

**Furry Friends PATS Board Meeting Agenda
November 15, 2022, on Zoom**

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

Others: Julie Bond, Tara Johnson
Meeting called to order at 7:01 PM

OLD BUSINESS

- 1) Approve September minutes: Approved by Board as written unanimously
- 2) Financials (Randee)
 - i. Tara will send an email to volunteers to remind them about dues- renewal due on Dec 1st.
- 3) Special visits update (Duane)
 - i. There are 3-4 sites that have paid that will likely be scheduled for January 2023
- 4) New site requests (Sal)
 - i. From September – San Martin Gwinn School – Sal visiting on Friday, 11/18
 - ii. Sal has not yet contacted the below notes sites:
 - i) Assisted Living for Society of the Sacred Heart Nuns – Atherton
 - ii) Downtown Youth Wellness Center – Santa Clara
 - iii) Independence High School – San JoseSal will need the email resent by Tara or Anne with contact information for Downtown Youth and Independence HS
 - iii. The Board approved unanimously a motion to place a moratorium on new site applications and new Reading Buddies applications effective 11/16; we will move forward with the 4 sites listed in item 4) that have paid. For any new applications that come in on/after 11/16 the application fee will be returned to the requesting site.
 - i) Anne and Tara will discuss offline updating the website to reflect the new site moratorium
 - ii) Board approved unanimously that if there are zero volunteers the site would be removed
 - iii) The Board agreed to hold off on any decision to eliminate sites without Captains (but with volunteers) pending renewals.
- 5) December newsletter
 - i. The newsletter will be published on 12/16. Jacqueline will send to the Board for review and approval on 12/12. All content needs to be sent to Jacqueline no later than 12/2.
 - i) Holiday Parade pictures will appear in the Newsletter
 - (1) 25 volunteers have signed up for the parade; Duane will share the list of volunteers with Anne such that she can share with the captain who will be picking up the registration and leading the event.
- 6) Captains recruiting update (Diane)
 - i. Diane has identified two new Captains for sites currently without captains and is continuing to work to recruit new captains and could use some additional

information from the database. Given a delay with the contractor who was working on the database obtaining various lists of data (volunteers, sites, captains) cannot be readily provided. Tara recommended and the Board agreed to wait until after renewals are complete and database is fixed to look at creating new lists.

- 7) Update from Tara
 - i. Tara will send a reminder to volunteers about dues and recruitment

NEW BUSINESS

- 1) Class Photos
 - i. January 29
 - i) Sharon– morning
 - ii) Diane -afternoon
- 2) Raw diet
 - i. Board unanimously approved that FF would ban raw diets
 - ii. Randee will send around a draft of the volunteer application noting new language about the raw diets ban
 - iii. Julie will write an article on raw diets for the December newsletter and share on social media
 - iv. Raw diet question will also be added to the annual health form where the volunteer will need to sign: “I do not feed my pet a raw diet”
- 3) Process change for new Reading Buddies sites (Julie)
 - i. Julie proposed and the Board agreed that when new sites are requesting Reading Buddies, she will speak directly with the site organizer/administrator to discuss how the visits will be structured.
- 4) Special visit requests – should we charge for an additional visit requested by an existing site?
 - i. The board agreed that if a visit has a distinctively different purpose (stress relief vs Reading Buddies, as an example) the site will be charged for a special visit.
- 5) Captains meeting at a restaurant, like we have done previously (Sal)
 - i. Board agreed to move forward with a Captain’s meeting / dinner
 - ii. Sal will share an update at the next Board meeting (potential location for dinner, price per, etc.)
 - iii. Discussed using funds from the Continuing Education for this meeting as Julie would provide a training/ educational program for the meeting
- 6) Next meeting:
 - i. January 31, 2023, 7:00 pm
 - ii. Location: will be finalized closer to meeting date (in-person or zoom)

Pet Assisted Therapy Services
Balance Sheet Standard
As of November 14, 2022

	<u>Nov 14, '22</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	34,477.19
Total Checking/Savings	<u>34,477.19</u>
Total Current Assets	<u>34,477.19</u>
TOTAL ASSETS	<u><u>34,477.19</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	21,732.45
Net Income	<u>-9,268.29</u>
Total Equity	<u>34,477.19</u>
TOTAL LIABILITIES & EQ...	<u><u>34,477.19</u></u>

Pet Assisted Therapy Services
Profit and Loss Standard
December 2021 through November 2022

	<u>Dec '21 - Nov '22</u>
Income	
Site Application fee	-200.00
Individual Donations	595.01
Membership and Classes	31,860.00
Merchandise	200.00
Total Income	<u>32,455.01</u>
Expense	
Volunteer Support/education	857.53
Accounting	1,676.00
Insurance	1,613.00
Office	2,657.42
Storage	2,869.00
Subcontractor Services	29,822.38
Volunteer Support	
T-shirts, sweatshirts, band...	2,227.97
Total Volunteer Support	<u>2,227.97</u>
Total Expense	<u>41,723.30</u>
Net Income	<u><u>-9,268.29</u></u>