



**Sweetpea F.O.R. Animals, Inc.
Board Meeting Agenda
John Bauer Senior Center
17 West Street, Paxton, MA 01612
March 3, 2016**

Board Meeting called to order at 7:00pm

Members Present:

Dick Clark – President/CEO

Mary Clark – Treasurer

Maria McDonnell – Chairperson of the Board

Mary Sheehan – Vice President

Bobbie Bigelow - Secretary

Members Absent:

None

Guests/ Attendees:

Brian Kindorf (Sterling)

Marisa Ayrazian (Paxton)

Melanie Kenadek (Warren)

Jennifer Parisi (Rutland)

Sarena Kenadek (Warren)

Marianne Belanger (Paxton)

Kathy DiLeo (Princeton)

Old Business:

- Approval of February 18, 2016 Special-Meeting Minutes
MC makes motion to approve Special Board Meeting Minutes, MM seconds the motion.

New Business:

- Fire Alarm system
 - *American Alarms seems to be the most appropriate system to choose*
 - *1 bill per month of \$40*
 - *Will replace what have of old system with all new, both fire and security, and with expansion capabilities.*
 - *MC wondering what came of Honeywell's possible donation of a system. MM explains that they would have cut their costs, but in the end would have still been more expensive than what American Alarms is offering.*

- *MC, “if we were to rent the house, would this system be suitable?” MM explains that yes, everything will be ready for residential or commercial use.*
- *MS asks if we will be needing an additional quote for the new building when that is underway. MM explains that no, we would be purchasing the main control panel now which is going to be capable of expansion for the new shelter building. A sub-panel and devices will be provided under that project and will be tied into this panel.*
- *MS makes a motion to accept the quote for American Alarms, BB seconds the motion.*
- Meeting with John Staples
 - *Is there a need?*
 - *Where are we with the insurance, and what else may be available to us*
 - *Paid to date, but what for?*
 - *James has stated that John needs to be paid his whole 10% of the last check from Liberty Mutual when it is received, but his fee cannot come out of the insurance check.*
 - *Who should be attending this meeting? Need to be more involved in order to know exactly what is being done. MM suggests that treasurer MC should attend since has been following this process from the beginning. MM will be attending to assist MC and both will report back to the board and a copy of the contract will be sent to the board for review prior to the next meeting. MM makes a motion to approve this course of action for the meeting with John Staples, DC seconds the motion.*
- Update on Grants
 - *Have applied for the following grants: TD Bank \$50,000; PetCo \$30,000*
 - *NPCM to assist with grant researching and writing?*
 - *A new volunteer (started after the fire) has been helping thus far*
 - *More help is needed for grant writing – many grants are available for us but require meeting application deadlines.*
- Fundraising campaigns and need for Sweetpea involvement (Brick project, etc)
 - *Want for Sweetpea to gain more control of fundraising events being held in order to benefit organization (ie – track, promote, more knowledgeable of finances coming in)*
 - *Brick Project is one that we may be able to become more involved with – know it is happening, tangible source for donations*
 - *How could we become more involved in others? Do not even know some that are going on. – Google “Sweetpea fundraisers” and try to reach out to facilitators? Bobbie to start doing this and report back to board at April meeting.*
- Use of house located at 1090 Pleasant Street, Paxton, MA (MS to draft document)
 - *The house being used as temporary offices with no definite plans for future use is acting as a burden on our finances*
 - *Could we possibly rent out? Could have a contract that states the person pays “x” amount for rent and would include a nightly check of the animals?*

- *MC – positive point to renting is that the bank would have no problems with that since it would be another source of income for Sweetpea.*
- *MS points out that we do not currently have our kennel license, so we do not need use of whole house – would front walk-in area be able to be temporarily converted into an office space?*
- *MC responds that still working on organizing all of the files and there is room in project plans for an add-on, plus boarding cats are going to be kept in that front walk-in space when back up and running, so will probably not be able to access house through that door at all.*
- *MM points out that Paxton Fire department will not allow for the house to act as a public meeting space, it is only to be used as a private office or residential area.*
- *MC adds that if we were to rent, then the house is in need of some renovations (“face-lift”)*
- *DC is very much against renting, fears hostile tenants and possible damages caused.*
- *MS tells that has been renting for ~20yrs and in all that time has only ever had 1 issue. Finding the “right” person would be necessary! Would help since we have no money coming into the organization at this point, but are paying salaries, mortgage, etc.*
- *MC says that tenant may need to be a volunteer or employee due to potential liability issues, especially if we are going to ask them to check on the animals*
- *MS could speak with someone to clear up/ explain any liability issues that we may run into (MC is concerned)*
- *MM has made a motion to table this discussion for now, let MS research everyone’s concerns to bring back to the board to evaluate pros and cons. BB seconds the motion.*
- **JRW proposal**
 - *Formal meeting with Bob Hoover was suggested by TD Bank*
 - *3 projects → forecast, coaching, bylaws*
 - *This will be all volunteer work and therefore no fees*
 - *MM makes motion to approve the Jericho Road proposal, MC seconds the motion.*
- **Recommendation to discuss job descriptions for approval of the following positions:**
 - Chairperson
 - Secretary
 - Shelter Manager
 - Treasurer
 - *To describe what each position should be responsible for*
 - *Have all received, but now need time to more closely review (and to finish writing out and distributing the remaining positions)*
 - *MM makes motion to table approval of descriptions until the April meeting in order to give more time to properly review, BB seconds the motion.*

Board's Report

None

Treasurer's Report:

- Accounting System (NPCM) proposal
 - *Brian (representative)*
 - *Accounting system*
 - *Could incorporate donor software; solicit new/ future donations*
 - *Track revenue generating activities (adoptions, etc.)*
 - *Entry level software(s) → more easily understandable; cloud based – not much infrastructure. Could be implemented in about 6-8 weeks*
 - *Set up and training (possible that may need an IT expert)*
 - *Quote would be for time, and possibly additional costs for equipment (which would be further discussed)*
 - *MC – Is this the right time to be doing this? The biggest need right now would be the tracking of new donations, also the training component may be easier in new building when that is completed.*
 - *Brian suggests a donation tracking program for now and to assist in updating QuickBooks? Then could revisit the entire proposal at a later date*
 - *MM – Is there something that could be put into place now that could be easily expanded upon later? Create a sort of “living proposal” to work continuously together and be able to move onto the next level when in new building.*
 - *Brian and MC to work together on what would be most helpful NOW for finances and bookkeeping; Brian suggests a simple contract with an hourly rate*
 - ***An aside: NPCM does also do grant writing and could help Sweetpea with research and writing if needed. Also informs board that there are databases for free at the Gale Free and Worcester Public libraries.*
 - *MM – requests line item regarding grants to be added to their proposal because we will be needing their guidance with this.*
 - *Brian explains that for companies that they already have a relationship with on an accounting level that they are very willing to aid in the grant research and writing process; will add line item to proposal.*
- CBS payroll – moved to Executive Session.
- Eventbrite payment? – moved to Executive Session.

Shelter Manager Report:

- Compassion Fatigue Consulting proposal/ MAC Grief counseling for volunteers
 - *Volunteers to cope with their feelings (what to expect and how to handle, especially if returning). Many teens have been struggling (at school and in other manners) – some cannot even look at pictures of the lost animals*
 - *Lindsay comes very highly recommended*

- *MK wants this to be mandatory before volunteers are allowed back into building (or at least be able to prove that they have spoken to a counselor of some sort regarding the fire)*
- *MS – offered, yes a good idea. But does not agree with it being made mandatory – people all grieve and handle their feelings in their own ways, some may not want to talk about it. (MM and BB also agree that this should not be made mandatory, but is something nice to be offered)*
- *MS – would making the workshop be at all a legal issue? Is Lindsay licensed? MK- a licensed social worker, but not a psychologist. DC- knows that Lindsay has given many workshops to animal control officers.*
- *MM – is there a cost? MK- will find out*
- *MC – when will this be taking place? Now while things are more quiet or closer to re-opening with new building? MK- thinks now should be better (sooner would have been even better, but finding an appropriate person to hold the workshop was challenging)*
- *MM – could see if there is volunteer interest during the recruitment day on May 14th and decide whether to hold it or not based on that feedback*
- *Sara Coury also suggested – animal psychic → MS- that is not what we are looking for*
- *MM makes motion to table this discussion for now due to time constraint and uncertainty, MS seconds the motion.*

Committee Reports:

- **Rebuild**
 - *7 people total; Dan Brodeur is a Civil Engineer and in construction (strong asset)*
 - *Meeting on a bi-weekly basis*
 - *Cutler is moving into design development*
 - *Civil Engineer will be soil testing in about a week or so (Board of Health and Sandy from Nitsch will be present for witness)*
 - *MM will be attending the March 14th @7pm Paxton Board of Selectmen meeting to update town on building/ plans and overall organization growth that has been happening*
 - *MS has concern that the town may not be able to provide much information at this meeting (in regards to kennel license) at this March meeting since T&G press release stated that they will not be voting on the new bylaws until May*
- **Marketing**
 - *Marianne to report*
 - *Canopies ordered (with own \$ - for now)*

- *All vendors averaged about \$1200 for canopy cost with a non-profit discount*
 - *Fundraising idea to essentially pay self back for “out of pocket” cost = lottery baskets. \$100-\$1000 baskets that will bring out at various events for people to bid on, at particular event a winner for each will be announced and contacted*
 - *UMASS journalism student writing an article, we asked for a copy upon completion*
 - *Intern through Clark University? Would be May-Aug, 20hr/ wk, typically a foreign exchange student, supposed to act as a learning experience for them and help for us but would need to provide training and most likely transportation – may not be correct situation for Sweetpea at this time*
 - *Joining a chamber? - \$395 for Chamber of Commerce, \$295 for Wachusett Chamber (then once in one can get into others). Sweetpea involvement, sending delegates to various events. Worthwhile for networking, etc. DC may be a member, looking further into this*
- **Animal/ Volunteer**
- *Adoption handbook and foster protocols are being drafted*
 - *Applications being reviewed*
 - *Clark student (Maddie) willing to help with data input and whatever else may be needed*
 - *Springfield Conference to attend on dog behavior and body language*
 - *Should Sweetpea become a member of Best Friends? Looking more into, based out of Utah.*
 - *Beginning to promote Volunteer Recruitment Day on May 14th – MM has flier*

Other Announcements:

None

Public Session:

- *MK – when speaking of the bylaws, will the board be re-writing or updating? MS- updating.*
- *MK – in regards to renting house on property, Chapter 140 of Mass State Law – Section 157 regarding nuisance or dangerous dogs. Something to be mindful of when considering renting*
- *DC – event worksheets to be used on every event that we host. MS will copy and distribute at next meeting (April)*

Adjournment & Dismissal:

Adjourn and dismissal of public at 8:26pm