

Furry Friends PATS Board Meeting Agenda May 16, 2023, on Zoom

Members- Anne Tiry, Randee McQueen, Bronte Reed , Robert Armstrong, Paul Fulton
Visitors- Julie Bond, Tara Johnson

OLD BUSINESS / STANDING ITEMS

- 1) Approve March minutes- Approved as written
- 2) Financials (Randee)
 - i. Bronte gave us a donation from her business and we will resend IRS letter. Thank you Bronte!
- 3) Special visits update (Duane) haven't had as many signups but we have had a few recently. It has been crazy but is slowing down
 - i. Special request from DOJ victim's advocate (Anne) We will do this sometime in the summer. It is a sexual assault case. They need 2 volunteers for morning and 2 for afternoon. Each volunteer will be in the witness room with one witness. They say case should last a week. We will ask if men can be volunteers or if they prefer only women
 - ii. Update on request from Channel 7 (Anne) - wants to go on a visit, after 3 pm. We only had one visit and she never got back to us. Explained most we do are at schools before 3 pm. The reporter will get permission from site.
 - iii. Los Altos Pet Parade (Bronte)Have 14+ people and some dogs... asked if it was ok for kids and parades have their own insurance.
- 4) New site requests remain "on hold" for now
 - i) Jail system (Main San Jose jail, Elmwood); email sent previously documenting our visit on May 4 – request approval of site - Loree and Anne did the visit. Email sent about location. This will be for two sites, main jail and the second one. We voted to approve the sites once facility has submitted payment. Anne will follow up with them.
- 5) Valley Medical Teams- recommend discontinuing because they have far more requirements than in the past. We voted to retire the sites from the website.
- 6) Update on captains meeting research (Sal, Randee)
 - i. Sal has looked into a few places but has not provided prices for the Board to make a decision.
 - i) The board needs at least 2 sites to chose from, with complete prices for food, tax and tip for up to 50 people. Need to know minimum number to hold the dinner. Will be have private room? Is there sufficient parking? Is it central to our members?
- 7) Captains recruiting update (Diane) I contacted five members in April and May.
 1. Patty Holaday reached out several times to the contact on our list at Foothill Elementary School in February because she was considering becoming a captain of a Reading Buddies team there. But Tiffany Cook never replied to her messages. I followed up with Patty about a month later, and she said she would like to lead a Reading Buddies library team instead. On 5/1/23, I sent her 3 library sites that need captains near where she lives. She said she would check them out, and then she'd get back to me. I followed up with her again on 5/15/23. I have not yet heard back from her.

2. Josh Gitomer signed up for the Captains Training in April. He wants to become a captain of a new team in Santa Cruz County, so he's waiting until we accept new sites again. He knows several sites there that are interested in applying to become new Furry Friends sites.

3. Jyothi and Jeeth Das attended the Captains Training in April. They would like to be co-captains of a Reading Buddies team. They will sign up for the Reading Buddies training in July, and then I'll follow up with them. They have been members of Furry Friends since October 2022.

4. Susan Jang attended the Captains Training in April. I contacted her three times by email and telephone. I have not yet heard back from her.

5. JoAnn Bergoffen attended the Captains Training in April. I contacted her three times by email and telephone. I have not yet heard back from her.

8) Admin update from Tara -

- i. Steven Wincor reached out to have us talk about changing our vaccination requirements. – Vets are charging to fill out forms and or sign them. People complain that they have to pay for each form. We discussed this at length and came to the following conclusion
 - (1) Make a list of vets that we know who do not charge for forms. We don't endorse them, but we can make a list of those we know that sign them and put on the website. Julie will ask members if their vet does not charge to complete form.
- ii. We have only retired a 2 sites since the last meeting due to site's disinterest.
- iii. People are applying but takes 3-4 months to get all paperwork in.

NEW BUSINESS

- 1) Class Photos, Pup Plaza- will be around until August of 2024
 - i) June 25th 10:30 (Duane) and 1:30 (Anne)
 - ii) July 23rd 10:30 (Bob)
 - iii) For this Sunday- Bronte can help Bob for morning- we need someone to do afternoon class (Bob - can do it we if no one else can - Anne will if she doesn't do the visit she is scheduled to do)
- 2) Pet Food Express (Bob) - we have filled out all paperwork and sent them all insurance. We are a non-profit partner. We can use store for classes. They have a program that they give discount cards to give 10 % off food and 20% on all other products. They will give us a link to their website to post in our online store. If we hold a charitable event, they will donate auction items. They have a virtual pet page. Bob will contact them to find out how to get forms (paper or PDF) and what they need for us to link to them.
- 3) Next newsletter- Should go out in June so Bronte needs articles by June 10 and out a week later.
- 4) Bark in the Park 9/16/2023-
 - i. Do we still feel it's not worth it to participate? – We don't get many volunteers from this event and it is not worth the money we spend on it. We decided not to sign up this year. We will vote again next year.

- 5) Murphy Goode wine contest, possibility of getting \$\$ Do a video about your non profit and you could win a grant. Anne nominated Julie to do the video.... We talked about many ideas on how to do it. Randee will ask to see if she can find someone to help edit it. (MP4 1 Gig Max) up to 3 minutes
- 6) Board member jobs/responsibilities (Randee, Anne)
 - i. We need a flyer- not a brochure- (maybe adding a QR code to the flyer) (Paul said he would do it)
 - ii. Keeping up to date on our sites- we need to clean up blurbs, someone to follow up with captains. Give different captains to Board members and each can get the new writeups etc). Bob and Anne both offered to help with the site description clean up.
 - iii. Anne will add the minutes to the website as she has time
 - iv. Board information is outdated- we need to make minutes available or take that part out.
 - v. Merchandise- will get the printer info. Paul also said he will do this. Randee will confirm the one place that she found, will send a link to a website to order.
 - vi. Paul brought up updating our website. He will ask some friends to help. We asked for a price estimate and think we could handle up to \$3000. Paul has friends he will ask to help.
- 7) Conditions encountered at recent visit (Anne)- a volunteer had done a nursing home visit recently that she saw disturbing things (smear feces on blanket, open containers of urine and a male naked). Pulled dogs away to not embarrass patient. Volunteer was asked if this was a one off- hasn't responded. We should discontinue the site once we confirm which site is.
- 8) Next meeting:
 - i) July 18, 2023, 7:00 pm
 - ii) Location: Zoom
- 9) Meeting adjourned at 8:45.

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

	<u>Dec '22 - Nov '...</u>
Income	
Individual Donations	604.64
Membership and Classes	<u>20,681.00</u>
Total Income	21,285.64
Expense	
Volunteer Support/educa...	305.90
Accounting	625.00
Insurance	1,108.00
Office	2,256.37
Rent	412.00
Subcontractor Services	<u>13,641.79</u>
Total Expense	18,349.06
Net Income	<u>2,936.58</u>

Pet Assisted Therapy Services
Balance Sheet Standard
As of May 15, 2023

	<u>May 15, '23</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	39,625.20
Total Checking/Savings	<u>39,625.20</u>
Total Current Assets	<u>39,625.20</u>
TOTAL ASSETS	<u><u>39,625.20</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	14,675.59
Net Income	<u>2,936.58</u>
Total Equity	<u>39,625.20</u>
TOTAL LIABILITIES & EQ...	<u><u>39,625.20</u></u>