

**Furry Friends PATS Board Meeting Agenda
July 18, 2023, on Zoom**

Board Members present: Anne Tiry, Bob Armstrong, Paul Fulton, Randee McQueen, Bronte Reed, Diane Steinberg, Sal Guardino, Sharon Andrews

Other attendees: Julie Bond, Tara Johnson

OLD BUSINESS / STANDING ITEMS

- 1) Approve May minutes - meeting minutes unanimously approved.
- 2) Financials (Randee)
\$36K available; profit fiscal year-to-date is negative but it is not an issue – resulting from timing of consulting expenses still going out.
- 3) Special visits update (Duane)
Duane was not in attendance, so Anne shared an update: 3 visits in July with all spots filled; one upcoming up in August still to be confirmed. Duane will be stepping back from managing all special visits and is looking for someone to help out. Bronte volunteered and Anne will let Duane know that she is interested in helping out.
- 4) New site requests remain “on hold” for now.
 - i) Anne noted that the visit to the jail on 7/8 went very well. Everyone (inmates and staff) was excited to see the dogs. Three to four inmates were brought into a large open room at a time with two- three deputies in attendance.
The Elmwood visit is in August and Loree will serve as captain for this initial visit.
- 5) Update on captains meeting research (Sal)
Sal noted he did not yet have the opportunity to visit China Styx. He will share pricing for the restaurant for the dinner over email.
- 6) Captains recruiting update (Diane)
Diane noted she is having issues accessing the FF Board site due to a PC problem. Tara will resend the site link to Diane. Tara found a captain for Elk Grove HS. She is also reaching out to volunteers to see if they are interested in being captains.
- 7) Board member jobs/responsibilities (Randee, Anne)
 - i. Flyer (Paul)
Paul shared a draft of the brochure in email and in the meeting for feedback. Feedback from the Board included adding a QR code to the brochure, updating the text to be current, limiting text where appropriate to make the brochure easier to read, using actual FF volunteer photos and noting the types of locations that FF visits in lieu of specific locations. Tara has shared access to the drop box for pictures with Paul. Tara will drop in the current FF logo. If another high-resolution version is required Paul will look into getting one made.
 - ii. Site description updates (Bob/Anne/Tara)
Work on updating the site descriptions is in progress and about halfway complete.
 - iii. Add minutes to web site (Anne)
Anne has found all of the files for the minutes and uploading them into the website is in progress.

iv. Merchandise (Paul, Randee)

Paul and Randee both recommend using Bonfire to host merchandise sales. There are 9 different designs, but Bonfire cannot do embroidery (for polos and denim shirts). Bonfire batches up the shirts and sends them every 3-4 weeks direct to the customer. Randee has a Bonfire account and can set this up for FF. Randee is still working with NDN so embroidery can still be ordered but would prefer to move away from the vendor. Bronte shared that she has a friend who can provide some examples of embroidered shirts her company makes. Bronte will send the website via email. Bronte will come back to the group on whether her friend can take over the embroidered shirts orders.

v. Updating website (Paul) – to be discussed in the September Board meeting

8) Admin update (Tara)

Tara encourages the Board to start thinking about opening new sites in Santa Cruz as we are starting to get a lot of volunteers from SC. Josh Gitomer would be ready to be a captain.

Julie inquired if the Board wants to look at new sites or revisit existing sites? Diane said Josh could approach the sites in the SC area as he is well versed on them.

Diane will connect with Josh and let him know that he can share the PDF application with the potential site.

Once the site submits the application and remits the payment the Board can discuss at the next Board meeting. Currently there are no pending Santa Cruz site requesting visits. The Board wants to just open up Santa Cruz and no other areas at this point.

NEW BUSINESS

1) Class Photos, Pup Plaza

i) July 23rd 10:30 (Bob)

ii) Aug 27, 10:30 Bronte 1:30 Sal

iii) Sep 24, 10:30: Sharon (Randee's office off leash)

2) Next newsletter

Submissions due to Bronte by 9/8; Newsletter will be ready to publish on 9/14

The following items were inadvertently carried over from the previous agenda and therefore not discussed:

- *Bark in the Park 9/16/2023?*
- *Murphy Goode wine contest, possibility of getting \$\$ -*
- *Conditions encountered at recent visit (Anne)*

The meeting was adjourned at 7:58PM.

Pet Assisted Therapy Services
Balance Sheet Standard
As of July 12, 2023

	<u>Jul 12, '23</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	36,691.42
Total Checking/Savings	<u>36,691.42</u>
Total Current Assets	<u>36,691.42</u>
TOTAL ASSETS	<u><u>36,691.42</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	14,675.59
Net Income	<u>2.80</u>
Total Equity	<u>36,691.42</u>
TOTAL LIABILITIES & EQ...	<u><u>36,691.42</u></u>

Pet Assisted Therapy Services
Profit and Loss Standard
December 1, 2021 through July 12, 2022

	<u>Dec 1, '21 - Jul 12, ...</u>
Income	
Individual Donations	417.98
Membership and Classes	<u>26,010.00</u>
Total Income	26,427.98
Expense	
Volunteer Support/educa...	720.60
Accounting	1,676.00
Insurance	1,001.00
Office	1,307.96
Storage	2,869.00
Subcontractor Services	<u>21,427.01</u>
Total Expense	29,001.57
Net Income	<u>-2,573.59</u>