

**Peninsula Friends of Animals
Board Meeting Minutes
February 17, 2016**

Members Present: Nancy Campbell, Ann Gilson, Danette Grady, Judi Norton, Sharon Palmer, Kevin Rose, Barbara Swedeen, Marilyn Ash

The meeting was called to order by president, Kevin Rose, at 11:40am. Kevin welcomed guests Gary DelMastro, and Charlotte and Greg LaRue.

The January Minutes were reviewed. Barbara requested that board member names be listed and results of Executive Session be added. Minutes were approved as corrected.

The spay/neuter project will cost \$1550. It should be Sharon's responsibility to allocate the spay/neuter budget. It was moved, seconded and passed to proceed with the S/N project as proposed. Advertising will be done via newspapers. The spay/neuter flyer for March will feature the program.

It was suggested that we add a statement to the website: "Every day is spay/neuter day at PFOA". We also need to add a graph with totals by month.

Discussion on definition of Caretaker position: Currently the position includes 16 hours open/close; 8 hours cleaning. Duties need to be revamped, but would like to maintain the position at 24 hours/week. Discussion on whether the full time person should live in Cozy Cottage instead of part time person. Conclusion was a preference for the part time person to live in Cozy Cottage in exchange for work.

Barker House is most pressing need. A couple would be preferable, as Barker House has yard work.

Marilyn will add the need for a storage shed for Cozy Cottage to the wish list on website and in newsletter.

Hiring committee for all jobs: Nancy, Kevin, Danette, Sharon, Linda Hebert, Gary DelMastro. Kevin will post on Facebook; Marilyn will post on websites.

Lifetime Care: The Board approved proceeding with a lifetime care program, per attached notes..`

Assignments: Judi – Financial
Kevin follow up with apparent LTC agreements
LTC Committee: Kevin, Judi, Nancy

Marilyn reviewed the contents of the safety deposit box; it was decided to keep the box. There was discussion about additional items that need to be put in the box. Marilyn will return all items. Danette and Kevin will be new signers.

Budget discussion:

Judi discussed adjustments made to the draft 2016 budget. Potholder sales will feature a pattern of the month. The potholder sales budget was decreased because we are eliminating some Sequim and Port Angeles booths. Grant revenue was increased – we need to put more effort toward seeking grants – there are possibilities out there.

The 2016 budget was approved as adjusted.

Reports:

Executive Director, attached

Shelter Director, attached

Respectfully submitted,

Marilyn Ash, Secretary

EXECUTIVE DIRECTOR REPORT

February 16, 2016

VOLUNTEERS:

Total number of volunteer hours for January – 1131.7 Three new volunteers. We've also had 4 inquiries through the Adopt A Pet site, but volunteers were located too far away. We have 3 volunteers who will be staffing our potholder table at Black Bear Dine To Donate Benefit next Wed. We are including a plea for sewers to help our potholder ladies in our advertising. They have new people who come a few times then drop away, so we will increase our recruiting efforts .

PUBLIC RELATIONS:

Talking to many business owners as I ask for donations for our upcoming Spring Fundraiser. Also giving tours to prospective volunteers. Will also be scheduling radio time for spay/neuter month.

Fundraising:

Many plans in the works right now. Planning the Spring Luncheon in April. Sequim Gym will have a Zumbathon to benefit PFOA on April 16th at the Shipley Center. In May, we will have a fundraiser at Studio Bob's in PA. It will include art, storytelling and fiddlers. Sarah from Harbinger Wines contacted me for another benefit there this Summer. Our corporate consultant would like to meet with Board in March.

SHELTER DIRECTOR REPORT

February 16, 2016

We have adopted out kittens and cats since our last meeting. After the giant adoption crush, things have slowed down to the usual after Christmas-- before tax slump. Things will remain pretty slow until kitten season, now.

The gray wobblies are doing quite well and enjoying their new room in A-2. Neil, the deaf white cat is now out in A-4 along with the book nook—give him a visit and buy a few books!! Mugwei recovered from his near miss with hepatic lipidosis, and is now downstairs in B-1. Toby is fighting to keep his eye after he rubbed the graft off after surgery, and we are still giving him drops three times a day. Tony continues to get fluids every other day for his kidney failure. These cats have taken a huge amount of staff time and money to nurse back to health!

Still struggling to get the new Caretaker position firmed up. Lots of variables to take into account. Tracy and Kimmie will fill in until we get the details ironed out, but that will take a toll on the budget. Unfortunate but unavoidable.

Linda Nielsen has given us her written letter of resignation, so we will need to move ahead with staffing Barker House. Sigh.....I have just emailed the Woodman's—applicants from the Caretaker job hunt when we hired Susie. We will see what their response might be.

We got another new couch donated (B-1) and it is starting to look a little more organized downstairs. The girls helped me do a bit of moving things around while Linda was on vacation. I have written new procedures for setting up the catteries and Quarantine, and doing laundry. Danette and I have been collaborating on new cleaning products and protocols—we aren't quite there yet. We are hoping to have a professional floor cleaner help us get the downstairs areas scrubbed with a big machine, and then we can maintain it. Progress is being made.

We have a new cat in Quarantine with three more coming in the next week. Things are getting back to normal after the really sick animals in Quarantine held everything up for some time. We are pleased to be back to the job of rescuing cats!

Nancy Campbell
Shelter Director