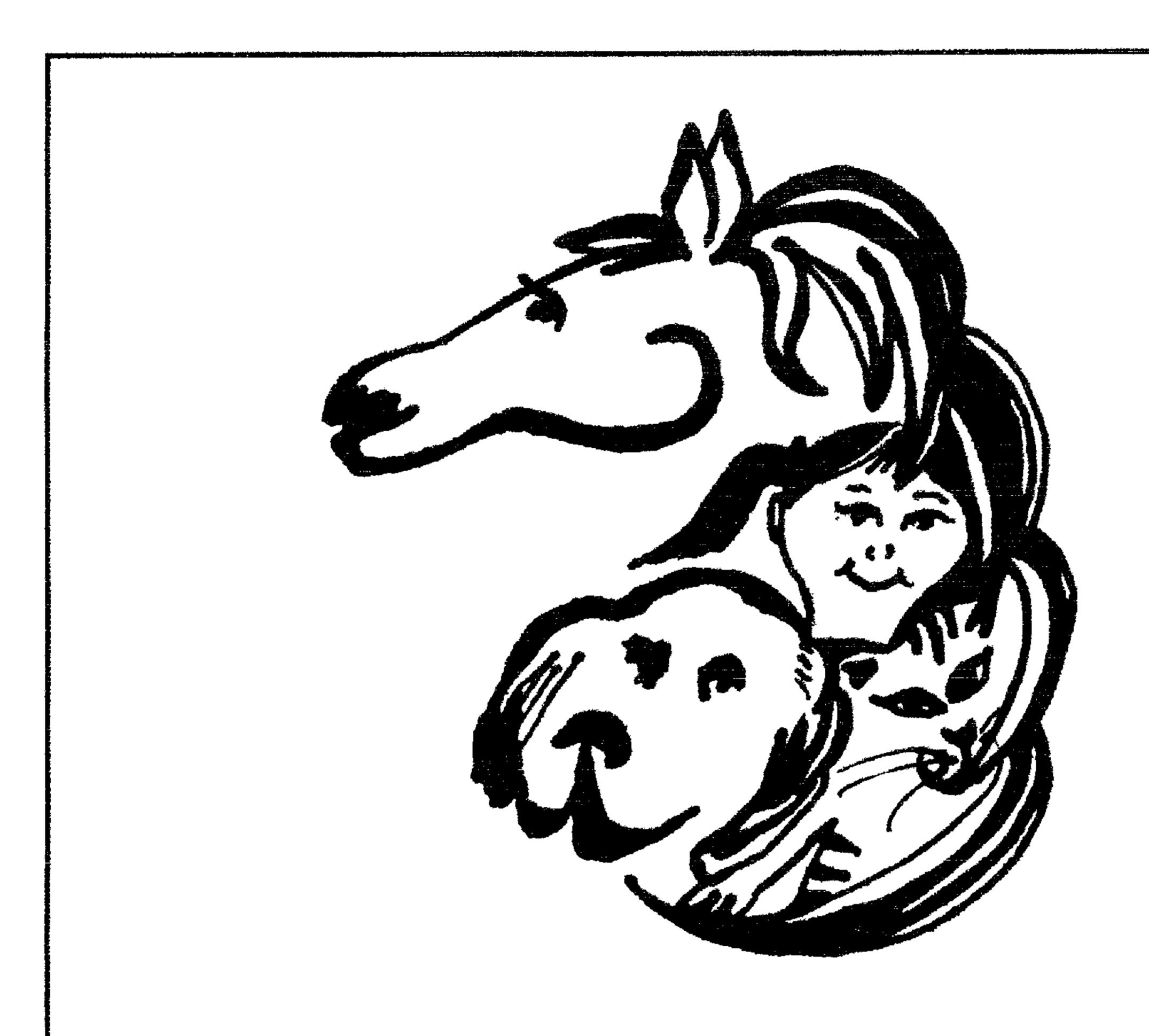


PO Box 1555 • Peña Blanca • New Mexico • 87041

Pathways of Healing



Pathways of Healing New Mexico

MEETING MINUTES

YEAR

2013

MEETINGS YEAR LOG

YEAR

2013

DATE	COMMENTS
JAN 31, 2013	
MAR 7, 2013	
APR 4, 2013	
MAY 9, 2013	
JUL 18, 2013	
SEP 19, 2013	
OCT 17, 2013	

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MEETING MINUTES

Meeting Date

JANUARY 31, 2013



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MEETING AGENDA

Date:

January 31, 2013

Thursday

Time:

4:00 pm

Location:

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

- 1. Call to Order and Member Attendance
- 2. Prior Meeting Minutes Review and Approval
- 3. Treasurer's Reports
 - A) Treasurer's Summary Report

January 1, 2012 to December 31, 2012

B) Treasurer's Detail Report

January 1, 2012 to December 31, 2012

- 4. End of Year 2012 Federal and State Reports
 - A) Federal IRS 990-N form
 - B) New Mexico Public Regulation Commission (PRC) report
 - C) New Mexico Attorney General report
 - D) New Mexico Taxation and Revenue Department report
- 5. Bylaws Amendment
- 6. Animal Welfare Fund (AWF) Application
- 7. Web Site Status
- 8. Short and Long Term Planning
- 9. Fundraising
- 10. Member Contact List
- 11. New Business
- 12. Next Meeting Date
- 13. Adjourn



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MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date:

2013 (Thursday) -- Susan Kinzie home

Members Present:

Susan Kinzie Cookie Norris * Raymond Sandor David Craig

President Vice President Treasurer Secretary

attended via phone, on-line from Animal Welfare Fund

discussion until end of meeting

Members Absent:

Chrissie Ramstein

Mary Stover

Audience:

none

Call to Order:

4:15 pm

Adjournment:

5:45 pm

AGENDA ITEMS

Call to Order and Member Attendance

Susan Kinzie, Raymond Sandor and David Craig began meeting. Cookie Norris attended via phone about 30 minutes after meeting start.

Prior Meeting Minutes Review and Approval 2.

Minutes dated December 27, 2012 approved 3-0.



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3. Treasurer's Reports

Two treasurer reports approved 3-0;

A)	Treasurer's Summary Report	January 1, 2012 to December 31, 2012
B)	Treasurer's Detail Report	January 1, 2012 to December 31, 2012

Two reports exist. The summary report's purpose is to summarize board finances from the prior meeting to the end of the most recent month. The detail report's purpose is to provide detailed board finances for the prior fiscal year showing a listing of all finance transactions with details for each transaction. Both reports are for the last fiscal year since the board's prior meeting finances were not for the end of the month and it was thought best to present both reports for the last fiscal year to be consistent and match the finance figures listed in federal and state filings for fiscal year 2012.

Both reports listed following finance figures for January 1 - December 31, 2012:

Starting bank balance	\$1,223.28
Deposits	\$96.56
Expenses	\$215.25
Ending bank balance	\$1,104.59

Deposits mostly came from sale of 8 Krispy Kreme donut coupon cards at \$12/card. These cards cost Pathways \$5/card which were sold for \$12 each for a profit of \$7/card.

4. End of Year 2012 Federal and State Reports

Several Federal and New Mexico state forms were discussed since these forms were all filed during fiscal year 2012.

The New Mexico PRC form required a \$10 fee which the board approved 3-0.

- A) Federal IRS 990-N form
- B) New Mexico Public Regulation Commission (PRC) report
- C) New Mexico Attorney General report
- D) New Mexico Taxation and Revenue Department report

Secretary mentioned he had mailed the New Mexico Taxation and Revenue department asking if Pathways was delinquent with any forms or fees and also what forms and fees Pathways needs to file with them. It is hoped Pathways will not need to file any forms or pay any fees to this department.



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5. Bylaws Amendment

Bylaws discussed at the prior board meeting including Article XI (Records) were reviewed by the board and approved 3-0.

Article XI was added after the prior meeting by the board Secretary since the secretary after reviewing various Federal IRS materials relating to tax exempt non-profit organizations recommended the bylaws contain a statement about board records being public. Board reviewed the revised bylaws and agreed that Article XI (Records) should be included.

TO DO:

David Craig (Secretary) will email all board members a copy of the approved bylaws so everyone has a copy.

6. Animal Welfare Fund (AWF) Application

Note:

Cookie Norris attended the meeting via phone during the discussion of this agenda item.

Application's purpose is to list Pathways as a charity that Federal employees may use for payroll deduction donations. Pathways submitted this application to the Animal Welfare Fund (AWF) which then will submit to the Combined Federal Campaign (CFC) donation list.

President submitted this application to the AWF before this board meeting but the AWF was waiting for the Pathways web site to work before approving this application. Secretary fixed the web site issues last week and informed board that web site works. President will contact AWF with this information so AWF can submit the Pathways' application to the Federal government.

Note:

The full text of this application was emailed to all Pathways board members as part of the January 31, 2013 agenda materials.



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Pathways' web site (www.PathwaysOfHealingNM.org) now works.

Site has not worked in several years even though Pathways literature has listed this site address. Problem was the site domain and site hosting needed to be to be renewed (Secretary renewed web site domain for one year and hosting fee for a year too).

Web site is not currently found by web search engines such as Google, but this searching should work after a while once these search engines register the site.

Web site content needs to be revised since parts of it are out of date and certain information may need to be revised to better serve Pathway's current goals. Design o the web site also needs to be reviewed so people can easily access its key parts. Before the web site content is revised the Pathways mission statement and brochure need to be revised too as follows;

TO DO: Susan Kinzie (President), Cookie Norris (Vice President), David Craig (Secretary)

<u>MISSION STATEMENT</u>: Make more specific since current mission statement seems rather long;

Pathways to Healing is a non profit, 501 c3 organization created to provide a sanctuary and healing center for animals and people. Created in 2008, and registered in the state of New Mexico. We are dedicated to educating, safe guarding and nurturing all living beings. Providing both physical and emotional support for all who cross our path. To achieve these lofty goals, we need help in time, money and goods. Our dedicated volunteers work with other agencies to find recipients for care. We also intend to expand our focus to working with children who have suffered emotional and physical abuse. Thus, the cycle of healing will go on and on. Together we can direct our energies to making this place a reality.

Comments made about Pathways' goals from the last board meeting will be compiled by the Secretary for review.

<u>BROCHURE</u>: Revise so agrees with the mission statement and contains up-to-date information.

<u>WEB SITE</u>: Review and improve to contain accurate and shorter content (current web site contains 13 pages which may be excessive).

Please try this web site and if you have any comments please email them to the President.



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www.PathwaysOfHealingNM.org

Pathways' official email address (PathwaysOfHealingNM@Live.com) now also works. This email account needed to be renewed since it has not been used in several years.

Important: Email address PathwaysOfHealingNM@Live.com needs to be accessed at

least once every 270 days for it to remain active. Secretary recommends

using it at least once every 6 months.

TO DO: David Craig (Secretary): <u>LIVE.COM EMAIL ACCOUNT</u> - Access every 6 months.

This email address is also linked to Pathways' PayPal account which is used for on-line donations. Since all PayPal communications uses the Live.com email address, Secretary created an email rule which forwards all emails received by the Live.com address to the President's email address (SueKinzie2@aol.com) so the President does not need to manually access the Live.com address and will automatically known when a person uses PayPal to donate to Pathways.

TO DO:

David Craig (Secretary): <u>PAYPAL</u> - Verify really works and donations made to it also work and President automatically informed via email of all donations. Also need the PayPal password so PayPal site can be directly accessed and managed.

8. Short and Long Term Planning

SHORT TERM

- Revise Pathways literature to list specific goals. Revise Mission Statement first, then Brochure, then Web Site.
- Make certain PayPal works and accepts donations from the web site.
- Strengthen relationship with Desert Paws Animal Rescue (www.DesertPawsNM.org). Raymond Sandor of Desert Paws is a Pathways board member. Pathways already tries to provide food for Desert Paws
- Provide funding for animal spaying and neutering.

LONG TERM

- Increase public exposure of Pathways.
- Obtain a cargo-type vehicle for animal transports either by donation or rental. Animal crates are already available (Pathways has 2, Desert Paws around 25). A semi-regular transport schedule is needed.
- Establish an animal food bank (could possibly store in Marlena Rosnel's garage).



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- Establish a partnership with national animal agencies.
- Obtain a storage facility for animal food and other animal-related items.
- Build animal sanctuary for animal habitation and therapy.

TO DO:

Cookie Norris (Vice President): <u>TRANSPORT VAN</u> - Check into car companies (retail or rental) either donating a cargo van or selling a used van cheaply.

9. Fund Raising

Sue Kinzie said she spoke with Cathy, head of the greyhound rescue group, about fund raising details for the El Dorado April-May fundraising event. No specific date provided, planning incomplete. Greyhound group would like Pathways to pay for half of the funding raising expenses.

Sue Kinzie suggested not paying half of expenses, but instead having a booth with a table Pathways banner (Vista Print could supply), chairs, brochures, signup book, donation jar, donuts, donut coupon cards, dog. Key is exposure, make a little money, and provide animal education (e.g. spay/neuter).

Other Pathways people thought having a booth is best solution since there is little time left for Pathways to be involved in a complicated fund raising event. Others think exposure at this event should be the goal. Having a raffle of a few items people really want (e.g. iPod, iPhone, TV, restaurant coupons) could raise some money, but need to make certain the greyhound group is OK with this. Exposure for Pathways could also be done by putting brochures in different places such as gas stations on Indian reservations, vet offices, food drives. Sign up book and donations could provide lots of names for Pathways mailing list.

TO DO:

Sue Kinzie (President): <u>FUND RAISING</u> - Contact greyhound rescue, ask for more details about April/May fund raising event, mention possibility of Pathways only having a booth here and not participating in event planning or expenses.

TO DO:

Everyone: <u>BOOTH</u> - If a booth is needed, then the items listed above need to be obtained.

10. Member Contact List

New contact list created with names, addresses, emails and contact phone numbers.

Note:

List emailed to all Pathways board members as part of the January 31, 2013 agenda materials.



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11.	New Busine	ess
None		
12.	Next Meeti	ng Date
March	7, 2013 (Th	ursday) at Sue Kinzie's place. 4 pm
Note:	This is	s the 1st Thursday of every month if possible.
13.	Adjourn	
Adjou	rned at 5:45	pm, approved by board 4-0.
NON-	AGENDA IT	EMS
None		
MINU	JTES PREPA	RATION INFORMATION
Minute		David Craig (Board Secretary) February 5, 2013

Panil T. Craig

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date:

January 31, 2013 (Thursday) -- Susan Kinzie home

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Susan Kinzie Cookie Norris * Raymond Sandor

Vice President Treasurer

President

David Craig

Secretary

*

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Members Absent:

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4	1.	N	lew	Bu	Si	n	ess

None

12. Next Meeting Date

March 7, 2013 (Thursday) at Sue Kinzie's place.

Note:

This is the 1st Thursday of every month if possible.

13. Adjourn

Adjourned at 5:45 pm, approved by board 4-0.

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by:

David Craig (Board Secretary)

Date:

February 5, 2013

Revisions:

February 27, 2013 per corrections by Sue Kinzie

MEETING NOTES

Person

DAVID CRAIG SECRETART

Meeting Date

JANUART 31, 2013



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Meeting Notes

Person: PAND CRAIG (SECRETARY) Date: 31 JAN 2	?0/3
4:15 GTMST SK, RS, DC, CN (VIA PHONE) 4:40 (AWF.	+)
MINUTES 3-0	••••
TREMURER'S REPORTS 3-0 SUMMANY + DETAIL FOR FY 2	012
FEDERAL ASTATE REPORTS	
PRC \$10 FILLER FEE 3-0	
MANE TAXIREY - DC SENT LETTER ASKING IF FORM NECOES	
GTATE AG FILING - NEED STATUS	
BALAWS	
APPROVED 3-0 W/ ARTICLE XI RECORDS	
ANIMAL WELFARE FUND APPLICATION	
AWF GURAITY TO US GOVT DONATION LIST (PAYROLL DEDUCT	
AWF NEEDS POH WEB SITE ACCEPTIBLE - IMPORTANT TO WOR	K.
WEB SITE STATUS	
AWF NEEDS WORKING BEFORE AUF WILL SUBMIT APPLICATION TO U	
MIGSION GIMEMBAL - REVISE SO GREEIFIC (SEE LAST MEETING A	roves) DC
GUE WILL REVIEW WER SIZE CONTENT BY NEXT MEETING	SK
LOOKIE WILL REVIEW MISSION STATEMENT	CN
PAYPAL ACCETS - WORKS? PAISWORD?	DC
	1 0



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Meeting Notes

Person: DAVID (RAIG	Date: 3/ Jan 2013
MISSION S	THEEMENT -> BROCHURG -> WEBSITE
PLANNING NAMERGLAN, IMM.	NECISSITIES, EDUCATION (FOOD BANK) MARION GRACE
PRIVIONE 3	PSITE PAPAL DESCRIPANT RELATIONATES
DESERT PAVES - NEGO	RANSPORTING, GRORAGE FACILITY FOR FOUR ETC., NATIONAL AGENCIES SAMETHING, PARTIET PET THERAPHY
	OPE RELATIONSHIP WITH POH
TRANSPORT - CN-	REMARY DONATE, TAXWRITE OFF CI
PAT VE	HICLE DOMATION?
CN will	- LOOK 1400
,	104 CRATES - SKHAS 3, DPHAS 25
SEMI- REGULAI	Z TRANSPORT SCHEDULE
. FhMBAISIM	
	CATHY - NO SPECIFIC DATE YET FOR
APRIL/MAY IN EL.	DORADO, STILL PLANNING
	1/2 OF EVEN, JUNG HAVE BOOTH, CHAIRS SI
w/ BROCHURES, K	onus, A. DOG , BANNERS (NOTA PRINT),
TABLE, SLENUP	BOOK, MONEY JAR, EXPOSURE, MANE.
A LITTLE MONEY, E	DUCATION (ED EVAY/NEWTER)
EXPANDE - IN- PUT I	AT PLACE LIKE GAS STATION ON. CATIONS, VETS, FOUD DRIVES, RAFFLE (OK?) OF FORE MAILING LIST, I PAO (RS) TV/FLAT / PAGE 2 OF 3 (FORE SAUE)



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Meeting N	otes				
Person:	DAVID CRAIG		Date: _	31 JAN 20	0/3
	4157				• •
	N				
/5-	THURSDAY MA	rat - Ma	ner 7. 48	M	
To D	- MISSION ST - LIEPS STTE	MEMEM7			• •
	VEHICUE DO	FUNDRAISER	7AULU E	arer Honn	e N
5:45	S ADJONEN				
					• •

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MEETING MINUTES

Meeting Date

MARCH 7, 2013

MEETING AGENDA

Date:

March 7, 2013

Thursday

Time:

4:00 pm MST

Location:

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

- 1. Call to Order and Member Attendance
- 2. Prior Meeting Minutes Review and Approval

Attached

- A) Meeting Minutes for January 31, 2013
- 3. Treasurer's Report

Attached

4. Approve Donation Receipt Letter

Attached

- 5. New Mexico End of Year 2012 Report Submission Status
 - A) Attorney General

Charitable Organization Submission

B) Taxation and Revenue Department

Submission Compliance

- 6. PayPal Account Status
- 7. Mission Statement

Attached

- Brochure Revision
- 9. Website Revision
- 10. Report on Fundraiser
- 11. Report on Van Acquisition
- 12. Next Meeting Date
- 13. New Business
- 14. Adjourn



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MEETING AGENDA

SUE KINZIE

Date:

March 7, 2013

Thursday

Time:

4:00 pm MST

Location:

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

1. Call to Order and Member Attendance Attached 2. Prior Meeting Minutes Review and Approval Meeting Minutes for January 31, 2013 A) Attached 3. Treasurer's Report Attached 4. Approve Donation Receipt Letter New Mexico End of Year 2012 Report Submission Status 5. Charitable Organization Submission A) Attorney General Submission Compliance Taxation and Revenue Department B) 6. PayPal Account Status Brochure Revision - David to Cast Attached 7. 8. may store to work w David to provide contant cloing new putule goals 9. Website Revision

10.

11.

12.

13.

Report on Fundraiser

Next Meeting Date

New Business

Report on Van Acquisition

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date:

March 7, 2013 (Thursday) -- Susan Kinzie home

Members Present:

Susan Kinzie

Raymond Sandor

David Craig

President Treasurer

Secretary

Members Absent:

Cookie Norris

Chrissie Ramstein

Mary Stover

Audience:

none

Call to Order:

4:12 pm MST

Adjournment:

5:40 pm

AGENDA ITEMS

1. CALL TO ORDER AND MEMBER ATTENDANCE

Susan Kinzie, Raymond Sandor and David Craig began meeting.

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

Minutes dated January 31, 2013 approved 3-0.

3. TREASURER'S REPORT

Treasurer's summary report for January 1, 2013 to February 28, 2013 approved 3-0.

Starting bank balance	\$1,104.59
Deposits	\$0.07
Expenses	\$0.00
Ending bank balance	\$1,104.66

Deposits provided by bank interest.

APPROVE DONATION RECEIPT LETTER

Donation receipt letter with several modifications approved 3-0.

NEW MEXICO END OF YEAR 2012 REPORT SUBMISSION STATUS 5.

Attorney General Charitable Organization Submission

Status shows "amended" on AG web site. Does not seem this status will change since prior year submissions have same status.

Taxation and Revenue Department Submission Compliance

No reply to a letter that was sent.

TO DO - DAVID

Contact department about status of this letter

Sue said she mailed the New Mexico PRC (Public Regulation Commission) filing check.

PAYPAL ACCOUNT STATUS 6.

"Donate" button on the Pathways web site (www.PathwaysOfHealingNM.org) works. Payments appear in the PayPal web site. Payments are not automatically transferred from PayPal to Pathways' bank account, this needs to be done manually. PayPal charges a processing fee for each payment. PayPal balance is around \$10. Sue will keep money in the PayPal account and transfer it to the bank account when needed.

MISSION STATEMENT 7.

Revised based on member email comments and also on meeting comments by Sue, Raymond, David. Sue wants to use this as a venue for the Pathways brochure. David recommended keeping the statement simple and list specific tasks.

Changes approved 3-0.

New statement:

Pathways of Healing is a non-profit organization whose mission is to provide basic life assistance and promote safe habitats for domestic animals for both children and adults. We strive to facilitate human-animal healing and animal welfare education. This assistance includes transportation, food, medical services, shelter, training, and spay/neuter programs to support New Mexico communities.

TO DO - DAVID

eMail revised mission statement to all members



PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

8. BROCHURE REVISION

Base this on revised mission statement. May be able to hand out brochure at greyhound rescue group El Dorado auction in April-May.

David recommends keeping brochure simple, new pictures, short.

Sue wants to know cost comparisons for 8.5"x11" folded versus card 1/2 page card stock, color versus black-white, mailing cost.

Sue recommends brochure includes testimonials, goals, use the brochure for fund raising as incentive for people donating money.

Raymond thinks brochures are a waste of money, should try to use electronic media such as email and Facebook.

David suggests emailing brochure to people as a nicely formatted PDF document. Include statistics in the brochure so people will see that Pathways has done something (e.g. money amount distributed to animal rescue groups, number of animal transports).

TO DO - DAVID

Research brochure paper/printing/mailing cost comparison

9. WEBSITE REVISION

David recommends keeping simple, base content on brochure, less pages, keep text short, include Donate button on each page or at least on the first page so easy to find, use readable text, minimal colors.

Raymond recommends listing current Pathways work and future work/goals and web site allow users to download brochure.

Sue said US government likes to see web sites for organizations for fund raising purposes.

<u>TO DO</u> - SUE Review web site after brochure is revised

TO DO - DAVID

Review web site, provide concrete suggestions

10. REPORT ON FUNDRAISER

Greyhound rescue group El Dorado auction that is tentatively scheduled in April-May does not so far have a definite schedule. Pathways can provide donations for a silent auction. Sue has several paintings she can submit, wants local artists to submit too.

2013 [REVISION 0]



11. REPORT ON VAN ACQUISITION

Postponed since Cookie was to research this but did not attend meeting.

TO DO - COOKIE

Review van acquisition as discussed in prior meeting

·	2.	NEXT	MEETING	DATE

April 4, 2013 (Thursday) 4 PM MST at Sue Kinzie's place.

Note:

This is the 1st Thursday of every month if possible.

13. New Business

Sue

Best Friends:

Having a conference in October devoted to no more

homeless pets

Raymond

Mountainair NM:

Many cats in need of homes

ADJOURN

Adjourned at 5:40 pm, approved by board 3-0.

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by:

David Craig (Board Secretary)

Date:

March 18, 2013

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date:

March 7, 2013 (Thursday) -- Susan Kinzie home

Members Present:

Susan Kinzie

Raymond Sandor

David Craig

President Treasurer Secretary

Members Absent:

Cookie Norris

Chrissie Ramstein

Mary Stover

Audience:

none

Call to Order:

4:12 pm MST

Adjournment:

5:40 pm

AGENDA ITEMS

CALL TO ORDER AND MEMBER ATTENDANCE 1.

Susan Kinzie, Raymond Sandor and David Craig began meeting.

PRIOR MEETING MINUTES REVIEW AND APPROVAL 2.

Minutes dated January 31, 2013 approved 3-0.

TREASURER'S REPORT 3.

Treasurer's summary report for January 1, 2013 to February 28, 2013 approved 3-0.

\$1,104.59
\$0.07
\$0.00
\$1,104.66

Deposits provided by bank interest.

4. APPROVE DONATION RECEIPT LETTER

Donation receipt letter with several modifications approved 3-0.

5. NEW MEXICO END OF YEAR 2012 REPORT SUBMISSION STATUS

Attorney General Charitable Organization Submission

Status shows "amended" on AG web site. Does not seem this status will change since prior year submissions have same status.

Taxation and Revenue Department Submission Compliance

No reply to a letter that was sent.

TO DO - DAVID

Contact department about status of this letter

Sue said she mailed the New Mexico PRC (Public Regulation Commission) filing and check.

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"Donate" button on the Pathways web site (www.PathwaysOfHealingNM.org) works. Payments appear in the PayPal web site. Payments are not automatically transferred from PayPal to Pathways' bank account, this needs to be done manually. PayPal charges a processing fee for each payment. PayPal balance is around \$10. Sue will keep money in the PayPal account and transfer it to the bank account when needed.

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Revised based on member email comments and also on meeting comments by Sue, Raymond, David. Sue wants to use this as part of the Pathways brochure. David recommended keeping the statement simple and list specific tasks.

Changes approved 3-0.

New statement:

Pathways of Healing is a non-profit organization whose mission is to provide basic life assistance and promote safe habitats for domestic animals. This assistance includes transportation, food, medical services, shelter, training, and spay/neuter programs to support New Mexico communities. We strive to facilitate human-animal healing and animal welfare education.

<u>TO DO</u> - DAVID eMail revised mission statement to all members

8. BROCHURE REVISION

Base this on revised mission statement. May be able to hand out brochure at greyhound rescue group El Dorado auction in April-May.

David recommends keeping brochure simple, new pictures, short.

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TO DO - DAVID

Research brochure paper/printing/mailing cost comparison

9. WEBSITE REVISION

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Sue said US government likes to see web sites for organizations for fund raising purposes.

<u>TO DO</u> - SUE

Review web site after brochure is revised

TO DO - DAVID

Review web site, provide concrete suggestions

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11. REPORT ON VAN ACQUISITION

Postponed since Cookie was to research this but did not attend meeting.

TO DO - COOKIE

Review van acquisition as discussed in prior meeting

12	. N	EXT	ME	ETIN	IG	DA	TE
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April 4, 2013 (Thursday) 4 PM MST at Sue Kinzie's place.

Note:

This is the 1st Thursday of every month if possible.

13. New Business

Sue

Best Friends:

Having a conference in October devoted to no more

homeless pets

Raymond

Mountainair NM:

Many cats in need of homes

13. ADJOURN

Adjourned at 5:40 pm, approved by board 3-0.

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by:

David Craig (Board Secretary)

Date:

March 18, 2013

Revised:

April 1, 2013 per Sue Kinzie corrections

April 4, 2013 per Sue Kinzie corrections

MEETING NOTES

Person

SUE KINZIE PRESIDENT

Meeting Date

MARCH 7, 2013



SUEKINZIE MARCH 7,2013

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MEETING NOTES

Person

DAVID CRAIG SECRETARY

Meeting Date

MARCH 7, 2013



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Meeting Notes 4;12 - 5:40	
Person: Davo CRAIG (SERETAM) Date: 1	1AR. 7, 2013
4:12 GIART SUEKINGE, RAMMOND GANDOR, D	AND MALG
4:13 PRIOR MIA MINNES -APPRINED 3-0	
4:14 TREMUREAL'S REPORT-APPROVED 3-0	
REMOVE "FINANCIAL" UNDER DONATION TY	NE (SEE EDITED)
REMOVE "WINDERFUL" ABOVE DONATION	
THE ON NEW SAFET	[] PTZ
APPROVED WT CHANGES 3-0	
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Meeting Notes	SUE KINZIE, COOKIE	NORRY, RAYMOND SAN VIA PHONE	DOR, DAVID CRAIS
Person: DAVID CR.	AlG	Date: <u>/</u>	MAR. 7, 2013
	M BROGALAGE, WET		
DAVW -	ARD ON COMMENTS		
APPRIVED	3-0		IJOTA TYPE/EMAIL
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Meeting Notes

Person:	DAVID CRAIG	Date: <u>MAR, 7, 2013</u>
6:12	WERSITE VENSION	
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	RAMMOND - SHOW CURRENT TOMA	
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Meeting	INores	
Person: _	DAVID CRALG	Date: MAR, 7, 2013
5:19 	MMOND- MOUMANAIR CARS, MA	MENVES PEES.
5:40.		3-0



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MEETING MINUTES

Meeting Date

APRIL 4, 2013

MEETING AGENDA

Date:

April 4, 2013

Thursday

Time:

4:00 pm MST

Location:

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

1. Call to Order and Member Attendance

2. Prior Meeting Minutes Review and Approval

ATTACHED

A) March 7, 2013

3. Treasurer's Report

ATTACHED

4. End of the Year Reports

A) Report to NM Taxation and Revenue

5. Bylaws Amendment

ATTACHED

6. Brochure/Website Content

ATTACHED

- 7. Status of Transport Vehicle
- 8. Short and Long Term Planning
- 9. Fundraising
- 10. New Business
- 11. Next Meeting Date
- 12 Adjourn



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Date:

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Time:

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1. Call to Order and Member Attendance

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3. Treasurer's Report **ATTACHED**

4. End of the Year Reports

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Bylaws Amendment 5.

ATTACHED

6. Brochure/Website Content ATTACHED

Status of Transport Vehicle postpore to fully 7.

Short and Long Term Planning 8.

9. Fundraising

10. **New Business**

11. Next Meeting Date

12 Adjourn

PHONE

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date:

April 4, 2013 (Thursday) -- Susan Kinzie home

Members Present:

Susan Kinzie

President

Cookie Norris

Vice-President

Treasurer

David Craig

Secretary

Members Absent:

Chrissie Ramstein

Raymond Sandor

Audience:

none

Call to Order:

4:20 pm MST

Adjournment:

5:15 pm

AGENDA ITEMS

CALL TO ORDER AND MEMBER ATTENDANCE 1.

Susan Kinzie, Cookie Norris, Raymond Sandor and David Craig began meeting.

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

Minutes dated March 7, 2013 approved 4-0.

3. TREASURER'S REPORT

Treasurer's report for March 1-31, 2013 approved 4-0.

BANK	
Starting bank balance	\$1,104.66
+ Deposits	+\$0.01
- Expenses	-\$54.00
Ending bank balance	\$1,050.67
PAYPAL	
Starting PayPal balance	\$0.00
+ Payments	+\$11.00
- PayPal Fees	-\$0.92
Ending PayPal balance	\$10.08
TOTAL	\$1,060.75

4. END OF YEAR REPORTS

New Mexico Taxation and Revenue Department

David Craig contacted this department who said Pathways does not need to file any reports with them and Pathways is not delinquent with any report filings either.

5. BYLAWS AMENDMENT

Mission statement changed to statement approved at March 7, 2013 meeting.

Clarified organization membership consists of both a Board of Directors and Officers since New Mexico Public Regulation Commission (PRC) requires a list of Directors and Officers. Pathways allows Officers to also be members of the Board of Directors.

Removed Chrissie Ramstein as a board member since does not want to vote in meetings.

Removed Mary Stover since she informed Sue Kinzie that she is resigning from board. Wants to be kept on Pathways email list.

Meeting Minutes April 4, 2013 Page 2 of 4



www.PathwaysOfHealingNM.org

6. BROCHURE / WEBSITE CONTENT

Brochure logo should not contain "Pawsitive Healing" caption.

Web site needs to be updated before July since federal donations may look at the web site. David Craig will update the web site content, but will need the content from other members, mainly Sue Kinzie first.

TO DO - DAVID

Update web site based on other member's comments

Web site contacts should list only President's name, organization email address, and PO box address.

Cookie Norris provided several brochure suggestions which are listed on the brochure.

Brochure should list organizations which Pathways has a connection, such as Animal Protection of New Mexico.

Raymond Sandor recommends using Facebook for Pathways communication, fundraising, and news. Said Facebook grabs people's interest. Requires almost daily updating and content. Sue Kinzie said Chrissie Ramstein said she would handle Facebook.

<u>TO DO</u> - CHRISSIE Handle Facebook for Pathways

Need to also list what Pathways has done. Include food donations for dogs/cats/horses, animal transport, education for both spontaneous situations and long term goals. Sue Kinzie provided after the meeting a list of activities which are included in the attachments as part of the next meeting's documents for member review.

7. STATUS OF TRANSPORT VEHICLE

Cookie Norris has no information on this at this time. Postponed.

TO DO - COOKIE

Investigate transport vehicle purchase or donation or rental and cost

8. SHORT AND LONG TERM PLANNING

No discussion.



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www.PathwaysOfHealingNM.org

9. FUNDRAISING

El Dorado fundraising efforts by Pathways on hold since El Dorado event may not happen and time frame is very short even if event occurs.

10. NEW BUSINESS

None.

11. NEXT MEETING DATE

May 2, 2013 (Thursday) 4 PM MST at Sue Kinzie's place.

Note:

This is the 1st Thursday of every month if possible.

Note:

Cookie Norris will be out of town staring on May 16.

12. ADJOURN

Adjourned at 5:15 pm, approved by board 4-0.

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by:

David Craig (Board Secretary)

Date:

May 5, 2013

Revised:

PHONE

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date:

April 4, 2013 (Thursday) -- Susan Kinzie home

Members Present:

Susan Kinzie

President

Cookie Norris

Vice-President

Raymond Sandor

Treasurer

David Craig

Secretary

Members Absent:

Chrissie Ramstein

Audience:

none

Call to Order:

4:20 pm MST

Adjournment:

5:15 pm

AGENDA ITEMS

CALL TO ORDER AND MEMBER ATTENDANCE 1.

Susan Kinzie, Cookie Norris, Raymond Sandor and David Craig began meeting.

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

Minutes dated March 7, 2013 approved 4-0.

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Web site needs to be updated before July since federal donations may look at the web site. David Craig will update the web site content, but will need the content from other members, mainly Sue Kinzie first.

> TO DO - DAVID Update web site based on other member's comments

Web site contacts should list only President's name, organization email address, and PO box address.

Cookie Norris brochure change suggestions:

Mission statement: Use bullet points, list any licensed professionals associated with Pathways

Cookie Norris web site change suggestions:

Simplify web site menus by deleting several and using new menu items (abe mean menu deleted):

Home Goal

Vision

Reasons to Rescue

Pet Therapy

How You Can Help

NewsLetter

Upcoming Events

Gifting

Volunteers

Members

Businesses that Help

Store Krispy Kreme Cards

Friendly Links

For menu Pet Therapy include groups such as Delta, SCCV, TD Inc.

Brochure should list organizations which Pathways has a connection, such as Animal Protection of New Mexico.



www.PathwaysOfHealingNM.org

Raymond Sandor recommends using Facebook for Pathways communication, fundraising, and news. Said Facebook grabs people's interest. Requires almost daily updating and content. Sue Kinzie said Chrissie Ramstein said she would handle Facebook.

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STATUS OF TRANSPORT VEHICLE 7.

Cookie Norris has no information on this at this time. Postponed.

TO DO - COOKIE

Investigate transport vehicle purchase or donation or rental and cost

SHORT AND LONG TERM PLANNING 8.

No discussion.

9. **FUNDRAISING**

El Dorado fundraising efforts by Pathways on hold since El Dorado event may not happen and time frame is very short even if event occurs.

10. **NEW BUSINESS**

None.

11. **NEXT MEETING DATE**

May 2, 2013 (Thursday) 4 PM MST at Sue Kinzie's place.

Note:

This is the 1st Thursday of every month if possible.

Note:

Cookie Norris will be out of town starting on May 16.

ADJOURN 12.

Adjourned at 5:15 pm, approved by board 4-0.



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NO	N-/	CEN	ADA	ITE	MC
144	14-7				A

None

MINUTES PREPARATION INFORMATION

Minutes by:

David Craig (Board Secretary)

Date:

May 5, 2013

Revised:

May 8, 2013 -- Item #6 Added additional brochure/web site change details

MEETING NOTES

Person

DAVID CRAIG SECRETARY

Meeting Date

APRIL 4, 2013



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Meeting Notes

Person: NAVID CFAIG (SECRETART) Date: APRIL 4, 2013
4:20 GIMET SHE KINDER, DAVID (RAIG, RATMOND SANDOM) MINUTES - J. M.S. "WE STRING." MORE TO END 4-0 TREASURED'S REPORT NO FIUNDS NEEDED BY VALL AMENDING 4-0
MART STAVER RESIGNED, KEEP ON EMAIN UST. WEB SITE / BROCHURE. LOGO-NO "AAWSITIVE HEADING". UPDATE PSEPERLE JULY SINCE FEDERAL DONATIONS— IMPORTANT MAY NEED TO LOOK AT WEB SITE LONACTS - ONLY PRES NAME, EMAIL, PD BOX LOOKIE COMMENTS - SEE ERIMONT. AMAN PROVINCENT.
RAYMOND - FACEBOOK WORKS (FOR FAM INTEREST). GRAB PEOPLE'S INTEREST, REDURES PALLY UPDATING, NEED CONTENT. LHEIGHE- SAID WOULD HANDLE FACEBOOK. (NAM DINE - FOUR, TRANSPORT, EDUCATION AMMAN + FOOD TO MANNIA HOMES COMMUNICA, CIVIL RESPONSE DONE + LONG TOWN GOOD PAGE _ OF



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Meeting Notes	
Person: TAND CAALG	Date: April 4, 2013
TRANSPORT VAN - COORIE, NO INFO, POSTPO FUM RAILNA - ON HOVO, MAY NOT HAPPEN NEXT MCG - 222 MAM 4PM	
GOULE OUT OF TOUR MAN 16 FOR	32



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www.PathwaysOfHealingNM.org

MEETING MINUTES

Meeting Date

MAY 9, 2013



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www.PathwaysOfHealingNM.org

MEETING AGENDA

Date:

May 9, 2013

Thursday

Time:

4:00 pm MST

Location:

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

- 1. Call to Order and Member Attendance
- 2. Prior Meeting Minutes Review and Approval

ATTACHED

- A) April 4, 2013
- 3. Treasurer's Report

ATTACHED

- 4. Website Content
- 5. Short and Long Term Planning
- 6. Fundraising
- 7. New Business
- 8. Next Meeting Date
- 9. Adjourn



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www.PathwaysOfHealingNM.org

MEETING AGENDA

SUE KINZIE

Date:

May 9, 2013

Thursday

Time:

4:00 pm MST

Location: Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

1. Call to Order and Member Attendance

4:20

2. Prior Meeting Minutes Review and Approval

ATTACHED

A) April 4, 2013

3. Treasurer's Report

ATTACHED

- 4. Website Content
- 5. Short and Long Term Planning
- 6. Fundraising
- 7. New Business
- 8. Next Meeting Date
- 9. Adjourn

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: May 9, 2013 (Thursday) -- Susan Kinzie home

Members Present: Susan Kinzie President

Cookie Norris Vice-President PROXY

Raymond Sandor Treasurer David Craig Secretary

Sue Kinzie said Cookie Norris authorized Sue to vote for Cookie via

a proxy vote.

Members Absent: Chrissie Ramstein

Audience: none

Call to Order: 4:20 pm MST Adjournment: 5:05 pm

AGENDA ITEMS

1. CALL TO ORDER AND MEMBER ATTENDANCE

Susan Kinzie, Raymond Sandor and David Craig began meeting.

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

Minutes dated April 4, 2013 approved 4-0.

3. TREASURER'S REPORT

Treasurer's report presented for April 1-30, 2013 approved 4-0.

BANK	
Starting bank balance	\$ 1,050.67
+ Deposits	+ \$ 12.01
- Expenses	- \$ 0.00
Ending bank balance	\$ 1,062.68
PAYPAL	
Starting PayPal balance	\$ 10.08
+ Payments	+ \$ 0.00
- PayPal Fees	- \$ 0.00
Ending PayPal balance	\$ 10.08
TOTAL	\$ 1,072.76

4. WEBSITE CONTENT

Changes made at the April 4, 2013 meeting were reviewed. Additional changes were made to simplify and reduce the number of web site page titles:

Goal What We're Doing Reasons to Rescue Pet Therapy How You Can Help Links

Notes: **How You Can Help** incorporates **Gifting**.

Links should show a small number of related sites, e.g. 3-4. Include a link for Desert Paws.

TO DO - DAVID

Update web site titles ASAP (e.g. w/in week) so can verify updating is possible

www.PathwaysOfHealingNM.org

5. SHORT AND LONG TERM PLANNING

Transportation

Cookie Norris will review.

TO DO - COOKIE

Investigate transport vehicle purchase or donation or rental and cost

6. FUNDRAISING

Need to determine fundraising purpose and how the money will be used. Ideas for fund use:

Animal food pantry (cats/dogs)

Hay for horses

Medical bills (emergency, spay/neuter)

Need to think about fundraising activities for both short term (e.g. by year end) and long term.

Short Term: Transport van (buy? rent? borrow?)

Peña Blanca sunflower festival

Long Term: ?

<u>TO DO</u> - SUE

Look into Sunflower Festival details and schedule

For fundraising activities will need:

Booth

Banner

Brochure

Handout with list of current needs

Money jars (need 2: food, medical)

El Dorado greyhound rescue fund raising event will not be held this year. Pathways will therefore not participate.



7. **NEW BUSINESS**

None.

8. NEXT MEETING DATE

July 18, 2013 (Thursday) 4 PM MST at Sue Kinzie's place.

9. ADJOURN

Adjourned at 5:05 pm, approved by board 4-0.

NON-AGENDA ITEMS		

None

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)

Date: May 22, 2013

Revised: --



MEETING NOTES

Person

DAVID CRAIG SECRETARY

Meeting Date

MAY 9, 2013



PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

Meeting Notes	GUE, KAYMONS	1, 124VIV, COOKIE (PA	20X4)
Person: NAVID GRAGE (S	ECRETARY)	Date: 09MA	2013
4:20 START			
1) SK, RS, DC, CN (PRO 2) PRIOR MINUTES	4-0		
	4-0		
PENOVE "EPENING. HOW YOU CAN HOL	P"INCORPORATE	"GIFTING" (Eh	SELLING SELLING K.K.CARDS)
REMOVE "BUS, THAT "ELNKS" - SAOW 2ND HEM: "WHATWE	34 over (6	h DESERT PANS)	
DATIO CHANCES			
TRANSPORTATION			
() FUNDAMINE NO EL-RORA THINK OF FIR		MEMCAL BI V SHORT TENN (EA	
TRANCPOR- PENA BLAN	T VAN?	- FESTIVAL	
1500TH 1 JAPON C	DE LILAN W/ PULL	BANNER PAGE	_ OF <u>//</u> _



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Meeting Notes			
Person: _	DAVID CRALG	Date: <u>09 MAY 2012</u>	
8 . N	16W BUS, - NONE 16KT MIG - JULY 18 THURDAN 10KURAL UD 6061	4PM	
	Mougen 40 5405/		

MEETING MINUTES

Meeting Date

JULY 18, 2013

MEETING AGENDA

Date:

July 18, 2013

Thursday

Time:

4:00 pm MST

Location:

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

- 1. Call to Order and Member Attendance
- 2. Prior Meeting Minutes Review and Approval

ATTACHED

- A) May 9, 2013
- 3. Treasurer's Report

ATTACHED

- A) May 1 June 30, 2013
- 4. Report on Website Content
- 5. Transport reports

ATTACHED

- A) June 28, 2013
- B) July 3, 2013
- 6. Transport plans
- 7. Fundraising
- 8. Conference dates
- 9. New business
- 10. Adjourn

PHONE

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: July 18, 2013 (Thursday) -- Susan Kinzie home

Members Present: Susan Kinzie President

Cookie Norris Vice-President

Raymond Sandor Treasurer
David Craig Secretary

Members Absent: Chrissie Ramstein

Audience: none

Call to Order: 4:15 pm MST Adjournment: 5:07 pm

PRIORITY TASKS

Task Person

Business card cost Cookie Norris

Brochure outline, cost/quantity

David Craig

Meeting Minutes July 18, 2013 Page 1 of 5

www.PathwaysOfHealingNM.org

AGENDA ITEMS

1. CALL TO ORDER AND MEMBER ATTENDANCE

Susan Kinzie, Raymond Sandor and David Craig in attendance.

Cookie Norris attended via phone.

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

Minutes dated May 9, 2013 approved 4-0.

3. TREASURER'S REPORT

Treasurer's report presented for May 1, 2013 to June 30, 2013 approved 4-0.

BANK	
Starting bank balance	\$ 1,062.68
+ Deposits	+ \$ 0.01
- Expenses	- \$ 10.00
Ending bank balance	\$ 1,052.69
PAYPAL	
Starting PayPal balance	\$ 10.08
+ Payments	+ \$ 0.00
- PayPal Fees	- \$ 0.00
Ending PayPal balance	\$ 10.08
TOTAL	\$ 1,062.77

4. REPORT ON WEBSITE CONTENT

David Craig said website has been simplified, will improve as time permits.

5. TRANSPORT REPORTS

Reports for June 28, 2013 and July 3, 2013 presented.

www.PathwaysOfHealingNM.org

6. TRANSPORT PLANS

Government surplus van:

Cookie Norris said transport van may be available cheaply (≈\$1,000) from government surplus. Knows of a panel van with around \$100,000 miles. Sue Kinzie asked if this van could be donated? Sue Kinzie asked if a mechanic can review van? Cookie Norris will check into this.

TO DO - COOKIE

Check availability of surplus government van

Cookie Norris van:

Has large old van for possible temporary use. Needs registration.

David Craig questions:

What is minimum capacity for van we need? Parked besides Sue Kinzie's driveway? Paint with Pathways logo?

Van requirements:

Cooke Norris -- No side/back windows, must have A/C so animals will not become hot and

stressed, mechanically sound

Raymond Sandor -- Hold around 4 dogs in crates 3'x2'x2'

Van donation questions:

Cookie Norris -- Rental vehicle donation?

Raymond Sandor -- End of year donation from a dealer?

TO DO - SUE

Check availability of dealer/rental vans in Santa Fe/Albuquerque Check with Motor Vehicle Dept. about registering Cookie's old van

Transport needs:

Sue Kinzie said ANIMAL HUMANE SOCIETY is looking for transport volunteers.

TO DO - SUE

Check into details for Animal Humane Society transport volunteer needs

Meeting Minutes July 18, 2013 Page 3 of 5

www.PathwaysOfHealingNM.org

7. FUNDRAISING

Business cards:

Cookie Norris recommends Pathways people have business cards to give a more professional appearance, give to visitors/donors at events, only have President's name appear.

TO DO - COOKIE

Check into cost and quantity of business cards, only has Sue's name

Sam's Club membership:

Cookie Norris said she has a membership, Pathways can use.

Sunflower Market event:

Sue Kinzie said may not happen.

Event participation:

David Craig recommended participation with existing animal groups for donation events. Cookie Norris recommended youth group partnerships (e.g. Girl Scouts).

Flying Star restaurant donations:

Sue Kinzie recommends donation events with Flying Star restaurants.

TO DO - SUE & COOKIE

Contact Flying Star restaurants in SF/ABQ about donation events

Brochure:

David Craig recommended having a simple brochure to hand out at events, base on web site content, cost/quantity needed.

TO DO - DAVID

Create simple brochure, base on Pathways web site content, cost/quantity (1,000).

Krispy Kreme donut coupon cards:

Sue Kinzie sold 1 card recently. Cookie Norris has around 5-6 unsold cards.

8. CONFERENCE DATES

Several conferences will occur soon, some one from Pathways may want to attend, good place to meet people.

NM Humane Society No Kill Animal Conference August

(Sue/David attend?) (David attend?)

Best Friends

October -- Florida

9. **NEW BUSINESS**

None

10. ADJOURN

Adjourned at 5:07 pm, approved by board 4-0.

Next meeting -- September 5, 2013 (Thursday -- 4 pm)

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)

Date: September 2, 2013

Revised: --

MEETING NOTES

Person

DAVID CRAIG SECRETARY

Meeting Date

J447 18, 2013



PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

Meeting Notes	
Person: <u>DAVID (RAIR (SECRETARY)</u>	Date: July 18, 2013 THURSDAY 4:15-5:07-PM
GUE KINZIE (PRESIDENT), RAYMOND SANDUK	(PHONE) PAVID (RAIG, COOKIE NORRI
START 4:15 PM AT SUE'S HOUSE PROOF MINUTES APPROVED 4-0 TREMURER'S	S REPORT APPROVED 4-0
LIEB SITE DISCUSSION DAVID - SIMPLER NOW, IMPROVE LATER 2	
TRANSPORTS 2 DONE 4/ REPORTS, COULTE - LOW FO	K VEHICLE GOVT SURPLUS
SUE-DONATED DUE TO FOICZ, COOKIE-	(100K MILES), CHEMPE(EL.*[K), LOOK INTO VAN CLOSETZ,
SUE-WANN METHANIC REVIEW PRIOR TO DAVID-MIN REQUIREMENTS? MIN CA RAYMOND- = 4 DOGN, CRATES 3'X2'X2'	PALITY NOWINDOWS, AIC.
LOOKIE-RENTAL VEHICLE DONATION? HA	s NO GREEN VAN, USE?
JO DO LOOKIE - TRANSPORT VAN DON SUE - TRANSPORT PEOPLE NEE	EDED 134 AN, HUMANE SOCIETY



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Meeting Notes

Person: _	DAVID CRAIG		Date: July 18, 2013
FUNDR	AISING - LOOKIE	- BUSINEN CAR	PORE PROFESSIONAL,
		GIVE AT DONATION	WEVENTY, SUENAME ONLY,
		SIMPLE/READA	ABLE FORMAT
	SUE-	SUNFLOWER MKT ST	ATW - NONE 1 CRISPY
		CREME DONATE	CARD SOUD RECENTLY
	LOOKIE-	-HAJ 5-6 DONU	M CARDS
	DAVID - P.	ARRICHATE W/ OTHER	ANMAL GROUPS AROCHURE
	600415-4	ONTH PROGRAM PAK	CTNERSHIP (EG GIRL SCOUTS)
BROCHU	URE-DAVID-4F	PATE, BAIE ON WE	ED SME, SIMPLE COST?
RESTAUK	RANT DUNATIONS	SYE- FLYING ST	TAR (SF/ABQ), CONTE HELP
CONFE	GRENCES - SUE -	NM HUMANE SOL (NEXT MONTH), SUE WILL ATTEND,
	ſ	RO-ACTIVE ZOMMUN	174 ANIMAL COMIROL (DAVID?)
	N	0-KILL ANIMAL C	CONFERENCE (PETSALVE) SUE
	Bi	EST FRIENDS (OU	7, FL)
	GI	CONT PLACE TO M	EFT PEOPLE
		AROS, PROCHURE	
NEXT	476- SEP 5	?	
ADJOUG	PN-4-0-	5:07	2 2
			PAGE 2 OF 2

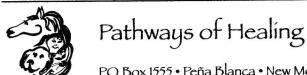
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www.PathwaysOfHealingNM.org

MEETING MINUTES

Meeting Date

SEPTEMBER 19,2013



www.PathwaysOfHealingNM.org

MEETING AGENDA

September 19, 2013 Thursday Date:

Time: 4:00 pm MST

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico) Location:

Call to Order and Member Attendance 1. **ATTACHED** 2. Prior Meeting Minutes Review and Approval July 18, 2013 **OLD BUSINESS Business Cards** 3. **ATTACHED** 4. **Brochure NEW BUSINESS ATTACHED** 5. Treasurer's Report July 1 - August 31, 2013 A) **ATTACHED** Transport Report 6. August 28, 2013 A) September 14, 2013 B) 7. **Fundraising ATTACHED** AWF/CFC membership acceptance letter A) Attendance at Kick-Off events B) **ATTACHED** Flying Star donation letter C) Krispy Kreme Donuts D) 8. **Business Plan** Objectives A) Committee B) Conference Attendance 9. Website Additions 10. AWF/CFC page A) Organization documents page B) **ATTACHED** Tee Shirts for members & for sale 11. **ATTACHED** 12. Car Signs **ATTACHED** 13. Banner 14. Facebook 15. **Donations** Sam's Club Membership Renewal A) Web Site Renewal B) 16. **Next Meeting** 17. Adjourn



Date:

Pathways of Healing

September 19, 2013

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

MEETING AGENDA

Thursday

SUE KINZIE

Time: Locat		4:00 pm MST Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mex	cico)
1.	Call to (Order and Member Attendance	
2.	Prior Me A)	eeting Minutes Review and Approval July 18, 2013	ATTACHED
		USINESS	
3.	Busines	ss Cards - TEL# 505-699-8/62	
4.	Brochur		ATTACHED
	NEW B	BUSINESS	
5.	Treasur A)	rer's Report July 1 - August 31, 2013	ATTACHED
6.		ort Report	ATTACHED
	A) B)	August 28, 2013 September 14, 2013 - Roods of Hope ising can keys send write ups on turn AWF/CFC membership acceptance letter _ next app 10-22 - Attendance at Kick-Off events	sport dogs-
7.	Fundrai A)	AWF/CFC membership acceptance letter _ next app 10-22	ATTACHED
	C)	Flying Star donation letter	ATTACHED
8.	Busines A) B)		
9.	Confere	ence Attendance —	
10.	Website A) B)	e Additions AWF/CFC page Organization documents page	
11.	Tee Shi	irts for members & for sale	ATTACHED
12.	Car Sig	ns 4	ATTACHED
13.	Banner	ok - postings go thru me, Krispy Kieme ons	ATTACHED
14.	Faceboo	ok - postary go that me require	
15.	Donation A) B)	Sam's Club Membership Renewal Web Site Renewal	
16.	Next M		
17.	Adjourr	_	

PHONE

MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: September 19, 2013 (Thursday) -- Susan Kinzie home

Members Present: Susan Kinzie President

Cookie Norris Vice-President

Raymond Sandor Treasurer
David Craig Secretary

Members Absent: Chrissie Ramstein

Audience: none

Call to Order: 4:14 pm MST Adjournment: 5:15 pm

PRIORITY TASKS

Task	Person
Provide several sample business cards for group review	COOKIE
Send Cookie the Pathways logo in a graphic file	DAVID
Modify brochure as discussed	DAVID
Help assemble a first aid kid for transports	DAVID
Create a draft transport plan	DAVID
Add transport info to business plan	SUE
Create written transport van draft contract with Pathways	COOKIE
Create draft business plan	SUE / DAVID

AGENDA ITEMS

1. CALL TO ORDER AND MEMBER ATTENDANCE

Susan Kinzie, Raymond Sandor and David Craig in attendance.

Cookie Norris attended via phone.

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

Minutes dated July 18, 2013 approved 3-0.

3. BUSINESS CARDS

Cookie Norris said VISTA PRINT (VistaPrint.com) provides inexpensive business cards at around \$20 per 200 cards with color, picture, good paper.

Should Pathways use VISTA PRINT for also printing brochures and car signs?

Need a readable font.

Include following on business card: logo, organization name, web site, email address, phone number.

Cookie Norris will provide group with sample business cards in about a week.

TO DO - COOKIE Provide several sample business cards for group review

> TO DO - DAVID Send Cookie the Pathways logo in a graphic file

4. BROCHURE

Reviewed David Craig's idea for a business card. Recommended;

- keep simple since better
- use same background color for brochure, cards, car signs, banner
- paper color light turquoise
- help section delete transport of therapy pets
- contact section bigger text
- contact section add Sue Kinzie cell phone number: (505) 699-8162
- donate section delete Krispy Kreme donut cards
- donate section add generic donation and valuable services/items

TO DO - DAVID Modify brochure as discussed

Brochure cost printed 2 per colored card stock with black text: \$40 for 500 cards

5. TREASURER'S REPORT

Treasurer's report presented for July 1, 2013 to August 31, 2013 approved 4-0.

BANK	
Starting bank balance	\$ 1,052.69
+ Deposits	+ \$ 12.02
- Expenses	- \$ 0.00
Ending bank balance	\$ 1,064.71
PAYPAL	
Starting PayPal balance	\$ 10.08
+ Payments	+ \$ 0.00
- PayPal Fees	- \$ 0.00
Ending PayPal balance	\$ 10.08
TOTAL	\$ 1,074.79

6. TRANSPORT REPORT

TRANSPORTS

2 transports on August 28 and September 14 by Sue Kinzie. No problems encountered.

Raymond Sandor said there may be more transports needed by Desert Paws in a few weeks that maybe Pathways could handle.

Sue Kinzie wants Desert Paws to provide Pathways with Pet Finder data for each transport done by Pathways involving Desert Paws animals. Needed for Pathways records.

David Craig recommended each Pathways transport include an animal first aid kit. Raymond Sandor said bandages are very important. Sue Kinzie said water is important, but no food.

TO DO - DAVID Help assemble a first aid kid for transports

David Craig recommended Pathways create written transport guidelines whose purpose is to define how Pathways transports animals and define clearly who is the transport coordinator and how to keep transported animals safe. David has seen other animal groups with these guidelines.

TO DO - DAVID Create a draft transport plan

Transport needs to be part of Pathways' business plan.

TO DO - SUE Add transport info to business plan

TRANSPORT VAN

Cookie Norris owns old van that she is willing to provide to Pathways under a written contract. Cookie's existing liability insurance will be used here, Pathways will not be held responsible for van insurance.

Pathways will use Cookie's van until Pathways obtains its own van either through purchase or donation. Cookie will be the only van driver, she is available on Friday and Saturday.

Meeting Minutes September 19, 2013 Page 4 of 7

Van must have working A/C.

TO DO - COOKIE

Create written transport van draft contract with Pathways

7. FUNDRAISING

Animal Welfare Fund (AWF)

Important for fundraising. Sue Kinzie working on 2014 membership application, due October.

Kick-off events

Wants to attend some of these. Need business cards, t-shirt, brochures.

Flying Star restaurant

Sue Kinzie wrote donation letter. Sue Kinzie and Cookie Norris will contact restaurants asking for donations. Restaurants will most likely want Pathways flyers, Pathways people may need to attend restaurant events to promote Pathways.

Krispy Kreme donut cards

Cookie Norris has several cards, will return to Sue Kinzie.

8. BUSINESS PLAN

Sue Kinzie working on this, will create a draft, keep simple. Objectives are obtain transport van (short term), sanctuary (long term).

TO DO - SUE / DAVID Create draft business plan

9. CONFERENCE ATTENDANCE

Sue Kinzie said has not attended any yet.

10. WEBSITE ADDITIONS

David Craig made new additions to web site. Changes approved 4-0.

11. TEE SHIRTS FOR MEMBERS & FOR SALE

Use same color as other PR materials (e.g. business cards, banners).

12. CAR SIGNS

Same thoughts as for t-shirts. Use VISTA PRINT (VistaPrint.com) printing services.

13. BANNER

Same thoughts as for t-shirts. Use VISTA PRINT (VistaPrint.com) printing services.

14. FACEBOOK

Chrissie Ramstein created Facebook page for Pathways.

Facebook pages needs periodic updates so readers will be interested. Show what Pathways is doing, include items of interest (e.g. transport info). Someone must be dedicated to updating Facebook content. Raymond Sandor says 1-2 hours per day.

Possibility of selling items on Facebook.

Need a good Facebook page, e.g. 200 people minimum, need traffic so Facebook page will be viable.

Facebook page approved 4-0.

15. DONATIONS

Cookie Norris donated Sam's Club Membership.

David Craig donated web site upgrade.

16. NEXT MEETING

October 17, 2013 Thursday 4 pm

17. ADJOURN

Adjourned at 5:15 pm, approved by board 3-0.

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)

Date: September 24, 2013

Revised: September 25, 2013

Meeting start/end times corrected

Section 3: Insty Print --> Vista Print (per Sue) Section 3, 12, 13: Use Vista Print (per Sue)



MEETING NOTES

Person

SUE KINZIE (PRESIDENT)

Meeting Date

SEPTEMBER, 19, 2013

SUE KINITE 19SEP 2013 Tronsport report + then Pearl.
Tronsport report + then Pearl.
Thusiness cardo Flying Star Brochure Apolate ivelesite - specifies on what Status on dovation activities Pathway hoodone Discuss AWF-CFC letter tronsport 136 days will be invited to keek offevents Business plan - determine objectives

to obtain von

fund costs of von

report on

conference dates - ## Sonttwary FB - Everything to post goes the me.

MEETING MINUTES

Meeting Date

DCTOBER 17, 2013



MEETING AGENDA

SOF	- 1110191
JUE	KINZIE
1	1111
7	

Date:

October 17, 2013

Thursday

Time:

4:00 pm MST

Location: Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico)

1. Call to Order and Member Attendance

2. Prior Meeting Minutes review and approval

ATTACHED

September 19, 2013

OLD BUSINESS

Finalize design for business card, brochure, banner, car sign approval 3. **ATTACHED**

Tee shirt design approval - Variable to syplone with Vestables t 4.

5. Business Plan discussion

NEW BUSINESS

6. Treasurer's Reports

- September 1 September 30, 2013
- Donation to Desert Paws Animal Rescue discussion and approval (next month)

 Donations 7.

8.

Transport crate

9. Transport Reports

ATTACHED

October 5, 2013

10. Animal Welfare Fund (AWF) application submission

ATTACHED

Transport Guidelines discussion - David 11.

Transport Pet First Aid Kit and Transport Vehicle Rescue Toolkit discussion 12.

- 13. Transport Animal Crate Purchasing discussion and approval
- 14. Membership discussion
- 15. **Next Meeting**
- 16. Adjourn



MEETING AGENDA

PAVID	CRA16

Date:

October 17, 2013

Thursday

Time:

4:00 pm MST

Susan Kinzie Home (6436 Vooscane, Cochiti Lake, New Mexico) Location:

Call to Order and Member Attendance 1.

4 board members SK/RS/CN/DC

Prior Meeting Minutes review and approval 2.

ATTACHED

September 19, 2013

OLD BUSINESS

Finalize design for business card, brochure, banner, car sign approval 3.

ATTACHED

- Tee shirt design approval 4.
- **Business Plan discussion** 5.

NEW BUSINESS

Treasurer's Reports 6.

ATTACHED

- September 1 September 30, 2013
- Donation to Desert Paws Animal Rescue discussion and approval 7.
- 8. **Donations**
 - Transport crate a)
- 9. Transport Reports

ATTACHED

- October 5, 2013
- Animal Welfare Fund (AWF) application submission 10.

ATTACHED

- Transport Guidelines discussion 11.
- Transport Pet First Aid Kit and Transport Vehicle Rescue Toolkit discussion 12.
- Transport Animal Crate Purchasing discussion and approval 13.
- Membership discussion 14.
- 15. **Next Meeting**
- 16. Adjourn

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MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: October 17, 2013 (Thursday) -- Susan Kinzie home

Members Present: <u>NAME</u> <u>POSITION</u> <u>PHONE</u>?

Susan Kinzie President
Cookie Norris Vice-President
Raymond Sandor Treasurer
David Craig Secretary
Chrissie Ramstein Member

Audience: none

Call to Order: 4:55 pm MST Adjournment: 6:55 pm

PRIORITY TASKS

Person Task

SUE/DAVID Need policy for proxy voting

DAVID Send graphic files to Pathways current VistaPrint order, order 2 banners

if these are < \$10 each, update the order so Sue can review and finalize

the order

SUE Review Pathways VistaPrint order and pay

DAVID Check with VistaPrint if t-shirts are colored, want to use Pathways

standard color

SUE/DAVID Review Sue's business plan draft outline

SUE Contact Chrissie periodically (e.g. every week or other week) with

Pathways activities for inclusion on Pathways Facebook page

SUE/DAVID Create donation policy clearly explaining under which circumstances

donations can be made and by whom

DAVID Create draft transport quidelines

DAVID Create draft transport first aid kit and vehicle rescue toolkit guidelines

SUE/DAVID Create draft transport driver policy

RAYMOND Provide Pathways with copy of Desert Paws transport waiver policy

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AGENDA ITEMS

1. CALL TO ORDER AND MEMBER ATTENDANCE

Susan Kinzie, Raymond Sandor and David Craig in attendance.

Sue Kinzie said Cookie Norris gave her Cookie's proxy vote.

TO DO - SUE/DAVID Need policy for proxy voting

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

September 19, 2013 meeting minutes approved 4-0

OLD BUSINESS

3. FINALIZE DESIGN FOR BUSINESS CARD, BROCHURE, BANNER, CAR SIGN APPROVAL

Business card: Design OK, colored front, white back

Brochure: Design OK, need 100 Car door signs: Design OK, order 2

Banner: Design OK, size 6' x 2.5', buy 2 if < \$10 each

Order these materials within the week.

TO DO - DAVID

Send graphic files to Pathways current VistaPrint order, order 2 banners if these are < \$10 each, update the order so Sue can review and finalize the order

TO DO - SUE

Review Pathways VistaPrint order and pay

Approved 4-0

4. TEE SHIRT DESIGN APPROVAL

Buy t-shirts for members only at this time. Sell t-shirts later. Don't order any t-shirts at this time. Include text only on the front.

TO DO - DAVID

Check with VistaPrint if t-shirts are colored, want to use Pathways standard color

Meeting Minutes October 17, 2013 Page 2 of 8

www.PathwaysOfHealingNM.org

5. BUSINESS PLAN DISCUSSION

Sue writing plan with help from David. Sue emailed plan draft outline.

TO DO - SUE/DAVID

Review Sue's business plan draft outline

Goals: Buy transport vehicle short term

Maintenance/operation of transport vehicle short term

Sanctuary long term

David comments: Include Pathways history, revenues (past/future), sancturary, section order

needs closer review.

Sue comments: Mention business plan on Facebook.

TO DO - SUE

Contact Chrissie periodically (e.g. every week or other week) with Pathways activities for inclusion on Pathways Facebook page

NEW BUSINESS

6. TREASURER'S REPORT

Treasurer's report presented for September 1, 2013 to September 30, 2013 approved 4-0.

BANK	
Starting bank balance	\$ 1,064.71
+ Deposits	+ \$ 13.01
- Expenses	- \$ 0.00
Ending bank balance	\$ 1,064.71
PAYPAL	
Starting PayPal balance	\$ 10.08
+ Payments	+ \$ 0.00
- PayPal Fees	- \$ 0.00
Ending PayPal balance	\$ 10.08
TOTAL	\$ 1,087.80



7. DONATION TO DESERT PAWS ANIMAL RESCUE DISCUSSION AND APPROVAL

Desert Paws Animal Rescue (located in Cochiti Lake and run by Raymond Sandor and Krystyn Bleda --www. desertpawsnm.org) needs emergency funding for cat Bushy Bob. Needs money for vet bill and medicine (supplements). Raymond and Krystyn contacted Sue asking if Pathways could donate some money.

Desert Paws requested funds: Vet bill \$61.50

Medicine around \$35/month

Sue suggested Pathways provide these funds. David said he would provide 1/2 the vet bill and all the medicine bill, but Desert Paws must first provide Pathways with copies of the vet and medicine bills.

Approved 3-0 (Raymond abstained)



Bushy Bob

TO DO - SUE/DAVID Create donation policy clearly explaining under which circumstances donations can be made and by whom

8. DONATIONS

David donated a large metal dog crate (42" long - very good condition) to Pathways for use during animal transports. David bought this for around \$50 at a thrift store.

Meeting Minutes October 17, 2013 Page 4 of 8

9. TRANSPORT REPORTS

October 5, 2013

Sue and David transported 2 dogs (Adams and Madison) from Albuquerque NM to Springer NM.



Adams



Madison

Sue said she may transport another dog soon from Albuquerque NM to Cochiti Lake NM.

10. ANIMAL WELFARE FUND (AWF) APPLICATION SUBMISSION

Application for 2014 funding from federal employee donations written and submitted.

Meeting Minutes October 17, 2013 Page 5 of 8

11. TRANSPORT GUIDELINES DISCUSSION

Sue would like to see guidelines or policy for how Pathways transports animals. David agrees since we need to be prepared for transports and written guidelines make Pathways more professional. Sue said Roads of Hope has good guidelines which Pathways should use as a model.

TO DO - DAVID Create draft transport guidelines

12. TRANSPORT PET FIRST AID KIT AND TRANSPORT VEHICLE RESCUE TOOLKIT DISCUSSION

Raymond comments: Key supplies are bandages, homeopathic medicines for vomiting,

water dish and jug, emergency food (avoid feeding if possible)

David comments: Goal should be to protect animals, transport people and vehicle,

rescue toolkit thinks also important (includes hammer, rope, bolt cutter,

collars, leashes)

Sue comments: Muzzles for different size dogs, leashes and collars

TO DO - DAVID

Create draft transport first aid kit and vehicle rescue toolkit quidelines

13. TRANSPORT ANIMAL CRATE PURCHASING DISCUSSION AND APPROVAL

Sue would like Pathways to buy 2 small/medium animal crates for transporting since currently borrows crates from Desert Paws. Pathways currently has 1 small crate, 2 extra-large crates, 1 cat crate. Will wait to buy crates until after seeing what crates others may donate.

Cookie said she would donate a crate (size unknown).

David recommend 2 medium dog crates, thinks a good Pathways investment.

14. MEMBERSHIP DISCUSSION

Sue said Pathways needs more members. Currently have 6 members, 4 on the board.

Raymond said Pathways may need more members for transports if more transports are needed. Transport drivers are important, need not be Pathways members.

What qualifications are needed for transport drivers? Pathways liability? How to advertize for transport drivers? People in town?

TO DO - SUE/DAVID Create draft transport driver policy

TO DO - RAYMOND Provide Pathways with copy of Desert Paws transport waiver policy

15. NEXT MEETING

November 26, 2013 (Tuesday) 4 pm

16. ADJOURN

Adjourned at 5:15 pm, approved by board 3-0.

NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)

Date: January 4, 2014

Revised:

MEETING NOTES

Person

DAVID CRAIG SECRETARY

Meeting Date

DECORER 17, 2013



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www.PathwaysOfHealingNM.org

Meeting Notes

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Meeting Notes

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PAGE 2 OF _



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Meeting Notes

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