



Planned Pethood, Inc.
Board Meeting Minutes
February, 23, 2010

Present: Tami Norris, Judy Waddington, Kittsen McCumber, Chrissa Liskai, Kory Kaintz, Carol Dunn, Stefanie Stark, Lisa Frantz, Laurie Cantrell, Nikki Badman, Bill Hormann, Kelly Dilworth
Also Attending: Executive Director, Nikki Morey

Absent:

Meeting called to order at: 6:03 pm

Introduction of new board member

Carol Dunn introduced the new board member, Laurie Cantrell. Board members introduced themselves to Ms. Cantrell.

Approval of December 2009 meeting minutes

Motion: Chrissa Liskai made a motion to accept the December 2009 minutes. Judy Waddington seconded. **Motion Passed**

President's Report

Vice President -Carol Dunn announced that Tami Norris has volunteered to fill the vacant VP position, and asked the board if they had any questions for Ms. Norris. Lisa Frantz asked Ms. Norris what her goals were as VP. Ms. Norris stated that she had no extreme goals and simply wanted to help the board fill the vacant position, to continue to help the mission, and to provide backup to the president. Laurie Cantrell asked what the duties of the vice president are. Ms. Dunn stated that they are to step in at board meetings if the president is unable to be present, and to assist with random tasks at the request of the president.

Motion: Bill Hormann made a motion to accept Tami Norris as vice president. Judy Waddington seconded. **Motion Passed**

Board dynamics and elections – Carol Dunn discussed the resignation of board member Katie Maskey, the addition of Laurie Cantrell, and the upcoming elections for the seats that expire in June. She stated that PPI is allowed up to 15 board members, and asked if we should form a search committee. She mentioned that she had already found one applicant. Nikki Badman stated that the P&P committee is currently working on a new job description for board member positions, and that it would be ready for the next board meeting. Ms. Dunn stated that she thinks the board should put it in the newsletter, and to ask for a resume and answers to a questionnaire regarding the applicants' goals and area preferences.

Tami Norris asked when the deadline for applications would be. The consensus was that the board should accept applications through May. Laurie Cantrell asked if expiring board members would need to resubmit their information. Carol Dunn stated that expiring board members could go right on the ballot if they so chose. There are four positions set to expire.

Secretary's Report

Agenda Materials - Nikki Badman stated that as secretary, her primary duties are to record meeting minutes and to collect and distribute reports and other agenda materials. Ms. Badman announced that board members should submit any information or concerns to be included on the next meeting agenda, by one week plus one day before the board meeting. Agenda and accompanying materials will be sent out one week before each board meeting. Once sent, the agenda will not be altered unless it is deemed an emergency by the president.

Treasurer's Report

Budget Issues (vouchers) – Kory Kaintz stated that she does not know how to handle the budgetary issues, and said that it has been suggested that we budget less for the drop in adoption rate. Carol Dunn suggested raising adoption fees. Laurie Cantrell stated that, for dogs, the fees haven't been raised since 2007, and that if we raised them we would be in line with our competitors. Ms. Kaintz informed us that the organization is ahead of where it was in January of last year in regards to income, but that the spay/neuter voucher program will be a problem. Ms. Kaintz stated that she is unaware of how the program works, who gives vouchers and how many, and that program is in need of tighter controls. PPI is almost at the end of February and will need to withdraw another \$10,000 from the investment accounts to cover the S/N costs.

Ms. Dunn stated that people go to Humane Ohio for S/N and then request additional shots. She mentioned that since many vets will not alter unless the animal has or gets vaccinated, this could get PPI working with the vets, again. Nikki Badman recommended have the vouchers printed by a single source, and numbered, recorded and budgeted.

Ms. Cantrell asked if there are any guidelines in place for who receives the vouchers. Ms. Dunn replied that there are none. Ms. Cantrell then asked how much it costs the organization to issue a voucher. Ms. Kaintz responded that male cats cost between \$25 and \$48; female cats are \$42. The cost for altering dogs ranges from \$45 to \$75. Ms. Kaintz asked if ED Nikki Morey if they [the vets] have been reporting. Ms. Morey responded that nothing has been submitted to

her, thus far. She states that at the end of the year when it comes time to report the S/N statistics, it is a rough estimate due to lack of recordkeeping, and makes grant writing difficult.

Ms. Morey contends that if there is a limit on the monthly number of vouchers allowed, the organization won't overspend. If it is just one person creating and distributing the vouchers, they would just have to enter the data into an excel file. Then, PPI could even mail them out as postcards and save money on postage.

Nikki Morey stated that there are people who abuse the vouchers. Voucher issuers have a hard time verifying who really needs them and who does not. It has been suggested we attempt to verify income and that those on assistance would automatically be accepted. Most agree that unemployment, disability, etc. should also qualify. Laurie Cantrell suggested people pick up the vouchers so that income can be verified. Lisa Frantz noted that not all cats altered on vouchers are owned cats. Many are for feral populations. Stefanie Stark stated that she thinks PPI should be able to ask how many people in the home and the income. She suggested they bring a pay stub, and says that by asking questions it shows that the program is not a free-for-all.

Ms. Morey asked how we could be sure that those issuing the vouchers would really be checking for proof of income. Lisa Frantz stated that she would not be willing to ask for a paystub. She acknowledges that there are abuses of the system and that the vouchers need to be numbered and controlled more tightly, but that asking for personal information is touchy. Kittsen McCumber asked if we could have people sign an honesty agreement.

Laurie Cantrell asked if the voucher had to cover the full amount, and wondered if we could issue vouchers that pay for half of the surgery. Bill Hormann suggested that if a person couldn't afford \$20 or \$30 dollars to alter the pet, they likely wouldn't be able to care for it properly, and that if they can afford to feed it, they should be able to pay for half of the surgery. Ms. Morey stated that there is discussion at Humane Ohio about partial vouchers. Chrissa Liskai asked if it is a housecat (pet), is it safe to assume that they can be expected to pay half? Nikki Badman agreed with the idea of half-cost vouchers.

Ms. Morey suggested that voucher recipient information be tracked. Ms. Cantrell agreed that this would help with tracking abuse. Ms. Badman asked if money for pets and for TNR comes out of the same budget. Ms. Morey said that they do. Ms. Badman then asked if it was possible to separate their budgets to help keep track. Ms. McCumber suggested that information could be emailed to her and she would keep the database updated. Ms. Morey said that previous attempts at tracking were troublesome; many vouchers went out and never came back. Ms. Badman suggested expiration dates. Ms. McCumber asked if the current system is set up to run copies and print an indefinite number, and she volunteered to take on the job of printing and distribution. Carol Dunn stated that she would like the group meeting tomorrow [foster coordinators?] to set some guidelines.

Kory Kaintz stated that the current budget is set for \$50K for S/N, and said that she recommends reducing that amount. Ms. Cantrell added that PPI did not apply for any grants in 2009.

Kory Kaintz mentioned that she would like to discuss grants. She has heard that several are currently being applied for and she is appreciative, but concerned. Over the weekend, the board was asked for board members' personal information and financial information for the organization. Ms. Kaintz was concerned because on the grant application it was reported that

PPI's net assets were much higher than they actually were. She states that as treasurer, she puts her name on the line regarding financials, and worries what inaccurate information is on other grant apps. Ms. Kaintz recommends the board review grant applications prior to submission. She states that the applications must be, "financially fit and in alignment with our mission." If any information is inaccurate, the funding organizations can require repayment of grant money. Ms. Kaintz also states that some not-yet-finished financial info. has been leaked to volunteers. She requests that information not be released until it has been finalized.

[Back to voucher discussion] Carol Dunn said that she would like to finalize the voucher budget changes, and asked for Ms. Kaintz' recommendation. Ms. Kaintz suggested a budget of \$3,000/mo. for the vouchers. One caveat would be that the \$1,000 donated by Karen Ardner go to the cat program. Chrissa Liskai asked about what percentage of the budgeted amount would go to each program. Nikki Morey commented that she thinks it should be first come, first serve, at least until formal changes are made. Nikki Badman mentioned that the Policy and Personnel committee would be recommending the creation of a standing Budget and Finance committee to handle this type of budgetary concern.

Motion: Kittsen McCumber made a motion that the S/N vouchers be limited to \$3000 for the next two months (Mar./Apr. 2010), the information on recipients be sent into PPI at least weekly for recordkeeping purposes, and that this budget be reviewed at the April 2010 board meeting. Stefanie Stark seconded. **Motion Passed**

Executive Director's Report

Pit Bulls - Nikki Morey told the board that the dog program has met to discuss pit bull dog issues. She says that there is a special page on the PPI website that tells about the Lucas Co. pit bull and insurance info.

Storage - Ms. Morey mentioned that despite what the email said, PPI has not moved anything over to Humane Ohio. The space was now occupied.

Newsletter – Ms. Morey discussed the constant contact newsletters. She stated that there is another program called Adam Products that allows you to create your own, but that she was not impressed. She passed around a page that showed statistics about who was reading the newsletters.

Ms. Morey stated that Nikki Badman offered to pay one third of the cost for a year to try. Others recommended a three-month trial period. Bill Hormann and Laurie Cantrell offered to pay the other two thirds of the cost.

Vet costs – Ms. Morey reports that Anthony Wayne has significantly increased their prices. PPI was quoted \$700 to have a lump removed when another place charged \$150.

Ms. Morey was also concerned about a vet bill that was growing out of control. A dog named Rowdy has incurred costs in excess of \$1300. He has had one leg amputated and now may need another. The medical issues just kept growing.

Ms. Morey would like to send a letter from PPI recommending Jay Barman for the position of Lucas Co. Dog Warden.

Policy and Personnel Committee Report

Budget and Finance Committee – Nikki Badman stated that the P&P recommends the president declare a standing Budget & Finance committee to create and review budgets in conjunction with the Treasurer (who would be the standing chair). Carol Dunn declared the committee and asked for volunteers to contact her.

Documents for Vote – Ms. Badman noted that there were nine documents to be voted upon at this meeting.

Code of Conduct

Motion: Kittsen McCumber made a motion to accept the Code of Conduct as it is written. Kelly Dilworth seconded. **Motion Passed**

Emergency Action Committee

Motion: Kittsen McCumber made a motion to accept the Emergency Action Committee as it is written. Tami Norris seconded. **Motion Passed**

Job Description – Animal Program Coordinator

Kittsen McCumber stated that it seems like a lot of duties for a single, low-paying position. She also wanted clarification of the “earnest money for Present Owner to Foster” program. Nikki Morey noted that it costs x amount of dollars for PPI’s services, and if the dog is adopted, PPI gives the money back to the previous owner. If they give the dog away, PPI keeps the money. Ms. McCumber inquired about owner surrender forms; are these in place? Ms. Morey replied that they must sign that it is their dog and is healthy to the best of their knowledge, isn’t a biter, etc. Ms. McCumber then asked if there was a budget for clerical duties. Kory Kaintz added that she comes up with a lump sum monthly budget for both programs together, based on historical data. Laurie Cantrell asked if the dog program coordinator was currently performing all of the listed duties. Ms. Morey responded that she is either doing them or delegating them. Kittsen McCumber asked if the cat program coordinator was currently doing them. Ms. Morey stated that they were not currently being fulfilled in the cat program.

Ms. McCumber stated that she doesn’t think that someone should be required to be knowledgeable of Word and email. Nikki Badman stated that in 2010, when all documents were maintained electronically, it is perfectly reasonable to require Word and email capabilities. The consensus was to change the wording of the last job requirement to “Ability to communicate electronically”.

Motion: Chrissa Liskai made a motion to approve the document with the changes that the last line now read “Ability to communicate electronically.” Kory Kaintz seconded. **Motion Passed**

Job Description – Foster Coordinator

Nikki Morey suggested the same changes as with the APC job description.

Motion: Kittsen McCumber made a motion to accept the document with the changes that the last line now read “Ability to communicate electronically.” Tami Norris seconded. **Motion Passed**

Formal Grievance Process

Motion: Kittsen McCumber made a motion to accept the document as it is written. Judy Waddington seconded. **Motion Passed**

Foster Regulations

Lisa Frantz asked why the drop in limit to seven foster cats per household. Nikki Badman stated that the number was lowered for care and recordkeeping purposes. Kittsen McCumber stated that the cat program coordinator explained to her that some fosters are listed under her name. Ms. Badman noted that animals should be listed under the foster’s name and not under other people’s names. Ms. McCumber asked if people in bigger houses should be afforded more animals. Ms. Badman noted that the size of the house should not be a consideration, and that many hoarding cases have come out of large, expensive homes. Ms. McCumber asked if anyone visits the foster homes. Nikki Morey explained that the dog program does do home visits.

Chrissa Liskai asked how many cats are in each home right now. Ms. Badman explained that we don’t even know how many cats are currently in the program, let alone how many in each house. Lisa Frantz stated that she doesn’t know about all the intakes and she doesn’t know how many are coming into program at a given time. Ms. McCumber suggested tabling this document until next meeting. Ms. Liskai said she would prefer to take care of it tonight and asked how many cat fosters there are. Ms. Frantz said she didn’t have the information available. Ms. Morey believed there to be about twenty. Laurie Cantrell submitted a copy of the dog foster list. Carol Dunn stated that she thought that seven foster cats in one household is plenty. That doesn’t even include if the family has cats of their own. Nikki Morey mentioned that there are only a few people in the program who would want to take more than the limit. Ms. Dunn stated that this was another issue about getting reports from the cat program, and that she thought the proposed guidelines were in order.

Ms. Cantrell asked how the P&P committee came up with seven. Ms. Badman explained that they wanted a reasonable number. The committee took into account the amount of time and effort required to care for a number of animals, and that an entire litter of kittens plus the mother counted as a single cat, according to PPI policy. Chrissa Liskai clarified that a litter with mother up to twelve weeks is counted as one animal. Tami Norris wondered if there was a way to be more flexible. Ms. Liskai asked how many fosters were over the limit. No definite answer was stated. Lisa Frantz said that the previous number was twelve and that there weren’t a lot of problems with that number. Ms. Morey noted that she didn’t know if a limit would or would not make any difference.

Motion: Kittsen McCumber made a motion to accept the document with the following change: "Anybody exceeding the seven cat limit must have written permission and must agree to home visits every other month. No foster home shall exceed twelve cats." Tami Norris seconded.

In Favor: 9 Opposed: 3 Abstain: 0

Motion Passed

Progressive Disciplinary Policy

Motion: Kittsen McCumber made a motion to accept the document as it is written. Judy Waddington seconded. **Motion Passed**

Volunteer Agreement

Tami Norris asked if it was the same information. Nikki Badman noted that it was all new and it included the liability waiver and permission for minor volunteers all on one document.

Motion: Laurie Cantrell made a motion to approve the document as it is written. Chrissa Liskai seconded. **Motion Passed**

Universal Identification Number

Motion: Kory Kaintz made a motion to approve the document as it is written. Kelly Dilworth seconded. **Motion Passed**

New Business

Minutes on Website – Lisa Frantz believed that the minutes should be available to members only. Nikki Morey said it wouldn't be hard to change.

Dog Warden Advisory Committee – Carol Dunn updated the board on the committees progress. They are looking at new legislation and addressing dangerous dogs rather than breed specific legislation. The next meeting is March 10th.

Dog Park – Ms. Dunn announced that, according to the Mayor of Toledo, the dog park was set to open May 1st.

Petco Fundraising – Lisa Frantz asked Judy Waddington if she had the 2008 Petco fundraising information. Ms. Waddington said that she would send the information.

Meeting adjourned at: 8:45 pm