

Furry Friends PATS Board Meeting Agenda
September 28, 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: 7:03pm

OLD BUSINESS

- 1) Approve July 27 minutes - Board approved as written
- 2) Financials (Randee)
 - i. Overall, still in a good position financially
- 3) Special visits update (Duane)
 - i. Very successful visit to Piedmont Hills high school recently. Looking ahead there are a few special visits scheduled for October, including a visit to the San Jose Police Call Center. No visits are currently scheduled for November at this time. There are 2-3 visits lined up for December at the following high schools: Branham, St. Francis, and Cupertino.
- 4) Update on resuming visits
 - i. Status on On Lok and Town Park (Sal)
 - ii. Other site visits (Sal)
 - i) No current update at this time on i and ii above. Tara recommended and the Board agreed that the focus for now should be on sites where there are currently volunteers.
- 5) Resuming classes update (Julie)
 - i. People are showing up for the classes and there are some good new volunteers. Julie noted that it is very helpful to have the site list that Tara has been providing indicating in “red” sites for which volunteers are needed. Julie has asked Tara to “extend/lengthen” the column in the excel site list to show the address of the site. Tara has agreed to make the update for future site lists. Julie noted some new volunteers asked about Reading Buddies. Given the following: new volunteers cannot participate until the 6-month mark, many sites are still not open and there are currently volunteers for the Reading Buddies program no action required at this time.
 - ii. Off leash classes – Tara inquired about doing an off-leash class. The San Jose Family Center needs volunteers and there are currently 4 volunteers signed up to participate in off-leash visits. Julie noted that she could do an etiquette and off leash class on the afternoon of 11/14. Tara to reach out to the 4 volunteers to get them scheduled for the 11/14 afternoon class.
 - iii. Captains Training – Session held in August, got about 6 new captains
 - i) Another class scheduled for 10/16 – need list of sites needing captains.
 - i. Tara will send the list of sites needing captains; will also send an email to volunteers to share with them sites needing captains.
- 6) Update on volunteer appreciation event – Eagle Scouts at Los Gatos Creek Park (Diane)
 - i. Andrew received approval from his Scout Master for the project. He is currently setting up a Troop Committee Review. He will then seek a final official approval from the Boy Scout Council.

- ii. Andrew also requires a signature from an approved Furry Friends representative. Diane will approve and sign, scan and send the document back to Andrew.
 - iii. Andrew also wanted to confirm the that he should have 100 masks made – 100 confirmed by Board. He will also require a high-resolution FF logo image – Randee will provide Diane with the image (while it is not high res the image has been sufficient in the creation of other FF masks.)
 - iv. Anne reserved the Los Gatos Creek Park; there are currently 11 volunteers signed up for the event, including some Board members that have signed up. The link to sign up can be found in the latest Newsletter. Once Andrew has confirmed all of the approvals for his project an email from FF can be sent to remind people about the event.
- 7) Julie’s videos- weekly posting to Facebook continue
- i. Julie continues to share pictures on FB and Instagram netting in some additional IG followers. Jacqueline has requested that pictures be shared with her for use in the newsletter. It was noted that pictures can also be taken directly from the IG page.

NEW BUSINESS

- 1) 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
 - ii. Duane noted that there is currently a backlog of paid visits; he will send out information on that.
- 2) 4 ft vs. 6 ft leashes – can volunteers use what they want?
 - i. Julie noted that either leash is appropriate. It is the volunteer’s choice.
- 3) Need someone to be responsible for:
 - i. New site requests
 - i) This has historically been the role of the VP. Sal (current VP) will be handling this going forward
 - ii. Storage unit / merchandise
 - i) Storage unit located at Curtner and Camden. Need someone to pull inventory when product is ordered and drop it off at Randee’s office along with order slip/name & address of recipient. Sharon to volunteer and will discuss next steps with Randee.
- 4) Allow use of vibrating collars?
 - i. We do not allow electronic/electric collars. We talked about it at Sunday’s morning class, Julie is OK with vibrating collars but will review on a case-by-case basis.
 - ii. It was noted that the volunteer manual needs to be updated for Board email addresses. It was discussed that stickers could be used in lieu of reprinting the manuals. Julie confirmed that 4x2 inch stickers would suffice. Julie will send a picture to Randee to create the stickers. At this time there are sufficient volunteer manuals so there is no need to re-print for a while. Anne would like to verify all of the FF-related email accounts. Randee to verify.
- 5) How to get more volunteers – Sal’s suggestion from last meeting
 - i. Discussion around pushing more social media and adding a field to the FF renewal form asking volunteers why they left.

- ii. Sal recommended and the Board aligned that coordinating with a site to have a news crew cover a FF visit would likely garner a lot of great publicity for FF. Board aligned that the upcoming San Jose Police Call Center visits October 11 & 28 would be a great candidates. Duane to reach out to the Center to see if their PR department could secure the coverage. Once it is confirmed that the site is on board with this and can secure the coverage there will need to be a determination of “who” will represent FF in the press interview. Once site visit press footage is aired, FF can pick-up the feed and share on FB and Instagram.
 - iii. Anne noted that she received a request from the City of Mountain View Recreation Division for FF to participate in a team Wellness Retreat on 11/13. Anne will follow up and share additional details with the Board from which a determination can be made to participate or not participate.
- 6) Photo assignments for etiquette classes
- i. October 24, 10:30 and 1:30 (Jacqueline AM session; Sal for PM session)
 - ii. November 14, 10:30 (Sharon AM session) and 1:30 (no photos required; off leash class)
 - iii. 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.
- 7) Next newsletter
- i. Will be distributed the week of 12/6. Please provide all content to Jacqueline right after Thanksgiving.
- 8) Next meeting:
- i. November 23, 2021, 7:00 pm –
 - ii. Location: TBD
- 9) Meeting adjourned at 8:11pm

Pet Assisted Therapy Services
Balance Sheet Standard
As of September 28, 2021

	<u>Sep 28, '21</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	47,147.74
Total Checking/Savings	<u>47,147.74</u>
Total Current Assets	<u>47,147.74</u>
TOTAL ASSETS	<u>47,147.74</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	32,251.53
Net Income	<u>-7,116.82</u>
Total Equity	<u>47,147.74</u>
TOTAL LIABILITIES & EQ...	<u>47,147.74</u>

Pet Assisted Therapy Services
 Profit and Loss Standard
 December 1, 2020 through September 28, 2021

	<u>Dec 1, '20 – Sep 28, ...</u>
Income	
Foundations and Grants	
Foundations	0.08
Foundations and Grants – O...	179.79
Total Foundations and Grants	179.87
Individual Donations	299.31
Membership and Classes	11,108.15
Merchandise	75.00
Total Income	11,662.33
Expense	
Accounting	605.00
Insurance	1,001.00
license	25.00
Misc. Event	1,633.04
Office	
misc	1,245.67
Supplies	262.18
Office – Other	869.51
Total Office	2,377.36
Rent	322.00
Storage	3,346.00
Subcontractor Services	9,451.75
Telephone	18.00
Total Expense	18,779.15
Net Income	-7,116.82