

Planned Pethood, Inc

Board Meeting

April 12, 2011

Minutes

Present:

Carol Dunn, Craig Jacobs, Kelly Dilworth, Stefanie Stark, Kittsen McCumber, Laurie Cantrell, Chrissa Liskai,
Executive Director/Staff:

Nikki Morey

Absent:

Doug Kearns, Julie Taylor, Kory Kaintz

1) Call to Order/Determination of Quorum

a) Board President Carol Dunn confirmed a quorum and called the meeting to order.

2) Minutes of the February 8, 2011 meeting were reviewed. There were no changes. Motion to approve the minutes passed.

3) Officers' Reports

a) President – Carol Dunn

i) Carol shared a letter from Judy Waddington who has resigned from the PPI board effective 4/9/11. Judy would like to continue to volunteer for PPI when she can and indicated she would still be happy to continue to send out the membership cards.

b) Vice President – Tami Norris: no report

c) Corresponding Secretary – position now open

d) Recording Secretary – Tami Norris: no additional report

e) Treasurer – Kory Kaintz

i) Kory was absent but had sent out financial updates to the board members prior to this evening's meeting.

ii) Kory has indicated she is not able to stay on the board at the expiration of her current term (6/11). Craig has indicated a willingness to serve as Treasurer and will be working with Kory to prepare to transition into that role.

4) Executive Director Report

a) The printed report was distributed to board members. Nikki highlighted a few items:

i) Update on the Pet Smart Grant. We have done over 333 spay/neuters so far this year. Nikki shared the graphic of a billboard that will be going up in the 43609 and 43605 zip codes in May and August. Humane Ohio will be doing door to door literature drops in those zip codes, once a week from May through August. The grant year goes from August to July and we must spay/neuter 500 animals each fiscal year. This is a two year grant and we receive \$15,000 each fiscal year from the grant. Lamar Outdoor donated the

billboard usage, we have to pay for production of the sign itself. This will cost approximately \$800 total, payable in two installments.

- ii) Karen Latta now has email, but it goes to her phone so please watch lengthy emails and attachments
 - iii) Discussion on the website and the eventual need for it to be able to be read from smartphones/handheld devices. Nikki will be attending a webinar on website ideas for non-profits.
 - iv) Prom for Paws went well. Salvatore Capelli's has agreed to participate again next year.
 - v) Metrobarks will be dogs only this year
 - vi) Update on the volunteers we have had from BGSU. It was suggested we talk to sororities at UT to see if they might be interested in service hours. Stefanie and Tami both have connections at UT and will follow up.
 - vii) Update on videos we are creating for YouTube, CD, etc. Nikki is currently storyboarding this. Send her any suggestions you may have.
 - viii) Update on the upcoming adoption event at Yark.
 - ix) Paw Hoorah is April 30. Donations are coming in steadily. Please turn in any items for the silent auction by April 15.
 - b) Discussed the letter received from Dr. *** in regard to*** becoming the primary veterinarian for PPI. The offer was discussed and while very generous, concerns were raised over the feasibility of relying on one veterinary office, including issues such as convenient locations for our fosters to visit. Motion was made by Stefanie to decline the offer, second by Craig. Motion passed with Kittsen abstaining. We will thank Dr. *** for the offer and inform of our decision.
 - c) Upcoming events:
 - i) Raffle of Keith Urban tickets plus dinner, limo and hotel
 - ii) Harley Davidson concert again this summer
 - iii) Aurora Gonzales Festival
 - iv) West Park Place Picnic
 - d) Vouchers for Spay/Neuter. We are now getting vouchers back. Kittsen collected from St. Francis and Cat Tails and they will now start returning them with our bill.
 - e) Chrissa mentioned that Salvatore Capelli's was displaying "Paws" for PPI. You may purchase a paw print, write on it and it will be displayed at the salon. They started this during Prom for Paws and it will continue throughout the month of April.
- 5) Committee Updates
- a) Budget & Finance – no report
 - b) Education – no report
 - c) Fundraising – see Executive Director report
 - d) Policy & Procedure
 - i) Presented the revised Animal Aggression policy. Chrissa moved to accept, Laurie seconded. Motion passed unanimously
 - ii) Reviewed the proposed Executive Director Performance Review policy. Motion by Kittsen, second by Craig. Motion passed unanimously

- iii) Reviewed the proposed Stray Dog policy. Policy was tabled and sent back to committee for more clarification.
- e) Website – committee will meet later this month
- 6) Old Business – covered previously
- 7) New Business
 - a) The idea of a strategic plan for PPI was discussed. We decided that we will hold a board retreat at the 577 Foundation to begin working on this plan. Kelly will research information on strategic planning for nonprofits and Tami will gather information on SWOT analysis.
 - b) Nominations committee. Carol mentioned the need to form a nomination committee. Kory and Judy are leaving the board, Chrissa and Tami have expressed interest in staying on. We also have another opening due to Greg Bilizarian’s resignation a few months ago. Laurie and Carol will be the board members on the committee and they will try to solicit one of our non-board volunteers. Recommendations will be due at our June board meeting. Nominations committee will meet May 10 at 6 pm. Nominations for board members will be solicited from a variety of sources including in our newsletter.
 - c) With the changeover in treasurer this is a good time to revisit our process for handling deposits. Craig, Nikki and Kittsen will meet to develop a new process.
 - d) Microchipping. Laurie shared information on the microchipping costs and process. The board had several questions that needed clarification so this item was tabled until the next meeting and Laurie will attempt to get answers to the questions posed.
 - e) A reminder of the responsibilities of being a board member including attending a fundraiser and an adoption event. The Anderson’s events are great as they have both cats and dogs so board members could interact with volunteers from both areas.

Meeting was adjourned
 Next meeting June 14, 2011
 Respectfully submitted,

Tami Norris, Recording Secretary

4.12.11 report from ED

Dog Program

1. Mary Torio is taking a week vacation to continue moving to new house. Jennifer Herbert or Nikki will fill in during her break.
2. Screeners met in February. Two foster meetings were held in March. Those fosters that did not attend were called by veteran fosters to discuss the highlights. Specifically for the fosters that like to operate outside the rules.
3. Started a mentor program to connect new fosters with a veteran to show them the ropes. The mentor contacts the newbie within 24 hours of getting their first dog. The mentor is copied on the newbies first application for their first dog to help guide them through the process.
4. Adoptions (per JW)

Month	2010	2011	% change
February	27	48	43.7%
March	43	44	2.2%

Cat Program

1. Tent is banged up again. N. Morey will be looking to get a new more durable tent.
2. Adoptions (per JW)

Month	2010	2011	% change
February	45	50	10%
March	67	36	-86%

Update

1. Conference call with Frontward webhosting to discuss how we can improve site and reduce cost on Monday, April 11
2. Taking a webinar to learn about keeping our website fresh. We qualify for a grant to take our website to another level. We shall see.
3. Thank you cards for board members to sign at April meeting will be passed around for the Paw Hoorah committee members. I will mail the cards after the Paw Hoorah.
4. Selling Mud Hens opening night game tickets on Ebay. Selling a small collection of Hummel figures on Ebay.
5. Petsmart Charities Grant data is getting reported in a timely fashion from dog and cat program. Karen reports a down turn in surrender calls. Perhaps we are doing some good.
6. MetroBark plans are underway. Toledo Blade Pet Idol money is coming to PPI. That is June 11.
7. Darby, a dog we rescued, won PPI much press and media attention. And she won the contest. The \$500 award has been received. A press release was sent out and picked up by many media outlets.
8. Thank you notes were sent to media and vets who helped Darby win the contest
9. Press release was sent out regarding the Prom for Paws sale
10. Chrissa Liskai was able to get much attention for the radio media for the Prom for Paws.
11. Donations to the Prom for Paws has been overwhelming. Sales success is unknown at the time of this report.
12. BGSU appearances for their community service dorm has been a positive experience for both parties
13. Speaking to another class at BGSU on the 18th
14. Got our volunteer opportunities on the United Way website.
15. Fundraising Committee met on March 29 to discuss upcoming events and planning
16. P&P committee met on March 21
17. Declining the offer to attend the open house of the dog training franchise called Sit Means Sit. Doing so implies an endorsement. They use a shock collar and control clicker hidden in the pocket.
18. Request discussion regarding the letter and proposal from a local Vet,
19. Rummage sale donations coming along with a slow start. Tell your friends, get your closets cleaned out.
20. Signs for your yard about the rummage sale will be available at the meeting for you to take home. We have 125 signs ready to use and promote. Put your yard to work!
21. I procured Lamar Signs to donate 4 billboards starting April 18 and 4 more in July. PPI only has to pay to have the image produced for a total of almost \$800. The message will be about s/n as a means to help spend our grant money as well. Two billboards in 43605 and two in 43609- two very troubled areas.
22. Paw Hoorah is going along well. They have it well under control, as usual.
23. We got a donation of 9 pallets of dog food and 5 pallets of cat food from IAMs. It is stored at the fairgrounds. Working toward getting the food into homes and out of the fairgrounds.
24. Met with Yark Automotive Group to discuss ongoing adoption events at their Subaru facility. May 19 we will be there. Subaru will have a pet id tag engraver on site for visitors. We discussed events in August and December as well. Brainstormed ideas about a giving tree, incentives to customers and employees to make donations of money and/or goods to PPI.
25. Met with 577 Foundation to discuss our Months and how to plan for the Book Fair. Karen Ash, the lead volunteer, has done this with other groups like Nature's Nursery. We are working toward getting some authors to read at our events so as to drive more traffic and donations. Discussed things to feature and ways to generate donations. Our book Fair is the same weekend as the Dog Days of September and the Harrison Rally Day.
26. Conference call with Humane Ohio on Monday afternoon to discuss how we can collaborate together better spend our \$30,000 grant.