



MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: April 3, 2014 (Thursday) -- Susan Kinzie home

Members Present:	<u>NAME</u>	<u>POSITION</u>	<u>PHONE</u>
	Susan Kinzie	President	
	Cookie Norris	Vice-President	X
	Raymond Sandor	Treasurer	
	David Craig	Secretary	

Audience: none

Call to Order: 5:05 pm MST

Adjournment: 7:00 pm



PRIORITY TASKS

Person	Task
RAYMOND	Sell Krispy Kreme donut cards at Albuquerque market
RAYMOND	Write application letter to Flying Star restaurants asking for fundraising campaign
DAVID	Check into Panda Express restaurants fundraising campaign
SUE	Contact Schwans food delivery about fundraising campaign details, obtain list of customers in town and surrounding areas, see about creating a brochure that Pathways can mail
SUE	Obtain AMAZON fundraising campaign details
RAYMOND	Obtain I GIVE fundraising campaign details
SUE	Add T Shirt status to next meeting agenda
SUE	Create transport van requirements (type, age, a/c+heating, good gas mileage)
SUE / DAVID	Visit several van dealers on April 19 (Saturday), bring 2 different sized dog crates to see how they fit in vans
DAVID	Work on Transport Vehicle Rescue Toolkit Guidelines
DAVID	Update Transport Pet First Aid Kit Guidelines with board changes, post on Pathways web site
DAVID	Work on Transport Vehicle Rescue Toolkit Guidelines
DAVID	Add board policies to Pathways web site
ALL	Sign the Conflict of Interest policy statement and give to Sue
SUE / DAVID	Create donation gift policy
SUE	Add newsletter discussion to next meeting agenda



AGENDA ITEMS

1. CALL TO ORDER AND MEMBER ATTENDANCE

In-Person attendance: Susan Kinzie, Raymond Sandor, David Craig

Phone attendance: Cookie Norris

2. PRIOR MEETING MINUTES REVIEW AND APPROVAL

January 16, 2013 meeting minutes approved 4-0



OLD BUSINESS

1. FUNDRAISING ACTIVITIES

Raymond recommends focusing on single fundraising goal only, e.g. transport van.

KRISPY KREME DONUT CARDS

1 card sold for \$12. Raymond says he can try to sell some at the Albuquerque market. Sue gave Raymond 6 cards. Sue now has 2 cards.

RAYMOND

Sell Krispy Kreme donut cards at Albuquerque market

FLYING STAR RESTAURANT

Nothing done so far about having a fundraising campaign. Sue has contact information.

RAYMOND

Write application letter to Flying Star restaurants asking for fundraising campaign

PANDA EXPRESS RESTAURANT

Day-based fundraising events.

DAVID

Check into Panda Express restaurants fundraising campaign

SCHWANS FOOD DELIVERY

45 day fundraising campaign "Schwans Cares" with 20% donation. E-Cards provide 40% donation. Need list of Schwans customers in Cochiti Lake and surrounding areas. September timeframe.

Ideas: Use bulk mail to promote organization and fundraising, would need Schwans permission.

Pathways reference a YouTube video in bulk mailer that promotes campaign and Pathways.

SUE

Contact Schwans food delivery about fundraising campaign details, obtain list of customers in town and surrounding areas, see about creating a brochure that Pathways can mail



AMAZON

Similar to Schwans fundraising campaign. Need more details.

SUE

Obtain AMAZON fundraising campaign details

I GIVE

Web site donations. Need more details.

RAYMOND

Obtain I GIVE fundraising campaign details

2. STATUS OF T SHIRTS

None. Table for next meeting.

SUE

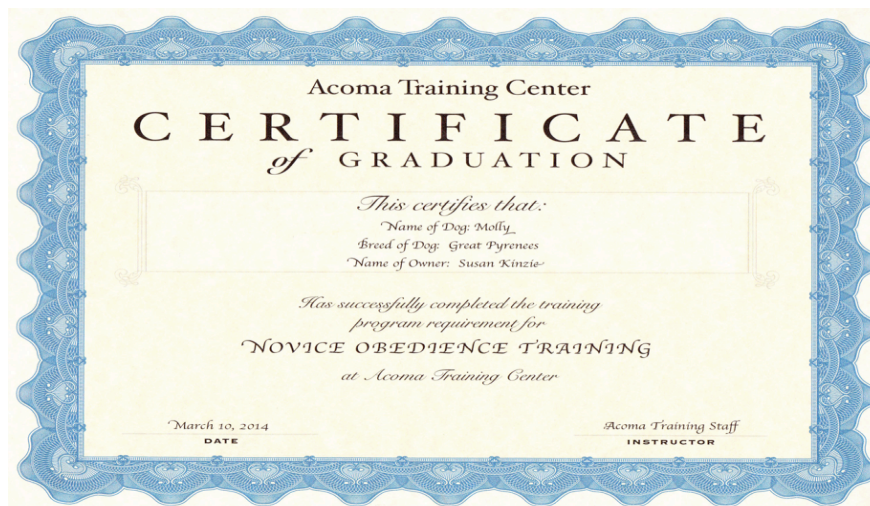
Add T Shirt status to next meeting agenda

3. REPORT ON BUSINESS PLAN

Sue working on this plan. No updates yet.

THERAPY DOG ACTIVITIES

Molly completed obedience training, support dog training starting for Fall certification.



TRANSPORT VAN COSTS

Sue provided insurance and operational cost details. Need decision on van age and type. Panel vans cost less than windowed vans. Need air conditioning and heating. Need good gas



mileage (e.g. 25 mpg). Used panel van costs around \$10K in good condition. Need to visit dealers to see what vans they have.

SUE

Create transport van requirements (type, age, a/c+heating, good gas mileage)

SUE / DAVID

Visit several van dealers on April 19 (Saturday), bring 2 different sized dog crates to see how they fit in vans

4. REPORT ON TRANSPORT GUIDELINES

David working on these guidelines. No updates yet.

DAVID

Work on Transport Vehicle Rescue Toolkit Guidelines

5. REPORT ON PET FIRST AID KIT GUIDELINES

David wrote guidelines. Contents discussed. **Benadryl** needs to be added to list, important for animal allergic reactions.

Board approved guidelines 4-0 with changes.

DAVID

Update Transport Pet First Aid Kit Guidelines with board changes, post on Pathways web site

6. REPORT ON TRANSPORT VEHICLE RESCUE TOOLKIT GUIDELINES

David working on this. No updates yet.

DAVID

Work on Transport Vehicle Rescue Toolkit Guidelines



NEW BUSINESS

1. TREASURER'S REPORTS

Treasurer reports approved by board 4-0:

- o January 1 - March 31, 2014

Condensed reports:

BANK	
Starting bank balance	\$ 1,047.00
+ Deposits	+ \$ 182.02
- Expenses	- \$ 100.00
Net Activity	\$ 82.02
Ending bank balance	\$ 1,129.02
PAYPAL	
Starting PayPal balance	\$ 10.08
+ Payments	+ \$ 120.00
- PayPal Fees	- \$ 2.94
Net Activity	\$ 117.04
Ending PayPal balance	\$ 127.14
TOTAL	\$ 1,256.16

2. DONATIONS TO PATHWAYS

- Sue statistics:
- 20% increase in revenue for 1st 3 months of year
 - PayPal donation from Michael Brown
 - Transport gas donations from Desert Paws and Roads of Hope



3. DONATIONS FROM PATHWAYS

Pathways provided \$100 donation to Desert Paws for vet bill for Casey, a 9 week old puppy with 2 broken back legs.



4. 2013 ORGANIZATION FILINGS

- IRS 501(c)(3) tax-exempt filing
- New Mexico corporation confirmation
- New Mexico Charitable Organization Registration



5. TRANSPORTS SINCE LAST MEETING

Dog transports: 12

January 26, 2014

2 dogs (Daisy, Wall-E) for adoption

Albuquerque New Mexico --> Lupton Arizona

Sue Kinzie / David Craig (505 miles)



DAISY

WALL-E

January 31, 2014

3 dogs (Freckles, Lea, Ricky) for vet visit

Cochiti Lake New Mexico --> Santa Fe New Mexico

Sue Kinzie (76 miles)



March 15, 2014

1 dog (Dino) for foster care

Cochiti Lake New Mexico --> Albuquerque New Mexico
Sue Kinzie (116 miles)



DINO

March 16, 2014

1 dog (Tootsie) for adoption

Santa Fe New Mexico --> Trinidad Colorado
Sue Kinzie / David Craig (462 miles)



TOOTSIE



March 20, 2014

1 dog (Blondie) for vet visit

Santa Fe New Mexico --> Española New Mexico
Sue Kinzie (124 miles)



BLONDIE

March 25, 2014

4 puppies for adoption

Cochiti Lake New Mexico --> Eldorado New Mexico
Sue Kinzie (79 miles)



3 BLACK LAB PUPPIES



CASEY'S BROTHER



6. REPORT ON DOG BISCUITS

13 batches baked with 576 biscuits.

7. REPORT ON WEB SITE AND FACEBOOK

David updated web site with recent transport logs.

Chrissie updated Facebook with recent Pathways activities.

8. BOARD POLICIES

Several board policies reviewed and approved 4-0 (some with amendments):

- Checks
- Donations to Pathways
- Conflict of Interest
- Property Inventory

These will be posted on Pathways web site.

DAVID

Add board policies to Pathways web site

ALL

Sign the Conflict of Interest policy statement and give to Sue

9. TRANSPORT VAN REVIEW

Sue and David visited a potential transport van for sale in Lamy, New Mexico (1999 Dodge Caravan). David concerned about van's engine and electrical system condition, unsure if these would need lots of work. Think a newer and larger van would be better for Pathways needs.





10. SANCTUARY REVIEWS

Reviewed 2 potential animal sanctuaries:

- **Traditions (former outdoor mall, between Santa Fe and Albuquerque)**
Very expensive, many millions of dollars.
- **Lamy New Mexico former school house (now a residence)**
Will be for sale soon, but will be expensive. Sue and David visited.



11. CORRESPONDENCE

2 thank you notes received:

- Deaf Dogs of Oregon Daisy and Wall-E transport
- Peak Holistic Health Tootsie transport

Letter from US representative Ben Ray Lujan concerning stopping horse slaughter in US.

Animal Welfare Fund (AWF) letter saying Pathways application for Federal employee payroll deduction donations was accepted. Sue thinks this may produce some good donations for Pathways, expects donations starting now.

12. NEXT MEETING

May 15, 2014 (Thursday) at 5 pm



NON-AGENDA ITEMS

PROMOTIONAL IDEAS

LED FLASH LIGHT KEY CHAIN

Sue received an LED key chain flash light that may be good for Pathways promotions, includes Pathways name and address, showed to group. \$1 per light. Hold off for now.



DONATION GIFTS

Sue thinks good idea to send a gift with donations. Others agreed good too. Need a board policy for this so we know when to send a gift.

NEWSLETTER

A yearly newsletter highlighting Pathways activities for the year and for next year goals seems a good idea. Promote Pathways. Include animal photos with captions. Shows we're accountable to our donors.

SUE / DAVID
Create donation gift policy

SUE
Add newsletter discussion to next meeting agenda

POST OFFICE BOX FEE

\$58 fee for Peña Blanca post office box is due now. Sue will pay fee.



Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

ADJOURN

Adjourned at 7:00 pm, approved by board 4-0.

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)

Date: April 9, 2014