

I. Board Meeting for Planned Pethood

January 6, 2015

Present: Nikki Morey, Barb DiNardo, Carol Dunn, Chrissa Liska, Bob Oates, Shirley Moran, April Wilcox, Kelly Dimmer, and Jennifer Herbert.
Absent: Stephanie Stark and Theresa Grimes.

Time: 6:00-8:20 pm

Announcements: Prior to calling the meeting to order, Barb DiNardo announced that Kim Hillyer had resigned to concentrate on helping update the cat program record keeping and Sue Bedra resigned due to continuing health issues but will continue to do “thank you notes.”. Theresa Grimes was called away on a family emergency. Noted: Sue Bedra will still continue to do “Thank you notes”.

Call the meeting to order: Barb DiNardo. We do have a quorum. December minutes approved-Barb, Second-Carol, All in favor.

II. Introductions

Kelly Dimmer introduced as new board member and all board members introduced themselves.

Special Considerations

- The board would like to invite a former board member come back to the board. It was moved by Chrissa Liska and seconded by Bob Oates that Barb DiNardo contact this person and determine interest.
- The Sheltering magazine (every other month) offers a discounted price for multiple subscriptions, Carol Dunn to discuss more on this topic later.

III. Additional Board Members

- Looking for nominations in February, interviews in March, and voting in April. Special care to be taken in finding individuals that fit the gaps in our organization.

IV. Public Relations

- Barb DiNardo reminded all in attendance that board meeting conversations, minutes, and discussions are private and confidential.

V. Intake

- Meetings scheduled with both Cat and Dog Coordinators. Cat-1/10/15 and Dog-1/12/15.

VI. Financials

- April to distribute 2015 schedule. Communication was provided to Coordinators on exactly what expenses they are required to track.
- Nikki Morey and Shirley Moran to join the Finance/Budget Committee.
- If a meeting is scheduled we will need specifics, an overview including: categories should be included in the discussions.
- It was decided that at this time sponsorships will not be allowed to add to the expense budget by the intake coordinators but that discussion on sponsorship use and effect on budget will be an ongoing discussion.
- Requirement of budget, expenses only, needs to be determined, agreed and sent to intake coordinators by January 20, 2015.
- 2015 Budget will be distributed to the coordinators. For expenses only. With the caveat this is always subject to change.
- Nikki Morey to reconcile the Humane Ohio vouchers versus Humane Ohio scheduled visits for intake.
- Nikki Morey to send Jennifer Herbert and Shirley Moran the spreadsheet of vouchers and put Jennifer Herbert in touch with Sara to ensure reconciliation of the vouchers and Humane Ohio scheduled vetting costs.
- It was decided that at this time sponsorships will not be allowed to add to the expense budget by the intake coordinators but that discussion on sponsorship use and effect on budget will be an ongoing discussion.
- Budget dollars not spent will be rolled over into the next month and budget overages will be deducted from the next month.
- Currently if cat carriers are dispensed with the cat adoption. It has been suggested that PPI charge \$2 for any adopter needing a carrier when adopting a cat or kitten.
- Communications
- The Executive Director is responsible for sending out communication to intake coordinators and all cat and dog fosters
- Public Relations committee to look into different ways to advertise in different venues.
- Looking for dates for the round robin events, each area opened up to any volunteers, members or fosters.

VII. Fundraising

- Chrissa Liskai reported \$300.00 made on the recycling electronics event.
- Theresa Grimes and Beth Hammermaster organizing another "Paint for Paws"
- Theresa Grimes to sponsor a Tupperware Party.

VIII. Special Event Pricing

- Policies and procedures to be written to identify protocol for special event pricing for uniformity and preparedness.

IX. Miscellaneous

- Blade advertising is canceled.
- Sponsored animals must be tracked.

- Discussion around the Treasurer being a paid position. All understanding the time, responsibilities, and comprehensiveness of this position. More evaluation needed but a consideration.

X. ED report submitted by Nikki Morey

XI. ED Job Continuation

- The board discussed the performance of the Executive Director. The board then voted to extend Nikki Morey's contract for 2015.
- The board will review the position of Executive Director in 6 months to better determine just what the ED should spend the most amount of time on. At that time an assessment of the ED's job performance versus written job descriptions will also take place.

Dennis - 10/1/10

Welcome to SylvaniaVET

Name of Rescue Organization: _____

Address: _____

Phone Number: _____ **Secondary Number:** _____

E-mail Address: _____

Are you a 5013C? _____ (If yes, please provide a copy of form)

Main Contact: _____ **Phone Number:** _____

Treasurer Name: _____ **Phone Number:** _____

Billing Address/ E-mail / Fax: _____

Contact for Approvals:

Name: _____ **Phone Number:** _____

Name: _____ **Phone Number:** _____

Name: _____ **Phone Number:** _____

Do we have permission to give updates to fosters? _____

Do we have permission to send records with fosters? _____

Payment Policy: We accept cash, checks, credit/debit cards (with the exception of American Express), Care Credit, Metro Trade and Trade Exchange. You are responsible for any and all charges applied to this account. All bills must be paid in full within 30 days unless prior arrangements have been made. If a balance should carry on longer than a 30 day period an interest charge of up to 1.5% will be applied.

Signature: _____ **Date:** _____