

## **Planned Pethood, Inc**

Board Meeting Minutes  
December 8, 2015

Attendance: Nikki, Stefanie, April, Colleen, Bob, Jennifer, Barb, and Theresa

Absent: Julie, Chrissa, Carol and Kelly

Call to Order/Determination of Quorum—Barb DiNardo

October minutes already approved via email

Condolences to Kelly Dimmer do to the death of her husband, Dave. A basket and card were sent from the Board of Directors.

### Officers' Reports

- President – Barb DiNardo
  - Credit Union members added 8 memberships this year.
  - Up in memberships over all, down Bronze or Platinum memberships.
  - Congrats to the members with successful fundraising events, volunteers, #givingtuesday, and those that attended the volunteer meetings. Thanks to Bob for his donation (paying for the first Volunteer meeting, tab)
  - Thanks to Colleen for getting taxes completed and turned in
  - Thank you to Nikki and Jennifer for meeting with the vets regarding vaccinations, etc.
  - Volunteer Appreciation party needs planned
  - January meeting will include marketing committee headed up by Julie
  - Intake coordinator meetings will be held January 8-January 14 (for both the dog and cat program)
- Vice President—Jennifer Herbert
  - Important to meet with the vet partners at least once per year, Nikki and Jennifer meeting with our vet partners.
- Recording Secretary – Theresa Grimes
  - Email Theresa with your volunteer duties, donations, and other Board duties so the roster can be updated.
- Treasurer—Colleen Crane
  - Income statement for year (both dogs and cats) distributed to Board Members and discussed.

### Executive Director Report – Nikki Morey

- Report submitted and discussed.

## Committee Updates

- Budget & Finance—updates (Colleen)
- Fundraising— updates (Chrissa/others)
- Policies, Procedures and Personnel—(see revised draft)

## Old Business

- November volunteer meetings including intake coordinators w/fosters. Discussed meetings
- Action Plan 2015
  - Action plan discussed and conversation had
- Survey potential—vehicle and test implementation-HOLD UNTIL JANUARY
- “involvement of volunteer” suggestions by board members (see attachment)-HOLD UNTIL JANUARY
- Cat/dog programs
  - Performance meetings needed for ED, cat intake coordinator, and dog intake coordinator
  - These will be conducted the week of January 8-14, 2016 and will be MANDATORY. Cat/dog intake coordinators and ED will have a chance to decide which day/time that will work for them
  - Plan of action for intake coordinator performance reviews motion by Colleen and second by April. Discussed and all in favor.

## New Business

- Nominating –we would like to involve volunteers with ideas
- Meeting place for February 9 board meeting-Theresa will find a location for our next meeting and email members

Next Board Meeting: February 9, 2016

Adjourn –Stefanie, second-April