



Meeting Minutes: October 15, 2017

ATTENDEES: Amber Bement, Jamie Melius, Kathy Larson, Karen Cucci

ABSENT: Connie Geiger

GUESTS: None

CALL TO ORDER: 10:01am

Secretary- Jamie

- New Hotline/Contact Coordinator: Will Oosterman
 - Karen presented an idea that Will shared with her: a compatible email system so that all email activity for the contact email inbox will be saved and visible to others
- New Website
 - Jamie explained that she will need time to build the website and the Squarespace subscription should start in November; projected timeline has a February 1 public launch date, with time for beta testing built in.
 - Squarespace is \$12/month or \$96/year. The Board agreed to pay the annual fee to save money.
- Document retention
 - Jamie looked into Dropbox, which is a great free service but does not provide full-text search. She is currently looking into Box, a paid service with customer service and full-text search.
 - Jamie suggested that documents be kept on an external hard drive as a back-up and be held by the secretary; the Board agreed.

Director of Home Visits & Adoptions– Kathy

- Adopted Dogs: Maynard, Blanca

Director of Intake, Transport and Foster Homes- Karen

- Melody
 - Alicia reports that Melody is depressed and vomiting up her food.
 - The Board agreed that the full medical recommendation should be followed, since Melody has been ill for so long and a full picture of her condition is needed.
- Sampson
 - Canine Coach session is scheduled for next week. His tail is almost completely healed so the session will have best chance of success, given the distraction of pain will not be present.

Director of Fundraising – (open)

- Splitting up role into Director of Fundraising and Director of Marketing & PR
 - Amber suggested that the two positions work together on managing events, while the Director of Fundraising would specifically be in charge of running the tables and managing the necessary paperwork and the Director of Marketing would be in charge of marketing on social media for the event and (as an overall responsibility) actively seek

- more foster homes. The Board agreed with the division of duties.
- Amber asked who interviews for Board positions. Karen answered that all Board members are involved in such interviews.
 - The Board agreed that the new position will have voting power.

President - Amber

- Master list of all logins and passwords
 - The Board agreed to creating a master list and that Jamie and Amber would have access to it.
- Angel Awards
 - The Board agreed to call for nominations via the November newsletter, with a nomination deadline of December 15.
- Documenting rejections for adoptions
 - Kathy has instructed that rejections should be documented, explaining why the adoptive home is not suitable for that particular dog and providing dates with the feedback.
- Dog adoption bios
 - Amber stated that as bios are being shortened, information shouldn't be removed that says what the perfect home for the dog is.
 - The rescue's values and vision state that the rescue will place dog in their perfect forever home - not a "good enough" home. Amber advised that in the future, when dealing with volunteers who think good enough is good enough, the Board's responsibility is to remind them of the rescue's values and vision.
- Updating the Volunteer Handbook
 - Amber suggested that we add verbiage about how a foster home is chosen (the decision is up to the foster home coordinators and the director), so we can direct back to the handbook whenever there are questions that come up.
 - Kathy suggested that whenever the handbook has been completely reviewed by the Board, the revised handbook should be sent out via email blast to all volunteers.

Meeting Adjourned: 12:08pm

NEXT MEETING: November 19, 10am - 12pm

***Respectfully Submitted,
Jamie Melius***