

**Furry Friends PATS Board Meeting Agenda**  
**July 27, 2021, 7:00pm on Zoom**

Board Members Attending: Anne Tiry, Randee McQueen, Sal Guardino, Duane Hinders, Diane Steinberg, Jacqueline Morgan, Sharon Andrews

Others: Julie Bond, Tara Johnson

Meeting called to order: 7:02pm

**OLD BUSINESS**

- 1) Approve May 11 minutes – Board approved as written
- 2) Financials (Randee)
  - i. Overall, still in good shape financially. Currently running at a loss due to timing of payment for storage unit. Paying 12 months upfront vs monthly – nets in 1 month free rent (13<sup>th</sup> month).
  - ii. Need to spend money on FileMaker, approximately \$2000, to hire contractors to make improvements to the database. FileMaker is used across FF for various data/forms however merging files can be problematic. The \$2K investment in FileMaker updates would make Tara’s job easier as “blips” in the system require additional time to correct. Board voted and approved the expenditure.
- 3) Zoom Cocktail Parties were held on May 14 and May 21; went well but attendance was low.
  - i. Despite low attendance discussion and questions were good.
  - ii. Board agree that another Zoom meeting should likely be held in the September timeframe – exact timing TBD
- 4) Special visits update (Duane)
  - i. Special visits continue with 2 upcoming visits: Kara Grief Counseling in Palo Alto on Saturday, July 31<sup>st</sup> (8-9 dogs participating); end of August in Santa Cruz Mountains, Jacob’s Heart Grief Counseling – all open volunteer spots have been filled.
  - ii. Expect a lot of schools will be requesting visits when school resumes in the fall
- 5) Visits are resuming at some, but not all sites
  - i. Sal provided an update on sites that he visited and will be visiting (sites where prior outreach by email and phone netted no response) See attached excel file for details.
  - ii. All sites with the exception of two, Lifeways and National Psychiatric Care were very friendly and welcoming and receptive to resuming visits at the appropriate time.
    - i) All sites want masks, some want vaccinations. Sal shared with sites that FF would not be gathering vaccine records, sites would need to do that if it is a requirement for the visit.
    - ii) Sal recommended removing Lifeways from the site list due to the reception he received when he visited. He was not able to meet with the activities coordinator. Tara noted another FF volunteer had visited and was able to connect with the activities coordinator who noted Lifeways would like to resume visits. Anne recommended holding off on deleting any sites until the close of the calendar year, 2021.
  - iii. Next steps: Tara and Sal to review the open list of sites for which there has been no response. Tara has updated information to share with Sal. Based on the outcome of that discussion Sal will visit remaining sites, with the exception of those beyond Aptos, which he will call.

- iv. Tara and Anne have been updating the website as we get information
  - v. Sal noted that the Board should consider an agenda item for the next meeting to discuss marketing to get new volunteers. He recommended a brainstorming discussion on marketing ideas. Randee noted that we are having challenges getting Captains and that the upcoming Captain's training on 8/7 should help but we should assess the availability of Captains, members and sites before moving forward with advertising for volunteers.
- 6) Resuming classes (Julie)
- i. Classes held on June 27 (1 class) and on July 25 (2 classes)
    - i) Julie noted that there are some motivated new members
    - ii) Need to figure out which sites are most in need of members
  - ii. Captains Training – 8 people signed up for upcoming training session; Loree leading the training; goes through all that is involved in being a Captain.
  - iii. Julie to talk about the upcoming Captains training in her post
  - iv. Diane asked how we are prioritizing sites that need members. Randee noted that available sites are posted when there are upcoming visits.
  - v. Sal inquired as to if Captain classes could be recorded for those interested in taking the class but not available for the in-person class. Randee noted that it would be difficult to take the class via a recording as participants would not be able to ask questions. Also, it would be challenging to get a gauge of a person's interest. Board agreed to discuss the potential of recorded classes at a later date. Diane noted that having someone go with a new Captain on their inaugural visits as a Captain would be helpful. Anne shared that this typically is offered to new Captains. Diane and Anne noted that they would be willing to accompany new Captains, schedules permitting.
- 7) Julie's videos- weekly posting to Facebook continue
- i. Julie noted that she would be doing a post about the upcoming Captains' training and will continue to share announcements and updates/issues that come up at visits.

## **NEW BUSINESS**

- 1) Captains' training scheduled for Saturday August 7; Loree will run it, Anne will be there to assist.
  - i. Anne to discuss holding another captains meeting/training with Loree to be scheduled in the October timeframe
- 2) Proactively reach out to schools for special visits / "surrogate therapy dog family" (Jacqueline)
  - i. No update; Jacqueline to work on this over the next several weeks. Agenda item for the next meeting
- 3) Eagle Scouts project – t-shirt design (Diane)
  - i. Andrew, the Eagle Scout, is anxious to begin his project for FF. Timing for completion is likely in the fall. Diane to discuss timing with Andrew. Andrew still needs to get approval from his Scout Master on the project. Board discussed ideas for Andrew's project and aligned on the design and distribution of masks. Andrew would produce and distribute new FF masks to members. It was discussed that distribution could occur at the Los Gatos Creek Park with potentially a picnic or distributed at Julie's classes or via drive by distribution. Board was aligned that current FF logo should be used but that Andrew could come up with a new "saying" to put on the side of the mask. Diane

inquired about funding the project. Randee noted that FF could share potentially share the expense, but part of the Eagle Scout process is for the Scout to do fund raising. Diane to discuss with Andrew. Diane to share an update on the project and ask for Board approval when Andrew has his proposal ready.

4) Proposal: raise for Tara

- i. Anne and Randee proposed a raise for Tara to \$25 per hour vs the current \$20 per hour. Tara has been going over and above taking on a significant increase in her responsibilities. Board was fully supportive of the raise – approved.
- ii. Randee will make a list of items that the Board was previously doing that Tara picked up to ensure work was completed. Randee will share list with the Board. Board to pick up items on the list.

5) Photo assignments for etiquette classes

- i. August 29, 10:30 and 1:30 (Duane- AM session; TBD on PM session; Diane to speak to Andrew about taking PM session)
- ii. September 26, 10:30 and 1:30 (Anne AM session; Sharon PM session)
- iii. October 24, 10:30 and 1:30 (Jacqueline AM session; TBD for PM session) October and November dates to be discussed at next Board meeting.
- iv. November 14, 10:30 and 1:30
- v. Note to all handling photo assignments: please copy Tara and Randee on the pictures, label pictures with names, speak to class attendees about sites in which they may be interested.

6) Next meeting:

- i. September 28, 2021, 7:00 pm –
- ii. Location: TBD

7) Added Topic: Newsletter

- i. Jacqueline noted that the next newsletter will go out on 8/27. She requested all articles/content to be submitted to her no later than 8/23.
- ii. Ideas included: update on Andrew's project- Andrew to author; possible interview with Loree (Jacqueline to interview)

8) Meeting Adjourned at 8:14PM