

# Fetchin' Retrievers Rescue

Meeting Minutes

October 28, 2019

## **I. Call to Order**

Kriss Harrigian called to order the first meeting of the Fetchin' Retrievers Rescue at 11:56 a.m. on 10/28/19 in Mission Viejo.

## **II. Attendees**

Kriss Harrigian  
Barbara Renken  
Sandy Diamond

## **III. Approval of minutes from last meeting**

No prior minutes

## **IV. Old Business**

No old business

## **V. New Business**

1) "Action by Sole Incorporator" form signed to appoint Kriss Harrigian, Barbara Renken and Sandy Diamond to the Board of Directors.

2) Bylaws approved and adopted.

3) Officers Appointed:  
Kriss Harrigian – President  
Barbara Renken – Treasurer  
Sandy Diamond – Secretary

4) Adopted procedures for safekeeping of minutes, bylaws and other corporate records:

Secretary will keep one copy  
Will upload copy to Google Docs for easy retrieval

5) Kriss reported the Articles of Incorporation have been filed and accepted by the State of California as of October 14, 2019.

6) Discussion of additional paperwork that needs to be completed and submitted:  
a) EIN – Kriss will apply for  
b) CA Statement of Information – needs to be filed by 1/10/20 – Kriss will file

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- c) IRS Form 1023 – Sandy will complete
- d) CA Form CT-1 – Sandy will complete
  
- 7) Discussion of start-up budget. Costs incurred so far (by Kriss):
  - Articles of Incorporation - \$30
  - Registry of Charitable Trusts - \$25
  - Certified Copies - \$10
  
- 8) Kriss will research cost and location for a PO Box
  
- 9) Barbara will research phone services costs and features
  
- 10) Barbara will research cost for Quickbooks
  
- 11) Tracy is working on a logo. Kriss will research cost of copyright.
  
- 12) Kriss has reserved the website domain of fetchinretrieversrescue.com.  
Discussed the preference for a .org domain name.
  
- 13) Kriss is researching help for setting up the website as well as hosting sites.
  
- 14) Joan Jessop, Joanne Delle, Elaine Morter and Cecily Seaborn have been designing forms that will be needed. Barbara will coordinate with them to edit the forms.
  
- 15) Kriss will set up a group account with Google for our group email, and check with hosting site for external rescue emails.
  
- 16) Sandy will start setting up databases in Google Docs.
  
- 17) Kriss will research setting up a Paypal account for donations.
  
- 18) Barbara will contact Bonnie Wight regarding ebay sales.
  
- 19) Kriss will look into setting up a bank account.

## **VI. Adjournment**

Kriss Harrigian adjourned the meeting at 1:28PM.