



MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: January 1, 2013 (Thursday) -- Susan Kinzie home

Members Present: Susan Kinzie President
Cookie Norris * Vice President
Raymond Sandor Treasurer
David Craig 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

1. 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.

2. Prior Meeting Minutes Review and Approval

Minutes dated December 27, 2012 approved 3-0.



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.



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.



7. Web Site Status

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 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 of 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)

MISSION STATEMENT: 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.

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

WEB SITE: 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.



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): LIVE.COM EMAIL ACCOUNT - 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 know when a person uses PayPal to donate to Pathways.

TO DO: David Craig (Secretary): PAYPAL - 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).



- 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): TRANSPORT VAN - 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): FUND RAISING - 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: BOOTH - 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.



11. New Business

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