

**Furry Friends PATS Board Meeting Agenda
February 3, 2022 on Zoom**

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

Others: Julie Bond, Tara Johnson

Meeting called to order: 7:02pm

OLD BUSINESS

- 1) Approve November 23 minutes- Board approved as written
- 2) Financials (Randee)
 - i. Generating less revenue than previous year; will discuss opportunities for increased revenue in new items (financials attached)
- 3) Special visits update (Duane)
 - i. Beginning to see an increase in requests for visits for mid-late May, around finals time.
 - ii. Starting to burn through the backlog of paid visits and should start to get an infusion into the treasury. While it will not be a material infusion, good to have this positive flow coming back.
- 4) New site requests (Sal)
 - i. Did site visit for VA in Menlo Park (convalescent hospital); site requires and provides on-site Covid testing (Rapid test). Site is not yet ready to start visits.
 - i) Board unanimously approved adding the site in the meeting.
 - ii. KIPP Academy (located off King Road and 280)
 - i) Employee did etiquette training; will do off leash training in March; can then get her approved (captain's training is not required)
 - iii. Ask of All who receive applications for site requests to please forward to Sal and Tara
 - i) Anne to forward requests she currently has received

NEW BUSINESS

- 1) Areas needing someone to own:
 - i. Merchandise
 - i) Randee and Loree will own
 - ii. Contact with new and current sites regarding vaccine protocols, etc.
 - i) Owner TBD
 - iii. Recruiting/coordinating new teams
 - i) Anne can assist with recruiting and coordinating
 - iv. Recruiting captains
 - i) Diane will own
 - v. Events (new job identified during the meeting)
 - i) Owner TBD

- 2) Membership anniversary pins (Tara)
 - i. Anniversary pins are awarded every 5 years of service; recipient also receives a certificate and recognition in the newsletter.
 - ii. Currently have 100 pins in inventory
 - iii. Board decision made to send pins to service award recipients until pins are out of stock, once out of stock will identify another means of commemorating service anniversaries. Will continue to recognize volunteers' service awards in newsletter
- 3) Vaccine/exam/fecal form – how to enforce exams
 - i. Julie has added the form to topics discussed in etiquette classes
 - ii. Randee and Tara will review the current form and adjust as appropriate to increase clarity in what is required to be completed on the form (vaccines, exam, vet sign-off, etc)
 - i) Will then send updated form to Julie and FF Board for review and feedback
 - iii. Board agreed that dogs will need an exam by a vet every 3 years consistent with the timing of the rabies vaccine. This requirement will be incorporated into the new form.
- 4) Proactively reach out to schools for special visits / “surrogate therapy dog family” (Jacqueline)
 - i. Moved to the March Board meeting
- 5) Next newsletter
 - i. Target is March for the newsletter; Anne to follow up with Jacqueline on specific timing
- 6) Photo assignments for February 27 and March 13
 - i. Duane – 2/27 morning
 - ii. Sharon – 2/27 afternoon
 - iii. Anne – March 13
- 7) Next meeting:
 - i. March 22, 2022, 7:00 pm –
 - ii. Location: TBD
- 8) Meeting adjourned at 8:07pm.

Pet Assisted Therapy Services
Balance Sheet Standard
As of February 1, 2022

	<u>Feb 1, '22</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	45,865.28
Total Checking/Savings	<u>45,865.28</u>
Total Current Assets	<u>45,865.28</u>
TOTAL ASSETS	<u>45,865.28</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	21,732.45
Net Income	<u>2,119.80</u>
Total Equity	<u>45,865.28</u>
TOTAL LIABILITIES & EQ...	<u>45,865.28</u>

Pet Assisted Therapy Services
Profit and Loss Standard
December 1, 2021 through February 1, 2022

	<u>Dec 1, '21 - Feb 1, ...</u>
Income	
Membership and Clas...	<u>8,185.00</u>
Total Income	8,185.00
Expense	
Insurance	1,001.00
Office	482.12
Subcontractor Services	<u>4,582.08</u>
Total Expense	6,065.20
Net Income	<u>2,119.80</u>