



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 guidelines
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



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***



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), sanctuary, 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. desertpawsonm.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.



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.



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 guidelines

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.



Pathways of Healing

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NON-AGENDA ITEMS

None

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)

Date: January 4, 2014

Revised: ---