



**Planned Pethood, Inc.
Board Meeting Minutes
April, 23, 2010**

Present: Judy Waddington, Stefanie Stark, Nikki Badman, Carol Dunn, Laurie Cantrell, Kory Kaintz, Tami Norris, Bill Hormann, Kelly Dilworth,

Also in attendance: Executive Director, Nikki Morey

Absent: Lisa Frantz, Kittsen McCumber, Chrissa Liskai

Meeting called to order by: Carol Dunn **at:** 6:05 pm

Approval of February Board Meeting Minutes

Laurie Cantrell noted that we needed to change “fees have not been increased in seven years” to “fees have not been increased since 2007.”

Motion: Bill Hormann moved to accept the minutes with the noted change; Kelly Dilworth seconded. **Passed**

President’s Report

The Lucas Co. Dog Warden Committee is addressing Toledo Municipal Code and is having some difficulty as all decisions must conform to state laws, which discern between “dangerous” and “vicious.” Carol Dunn stated that she has met the new dog warden and is feeling positive about the future of the position. Laurie Cantrell asked if the care of the animals in the cages would

improve, for example, would they be given enrichment and taken for walks. Carol stated that the new dog ward was open to having volunteer help. Board discussed a possible "Friends of the Pound" group to recruit and train volunteers.

The dog park appears to be coming along. Applications for membership have been mailed out.

Secretary

Discussed making the position of Corresponding Secretary an official officer position. Discussed the possibility of merging recording and corresponding secretarial duties. Both recording and corresponding secretaries declined this option. Nikki Badman will look into the steps necessary for the by-law change.

Other existing committees should be reporting to the board rather than the ED.

Treasurer

Not much to report; just got the bills for March. PPI still shows a loss for March, but due to monitoring by the board and B&F Committee, it will likely be a smaller loss than originally expected.

Quarterly filings for payroll taxes are due this month.

Budget and Finance Committee Report

The meeting was productive. People seem to have learned a bit more about how PPI's finances are handled. Treasurer is working on delegating some of the credit card duties. The committee discussed lost adoption fees and a no refunds policy.

Kittsen McCumber donated four hours per week of help from one of her employees to assist with assist with the statistical tracking. Ms. McCumber will also begin analyzing the vet bills to find some cost-saving ideas.

The grant writing situation is difficult. The grant writing committee is defunct. Nikki Badman stated that it is probably for the best until the grant writing guidelines have been straightened out. When asked if she meant that she thought there shouldn't be a grant writing committee, Ms. Badman clarified that she didn't think a grant writing committee would be a bad thing; it just doesn't make any sense reviving a full committee until the board decides how it wants to handle the grant writing issue. Once the guidelines have been firmly established, a committee would be beneficial.

REQUEST: Put grant writing guidelines on the next meeting's agenda

Executive Director's Report

Nikki Badman asked what "adopted" means (referring to the quotation marks) in the report about a cat. Nikki Morey stated that Karen Latta paid more than what the adoption fee for an animal is to take care of it, so she got to keep the cat.

Request for vote: Nikki Morey requested the board vote on requiring animals attend the major publicity and fundraising events. Carol Dunn remarked that Mary Torio has worked very hard on the Pet Idol contest, and promised the Blade that PPI would have both dogs and cats at the event. Last year a couple of cats came but only because a dog foster brought them. PPI cat volunteers skipped the Pet Idol and went to a regular Anderson's adoption event instead. Laurie Cantrell asked if the adoption program or foster coordinators could lose their stipends for not attending? Nikki Badman stated that there isn't any current policy that requires their attendance. If it was to be made policy and they did not comply, then they would be subject to PPI disciplinary policy. When asked what the disciplinary policy was, Ms. Badman replied that it was a three-step policy: verbal warning, written warning, and termination.

Motion: Adoption Program Coordinators are expected to have at least four (4) dogs and four (4) cats at all special events outside of regularly scheduled events, including but not limited to Sylvania Animal Hospital, PetSmart, MetroBark, Pet Idol, and the Dog Days of September. One volunteer from each program (cat and dog) must help with set-up, take-down, be available for and stay for the entire event. In the event that no volunteers are available, the duty will fall to the respective program coordinator.

Judy Waddington made a motion to accept this as policy. Kory Kaintz seconded **Passed**

Nikki Morey asked if the cat program can take in more cats or if they need to still only take in as many as they adopted out the previous week. Nikki Badman stated that she would not feel comfortable lifting the limitation until everyone is compliant. Two people are still over the limit. Even after express permission and home visits a foster is not allowed more than twelve cats. Kory Kaintz stated that the limit seems to be working but she won't have the information until this week.

Ms. Morey asked if we could override the \$3000/mo. Limit for April through August since it is the rough cat season. Ms. Kaintz stated that the budget was only set for March and April and was to be redetermined at this meeting. Ms. Kaintz said that it would be safe to raise it to \$4200/mo. Laurie Cantrell stated that we could potentially go up to \$5000.

S/N Vouchers: Stefanie Stark asked about whether or not the new voucher policy would continue. Nikki Morey stated that she would like to make it permanent. It has been working well and has made recordkeeping much easier. It has helped with tracking the budget. The FIXX line people are not comfortable asking for money, though. Ms. Cantrell asked if those answering the line could take their information and refer it to someone who can ask for the money. Referring to the potential policy written in the ED report, Tami Norris asked if personal names should be used in a permanent policy. Nikki Badman stated that the concept is working and the policy just needs some technical editing by the P&P committee. Ms. Badman said that it would be fine to continue on with the new procedure until the new policy is formally written and voted upon.

Nikki Morey noted that the rummage sale was moved a week to ease the Paw Hoorah weekend. A new donor level titled "Leader of the Pack" was created for sponsors of \$3000 or more.

Ms. Morey mentioned that she would be taking a week off in October to have a baby. The board congratulated her.

Nikki Badman asked about the situation with TAHS. Ms. Morey told the issues TAHS had brought up to PPI and that there were some nasty sentiments flying. Laurie Cantrell asked about temperament tested and non-temperament tested dogs. Carol Dunn stated that she thinks things will be different with the new dog warden.

Bequeath: Ms. Morey, Ms. Dunn, and Ms. Kaintz described the property that PPI will receive upon the passing of the benefactors.

New Business

Other Committees

All existing committees should be reporting to the board of directors rather than the executive director. Nikki Badman will contact committee chairs to inform them of the changes and to get updated contact information.

Donor Bill of Rights

Kelly Dilworth presented the Donor Bill of Rights. This describes the ethics of non-profit organizations. It promises transparency and accurate monitoring. Ms. Dilworth stated that it really speaks to how we should treat and respect donors. It helps to promote trust. Nikki Morey suggested posting it on the website with a little statement about how PPI works to achieve these goals. Ms. Morey asked if there was some formula for non-profit financial statements, for putting them together. Ms. Dilworth said that she was not sure but she would look into it.

Board of Directors Job Description – vote

Carol Dunn asked if there was any input on the job descriptions. Nikki Morey asked if we should require committee participation. The board agreed to add, "Attend a minimum of one adoption event and one fundraiser per election year." "Participate on a minimum of one committee or hold an officer position."

Motion: Stefanie Stark moved to accept the job description with changes. Tami Norris seconded. **Passed**

Elections

Members discussed upcoming elections. Carol Dunn stated that we can have up to fifteen members. Nikki Badman asked if the board votes or if the general public attends and votes. It was clarified that only the board members vote. Applicants have until the end of May to submit.

Meeting adjourned at: 8:12 pm