:30pm
 - b. Duane's house in Mountain View