

**Peninsula Friends of Animals  
Board Meeting Minutes  
September 20, 2017**

Kevin called the meeting to order at 11:40am.

Members present: Nancy Campbell, Sharon Palmer, Kevin Rose, Marilyn Ash, Danette Grady and Beata Liebethuth. Member excused: Sharon Jensen.

Kevin welcomed Beata and invited her to address the Board. Beata discussed her background, how she got started in animal welfare, and the no kill philosophy.

Approval of August minutes was tabled until the secretary is present.

The Board discussed options for housing Paisley. Kevin proposed a stick built 12x16 building. He estimated the cost at \$5700. Nancy suggested looking for a trailer on Craigslist. Several good deals are out there, now that the summer is over. The Board also discussed tiny houses and yurts. Given the time frame and effort required with the alternatives, Nancy and Kevin will search Craigslist for trailers.

The Board reviewed the financial actuals for January through August. Marilyn indicated that she would be loading the QuickBooks software and our data onto her personal computer in order to adequately analyze details. The 990 was reviewed with Jeanne Martin before she left for the month of September. Marilyn will meet with her again when she returns to finalize the data. Marilyn will invite Kurt Anderson to next month's board meeting.

#### Reports

Nancy Campbell, Shelter Director – report attached

Sharon Palmer, Spay/Neuter – had a clinic today. 14 animals were scheduled; there were 3 no shows.

Marilyn Ash, Media - will update website to delete shelter closed and last couple of events. Pet Tidings is in process. Because of time required for budgeting and other treasury duties, no progress was made on the new website.

Danette Grady, Executive Director – report attached

Additional item: Danette talked about the Title V program. We can get volunteers through Olympic Area on Aging. Focus of the program is retraining seniors with new marketable skills. We would need to pay minimum salary, but would be totally reimbursed through the program. The seniors need to be taught skills they do not now have. They can only train in a specific job for six months. The main downside is if there is a Workman's Compensation claim; we would not be reimbursed for any of these costs.

The meeting was adjourned at 2:25pm.

Respectfully submitted,

Marilyn Ash, Acting Secretary

## Shelter Director Report

This has not been retirement as I imagined! After the huge job of putting the cat rooms back together, we all busted backs and arms (in Danette's case) getting the apartment ready for Beata, who was over a week late getting here due to her sick cat and car troubles en route. We are glad that she arrived safely and is settling in.

The fundraising letter has generated over \$15,500 at this point!! I think this might be a record for a letter that wasn't year-end, and I have to tell you that we are very proud of it. We received several notes thanking us for "making lemonade out of lemons" and saying what a nice letter it was. We can certainly use the money!

We have intaken six cats this past couple of weeks, including a returnee. I have three more cats who will come back in the next couple of weeks, as well. We have done four adoptions, and there are four more in the works. The shelter now has 27 cats in residence, and we will be full at around 30-32. The presence of the special needs cats continues to make it difficult to take in more cats, as these kids take up whole rooms.

Though Paisley has tested negative for two ringworm tests in a row, she has now broken out with suspicious lesions. We have tested another time ... sigh ... we will be discussing this situation.

Nancy Campbell  
Old Shelter Director

September 19, 2017

To: Board of Directors

From: Danette

Re: Sept. Executive Director Report

Volunteer Hours so far this month: 816. One new volunteer has signed on to help potholder team with sewing. We have been advertising in our weekly Gazette ad for maintenance, food bank and groundskeeping help. Bill Jensen has offered to help with smaller maintenance projects for which we are most grateful. Huge thank you to Kevin for all his volunteer hours spent enlarging Tommy's enclosure, recarpeting cat ladders, and on and on with various maintenance needs. Continuing to recruit for our needs through scout troops (we are on their local listing for groups requesting their help), the realtors association and Sequim Community Church. Hoping to hear back soon from First Security Bank for group help project.

Mc Crorie Carpet One and Fairchild Carpeting responded to my request for carpeting for our cat ladders and donated a roll each. Fire Chief conducted their annual inspection and informed us of a need for alarm to sound if any of the sprinklers are triggered. Bob will look into setting this up. We also need to replace 3 small extinguishers with larger size. Bob will also set up access code for entering and leaving the building. We had backed up tub and toilet downstairs which required special pressure tool to clean out and roots were growing into septic system again. We experienced similar root problem a few years ago so they have suggested new piping made of a special material to prevent roots from growing into septic system. They will send estimate on cost to replace which I'll send on to board when I receive.

Judi Norton and I manned our booth for KSQM Pet Day. I did an interview with them a few days before and Sue Cram also did one explaining our potholer project. Several other animal groups were also represented. We sold 16 potholders and a few other items. Many supporters stopped by. Spoke to Jaime Wisecup of the Sheriff's Dept. who is in charge of Disaster Training. She has a new person on staff who has specialized training with animal disaster planning and will be happy to meet with us for training session.

Spoke to Christy Stevens who stopped by to donate fluid bags and other items. I gave her and her friend a tour explaining our mission and community programs. She will be including us in her bequest and will also tell another relative, who loves cats and has recently formed a family foundation, about us. Met Betsy Schulz, the founder of the Captain Joseph House, who would like to purchase patriotic themed potholders. I contacted Carol Gearey and they will set up ongoing sales with her.

I asked Kevin to do posting on Facebook for a scout troop to do a drive for trick or treating for toys for our kitties since many had to be disposed of. The Allstate office in Sequim called me and they will do an October Drive for us.

## Treasurer's Report

Both the summary and detail P&L statements comparing January through August for 2017 and 2016 were reviewed. Attached is the summary version.

| Actuals, Jan-Aug<br>Comparison, 2017 vs. 2016 | 2017        | 2016       |
|---|-------------|------------|
|   | Actual      | Actual     |
| <b>Ordinary Income/Expense</b>                |             |            |
| <b>Income</b>                                 |             |            |
| 4000 · DONATIONS / FEES / BEQUEST             |             |            |
| 4100 · Donations                              | 85,746.16   | 115,260.89 |
| 4201 · Federated Campaigns                    | 592.50      | 607.00     |
| 4300 · Fees                                   | 18,210.00   | 16,877.00  |
| 4500 · SALES - INVENTORY ADVERTISING          | 13,071.12   | 11,936.59  |
| 5100 · OTHER FUNDRAISING REVENUES             | 17,895.82   | 14,183.98  |
| <b>Total Income</b>                           | 135,515.60  | 158,865.46 |
| <b>Gross Profit</b>                           | 135,515.60  | 158,865.46 |
| <b>Expense</b>                                |             |            |
| 7000 · ANIMAL PROGRAM EXPENSE                 |             |            |
| 7100 · Direct Animal Care                     | 48,438.46   | 43,525.30  |
| 7200 · Employment Costs                       | 58,634.92   | 61,467.14  |
| 7300 · Other Program Operating Costs          | 18,091.02   | 14,154.37  |
| 8000 · ADMINISTRATION EXPENSES                |             |            |
| 8200 · Employment Costs                       | 22,683.42   | 21,600.49  |
| 8300 · Professional Services                  | 3,500.00    | -          |
| 8400 · Other Administrative Expenses          | 15,664.78   | 10,829.68  |
| 9000 · SALE OF INVENTORY EXPENSES             | 3,085.15    | 4,005.96   |
| 9100 · DONATIONS EXPENSES                     | 1,041.98    | 3,948.10   |
| 9300 · OTHER FUNDRAISING EXPENSES             | 11,229.68   | 8,073.93   |
| <b>Total Expense</b>                          | 182,369.41  | 167,604.97 |
| <b>Net Ordinary Income</b>                    | (46,853.81) | (8,739.51) |
| <b>Other Income/Expense</b>                   |             |            |
| <b>Other Income</b>                           |             |            |
| 9800 · IN KIND REVENUES & EXPENSES            | -           | 900.00     |
| 6100 · OTHER REVENUES                         | 44,306.42   | 34,921.68  |
| <b>Total Other Income</b>                     | 44,306.42   | 35,821.68  |
| <b>Other Expense</b>                          |             |            |
| 6200 · OTHER EXPENSES                         | -           | 1,564.40   |
| <b>Total Other Expense</b>                    | -           | 1,564.40   |
| <b>Net Other Income</b>                       | 44,306.42   | 34,257.28  |
| <b>Net Income</b>                             | (2,547.39)  | 25,517.77  |