

Planned Pethood, Inc

Board Meeting
February 10, 2009
Minutes

Present:

Kelly Dilworth, Carol Dunn, Lisa Frantz, Deborah Gring, Bill Hormann, Kory Kaintz, Chrissa Liskai, Katie Maskey, Kittsen McCumber, Tamara Norris, Judy Waddington

Staff:

Nikki Morey

Absent:

Fred Post

I. Call To Order

Board President Carol Dunn called the meeting to order.

II. Deb Gring moved to accept the minutes of the December meeting. Motion passed.

III. Treasurer's report

- a. Kory gave an overview of our current finances. She handed out several financial schedules including Dog/Cat Adoption 2005 (actual) through to 2009 (projected); P & L Previous Year Comparison; Spay/Neuter & Litter Patrol Overview for 2009; Dog/Cat Monthly Budget; Dog and Cat P & L 2008; Statement of Functional Revenues and Expenses for Twelve Months Ended December 31, 2008; 2009 Proposed Budget; 2008 Membership by month by category.
- b. Kory also reported that we are suffering along with the economy in that our investments have lost value. While adoptions are up, there has also been an increase in our expenses.
- c. Grants – Kory completed an online Grant Writing Course through Northwest State Community College and received a large binder full of information. She indicated though that it will take more than one person to work on grant writing. She will be updating the final report on the Litter Patrol grant and checking if we can apply for other grants that Pet Smart has.

IV. Executive Director Report

- a. Kory and Nikki attended a seminar on fundraising in the current economy.
- b. Nikki gave an update regarding the possibility of Marissa misrepresenting herself as a representative of Planned Pethood. Discussed how the situation was handled between Marissa, Dr. Paul and Karen.
- c. Had a lengthy conversation with Sharon and was given additional names for our mailing list.
- d. Had a meeting regarding cleaning up our database.
- e. Jen Herbert will be taking over as Dog Adoption Coordinator.
- f. Nikki has been meeting with various Board members regarding their goals for this organization.
- g. We are now listed with volunteermatch.org
- h. There will be a foster meeting 2/28/09 in Perrysburg just prior to the adoption event.
- i. Nikki passed around for review new cat and dog foster handbooks that she has been working on.
- j. PetSmart has a 3-day Valentine adoption event.
- k. Press releases went out and we received good coverage regarding the frostbitten cat.
- l. Shared an idea regarding possibly posting the board meeting minutes on the website.
- m. Table idea of microchipping for the time being.
- n. Would like the board to consider the possibility of an annual meeting of all volunteers and board members.

- o. A Facebook account has been created for Planned Pethood. She is also looking at a possible Twitter feed.
- p. Nikki passed around an updated organization chart she has been working on. Board members requested she email it to each of them.
- q. Deb has been helping revamp documents/forms.
- r. Meeting with South Suburban and Midway veterinarians regarding possibly joining our program.
- s. We should think about possible speaking engagements so we can get the word about our organization. Can be with the speaker bringing an animal or not. Nikki would like to create a display board that can be taken out on these engagements.
- t. Asked the board if they were ready to roll out the Code of Conduct for the volunteers.
- u. The Fundraising Committee has met once and will meet again on 2/13/09.
- v. PPI birthday party will be 6/13/09 at the UAW park
- w. Would like to form a Grant Committee.
- x. Max & Erma's in Perrysburg will be having a fundraiser night for PPI.
- y. There is a list of needed supplies on the website.

At this point, non-board members left the meeting.

V. Old Business

- a. Information on participating veterinarians has been updated on the website.
- b. Dog Warden Advisory Committee is still forming. Carol has submitted her resume/application for this committee and is aware of others who have as well.
- c. Animal Welfare task force has developed a building code revision creating a definition of an "animal shelter." This will be going to the Plan Commission on Thursday.
- d. The dog park group received 501c3 status.
- e. T-Shirts update: Logo has been streamlined so it looks better on the shirts. T-shirts and smocks have been ordered. Due to finances, we've held off on ordering other items.
- f. Rummage sale will be held again this spring. Flyers seeking donations were distributed to the board.

VI. New Business

- a. Code of Conduct – decided to tell Nikki to move forward on this
- b. Consensus that the idea of a general meeting would be good. Carol will look at March availability possibly at a library.
- c. Guidelines for the cat program? We are overflowing with cats right now. Much discussion on what kind of guidelines could be set. Kittsen, Carol, Kory and possibly Judy volunteered to form a committee on this.
- d. Carol introduced the idea of possibly having Nikki stay for the entire board meeting. Could go into executive session if needing to discuss personnel issues, etc. Board was receptive to this idea.
- e. Elections are coming up. Be thinking of what you might like to do. Will discuss at our next meeting.

VII. Adjournment

There being no further business, the meeting was adjourned.

The next board meeting will be April 13, 6 pm at Charlie's.

Minutes Recorded by,

Tami Norris

February 10th report from ED

Completed Tasks

1. Former foster has a cat and will not give back to adopter. Multiple conversations with the two parties, the vet and Karen Latta
2. Conversation with Sharon Kalinowski regarding website and her resignation
3. Mailing lists merged. Obtained from Sharon K. Meeting with Lisa Frantz, Kathy Lorah and I on Friday 1.31.09 to discuss database
4. Jen Herbert transition going well
5. Met with Jane Holman, Kathy Johnson, Kathy Kozak
6. Volunteermatch.org
7. Dog Application Process meeting on Jan 27th
8. Dog Program foster meeting planned for Pogo's Playhouse, 2.21.09
9. Dog & Cat foster handbook as emailable pdf. Dog done and being handed out. Draft for cats has been provided to Karen Latta. Copy provided to Board and passed around.
10. 3 day Valentine's event > Spay Day give away
11. Letter to vets & pet stores sent about new people, with contact numbers
12. News article in Fulton County Expositor
13. Press Release sent regarding:
 - a. New ED
 - b. Frostbite cat
 - c. Valentine's free spay/neuter at Banfield Clinic
14. Summer Adoption events almost all filled
15. Fundraising seminar with Kory was informative
 - a. Statement of Case completed

Questions/Options/To Do List

1. Microchipping
2. General Meeting ? What has been the history? What would we like to do moving forward?
3. Board Meeting minutes on website would be helpful
4. BBB Accreditations
5. Process Flow Charts
6. Document re-vamp, assign part numbers
7. Add another vet to the collection
8. Speaking engagements
9. Organizational Chart
10. Display Board
11. Meijer, Westfield, Wal-mart
12. Insurance release forms
13. Code of Conduct

Fundraising

1. Meeting on Friday 1.31.09
2. Calendar
3. Bowling 8.16.09
4. Rummage Sale May 7-10

5. Pet First Aid Class 3.6.09
6. Birthday Party 6.13.09
 - a. Adoption events
 - b. Education booth with Volunteer sign up
 - c. PowerPoint with volunteer opportunities
 - d. Crafts
 - e. Blue Grass Band
 - f. Bark Busters, Poco's Playhouse, Agility/Assistance, Border Patrol Drug dog
 - g. Dress up Photos
 - h. Poop Bingo
 - i. Clown, Magic, Face painting, Animal Balloons
 - j. Marching band (trying)
 - k. Microchipping
7. Max and Erma's Thursday, March 19th
8. Libbey Co Fundraiser Feb 2- 23rd. Pick up on the 23rd.