



Sweetpea Friends of Rutland Animals  
Minutes of Board Meeting  
January 29<sup>th</sup>, 2017  
Sweetpea Shelter

Present:

Directors: Richard Clark, Melanie Kenadek, Jennifer Parisi, Kelly Robinson, Donna Bisceglia,  
Deb Young, Gabby Savage  
Vice President: Mary Clark  
Secretary: Samantha Clark

Meeting called to order at 6:00pm

Passed Slate of officers and directors:  
President and Chair of the Board - Richard Clark  
Vice President - Mary Clark  
Treasurer - Jennifer Parisi  
Secretary - Samantha Clark

Directors are as follows:

Richard Clark  
Donna Bisceglia  
Melanie Kenadek  
Kelly Robinson  
Jennifer Parisi  
Gabrielle Savage  
Deborah Young

Advisor - Deborah Lindsey, DVM

Melanie moved to accept minutes from the emergency board meeting on January 15<sup>th</sup>. Kelly seconds the motion.

**Agenda:**

Old Business:

1. Audit - Waiver of audit has been denied by the Attorney General. Mary Clark informed the board that a call from the Attorney General was received requesting more information from Sweetpea. The audit could potentially still be waived, pending additional information. Linda Smith CPA will call the Attorney General back Monday.
2. Ongoing financial adviser NPCM/ Brian Kindorf - Jen and Mary met with NPCM and they are available for advice in the future. We will continue to work with Linda Smith for the audit/review. We may also work with Bruce Coffin for our taxes.

## New Business:

1. Non Profit lawyer David Adams of Pathway Law in Belmont - The board was asked to review the new bylaws drafted by the lawyer. The bylaws will be discussed in detail at the next board meeting, and any changes will be submitted to the lawyer.
2. Real estate lawyers Todd Rodman and Mark Borenstein - The real estate lawyers are currently working on zoning issues with the town. Mark had a meeting with Rick Trifero, building inspector for Paxton. This continues to be a work in progress. Ongoing discussions with the lawyers about our options. The board also discussed attending the town meeting in May.
3. Facebook, Email, Voicemail Access - Delaney Nosel, Sarena Kenadek, Samantha Clark, Melanie Kenadek, Mary Clark, Dick Clark and Susan Gasson currently have access to the Facebook as editors. Access was offered to the rest of the board as well, but they did not feel it was necessary at this time. The board was reminded to be mindful of their posts and to use good judgment when sharing. Melanie and Mary had access to the email. The board was given the user name and password to the email account as well. Melanie, Mary and Dick have access to the voicemails at this time. Melanie primarily listens to the voicemails. Melanie to instruct Donna as to process of retrieving voicemail at a later date. Samantha suggested that the voice mails are transcribed and emailed to the Sweetpea email address. This will help to keep an electronic record.
4. Website Posting - Send website postings to Susan Gasson. Samantha will also be given access to the website so she can assist Susan.
5. Bank account co-signature - Dick is currently the only person who is able to sign. Jennifer is the most plausible choice to co-sign as the treasurer. Dick will ask the bank how many co-signers are required for our account. No objections to Jennifer signing. The board will review bank reconciliations at future meetings.
6. Report of outgoing treasurer - Report of each account was presented to the board. The totals and uses were explained for each bank account. The board also discussed what bills are paid using these accounts.  
TD Bank Account in the Amount of \$163,802.31 - **Insurance Escrow**: unable to be used until it is approved and released by the bank  
TD Bank Account in the Amount of \$171,167.14 - **Rebuild fund**: cannot legally be used for anything other than rebuild.  
TD Bank Account in the Amount of \$10,405.36 - **Mortgage**: specifically used to pay Sweetpea's mortgage.  
Country Bank Account in the Amount of \$3,818.32 - **General Account**: used for general bills and utilities  
Country Bank Account in the Amount of \$194,099.35 - **Medical/Surplus**: used for medical bills and to replenish the mortgage and general accounts
7. Thank you note for Westside Animal Clinic - The board discussed sending a thank you note to Westside for their continued assistance and support. The board and volunteers will sign the note.
8. Appointment of the committees;  
**Fundraising and Events**: Deb and Donna will co-chair - Samantha will be a member.  
**Marketing and Publicity**: Melanie and Deb will co-chair - Dick will be a member.  
**Finance**: Mary and Jen will co-chair - Kelly will be a member.

**Personnel and Policies:** Kelly and Gabby will co-chair. Melanie will be a member.

**Rebuild:** Melanie and Dick will co-chair - the board suggested volunteers Tom Savage, Brian Bowman and Bonnie Courtemanche as members.

Committees will also be open to volunteers who would like to be a member. This will be discussed at future volunteers meetings as well.

**Date for next meeting will be February 27<sup>th</sup>, 2017.**

Meeting adjourned at 7:30pm.