

Board Meeting

Tri-County Animal Rescue Center
9562 Route 322
Shippensburg, PA 17254
(814) 918-2032
www.tricounty-arc.org

Meeting Date: February 16, 2013
Location: Michelle's Coffee Shop
Time: 11:00 a.m.

Present:	Patty Laswick, Carol Lanzoni, Hazel Ion, Debbie Stephens, Lori Bouch, and Sara Neiderriter for a dog committee update
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Minutes

No additions or corrections were made to the January minutes. Carol moved to approve the minutes from January 9, 2013. Debbie seconded. Motion carried.

Dog Committee Report

Dog Outings

Sara reported that the committee has worked on a system for approved volunteers to take dogs to approved places. The committee is welcoming suggestions for places the preapproved dogs and volunteers could visit. A sign out sheet has been made and will be signed by any volunteer taking dogs out for such preapproved visits or outings.

Volunteer Manual

A volunteer manual is being compiled and will contain a list of policies, procedures, contact information etc. This will be distributed to all volunteers so consistency is maintained throughout the facility.

Committee Roles and Duties

Roles and duties were suggested for committee coordinators and members.

Office Coordinator Request

As office manager, Sara requests that each and every piece of paper that is written on be signed (first and last name) and dated. This will include all forms, entries into the dog/cat communication books, cash or donations of any sort given to volunteers to give to Carol as treasurer, all incoming mail placed in any mailbox. **Pick up a pen? Sign and Date it.** This will make communication much easier and will enable recipients to go back and ask necessary questions that may arise to the appropriate person. After March 1, 2013, any old or new unsigned sticky notes, forms, communications will be discarded.

Treasurer's Report

Carol presented the treasurer's report. Funds are low and Carol stressed the importance of mailing out the next donation letter for March. Debbie will head this letter up and will welcome anyone who wishes to contribute articles for the letter. It will include the Soggypaws information. It was decided that the For the Love of Copper article written by Nancy Skeddle will be a separate mailing.

Foster Report

Hazel reported that Riley is being fostered by Sam and Dean and that Riley would be coming to the Center Sunday for a Meet and Greet. Riley is up to date with all vaccinations and is currently up for adoption.

Fred is currently in foster care with Amanda Hummel. We have seen many pictures of Fred resting comfortably in bed or wherever he so chooses and seems to be quite content in his new foster home.

Medical Report

Medical report was presented by Hazel.

a) Buddy is currently on an anti-inflammatory and is doing well on it. The dosage is being monitored.

b) Velvet has been on a diet and has lost 6 #. She recently underwent eye surgery and is recovering nicely.

c) Copper is healing very well from his surgery. He is scheduled for x-rays and neutering on February 27.

d) Fred's recent blood work and x-rays show that he has an enlarged heart, liver issues, and severe arthritis. He is on temporary medication for his heart and will be evaluated at the end of this dosage. He is also receiving medication for his severe arthritis.

Correspondence

Lori noted that we received correspondence and photos from Terry and Darl Keister showing Nick and Noah lounging together in their new forever home.

Fundraising Report

Lori reported that the Soggypaws fundraiser is set for March 16 from 1 to 4 at the Center. She has posted sign-up sheets for volunteers to sign up to promote a dog or cat for the day, donate items for the Chinese auction, or donate a basket of any sort to be raffled off. There are signs in the lobby to post anywhere, the newspapers and radio stations have been notified, and volunteers are asked to spread the word about this upcoming event.

Lori also has headed up a Shamrock fundraiser for March. For \$1.00, you can put your name on a shamrock, a pet's name, a loved one's name, etc. These shamrock dollars will be pure profit for Tri as there have been no expenses with the fundraiser.

New Business

Nancy Skeddle submitted a new TCAR Dog Area Contacts list with names, phone numbers and emails. Volunteers are asked to review the list to ensure accuracy of information.

Policies, procedures, and job descriptions were discussed. It was decided to combine the intake and adoptions committees, with Chris, Wendy, and Hazel on this committee. Sam will head the Spay/Neuter program and was being trained for that this past week.* Job descriptions and policies and procedures were presented and voted upon. These are being written up and will be posted as soon as the final copies are completed.

Patty made a motion that any disrespectful comment, oral or written, made to any Tri County volunteer or board member, will result in a written reprimand in the offender's file. After 3 written warnings, the board reserves the right to revoke all volunteer opportunities and all privileges will be terminated. Motion seconded by Carol. Motion carried.

Adjournment

Time: 3:46 p.m.

Respectfully Submitted,

Lori L. Bouch

2/18/13
Revisions made as per President Dr. Laswick 2/24/13

*Sam and Dean resigned their positions effective February 17, 2013.