



---

## MEETING MINUTES

---

---

### MEETING LOCATION / MEMBERS

---

Meeting Date: October 2, 2014 (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	

Audience: Andrea Dewey (Santa Fe Canine Social Club)

Call to Order: 4:55 pm MST

Adjournment: 7:10 pm

---

### MINUTES PREPARATION INFORMATION

---

Minutes by: David Craig (Board Secretary)

Date: October 6, 2014



# Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

## PRIORITY TASKS

PERSON	TASK
<b>SUE</b>	Follow up on Flying Star restaurant fundraising campaign
	Follow up on Schwan's food delivery service fundraising campaign, check on campaign ad process, flyer composition and distribution process
	Ask t-shirt vendors if they give discounts or donations for non-profits and can provide colored t-shirts, also check into other t-shirt vendors besides The Mountain to see what they offer and their shirt prices
	Contact Andrea Dewey to ask for name/contact info for grant writer
	Write letter to car dealers asking for transport van donation, see if grant writer mentioned by Andrea Dewey could help here, provide letter to board for review before sending it
	First need to verify with each animal transport group (ASPCA MAP, APNM CARE) group if Pathways is obligated to always transport, fill out ASPCA MAP and APNM CARE transport applications
<b>SUE / ANDREA</b>	Investigate grants for transport van and transport operating costs, look into local/state/federal grants
<b>DAVID</b>	Follow up on Panda Express restaurant fundraising campaign
	Finish transport guidelines, transport rescue toolkit, pet first aid guidelines
	Update web site and Facebook page with current Pathways info
	Contact Tieg Veinot (trustee for Hans Schoenhofen estate who passed away recently -- 505.288.8655) if she wants town's Community Fund to donate \$100 to Desert Paws since understood that this fund has historically donated to charities of deceased town residents
	Add Newsletter to next board meeting agenda
	Create transport driver policy which includes a transport liability form which all non-Pathways drivers need to sign
	Mail Cookie Norris a conflict of interest statement to sign with SASE return envelope
	Change transport reimbursement policy to list \$0.21/mile as reimbursement rate
	Create confidentiality policy for next meeting
<b>RAYMOND</b>	Email iGIVE fundraising campaign details to Sue Kinzie for her review
<b>ANDREA</b>	Review board's Conflict of Interest Policy & sign statement if policy satisfactory



**A -- CALL TO ORDER**



**1 CALL TO ORDER AND MEMBER ATTENDANCE**

In-Person attendance: Susan Kinzie  
Raymond Sandor  
David Craig

Phone attendance: None

Audience: Andrea Dewey (Santa Fe Canine Social Club)



**2 PRIOR MEETING MINUTES REVIEW AND APPROVAL**

a) April 3, 2014 meeting minutes Approved 3-0



**B -- OLD BUSINESS**



**1 FUNDRAISING ACTIVITIES**

**a) Krispy Kreme coupon cards**

Sue Kinzie -- Remainder of coupon cards have not been sold. Sue Kinzie, Raymond Sandor have these coupon cards.

**b) Local fundraising campaigns**

Flying Star restaurant

Sue Kinzie -- Originally looked into this, needs to follow up on this.

**SUE**

***Follow up on Flying Star restaurant fundraising campaign***

Panda Express restaurant

David Craig -- Originally looked into this, needs to follow up on this.

**DAVID**

***Follow up on Panda Express restaurant fundraising campaign***

Schwan's food delivery

Sue Kinzie -- They have contacted Sue several times to ask if Pathways is interested in this fundraising campaign. 20% initial donation return for first months, then 10% thereafter for the rest of the year. Sue will follow up on this, need to check on campaign ad process, flyer composition and distribution process (who creates and distributes flyer?).

**SUE**

***Follow up on Schwan's food delivery service fundraising campaign, check on campaign ad process, flyer composition and distribution process***

iGIVE fundraising

Raymond Sandor -- Mentioned this as good fundraising opportunity. Applies to many web sites, similar to Amazon's Smile fundraising where each purchase provides a small donation to the an organization. Raymond will email details about this to Sue Kinzie for her review.

**RAYMOND**

***Email iGIVE fundraising campaign details to Sue Kinzie for her review***



## 2 STATUS OF T-SHIRTS

Sue Kinzie -- Nothing done with this. Purpose is for Pathways members to wear at special events and transports, t-shirts need to have Pathways logo and standard turquoise coloring. Sue will ask t-shirt vendors if they give discounts or donations for non-profits. Sue has contacted in the past t-shirt maker THE MOUNTAIN CORPORATION (Keene, New Hampshire) who sells colored printed t-shirts for around \$7 each.

**SUE**

***Ask t-shirt vendors if they give discounts or donations for non-profits and can provide colored t-shirts, also check into other t-shirt vendors besides The Mountain to see what they offer and their shirt prices***



## 3 REPORT ON BUSINESS PLAN

Sue Kinzie -- Tabled for now.



## 4 REPORT ON TRANSPORT GUIDELINES, TRANSPORT VEHICLE RESCUE TOOLKIT GUIDELINES, PET FIRST AID KIT GUIDELINES

David Craig -- Working on these, need to finish, Sue wants these complete by next meeting.

**DAVID**

***Finish transport guidelines, transport rescue toolkit, pet first aid guidelines***



## 5 REPORT ON WEB SITE AND FACEBOOK

David Craig -- Needs to update these with current information.

**DAVID**

***Update web site and Facebook page with current Pathways info***



**C -- NEW BUSINESS (Always Present)**



**1 TREASURER'S REPORTS**

a) **April 1 - August 31, 2014**

**Approved 3-0**

Condensed reports:

<b>BANK</b>	
<b>Starting bank balance</b>	<b>\$ 1,129.02</b>
+ Deposits	+ \$ 609.93
- Expenses	- \$ 58.00
<b>Net Activity</b>	<b>\$ 549.93</b>
<b>Ending bank balance</b>	<b>\$ 1,678.95</b>
<b>PAYPAL</b>	
<b>Starting PayPal balance</b>	<b>\$ 127.14</b>
+ Payments	+ \$ 0.00
- PayPal Fees	- \$ 0.00
<b>Net Activity</b>	<b>\$ 0.00</b>
<b>Ending PayPal balance</b>	<b>\$ 127.14</b>
<b>TOTAL</b>	<b>\$ 1,806.09</b>



2

**REPORT ON TRANSPORTS SINCE LAST MEETING**

Transports: 6  
Animals: 11 [ 9 dogs 2 cats ]  
Miles: 1,009

April 17, 2014

2 dogs (Freckles, Rikki) taken to Santa Fe Tails for socializing  
Cochiti Lake New Mexico --> Santa Fe New Mexico  
Sue Kinzie / David Craig

Miles: 79



June 18, 2014

1 cat (Bushy Bob) for adoption  
Cochiti Lake New Mexico --> Socorro New Mexico  
Raymond Sandor / David Craig

Miles: 463





# Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

[www.PathwaysOfHealingNM.org](http://www.PathwaysOfHealingNM.org)

June 30, 2014

3 puppies (no names) for Colorado transport  
Cochiti Lake New Mexico --> Eldorado New Mexico  
Sue Kinzie

Miles: 79



August 12, 2014

1 kitten (Turtle) taken to Arroyo Seco Animal Hospital  
Cochiti Lake New Mexico --> Española New Mexico  
Sue Kinzie

Miles: 118







# Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

[www.PathwaysOfHealingNM.org](http://www.PathwaysOfHealingNM.org)

August 19, 2014

2 dogs (Skye, Samson) taken to Arroyo Seco Animal Hospital  
Cochiti Lake New Mexico --> Española New Mexico  
Sue Kinzie / Krystyn Bleda

Miles: 135



August 20, 2014

2 dogs (Skye, Samson) returned from Arroyo Seco Animal Hospital  
Cochiti Lake New Mexico --> Española New Mexico  
Sue Kinzie / David Craig

Miles: 135



### 3 REPORT ON DOG BISCUIT BAKING

Sue Kinzie --     Batches:        3  
                              Biscuits:        256

Sue prepares these biscuits for sale by Desert Paws of New Mexico at local events.

Raymond Sandor -- Needs more biscuits by November 1 when market starts.



### 4 DONATIONS RECEIVED BY PATHWAYS

Sue Kinzie --

#### MONEY

\$387.87	Animal Welfare Fund (AWF) Combined Federal Campaign (CFC) Quarterly donation
\$200.00	Hans Schoenhofen Estate Pathways house sitting for Hans' dog Hunzee
\$20.00	Al Blacconeri Krispy Kreme coupon card purchase

#### IN-KIND DONATIONS

Sue Kinzie  
David Craig  
Hans Schoenhofen Estate -- large dog crate

Andrea Dewey -- New Krispy Kreme store coming to Santa Fe soon

**DAVID**

**Contact Tieg Veinot (trustee for Hans Schoenhofen estate who passed away recently -- 505.288.8655) if she wants town's Community Fund to donate \$100 to Desert Paws since understood that this fund has historically donated to charities of deceased town residents**



### 5 DONATIONS PROVIDED BY PATHWAYS

Sue Kinzie -- None



**D -- NEW BUSINESS**



**1 BOARD MEMBERSHIP**

**a) Membership review and/or interview - Ms. Andrea Dewey**

Board reviewed Ms. Andrea Dewey's resumé and spoke with her about her experiences and current animal activities (Santa Fe Canine Social Club). Willing to help with animal/human healing, fundraising, event planning, newsletter. Knows a good grant writer.

Membership approved by board

Approved 3-0

Sue Kinzie -- Newsletter is top priority

**SUE**

**Contact Andrea Dewey to ask for name/contact info for grant writer**

**DAVID**

**Add Newsletter to next board meeting agenda**

Andrea invited all the Pathways members to visit her Santa Fe Canine Social Club facility which is located on Alameda street. Invitation is for Tuesday (October 7) at 1 PM. David and Raymond know where this is located.



**2 TRANSPORT DRIVERS NEEDED**

Sue Kinzie -- Need 2 more people to help with transports. Each transport must always have at least 1 person from Pathways. All drivers must be reliable and have a valid drivers license and insurance. Non-Pathways drivers also need to sign a transport liability form for Pathways records.

Raymond Sandor -- Transport van may be donated by van dealer since end of year.

**SUE**

**Write letter to car dealers asking for transport van donation, see if grant writer mentioned by Andrea Dewey could help here, provide letter to board for review before sending it**

**DAVID**

**Create transport driver policy which includes a transport liability form which all non-Pathways drivers need to sign**



## 3 TRANSPORT SUPPORT APPLICATIONS

- a) **American Society for the Prevention of Cruelty to Animals - Moving Animals Places (ASPCA MAP)**
- b) **Animal Protection of New Mexico - Companion Animal Rescue Effort (APNM CARE)**

Sue Kinzie -- Discussed these transport groups which are needing transport help. Each group has a transport application.

Raymond Sandor -- Is Pathways obligated to always transport? If Pathways applies to transport with these groups, will Pathways be required to transport when the groups request a transport?

Board approved Sue filling out these applications for animal transports.

Approved 3-0

**SUE**  
***First need to verify with each animal transport group (ASPCA MAP, APNM CARE) group if Pathways is obligated to always transport, fill out ASPCA MAP and APNM CARE transport applications***



## 4 BOARD POLICIES

- a) **Conflict of Interest** (this needs to be signed by all members)

Conflict of Interest statement already signed by Sue Kinzie, Raymond Sandor, David Craig. Cookie needs to sign her's too. David will send Cookie a statement to sign in the mail since she is very busy now.

**DAVID**  
***Mail Cookie Norris a conflict of interest statement to sign with SASE return envelope***

New board member Andrea Dewey asked to sign board's conflict of interest policy. Policy and signature form provided.

**ANDREA**  
***Review board's Conflict of Interest Policy & sign statement if policy satisfactory***



**b) Transport vehicle reimbursement (new - discussion)**

Board discussed the draft copy of this policy. Agreed that basing reimbursement amount on the calculated \$0.42/mile rate is good, but half of this rate (\$0.21) is best for Pathways current financial situation.

Raymond Sandor -- Volunteer transport drivers will need decent reimbursement if Pathways expects to have people drive their own vehicles since gas costs are high even for short transports.

Raymond Sandor -- Really need a fundraising effort for transport money since a large number of transports will quickly drain Pathways finances.

**DAVID**

***Change transport reimbursement policy to list \$0.21/mile as reimbursement rate***

**SUE / ANDREA**

***Investigate grants for transport van and transport operating costs, look into local/state/federal grants***

**c) Confidentiality (new - discussion)**

Andrea Dewey -- Discussed Pathways having a confidentiality policy that protects the organization from disclosure of confidential information (e.g. meeting discussions).

David Craig -- Majority of Pathways information is open to the public since Pathways per its IRS 501(c)(3) designation needs to be as transparent as possible (e.g. meeting minutes, treasure reports, etc). Majority of Pathways information is already on Pathways web site. Thinks all Pathways meetings need to be open meetings so if someone attends, then they will know what is said at these meetings. Only confidential information that Pathways possesses is account access information (e.g. web site user name and password). These are all clearly marked CONFIDENTIAL in large red letters in the Pathways notebooks.

Sue Kinzie -- If someone requests copies of Pathways confidential information, that data can be redacted (e.g. account passwords).

**DAVID**

***Create confidentiality policy for next meeting***



**E -- END OF MEETING ITEMS**



**1 NEXT MEETING**

November 8, 2014

Saturday -- 5:00 pm MST



**2 ADJOURNMENT**

Adjourned 7:10 pm

Approved 3-0