

Fetchin' Retrievers Rescue

Meeting Minutes

December 6, 2019

I. Call to Order

Kriss Harrigian called to order the meeting of Fetchin' Retrievers Rescue at 4:05 pm on December 6, 2019 via conference call.

II. Attendees

Kriss Harrigian

Barbara Renken

Sandy Diamond

III. Approval of minutes from last meeting

Minutes approved by unanimous vote.

IV. Old Business

1. Kriss applied for and received our EIN: 84-3535860. Statement of Information was completed and sent in to the State of California on 10/30/19. Sandy is working on IRS 1023 (application for tax exempt status) and CA CT-1.
2. Kriss has made a projected budget for 2019, 2020 and 2021 to include in the IRS 1023.
3. Kriss obtained a PO Box: PO Box 88183 Los Angeles, CA 90009 for \$92 per year.
4. Barbara has been researching phone plans and discussed business systems vs VOIP vs virtual services. She will narrow down options and report back to the board.
5. Barbara has researched Quickbooks options and we discussed buying the software program vs using QB Online. We decided the online version would be more flexible.
6. Kriss has been requesting logo ideas from several people. She'll follow up with them and forward the designs to us. We hope to make a decision by 12/13/19.
7. Per Kriss, the website designer needs our logo, pictures and content. He is setting up e-mails for us. Kriss will assign subjects to us to develop content for the various web pages/ links.
8. Barbara has been working on proof reading forms. Barbara gets the forms from the Forms Committee, she edits them, sends to the board for final review and then to web designer to add to our site.
9. Kriss is researching whether to use Google Groups or Groups.io for our volunteer emails.
10. Sandy is setting up spreadsheets in Google Docs for our database (Dogs, Applicants, Volunteers, Foster Homes, Donors.)

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11. Per Kriss, we need to have a bank account set up to link to PayPal. We'll initially have a regular account, but once we get 501(c)3 status there is no monthly fee. Transaction fees are 2.2% + .30 per transaction.

12. Barbara talked to Bonnie Wight and she agreed to run an Ebay site for us. Barbara will get a list of items that tend to sell well.

13. Kriss researched bank accounts. We will use Wells Fargo and the fee is \$10 per month that is waived if the average balance is over \$500. We will set it up on 12/7/19.

V. New Business

1. Social Media: Jessica Sutton has agreed to run our Facebook and Instagram pages.

2. Fundraising: Kriss is reaching out to potential donors.

3. Timeline: Target date for logo is submissions by 12/10/19 and decision by 12/13/19. Start taking in dogs in January.

4. Application Fees: Barbara suggested we add a disclaimer on dog availability on our application so people have realistic expectations before they pay an application fee.

VI. Next Meeting

TBD once schedules are known.

VII. Adjournment

Kriss Harrigan adjourned the meeting at 6:36 pm.