



Second Chance Pets Board Meeting

6/28/2005

7:00 PM to 9:00 PM

Petco

Meeting called by: Board
Type of meeting: Monthly Board Meeting
Facilitator: Chad Wilson
Note taker: Jeanne Wilson
Timekeeper: Sarah Enticknap

Attendees: Chad Wilson, Sarah Enticknap, Lynn Irvine, Lorymae Stone, Susan Stevenson, Jeanne Wilson

Please read: Topic Discussion information

Agenda topics

10	Organizing the Board meetings (Simplified Robert's Rules of Order)	Chad
20	Intake Status	All
20	Guidelines for foster and/or intake	All
20	Petco Adoption Schedule	All
30	Outlining task verticals within the organization	All
10	Outlining volunteer solicitations (board and otherwise)	All
10	Other Items of Business	All
0	Close	All

Added Topics, if time allows: The pup adoption on Sunday, 26 June, that went awry.
Newsletter distribution

Agenda topics

10	Organizing the Board meetings (Simplified Robert's Rules of Order)	Chad
Discussion: Organizing the Board meeting by adopting a simplified version of Robert's Rules of Order		
Conclusions: Motion to "try our best" by Lynn, Second by Susan. Carried by a unanimous vote.		
20	Intake Status	All
Discussion: Intake Status – keep closed, open with parameters, open		
Conclusions: Motion to Open with Reasonable Judgment on a case-by-case basis by Lynn, Second by Sarah. Carried by unanimous vote.		
It was also noted that we are in dire need of good foster homes.		
20	Guidelines for foster and/or intake	All
Discussion: Guidelines for foster and/or intake – How many should a foster have? Do we take in sick/injured animals?		
Conclusions: More research is needed regarding foster parameters before further discussion.		
Yes, we will continue to take in sick/injured animals on a case-by-case basis. Motion by Susan, Second by Lynn. Carried by a unanimous vote.		
Action items: Look into adding wording on Foster/Adopt Agreements regarding SCP not being liable if person has legal ramifications for number of pets at house.	Persons responsible: Susan	Deadline: Next Meeting
Document number of pets allowed by local cities/counties.	Susan/Sarah	Next Meeting
Create Foster/Adopt info/tip sheets for fosters/adopters to take home with them.	Jeanne	For review, 12July

20	Petco Adoption Schedule	All
Discussion: Petco “Adoption Day” schedule – Getting a rotating schedule set so that the same people are not continuously giving up their Saturdays		
Conclusions: Need a list of responsible adults to train to work into the rotations. Have at least 2 trained counselors in both adoption areas. Need to work up a training outline, hold meeting, provide observation opportunities for trainees.		
Action items: Create list of responsible, interested adults.	Persons responsible: Dogs – Sarah/Lory	Deadline: Next
Create training outline on how to counsel adoptions.		
	Cats – Lynn/Susan	Meeting

30	Outlining task verticals within the organization	All																
Discussion: Outlining task verticals within the organization – Assign board member to verticals for responsibility.																		
<table border="1"> <tr> <td>Animal Coordination</td> <td>Information Update</td> <td>Adoptions and Intake</td> <td>Volunteer Coordination</td> </tr> <tr> <td> <ul style="list-style-type: none"> Maintain veterinarian appt schedules </td> <td> <ul style="list-style-type: none"> Coordinate/ maintain database of animals Maintain paper files/records Make deposits </td> <td> <ul style="list-style-type: none"> Coordinate/intake dogs Coordinate/intake cats set up/break down Saturdays </td> <td> <ul style="list-style-type: none"> youth volunteers Supervise Youth Coordinator solicitation of new volunteers volunteer relations </td> </tr> <tr> <td>Fundraising</td> <td>Marketing</td> <td>Communications</td> <td>Misc</td> </tr> <tr> <td> <ul style="list-style-type: none"> Outline & coordinate yearly fundraisers </td> <td> <ul style="list-style-type: none"> advertisement & marketing material Website Petfinder.com </td> <td> <ul style="list-style-type: none"> Quarterly newsletter </td> <td> <ul style="list-style-type: none"> Form copies Adoption supplies business cards Kroger cards t-shirts </td> </tr> </table>	Animal Coordination	Information Update	Adoptions and Intake	Volunteer Coordination	<ul style="list-style-type: none"> Maintain veterinarian appt schedules 	<ul style="list-style-type: none"> Coordinate/ maintain database of animals Maintain paper files/records Make deposits 	<ul style="list-style-type: none"> Coordinate/intake dogs Coordinate/intake cats set up/break down Saturdays 	<ul style="list-style-type: none"> youth volunteers Supervise Youth Coordinator solicitation of new volunteers volunteer relations 	Fundraising	Marketing	Communications	Misc	<ul style="list-style-type: none"> Outline & coordinate yearly fundraisers 	<ul style="list-style-type: none"> advertisement & marketing material Website Petfinder.com 	<ul style="list-style-type: none"> Quarterly newsletter 	<ul style="list-style-type: none"> Form copies Adoption supplies business cards Kroger cards t-shirts 		
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Conclusions: This will be good to remove one person from doing “all of the work,” and allow others responsibility.																		
Still need people to sign up for the unassigned items.																		
Action items:	Person responsible: Jeanne	Deadline: See below																
Update changed verticals with assigned people.																		

Animal Coordination		Volunteer Coordination	
Susan(Cats), Sarah(Dogs)		Chad	
- Coordinate/intake	Susan/Sarah	- Lead youth volunteers	Christie
- Maintain vet appts	Susan/Sarah	- Youth Supervisor	Chad
- Arrange vet transport	Susan/Sarah	- Solicitation of new volunteers	Jan/Carol?
- Handle cat condos	Susan	- Volunteer relations	
		- Volunteer t-shirts	Amber

Adoptions	
Chad/Lynn	
- Saturdays, set up/breakdown	
- Adoption schedule	
- Adoption follow up	
- Kennel pickup/return	
- Laundry	
- Copy forms, as needed	
- Maintain adoption supplies	
- ID tags	Amber

Fundraising	
Suzanne	
- Outline/coordinate fundraisers	

Information Update	
Jeanne	
- Maintain database	J/Susan/Sarah
- Maintain records	Jeanne
- Make weekly deposits	Jeanne
- Foster follow up	Greta

Marketing/Communications	
Jeanne	
- Website	Sarah, interim
- Advertisements	
- Marketing Material	Jeanne
- T-shirts	Amber
- Petfinder.com	Amber
- Newsletter	Jeanne/Jan
- Business cards	
- Kroger cards	

10	Outlining volunteer solicitations	All
Discussion: Outlining volunteer solicitations (board and otherwise)		
Conclusions: Need more volunteers. Have used flyers, sign up sheets and volunteer meetings. Have also made use of GuideStar.com, a site that lists those in need of volunteers.		
Action items:	Person responsible:	Deadline:
Outline a plan for soliciting volunteers.	Chad	Next Mtg
10	Other Items of Business	All
Discussion: The pup adoption on Sunday, 26June, that went awry. Newsletter Distribution (did not have time to discuss.)		
Conclusions: Need further information, from both sides.		
Action items:	Person responsible:	Deadline:
Contact the involved party.	Chad	05July