

## Planned Pethood Board Meeting Minutes

12/9/14

In attendance: Jennifer Herbert, April Wilcox, Nikki Morey, Kim Hilyer, Carol Dunn, Barb DiNardo, Bob Oates, Shirley Moran, Stefanie Stark, Kelly Dimmer (via conference call)

Absent: Chrissa Liska, Sue Bedra

November Minutes approved- Stefanie, second-Kim All in favor

Welcome new Board members- Kelly Dimmer and Bob Oates

We think that all financial paperwork is to April. This is a special meeting of the Board to discuss PPI financial status.

Treasurer report/Budget Issues-April

Profit and Loss worksheet handed out and discussed in depth.

We allocate 51% to adoption programs and 49% allocated to spay/neuter.

Need to control boarding costs for 2015. A lot of the boarding costs were due to a high number of returns.

Discussed that we are not qualified for many grants due to the fact that we do not have a physical shelter/facility that we house animals, we don't have a paid vet on staff or a dog trainer on staff. Shirley motioned that if we do receive grant money that we keep grant money in a separate account other than our primary checking account to keep better track of when it is spent, second Stefanie. All for the motion, none opposed. April will check our options so we can track of our money.

Intake will be lifted beginning 12/10/14. A budget for the remaining weeks of December and the month of January will be given to the cat and dog intake coordinators. This budget was motioned by Kim and second by Stefanie. All approved.

The spay/neuter program is going to be allocated money for the rest of December- motion-Stephanie, second-Barb.

### ACTION PLAN FOR 2015

- Finance committee will separate account for grants and tracking
- Intake coordinators will keep timely and accurate vet records and electronically report to treasurer every two weeks
- Treasurer provides feedback to intake coordinators regarding budget on a monthly basis based on vet invoice verification and expenses from intake coordinators
- Most vet invoices being received electronically by treasurer
- Vet invoices are provided to intake coordinators (or to their designee) for verification and accuracy

- Fundraising committee plans quarterly fundraisers and recruits volunteers and the public (Kelly joining fundraising committee- LOTS of experience with small and large events)
- Executive committee of the Board will meet with the intake coordinators quarterly (on a different night other than Tuesday)
- Intake coordinator will host semi-annual meetings with foster to discuss meeting with Board and to get concerns/ideas heard
- Grant availability will be reviewed at each Board meeting and will be reviewed by Executive Director and these will be listed in the Board meeting minutes on the web site.
- Board meeting minutes will be published to the website within 14 days of the meeting after email approval from Board members
- Schedule an open meeting for Board and volunteers

A letter from a cat volunteer:

Response discussed and concerns will be addressed by Board member email.

Next Board meeting: January 6, 2015 location TBD



## **Job Description**

### **Adoption Program Coordinator**

Each adoption program (dog and cat) will have an Adoption Program Coordinator. If either APC position is not filled at any time, the duties of the position will fall to the Executive Director on a temporary basis or the appropriate adoption program will temporarily cease until a replacement can be found. Duties listed below may be delegated as the APC sees fit. However, the responsibility of any duties delegated still falls to the APC. It is the responsibility of the APC to ensure the duties delegated are completed. Each APC shall adhere to all current Planned Pethood, Inc. policies, procedures, regulations and guidelines, including but not limited to: volunteer agreement guidelines, and all foster, adoption and euthanasia policies and procedures.

#### **Duties of the Adoption Program Coordinator(s)**

- **Intake**
  - Coordinate with Litter Patrol and/or FIXX Line, return calls and emails
  - Arrange for pictures to be taken of incoming animals
  - Schedule and authorize incoming animals for veterinarian care
  - Obtain signed Owner Surrender Forms
  - Obtain and maintain earnest money for Present Owner To Foster animals
  
- **Monitor Animals In Program**
  - Maintain current vet records
  - Verify/locate vet records for returns, authorize updates as needed
  - Review medical bills, make corrections, contact vet office for credits - advise Treasurer of discrepancies
  - Maintain communication with adopters/fosters and trainers about animals with behavioral issues, schedule evaluations, facilitate decision-making, supervise attempts at alternative placement if needed
  - Ensure fosters remain compliant with all PPI policies
  
- **Clerical Duties**
  - Adhere to monthly budget
  - Respond to calls and emails
  - Order medical supplies

- Notify Corresponding Secretary of when to order regular office and recordkeeping supplies
- Collect veterinary records
- Assemble veterinary record folders
- Create and print cage cards
- Maintain current adoption and post-adoption documentation.
- Organize and distribute callbacks to volunteers
- Mail vet records to adopters of midweek adoptions
  
- **Adoption Events**
  - Arrange for at least one official adoption event every Saturday - if a Saturday falls on a major holiday, an alternative date must be selected
  - Arrange for attendance of animals and volunteers at events
  - Answer questions from fosters, screeners and adopters.
  - Process animals being returned/surrendered - arrange for boarding if necessary
  - Distribute vaccinations and medications as needed
  - Arrange for transport vehicle for adoption events
  - Secure event locations
  - Maintain supplies; arrange purchase of necessary items
  
- **Other duties as assigned**

### **Minimum Qualifications**

- High school diploma or equivalent
- Ability to interact with staff, volunteers and public
- Organizational and recordkeeping skills
- Ability to communicate electronically

# **Job Description**

## **Executive Director**

This position is supervised by the Planned Pethood Board of Directors. A person holding this position is responsible for all daily procedures and operations relating to Planned Pethood, Inc. (PPI). This is a part-time position and will require a minimum of 20 hours per week. Hours are irregular and dependent upon projects and demands of the organization.

### **Education**

Bachelor's degree or higher from a college or university with a major in Business Administration, Public Administration, Animal Science, or a related field.

### **Experience**

- Minimum 3-5 years of financial and volunteer management; additional experience in public administration and management desired
- Web page management experience

### **Qualifications**

- Strong organizational skills
- Excellent interpersonal and communication skills, both oral and written
- Familiarity with word processing, database and spreadsheet software applications
- Ability to work independently and prioritize projects
- Regular email availability
- Thorough knowledge of budgeting and basic accounting principles
- Capable of budget management and cash flow discipline with strict spending guidelines
- Ability to understand financial reports, statements and related documents
- Familiarity with purchasing and procurement
- Knowledge of Federal, State and local laws and statutes pertaining to companion animal welfare and ownership.

### **Position Duties**

- Develops, organizes, and implements programs and services that meet with the mission of PPI
- Manages the activities within the organization
- Enforces PPI policies

- Assigns duties to and evaluates the work of PPI volunteers
- Assists with financial management of the agency
- Oversees grant procurement and fundraising activities
- Prepares and submits to the board, reports on programs and services
- Serves as liaison to the community
- Directs the marketing function
- Supervises the establishment and maintenance of accurate records as required by policy
- Directs volunteer recruitment, training, scheduling and promotions
- Oversees PPI correspondence
- Advocates for animal welfare in the community