

Fetchin' Retrievers Rescue

Meeting Minutes

January 4, 2020

I. Call to Order

Kriss Harrigian called to order the board meeting of Fetchin' Retrievers Rescue at 4:45 pm on January 4, 2020 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 submitted Form 1023 to the IRS via mail on 12/13/19. We are waiting on approval of our tax-exempt status before submitting CA CT-1.
2. Phone update. Barbara has compared various phone services. Most offer a trial period and prices range from \$10 per month to \$20 per month. We discussed that the we don't have a pressing need for a phone yet and will re-evaluate in February.
3. Quickbooks update. Barbara is waiting until we receive our 501(c)3 status to order QB due to the big cost disparity between the retail price and the price for a non-profit. Sandy will set up a Google Docs worksheet to keep track of income and expenses until then.
4. Logo. Still working on it!
5. Website update. Barbara needs to provide content for the Available Dogs page and Sandy needs to provide content for Resources. Barbara suggested some additional FAQs for the Foster page. Barbara suggested we have a link on the main page for Surrender a Dog rather than in the drop down under More. Kriss will have John clean up the headers and make sure the pages are consistent, and also have him implement the recommended updates.
6. Forms update. Adoption Application, Adoption Agreement, Foster Application, Foster Agreement, Release of Ownership, Volunteer Application and Volunteer Agreement have all been completed. Barbara is working on the Surrender Application and Home Visit Report. The agreements need to be added to the log-in page on the website for volunteer access.
7. Google Groups. FRRBoard@googlegroups.com is set up and working. Sandy will set up fetchinretrievers@googlegroups.com for volunteer communication.
8. Database update. Applicant, Dogs, Foster, Volunteer, Cash Donor and In-Kind Donor worksheets have been set up in Google Docs by Sandy.

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9. Bank account is set up with Kriss as account owner/primary. Sandy and Barbara have been added, and Barbara still needs a debit card and online access. Paypal has been set up and linked to the bank account by Kriss.
10. Ebay. Barbara wasn't able to get a list of what sells well, other than well-maintained designer purses and gift cards. An item needs to be easy to ship and we need to clear at least \$20-\$25 per item for it to be worthwhile according to Bonnie.
11. Social media. Facebook, Instagram and YouTube have been set up by Jessica Sutton.
12. Fundraising update. Donations are starting to come in. Kriss will contact volunteers who indicated a willingness to help in this area for proactive fundraising ideas.
13. Adoption fees. Our initial rates will be \$550 for puppies (up to age 2) and \$450 for all other ages.

V. New Business

1. Volunteer roles. Kriss will email a list to Sandy with suggestions on what volunteer roles we want to fill.
2. Coordinator positions. Kriss will handle the Volunteer and Foster Home coordinator roles and will consider potential new board members to start joining next month.
3. MailChimp. The account has been set up and Kriss has been downloading contacts.
4. Microchips. Kriss did research and the three main companies are Found Animals, Avid and Home Again. After a discussion on cost/benefits/ease of use, Barbara moved to purchase 25 Found Animal Microchips, Sandy seconded the motion and it was approved by all.
5. Donation update. Kriss has been sending out acknowledgements and has asked Joan Jessop to take over this task. Joan will email an acknowledgement and send a thank you note. Kriss will get the information to Sandy to update the database.
6. Volunteers. We have more than 20 volunteers! Foster homes and volunteers will be added to our Google Group email when the release is signed.
7. Adoption Applications. We have 3 adoption applications. Kriss and Joan will be doing the home visits. For now, apps will be assigned to a volunteer. We'll reassess our process in the near future.
8. Launch party. Kriss is looking at a launch party to be held in the spring.

9. Dog update. Lucy and the puppies are doing well at Sandy's house and Duke is also doing well at his foster home.
10. Petfinder. Kriss has sent in an application and vet verification to Petfinder and is waiting to hear back.
11. Other networking opportunities. Barbara mentioned that the San Diego Tribune features adoptable rescue dogs in its paper once a quarter. She'll look into what we need to do to participate. We can also leave business cards at local pet feed stores, groomers and vets once we get our logo decided upon.
12. Written procedures. Kriss will start working on putting our procedures in writing.
13. Home Visit Report. Barbara is working on this.
14. Dog sponsorships. We discussed whether to offer dog sponsorships to increase donations. We decided not to offer them at this time.
15. Reimbursement request form. Barbara will work on this.
16. Insurance. Kriss has been researching policies and she has also asked Sheila Spiwak to look into this as well.

VI. Next Meeting

Tentatively scheduled for February 2, 2020 at 3 pm via conference call.

VII. Adjournment

Kriss Harrigan adjourned the meeting at 6:55 pm.