

Fetchin' Retrievers Rescue
Meeting Minutes
March 8, 2020

I. Call to order

Kriss Harrigian called to order the board meeting of Fetchin' Retrievers Rescue at 4:04 p.m. on March 8, 2020 via conference call.

II. Attendees

Kriss Harrigian
Barbara Renken
Sandy Diamond
Jessica Sutton

III. Approval of minutes from last meeting

Minutes approved by unanimous vote

IV. Old Business

1. Per Kriss, our 1023 application for tax-exempt 501(c)3 status has been approved by the IRS. Sandy will complete the CA CT-1 and forward to Kriss.

2. Phone update. Barbara researched Google Voice. It is no longer free and there are questions about its viability. We will continue to wait until the need is greater to sign up for a phone service.

3. Quickbooks update. Barbara has purchased Quickbooks online and is currently setting it up.

4. Logo. We are still working on it. Jessica wants to have a plan in place by May 1st.

5. Forms update. The intake form is done and working. Jessica will set it up to send completed intake forms directly to the volunteer Google group. Barbara is still working on the volunteer manual. She is also working on a letter that can be sent to applicants by the home visit volunteer requesting a donation before a home visit is scheduled.

6. Bank update. Barbara has received her debit card and has full access to the bank account.

7. Social media update. Per Jessica, Instagram has 60 followers and Facebook has 146 followers. We discussed adding fun dog-related posts when we don't have

rescue-related information to post. The content doesn't have to be retriever related, but those types of post would take priority.

8. Fundraising update. Jessica will check with Facebook donations now that we have 501(c)3 status. Jessica will also work with language for "in honor or" donations for the website.

9. Volunteer and Coordinator roles update. Jo Anne Delle is now tracking Home Visit Applications and following up if they don't get picked up by a volunteer. Elaine Morter will be sending follow up adoption note at the 6 month mark. She is also tracking spay/neuter/shot completions for the puppies. Bad News emails are being sent by Elvina G, Jim S and Monica D. Kriss is looking to identify outreach and volunteer coordinators.

10. MailChimp update. Our first newsletter has been sent out. Jessica is making some templates for future newsletters. Jessica will check on number of clicks, unsubscribers and bounces. Over half of the recipients opened the email and there was a 15% click through rate. We discussed sending newsletters out at least quarterly. We will all come up with ideas for future content and columns and discuss via email.

11. Adoption application procedure update. For applicants who are renters, Jessica has added a link for them to upload landlord approval in the app as well as an email address if they want to send it later. We decided we will leave the onus on the applicant to send it – no follow-up if they don't. Kriss is still reading all applications and deciding which ones we want to pursue. She is sending those to the volunteer group to schedule home visits, and the rest go to the Bad News team. Jo Anne will add applicants to the database and will follow up if apps don't get picked up, and will send out another request. If an applicant has had a home visit completed but no dog is available right now, an email will go out by Jim/Monica/Elvina saying to keep checking back.

12. Dog update. Lucy's surgery has been postponed to 3/24/20 because she has a UTI. Oreo's foster family has been training him and Rebecca Mandell offered free puppy classes. There have been several inquiries.

13. Written procedures. Kriss still working on this.

14. Insurance. Kriss has received two quotes and is waiting for one more.

15. Crowd funding for Lucy. Kriss will update her story with the new surgery date. We have raised approximately \$2,000 so far.

16. Website update. Jessica continues to make updates. She is working on the Donate page right now. She added a MailChimp link to subscribe to the newsletter.

Jessica is doing all of the website updates now, so Kriss will check with John and see if he'll continue for back-up support as needed. We agreed to pay him the final installment for website creation and set-up.

17. Home Visit donation. None have been done yet.

18. Shelter scouting. Kriss has sent applications to the LA shelters. Barbara has sent application to some San Diego shelters and will do the rest this week. Both are waiting to hear back.

V. New Business

1. Treasurer's Report. Attached.

2. New Board Member. Jessica Sutton has been added to the board as a director by unanimous vote. Kriss will send an announcement to the volunteers.

3. Jessica will help Barbara and Sandy with the ability to send emails through the fetchinretrieversrescue.org email account.

4. Petfinder Dog Sponsorships. Jessica reported that Petfinder offers the ability for the public to sponsor dogs that are listed on their website – it's a way for them to help a dog even if they aren't able to adopt. The sponsorship donations are paid to the rescue quarterly and Petfinder keeps 10%.

5. Donate page. See #16 Website update under Old Business. Jessica has added a "donate" button at the top of the page.

6. Turkey dogs. Kriss has told her contact we will take Clyde and Luna. She is working on permits and paperwork. There will not be any cost to us except a broker fee of approximately \$225. They will be coming in on April 14th. Jessica will add their info to the website and Facebook.

7. Launch party. We are looking at April 25th or 26th and holding it at a restaurant in the Orange County area.

8. Volunteer appreciation. Kriss working on this.

9. Outreach update. Kriss has signed us up as a coalition partner with NKLA. There is an adoption event on May 16th and 17th – we are still deciding if we have the resources to attend. Kriss will send out an email for marketing committee volunteers.

10. Grants research. Kriss will check volunteer database to see who may be interested in helping out with grants.

11. Guidestar. Kriss has added us and is still completing the necessary forms.

12. San Diego Human Society Workshops. Barbara or Kriss will forward info on these workshops to our volunteers. We will try and set up a carpool from the LA area if there are volunteers who want to attend.

VI. Next Meeting
April 5, 2020 at 4 p.m. via conference call

VII. Adjournment
Kriss adjourned the meeting at 6:37 p.m.