

**Furry Friends PATS Board Meeting Agenda**  
**May 11, 2021, 7:00pm on Zoom**

Board members attending: Sal Guardino, Anne Tiry, Duane Hinders, Sharon Andrews, Diane Stienberg, Jacqueline Morgan, Randee McQueen

Others: Julie Bond, Tara Johnson

Meeting called to order at 7:05

**OLD BUSINESS**

- 1) Approve March 16 minutes- approved as written
- 2) Admin (Tara)
  - Membership renewal update- a handful of people have renewed, at regular rate.
    - i) Should we take the renewal option off because they are avoiding that they did not renew. This way we can reinforce the fact that they did not renew. Is it fair when we aren't offering classes yet.
  - Tara created a [Google Doc](#) of sites without captains.
    - i) Tara has been doing a lot of work reaching out to sites to see if they want to resume visits; we should divide this up among board members. Anne has contacted (or attempted to contact) Cameron's sites, but not getting much response
    - ii) What sites should we be sending to those that have captains and contact them first.
    - iii) Contact captains to see who has contacted a site. We discussed many options. . Sent a letter and see if we get some responses, then we make a personal contact. Sal will be the contact Anne will come up with the letter. Randee will try to make some business cards.
    - iv) What if sites don't respond, want to change day/time, etc.? Huge effort to make significant changes
    - v) Sites are ready for visits but team is not- should we get new team members recruited? Julie would like a list of sites that need people, she will post on social media. Tara feels an email needs to go to captains.- have you contacted your site? If it is a go, do you need more members? We need (Tara) the contact information for all sites.
    - vi) Do we need to remind people of what the process is? Send out to everyone so that all are on the same page. (We do have the captains handbook) Tara recommends attaching the captains handout when we sent out invite.
- 3) Financials (Randee) attached
- 4) Reading Buddies on Zoom (Anne)
  - No update
  - Previously the board decided that we didn't want to go out to the general public ... and to go to sites like Nextdoor or Craigslist to get readers; other methods haven't proven successful. Do we want to open it up more broadly? but we are going to try other places such as Nextdoor. But not Craigs list. We need more people that can help run the meetings. You can run a meeting and have a pet.
    - i) Randee wrote up something for the newsletter, haven't gotten any feedback.
- 5) Zoom Cocktail Party to keep members involved and be able to give out information
  - May 14 and May 21, 7pm to 8:30
  - How to organize, what info to share
    - i) Start out in main meeting to share general info, then split into breakout rooms to facilitate discussion. Come back to the main room 15 minutes before the end of the meeting?

- (1) More board members per room and split the number of people If we don't get many we then not do breakouts.
  - (a) May 14, Diane, Anne Julie Duane, Jacqueline, Randee, Sharon
    - (i) <May 21 Sal , Julie Anne Randee
  - (2) Info to share: visits slowly resuming; there are teams without captains, need new captains for those; FF will not maintain info on vaccination status of volunteers
  - (3) For those that are not able to attend...we can share to people that did not attend and those on social media what we talked about.
- 6) Special visits update (Duane)
  - Sent email to all the site contacts to see who wanted us. Heard back from quite a few and have 5 scheduled
    - i) Did Wilcoxs, Independence, Bellermine etc...
    - ii) Julie asked for pictures so we can put them on social media.
    - iii) The kids have so enjoyed it...many felt it was the greatest thing in the past year.
- 7) Visits starting to resume – nothing new here, remaining on agenda as information
  - Merrill Gardens remains on hold due to current COVID status and lack of captain. Campbell location wants to resume, but no captain.
  - Belmont Garden resuming if volunteers were fully vaccinated.
  - Visits are resuming in April at Belmont Village Sunnyvale; 3 volunteers are willing to participate.
    - i) Visits will be outdoors, and an on-site, 15-minute COVID test will be required for each visit.
  - 6-foot leashes – We bought Large and Medium, plan to distribute- Will distribute as people contact us about in person meetings.
- 8) Resuming classes (Julie)
  - In the backlog for now.
  - No more than 10 animals
  - Do 2 per day - Do them on Sundays
    - i) WE will try for June- November
- 9) Julie's videos – weekly postings to Facebook continue- thank you for doing it. Many of us share and watch them
- 10) YouTube page – any update?- no0- take off list.
- 11) Art assets – Sharon offered to help with this. Would be nice to put branding on everything that we do and publish.

## **NEW BUSINESS**

- 1) Ideas about restarting visits, forwarded from Dr. Barbara Lee;
  - <https://www.wormsandgermsblog.com/2020/08/articles/animals/dogs/covid-19-and-pet-visitation-programs/>
- 2) Take over Secretary duties- Sharon
- 3) Resuming visits (Randee)
  - Many sites not responding.... How to handle? Send letter?
    - i) Give certain amount of time to reply, then drop? They can reapply later?

- Many sites don't have a captain, existing team members don't want to captain. Open sites up? Allow anyone who's interested to be a captain, even if they haven't done it before?
  - Hold another captains meeting/training?- See if we can do a Captains training after the etiquette class on Sunday- Let's ask Loree about doing it and if she would do that or Zoom. Will bring up at the cocktail party.
- 4) Not getting updated vaccine forms from volunteers. WE are not getting the vaccination records form- we just get the vet receipt, is there pet on deworming or had a fecal? Etc...takes time on the admin. WE need the form because some sites are not requiring paperwork on site also
- FF should not have to keep track of vaccination cards for our volunteers.
- 5) Vaccination form update regarding titers (Randee – see Gibson Wiincor pdf)
- Concern that we were sent something that doesn't give us information except the dog was positive for titers on that date. Randee believes it is a liability to the organization unless a letter is written by the vet. Julie doesn't think most vets will sign a letter.
  - Anne will rework the wording on the website so that it is clearer what is currently required
  - Need to have a letter from the vet stating he/she performed the titer and that the results in his/her opinion show that the dog has sufficient amount in his/her system to provide protection for one year.
- 6) Money in the school districts to promote better mental health
- Proactively reach out to schools for special visits / “surrogate therapy dog family” (Jacqueline)  
Talked at length about the districts having funding for mental health. Jacqueline has many thoughts as to how to and what to do. Get more people to be members etc..
  - i) Duane will make a list of the districts he thinks will work with us the most and Jaqueline will reach out to them They will talk at Wilcox tomorrow
- 7) Photo assignments for etiquette classes- when we set classes
- 8) Next meeting:
- July 27, 2021, 7:00 pm –
  - Location: Zoom

Meeting adjourned at 8:26

Pet Assisted Therapy Services  
Balance Sheet Standard  
As of May 11, 2021

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	<u>May 11, '21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Chase Checking	50,528.59
<b>Total Checking/Savings</b>	<u>50,528.59</u>
<b>Total Current Assets</b>	<u>50,528.59</u>
<b>TOTAL ASSETS</b>	<u><u>50,528.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	32,251.53
Net Income	<u>-3,735.97</u>
<b>Total Equity</b>	<u>50,528.59</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>50,528.59</u></u>

Pet Assisted Therapy Services  
Profit and Loss Standard  
December 1, 2020 through May 11, 2021

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	<u>Dec 1, '20 - May 11, ...</u>
<b>Income</b>	
Foundations and Grants	
Foundations	0.08
Foundations and Grants - O...	115.79
<b>Total Foundations and Grants</b>	<b>115.87</b>
Individual Donations	236.18
Membership and Classes	6,958.15
Merchandise	75.00
<b>Total Income</b>	<b>7,385.20</b>
<b>Expense</b>	
Accounting	605.00
Insurance	1,001.00
license	25.00
Misc. Event	1,633.04
Office	
misc	651.67
Office - Other	482.46
<b>Total Office</b>	<b>1,134.13</b>
Storage	3,346.00
Subcontractor Services	3,359.00
Telephone	18.00
<b>Total Expense</b>	<b>11,121.17</b>
<b>Net Income</b>	<b>-3,735.97</b>