

# Planned Pethood, Inc

Board Meeting  
October 12, 2010  
Minutes

*Present:*

Carol Dunn, Judy Waddington, Kelly Dilworth, Craig Jacobs, Greg Bilazarian, Chrissa Liskai, Stefanie Stark, Julie Taylor, Tami Norris, Kory Kaintz

*Executive Director & Staff:*

*Absent:*

Kittsen McCumber, Laurie Cantrell, Doug Kearns, Nikki Morey

I. Call To Order/Determination of Quorum

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

II. Minutes of the August 2010 meeting were reviewed. Corrections: II change "read" to "reviewed"; III.b. should be 2008/2009; III.c. should be 2009; IV.a.ii. change "put down" to "euthanized"; V.a.ii change "alight" to "align", motion to approve by Greg, second by Kelly. Motion passed.

III. Officers' Reports

a. President – Carol Dunn

- i. Nikki gave birth to a baby boy on September 30.
- ii. Toledo City Council will be voting tonight to amend the Toledo Municipal Code regarding "vicious dogs."

b. Vice President/Recording Secretary – Tami Norris

- i. Went over new format for meeting agenda.

c. Corresponding Secretary – Judy Waddington

- i. Distributed copies of the current Policy & Personnel manual for inclusion in board books.
- ii. Distributed copies of current membership breakdown. The new membership levels on the website exclude the "Senior" level membership we used to have. Kelly moved that we reinstate the "Senior" level membership. Seconded by Greg. "Senior" was defined as 60 years of age and older. Motion passed.

d. Treasurer – Kory Kaintz

- i. Overall the programs are doing a good job following their budgets
  1. Dogs have had some dogs in the program with atypical health problems
  2. Cat adoptions are up; also have had some cats with atypical health problems
- ii. Distributed the 2009 & 2008 Reviewed Financial Statements from our accountants.
- iii. Kory and Jane applied for a grant through Pedigree. We should know by year end if we will get it.
- iv. There was a \$15,000 deposit from the grant we received from Pet Smart Charities. The grant agreement had to be amended as it required some data we are not able to procure. Pet Smart accepted the amendment.
- v. Harley Davidson fundraisers were successful.
- vi. Good comments from the celebrity wait night fundraiser. Suggestions were received on how to make it even better next time.
- vii. Dog washes did well.
- viii. Kory made the suggestion that as we move forward in addition to the Treasurer position we should add two assistants as a way of splitting up the duties of this office. She

discussed the amount of work to be done with payroll, financial filings, tracking of data for grants, etc.

IV. Executive Director Report

- a. This was emailed to board members prior to the meeting as Nikki is on maternity leave

V. Committee Update

a. Budget & Finance

- i. Asked about the reported problems with the van. Julie had a document that detailed the work to be done and it is estimated to be less than \$600 worth of work. Kory reported that we are over budget in the automotive category but are okay in a few other key areas so we are able to pay this. Board's opinion: Nikki has the authority to move forward with these repairs.
- ii. Discussion on expanding the outreach of our newsletter.

b. Fundraising

- i. We raised \$1,750 from the sale of the furniture that was gifted to us. Nikki listed the items for sale on Craig's List and on the PPI website. Thanks to great pictures, the items were sold sight unseen. We only have one item left.
- ii. The committee welcomes new ideas for fundraisers.
- iii. Kelly commented that with all the bequests we have been receiving lately, wouldn't it be prudent to do a planned giving piece? We could add to literature and website. Brief discussion followed, but no action was taken.
- iv. It was mentioned that the information needed to direct United Way donations to PPI is in our most recent newsletter.

VI. New Business

- a. We were approached by a representative of FOCUS regarding their upcoming fundraiser and the possibility of auctioning off a dog. The board felt it is not in the best interest of the dog and declined to participate.
- b. Fulton County Humane Society asked for copies of our forms and policies as they work to develop their own. Board agreed there was no problem with sharing this information.
- c. Quote for new brochures. Nikki received a quote on printing for a new brochure. Board agreed that a quantity of 2,500 brochures would probably be a good number, no more than 5,000. The new graphic design is being donated.
- d. Reviewed a release to be signed by fosters who would like to keep a dog that has been deemed unsafe. Julie reviewed, board agreed to use this document.

VII. Executive Director Evaluation

- a. A confidential discussion regarding the performance and pay of PPI's Executive Director was held.

VIII. Adjournment

There being no further business, the meeting was adjourned.

The next board meeting will be December 14, 6 pm at Eddie Lee's.

Minutes Recorded by,

Tami Norris

## 10.12.10 report from ED

### **Dog Program**

1. Dogs evaluated in August: Skillet and Chance, did not score well. Foster elected to keep them. Vet records have been released to her. Chance was never officially part of the PPI program.

3. Val DeYoung and Cindy Pierce have agreed to train on the Adoption Table. Val to start August 28<sup>th</sup>. Kathy Lorah putting together a reference table for comprehensive training purposes. This is so KL can take a break from the table at least once a month.
4. KL has gotten help with updating the website from Stephanie Crume
5. Procedures: Lena-leg amputation, Delphena- urinary tract surgery, Maximus-patella, 4 parvo puppies, Darbylymphoma removal.
6. Ringworm in (2) R puppies and respiratory infections in (2) S puppies, all mended and on the way to adoption
7. Heartworm Positive: Harmony (in treatment), Vienna, Ebon
8. 4 new foster homes: Tamera Davis, Laura Mason, Amy Craig & Kirk and Julie (return)
9. Returns: Bennett, Peyton, Tucker, Edward, Spike, Junie B, Emily, Tahlia, Daisy-Drop-off, Tia, Josephine, Jezabel, Magic. Two dogs have had to be in boarding for weeks. I have never known PPI to have as many returns in such a short period of time.
10. Strays: Franklin, Murphy, Vienna
11. In obedience training: Willow

### **Cat Program**

1. Special pricing has been set up for "Featured Cats" and those deemed senior or shy. That price is \$25.

### **Update**

1. K-100 was at the Petsmart three day adoption event from 10-noon. PPI got on the air with them
2. Volunteer meeting August 31, 6:45-8:15, Sanger Library had nine people attend. Ideas generated are below.
3. Website address renewed with GoDaddy on Sept 22
4. We were asked by another NPO if we would allow one of our puppies to be raffled off
5. Newly forming Fulton County Humane Society president, Sandra Metz & I have had a chance to discuss their efforts in Fulton County. Discussed a more powerful low cost spay/neuter program with more vets in Fulton Co. They recognize this is key element to the core of the problem but having troubles getting vets on board. We discussed some strategies and solutions to objections the vets have. Discussed partnering to do more effective s/n efforts in that county. Metz would like to have copies of some of our policies and forms. As she said, "rather than re-invent the wheel".
6. BBB had been sending information to an address that has been wrong for several years, unknown to us. After that was corrected, we were sent information as to how to get a letter grade in the BBB's Charity Review Program. Since the last time I inquired about the process and documents needed, it has been relaxed a bit. It seems to be a task that can be completed in a timely fashion.
7. Sent thank you letters to Anderson's for allowing us to have adoption events and dog wash fundraisers at their facilities.
8. Volunteer working on getting PPI set up on Ebay to sell donated counted cross stitch and donated quilts. Had to set up Mission Fish account. This allows PPI to get 100% of sales rather than the % PayPal usually takes.
9. Please plan on a Volunteer Appreciation party in January again. Aiming toward Saturday, January 8, 2011.
10. Petsmart Charities Grant
  - a. TAHS will not provide data regarding disposition of puppies and kittens.
  - b. On Aug 20 and Aug 27 I emailed to inquire about getting a new agreement sent to us. On Sept 7, I emailed Aimee St Aurnard asking for help. She was unable to provide any insight or help.

c. On Sept 11 received an email regarding my concerns

d. Check has been deposited

e. Met with Jane Holman & Karen Latta on Sept 20 to discuss details and make sure we all were in full understanding of the process and the policies.

f. Letters of explanation and policy faxed to Country Squire (spoke with Dr. B about setting up separate account), Brannen, St. Francis, Cat Tales on Sept 23. Emailed same to Humane Ohio and volunteers on Sept. 23. Also spoke with each vets' office manager regarding same. See below.

g. See below for detailed emails and letter

h. Small changes and clarifications to Spending Proposal  
Grant spending includes any parents or other animals within household that also had litter(s) of puppies/kittens

i. Parents and/or kittens/puppies may enter our adoption program if space is available. Surgery will go on LP account. Remaining services, tests or vaccines go on Goods & Services account.

ii. Feral kittens trapped may be returned to site or kept in adoption program if nice and there is space available.

iii. All of the above, still need to have the owner or location trapped logged into database.

iv. Field added to voucher to denote if animal is "returning" or has been "surrendered".

v. Discussed and changed the priorities of vets used.

11. Emergency Preparedness seminar, August 12 had about 18 attendees. Channel 13 was there and took footage  
but there was a fire that same night and we were bumped.

12. BGSU students have helped with the Road Rally, Sept dog wash, Euchre Tournament. Spoke to their class on Sept 1. They are put together a fund raiser at the opening game on Sept 18. Deb Neville went with her foster dog as a representative. They made \$193.00. I spoke to their class on Sept 1<sup>st</sup> regarding PPI, what we do, etc.

13. Filed a small claims case against Shannon Hall on Monday, Sept 13 for a cost of \$47 to PPI. We are suing for \$474.95 plus cost of court and filing fees. That's the replacement cost of 5 cages and three adoption fees she has stolen. I have notes from S. Hall admitting she owes us the return of cages and funds and the numerous attempts I made to collect from her but S. Hall was a no show. Case to be heard November 2 at 5:30pm.

14. Numerous excel files have been sent to Craig Jacobs to compile into one Access file. Included the original Access file Jane Holman had written.

15. Furniture sale by Chrissa Liskai and Jane Holman going well thus far.

16. Euchre Tournament press release got us mentioned on 99.9, 101 and 105. Was also in Monroe Evening News.  
All for free.

17. Please find the attached scan assessing the "health" of the PPI box truck. It had been suggested we look into getting a lift gate added to the box truck. At this time it is cost prohibitive at \$3000. Overall the truck is in great condition. Had to have 4 tires put on the rear axle. The walls of those tires were cracked. One tire had a hole the size of your fist. Total cost was \$503.19.

18. Obtained a quote to have new tri-fold brochures created. This replaces the tri-fold brochures that were just for membership sales. There are no more of these brochures. New one should cover what we do in general: low or no cost s/n, education, adoption, rescue, what we are doing different from everyone else, etc. Graphic Design work has been donated by designer employed at Lourdes and a peer of Kelly Dilworth. Previous quantity printed

- is unknown, as is price. I think it might have been 25k printed based on the amount within one box and there were about 2-3 boxes. Quotes are: 2500 for \$427, 5000 for \$627, 10,000 for \$945. Asking board or B&F committee to provide a decision by next meeting on December 14<sup>th</sup>.
19. Would like to set up through PayPal the ability to have supporters make automatic monthly donations. This could be a benefit to our total donations. It will cost an extra \$19.99/month. Could I have an answer by October 22?
- Then we can include it in the Holiday appeal if approved.
20. Holiday Appeal time is coming up. Details enclosed.
21. Website committee met on Sept 27. Decided to update all photos like we have done periodically. Last will be a new slide show on the home page. Agreed to continue meeting twice a year as a committee so no one person has responsibility or is over taxed.
22. Met with P&P committee on Sept 15. Submitted to them Animal Assessment Policy, Animal Assessment Procedure, Spay/Neuter Voucher Policy and Spay/Neuter Procedure. See below.
23. Submitted to B&F committee a request to approve/deny an application to Pedigree for an operational Grant. As of 11am on September 30, when submitting this ED report to the board I have not gotten a reply from the B&F committee. Unless I get approval the grant will not be submitted. Grant was written by Jane Holman. Amount is determined by Pedigree if we are awarded a grant.
24. Since Christmas and New Years Day fall on Saturdays, we have begun discussing alternatives for adoption events. If we skip it will be two weeks between adoption events.
25. Letter to Fulton, Ottawa and Lucas County Dog Wardens provide to board
26. Email to SVH regarding their remarks about PPI provided to board
27. Release of All Liability Form has been looked at by attorney David Petitjean.
28. Website Traffic reporting
29. Constant Contact reporting
- a. Last eNewsletter on Sept 16 was above national average for open rate and above national average for click rate.
- b. Click rate is how many views a link within the newsletter gets.

### **Volunteer Meeting from August 31, 2010**

1. Updated attendees to what we said we would work on in 2010 and what we have accomplished
2. Discussed Policy & Procedure Committee and what that means to the overall health of PPI
3. Discussed lapses in communication with volunteers >> specific examples provided has been corrected
4. Suggested trying to get on K-100 or other radio stations to promote our animals. >> So far we have not been successful because radio and TV are affiliated with the TAHS.
5. Suggested additional dog adoption events at the Lambertville Hardware to capture residents that might like a larger dog. They are also offering a discount to all PPI volunteers. >> Nikki will call Thom Wiley at Lambertville Hardware to arrange.
6. Discussed some long term dogs and cats not coming to adoption events. >> Emails were sent to those dogs with poor attendance. Many were removed from the site due to lack of response from owner or the owner indicated the pet found a new home. All cleaned up now.
7. Discussed microchipping dogs. The volunteers would very much like to do this. Suggested a fundraiser to offer

microchipping to the public at a profit to make funds available to microchip PPI dogs. Cost thereafter would be

passed on to the adoptive family. Have discussed doing this in November or December.

8. Discussed PPI dog adoption fees as compared to other rescues. L. Ash prepared a price list. See below

9. Please provide to FIXX line people what to say when asked what animals will be at what events. Refer to

Humane Ohio food bank and provide the link to the new info about low cost vet care. >> email was sent to all

FIXX line volunteers

10. Discussed a permanent senior animal discount. >> no resolution

11. Suggested adding a blurb to each petfinder profile "all our animals are safe from death, etc" so viewers can see

we do not euthanize due to lack of space. >> Two volunteers will begin working on this by the end of September

12. Suggested doing a mystery shop of other rescues in our area

13. Suggested gathering information about how other rescues operate to see how PPI measures >> a volunteer was

suggested but nothing as of yet.

14. Discussed United Way campaign >> added to website and eNewsletter on Sept 16 and eNewsletter on October

1.

15. Suggested connecting with Farmers and county extensions to help find homes for barn cats. >> This is an on

going effort the cat volunteers offer