

Pet Assisted Therapy Services
Balance Sheet Standard
As of January 31, 2023

	<u>Jan 31, '23</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	38,664.37
Total Checking/Savings	<u>38,664.37</u>
Total Current Assets	<u>38,664.37</u>
TOTAL ASSETS	<u>38,664.37</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	14,675.59
Net Income	<u>1,975.75</u>
Total Equity	<u>38,664.37</u>
TOTAL LIABILITIES & EQ...	<u>38,664.37</u>

Pet Assisted Therapy Services
Profit and Loss Standard
December 2022 through January 2023

	<u>Dec '22 - Jan '...</u>
Income	
Membership and Clas...	<u>6,075.00</u>
Total Income	6,075.00
Expense	
Office	1,113.98
Subcontractor Services	<u>2,985.27</u>
Total Expense	4,099.25
Net Income	<u>1,975.75</u>

Furry Friends PATS Board Meeting Minutes
January 31, 2023, on Zoom

Board Members Present: Anne Tiry, Randee McQueen, Sal Guardino, Bob Armstrong, Duane Hinders Diane Steinberg, Sharon Andrews

Others: Julie Bond, Tara Johnson, Paul Fulton, Loree McQueen, Bronte Reed

Meeting called to order at 7:01 PM

OLD BUSINESS

- 1) Approve November minutes – Approved by Board as written unanimously.
- 2) Financials (Randee)
 - i. Revenue is starting to pick up with membership renewals and new members. We will incur costs in the near future to update FileMaker and purchase a new badge maker.
 - ii. Randee sent in a request to the San Jose Women's Club for a grant but has received no response to date.
- 3) Special visits update (Duane)
 - i. Two new locations – San Mateo Highschool and Gary's Place in San Francisco (for neuro-compromised individuals).
- 4) New site requests (Sal)
 - i) San Martin Gwinn School had previously remitted their new site application and fee. The school would like to do Reading Buddies.
 - ii) The Board approved unanimously to refund the school's money and decline their new site request because there currently is not a team available. Randee processed the school's refund on 1/31 and added a note to inform them that Sal would reach out to explain/provide more context around the decision to refund.
 - iii) Sal took the action to reach out to the school and inform them that their new site request was denied at this time as there is currently no team available for the visit. He will encourage them to get parents to join Furry Friends and will share how long it takes to become a FF Reading Buddy (requires 6 months as a FF volunteer during which time you need to visit sites before being able to move into the Reading Buddies program)
- 5) Research on captains meeting
 - i. Sal looked into Casa Lupe on Winchester Blvd as a possible restaurant location for the captains' meeting/dinner. The per person food cost is \$21 including tax and tip for a buffet-style meal if at least 30 people attend. If less than 30 people attend, the group would need to order off the menu. Parking is challenging at the restaurant, so the Board asked Sal to look into the following alternatives:
 - i) Best Taste on Bascom and China Stix in Santa Clara; both serve Chinese food and have adequate onsite parking.
 - ii) Sal will provide an update at the March Board meeting (this topic will be added to March Board meeting agenda)
- 6) Captains recruiting update (Diane)
 - i. The captain for Pacific Gardens stepped down due to the recently enacted ban on pups eating raw diets. Bronte is looking into taking over the site as captain.
 - ii. New member Josh Gitomer from Santa Cruz is interested in volunteering and /or leading a team in Santa Cruz. Please let Diane or Josh know if there are any

- openings on teams in the Santa Cruz area in the future. In the interim Josh will be volunteering in Los Gatos
- iii. Update on the FileMaker database – we are still unable to find someone who will commit to taking on the work to repair the database. Given the limited budget available for the project the candidate will likely be someone who is doing the work part-time. It is currently estimated that it will take 3-6 months to fix the database once the person is hired.
 - iv. Deleted Sites –Tara will place the list of deleted sites in the drop box.
- 7) Update from Tara – membership renewals
- i. January 31st was the last day for membership renewals. Furry Friends currently has 275 members with about 70 new members joining annually.
 - ii. Classes - Tara suggested moving forward with only 1 off leash class per year and adding 1-2 etiquette classes to the annual schedule. Julie agreed. The annual off leash class will be held in September. Julie noted that etiquette classes are generally kept to about 7 people although could go to 8 or 9 provided the additional 1-2 attendees are current Furry Friends members.

NEW BUSINESS

- 1) Class Photos
- i) February 19: Bob Armstrong morning class (please arrive by 11:30am)
 - ii) March 12: Sharon morning class; Diane afternoon class (please arrive by 12pm for AM and 2:30pm for PM classes, respectively.
 - iii) Classes will be held at the new Pup Plaza site.
- 2) Change to vaccine policy – Julie
- i. Julie noted that she was approached by a FF volunteer who also volunteers in another pet-related program. The volunteer shared the other program requires health data to be submitted only once a year. The once-a-year health data submission relies on the “honor” system for volunteers to maintain pet vaccinations.
The Board discussed and the decision was made to maintain the current FF vaccine policy.
- 3) Special visit fees – Duane
- i. Duane proposed the statement (below) as an update to the current statement regarding the fee structure for special visits that qualify for the 50% discount. The updated statement is more inclusive of other public organizations whose existence depends on donations. The Board agreed to move forward with the verbiage Duane drafted below. Duane will do a final review and will then share with Tara who will post the new statement on the website.
 - i) We offer a 50% discount for: Public Schools (all levels); other public agencies (police, fire, libraries, etc.); charitable organizations (e.g., Second Harvest Food Bank, Red Cross, etc.); certain not-for-profit health care facilities/organizations (e.g. Pals programs, residential care facilities, some hospitals)
 - ii) The discount does not apply to: Private schools (all levels); for profit businesses/organizations; for-profit health care facilities }
 - iii) If it is unclear what category an applicant falls in, the Board will decide the fee level.

4) Class locations

- i. The Board discussed having an indoor location for classes to account for weather. Bob was going to look into Pet Food Express on Bascom.
Update post the BoD meeting - Randee secured and the Board agreed with moving forward with Pup Plaza.

5) Board membership

- i) Bronte and Paul (and maybe Loree) have expressed interest in joining
- ii) How many board members do we want to have?
 - (1) Bylaws say between 3 and 15; we currently have 7, after Jacqueline's resignation.
 - (a) Board agreed to have 9 members (odd number)
 - (2) What do we need people to do?
 - (a) Randee noted we need people to handle merchandising and newsletter (Bronte will do the newsletter).
 - (i) Merchandise - Julie noted that someone from a class (Susan Woolf) shared she makes shirts; Julie / Tara will share contact information with Randee.
 - (3) Anne will follow up with Bronte, Paul and Loree to discuss joining the Board.

6) Newsletter

- i) Bronte is willing to do it
- ii) Dates? Bronte will come back with the dates for content submissions (usually one week ahead of newsletter distribution) and date of newsletter (target is mid-March).
Bronte to send the first draft of the newsletter to Anne, Randee, Tara and Julie.

7) Next meeting:

- i) March 21, 2023, 7:00 pm
- ii) Location: will be finalized closer to meeting date (in-person or zoom)