



Sweetpea F.O.R. Animals Shelter, Inc.
Board Meeting
John Bauer Senior Center
17 West Street, Paxton, MA 01612
February 4, 2016 – 7:00 p.m.

Meeting Minutes

- *Call to order at 7:00pm*

Members Present:

- *Maria McDonnell – VP*
- *Mary Hughes Pulkkinen Clark – Treasurer*
- *Dick Clark – President*
- *Bobbie Bigelow – Secretary*
-

Members Absent:

- *none*

Guests / Attendees:

- *Mary Sheehan – Auburn, MA*
- *Marisa Ayrazian – Paxton, MA*
- *Melanie Kenadek – Warren, MA*
- *Kathy DiLeo – Princeton, MA*
- *Marianne Belanger – Paxton, MA*
- *Samantha Clark – Spencer, MA*
- *Deanna Ahearn – Oakham, MA*

Old Business:

- *none*

New Business:

1. Appoint Maria McDonnell as Chair Person of the Board.
2. Appoint Maria McDonnell as Chair Person for the Rebuild Project Committee for the new Sweetpea F.O.R. Animal Shelter on the property located at 1090 Pleasant Street, Paxton, MA 01612.
3. Appoint Richard Clark as Chief Executive Officer/President of the Board.
4. Appoint Mary Sheehan as Vice President of the Board.
5. Appoint Marianne Belanger Chair Person of the Marketing Committee.

6. Appoint Marisa Ayvazian and Kathleen Dileo as Co-Chair Persons of the Volunteer and Animal Relation Committee.

- *All motions passed by Board.*

7. **Sweetpea F.O.R. Animal Shelter**

We received a proposal from Nitsch Engineering for the civil survey work on a T/M basis with an upset limit of \$3,000.00 to perform survey work on the property located at 1090 Pleasant Street, Paxton, MA.

- *\$3,000 for civil engineering survey negotiated down from \$6,000 original*
- *\$500 for land surveying*
- *Final proposal passed by Board.*

8. **Sweet F.O.R. Animal Shelter**

We received a proposal from Cutler Design, Inc. for architectural, structural engineering and preconstruction services for the design of a new animal rescue shelter for Sweetpea F.O.R. Animals.

- *Negotiated down to \$13,200 from \$30,000 for design of new shelter building*
- *Total design fees = \$16,000*
- *Final proposal passed by Board; to proceed tomorrow (Feb. 05, 2016) with design.*

Board's Report

1. Presentation of draft design for new animal shelter
 - *Schematic layout for new shelter building presented to attendees and board members.*
 - *Layout proposal passed by Board.*

Treasurer's Report:

- *Submitted year-end totals for all accounts (12/31/2015)*
- *Country Bank (operating expenses – depleting as have no income) \$28,070.28*
- *Country Bank (medical fund; electronic donations – paypal, gofundme, etc) \$209,927.95*
- *TD Bank (original account – monthly mortgage taken out) \$14,279.29*
- *TD Bank (rebuild account) \$213,552.57*

- *Escrow account at TD Bank (1st insurance payment to be used for rebuild) \$100,000.00*

Committee Reports:

1. Marketing

- *Considering Serrato Signs of Worcester, MA in order to sell sponsorship plaques for both dog (18) and cat (?) kennels. Would like for these plaques to be corporate level sponsorships – businesses rather than homeowner/community member (cost difference opposed to bricks for walkway idea, which is separate from this).*
- *Serrato Signs is local = no shipping costs, willing to work with us, and have a good quality product.*
- *Also considering for the ordering of new banners for the different events that Sweetpea hosts throughout the year.*

2. Volunteer & Animal Relations

- *Proposed “Recruitment Day” for May 2016, followed by volunteer training sessions when approach shelter re-opening*
- *Volunteer questionnaire to determine strengths (cats, dogs, misc – cleaning, dishes, yard work, paperwork, etc). Also, hours of availability to create a more defined volunteer schedule → 1 day/ wk. or mo. commitment or specific # of hours per week?*
- *Along with scheduling – defined “night check”*
- *More detailed foster-to-adopt screening process is required (application, survey, something)*
- *Define Adoptions!! 30 days and customer should know whether appropriate fit or not and either need to bring animal back or pay adoption fee – clear system needed to be enforced.*
- *Coloring system with flags or markers? For informing when work is completed (cleaned cat cages, dogs walked, etc)*
- *Animal Information charts for each different kennel clearly explaining the animal staying in that kennel.*
- *Animal Training? Weekly? Reduced rates? – would refer customers that adopt the animal to trainer used*

- *Quarterly Newsletter for humane education? Informing public of new happenings and other such things.*

Other Announcements

- *Maria presented concerns regarding security system for house*
- *Quotes from both Tyco and American Alarms*
- *Tyco is offering either a high initial payment with very low monthly payments or a lower initial with higher monthly – may be better to take initial blow? However still reviewing and negotiating – there are items in “bill of material” that would need to be removed. Installing cameras would mean reactivating the Brinks system and would increase the monthly payment. Seems like a better product? And better listened to customer needs than American Alarms.*
 - *Dick has concerns with Tyco (previous experience has found them difficult to work with, service technicians difficult to get a hold of when issues arise)*
- *American Alarms is more than double the up-front cost (if went with Tyco would need to get back the original deposit made). Not listening to customer with Fire Department’s specific instructions – would like to add what they think is best → Board has concerns with this lack of cooperation and arrogant attitude.*
- *To be reviewed further and discussed at a later date.*

Public Session:

- *James Street event – “Road to Recovery Benefit” at Dance Ranch*
 - *Looking for payment?*
 - *We would like to see an original invoice. Also need to contact the individuals who ran the event; since this was not a Sweetpea-run event we do not know who we are paying, what we are paying for, or why we are being held responsible for these expenses. Need a report submitted.*

Adjournment & Dismissal

- *7:35pm*