

Furry Friends PATS Board Meeting Minutes
September 19, 2023, on Zoom

Board Attendees: Anne Tiry, Bob Armstrong, Paul Fulton, Duane Hinders, Randee McQueen, Sharon Andrews (Sal Guardino, Bronte Reed – absent)

Other attendees: Tara Johnson, Julie Bond

meeting start: 7:02PM

OLD BUSINESS / STANDING ITEMS

- 1) July meeting minutes unanimously approved by the Board.
 - i. The board aligned on a new process to confirm photo taking coverage in advance of etiquette classes. As part of the new process the individual (photographer) assigned to take class photos will need to acknowledge receipt of the email Tara shares with the photographer ahead of the class. The board also discussed reviewing minutes upon distribution and noting any discrepancies in a timely manner.
- 2) Financials (Randee) - financials were shared with the Board on 9/12/23 via email. Randee stated that overall financial position is OK. There were no further questions from the Board on the financials that were shared.
- 3) Special visits update (Duane)

Duane shared that visits are going very smoothly and that there are requests and approvals into May 2024.

 - i. At the last meeting, Bronte agreed to assist with special visits. Duane and Bronte have subsequently discussed.
- 4) New site requests remain “on hold” for now.
 - i. Update on jail visits (Anne) –There have been 3 visits to the main jail. The first Elmwood visit was in August, and the 2nd one is this week.
 - ii. Update on Juvenile Hall – Furry Friends (FF) will not be resuming visits there. Administrators from Juvenile Hall sent a 20+ document outlining requirements FF would need to adhere to which included requirements around maintaining volunteer vaccination status. FF does not have the resources to maintain the vaccination information and as such will not be resuming visits. Tara shared the update with volunteers.
- 5) Update on captains meeting research (Sal) – Sal was not in attendance at the Board meeting. The Board decided that the captains meeting should be planned for early 2024 (Jan or Feb).
- 6) Captains recruiting update (Diane) –
 - i. Diane is stepping down from the board.
 - i) She was working with Josh Gitomer on a potential site in Santa Cruz. Josh has 3 sites in mind with a preference for Aegis, but he has not yet reached out to the activity director. Diane will continue to support communication with Josh in the near-term.
 - ii. Who can take this on?
 - i) The Board discussed having someone take over the captains recruitment. Julie shared that she would add this to the list of things to discuss in etiquette classes to potentially identify someone to take over recruiting. In the interim Anne will take over and will follow up with Tara on sites that need captains.
- 7) Board member jobs/responsibilities (Randee, Anne)
 - i. Flyer (Paul) – Paul shared that the new format is done but has not yet circulated it for new content. Paul will send it to the Board for review and content. Paul also noted that has a designer to make updates.
 - ii. Site description updates (Bob/Anne/Tara) – Anne will continue to work through her list; Bob has cleared his list.
 - iii. Add minutes to web site (Anne) – Anne noted that it is on her list, and she will try to get it done between now and the November meeting.

- iv. Merchandise (Paul, Randee) – Randee just ordered shirts that should last about a year. A new vendor for embroidered shirts is going to get back to Randee as they wanted to look at the site first, but it was down. Paul and Randee will present a few options to the Board on how to move forward with shirts.
 - v. Updating website (Paul) – Paul shared that he could get someone to update the website, but he will need a budget. As the next step Paul will share with Randee an estimated range of costs.
- 8) Admin update (Tara) –
- i. Tara shared that she has only retired one site since the last meeting.
 - ii. Tara proposed removing the language from the FF website about getting school credit for volunteering with FF noting that several parents have reached out to her and requested that she find a captain for their child to work with, sometimes including finding a dog to work with and also coordinating the visit to the child’s schedule. This takes a lot of effort. As a next step, Tara will review the current language on the website and remove mentioning of school credit.

NEW BUSINESS

- 1) Class Photos, Pup Plaza
 - i) Sep 24, 10:30: Sharon (Randee’s office)
 - ii) Oct 22, 10:30 Duane (Pup Plaza)
 - iii) Nov 12, 10:30 Sharon and 1:30 Bob (Pup Plaza)

Julie noted that she will share dates for new classes the week of 9/25/23.

- 2) Next newsletter
 - i. The newsletter is almost ready to be distributed
- 3) Invitation to participate – we can bring animals, only need a couple of people.
 - i) The SAS – Student Accessibility Services program – at San Jose City College will be hosting a resource fair on Wednesday October 25th, 2023, from 10:30am – 12:30pm for Accessibility Awareness Month and we would like to invite your organization to come table and provide students with valuable information about your nonprofit program.
 - ii) The Board agreed this would be a good activity in which to participate if volunteers could be identified to staff it. Anne will reach out to the organizer and put FF down as “tentative.”
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- 4) Open Board positions: there are two open Board positions as Diane has already stepped down and Sharon will be stepping down at the end of the year. The Board discussed adding a note to the next newsletter and potentially sending it in email in the interim to provide more information on open board positions and the process for consideration.
- 5) Next meeting – 11/21/23 at 7:00PM

Meeting adjourned at 7:53PM

Pet Assisted Therapy Services
Balance Sheet Standard
As of September 11, 2023

	<u>Sep 11, '23</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	27,609.86
Total Checking/Savings	<u>27,609.86</u>
Total Current Assets	<u>27,609.86</u>
TOTAL ASSETS	<u><u>27,609.86</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	22,013.03
Retained Earnings	14,675.59
Net Income	<u>-9,078.76</u>
Total Equity	<u>27,609.86</u>
TOTAL LIABILITIES & EQ...	<u><u>27,609.86</u></u>

Pet Assisted Therapy Services
Profit and Loss Standard
December 1, 2022 through September 11, 2023

	<u>Dec 1, '22 - Sep 11, ...</u>
Income	
Individual Donations	1,653.94
Membership and Classes	24,931.00
Total Income	26,584.94
Expense	
Volunteer Support/education	305.90
Accounting	625.00
Insurance	1,108.00
Office	
Postage	354.00
Office - Other	5,251.22
Total Office	5,605.22
Rent	824.00
Subcontractor Services	25,328.67
Volunteer Support	
Polaroid	321.54
T-shirts, sweatshirts, band...	1,545.37
Total Volunteer Support	1,866.91
Total Expense	35,663.70
Net Income	-9,078.76