



MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: November 8, 2014 (Saturday) -- 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	
	Andrea Dewey		

Audience: --

Call to Order: 4:55 pm MST
Adjournment: 7:10 pm

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)
Date: November 16, 2014



Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

PRIORITY TASKS

PERSON	TASK
SUE	Follow up on Flying Star restaurant fundraising campaign
	Get catalogs from Schwan's driver, give to Andrea
	Get number customers in Peña Blanca, Cochiti Pueblo, Santo Domingo Pueblo
	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 PFX Pet Supply (Albuquerque NM) to see if Pathways has been accepted and ask when Pathways can pickup any food/supplies they may be able to supply
	Check with ASPCA if Pathways transports can be done only for short distances
	File APNM transport application
SUE / ANDREA	Work on Schwan's Cares flyer context and layout
COOKIE	--
RAYMOND	Email iGIVE fundraising campaign details to Sue Kinzie for her review
DAVID	Follow up on Panda Express restaurant fundraising campaign
	Scan Schwan's logos, give to Andre for flyer
	Update Facebook page with Schwan's Cares fundraiser information
	Finish transport guidelines, transport rescue toolkit, pet first aid guidelines
	Update web site and Facebook page with current Pathways info
ANDREA	Work on Schwan's Cares flyer with her graphic artist
	Determine best place to print flyer
	Needs to sign her conflict of interest agreement statement



A -- CALL TO ORDER



1 CALL TO ORDER AND MEMBER ATTENDANCE

In-Person attendance: Susan Kinzie
Raymond Sandor
David Craig

Phone attendance: Andrea Dewey

Audience: --



2 PRIOR MEETING MINUTES REVIEW AND APPROVAL

a) October 2, 2014

Approved 3-0

(Raymond Sandor not present at beginning of meeting)



B -- OLD BUSINESS



1 FUNDRAISING ACTIVITIES

a) Krispy Kreme coupon cards

Sue Kinzie -- 8 coupon cards remain, Sue and Raymond have these.

b) Local fundraising campaigns

Flying Star restaurant

Sue Kinzie -- Nothing done, need to follow up on this.

SUE

Follow up on Flying Star restaurant fundraising campaign

Panda Express restaurant

David Craig -- Nothing done, need to follow up on this.

DAVID

Follow up on Panda Express restaurant fundraising campaign

Schwan's food delivery

Sue Kinzie -- Many items discussed;

- Goal is to raise money for Pathways transport operations
- Sue and Andrea working on this, need web site campaign page and paper flyer
- Would like campaign to start around November 23
- Target holiday food orders
- Flyer needs "schwan's cares" reference
- Schwans driver said he would give catalogs to Andrea for her distribution
- Flyer bulk USPS mailing to around 250 Cochiti Lake homes will cost \$40
- Ask Schwan's driver how many customers are in Peña Blanca, C and SD Pueblos
- Andrea will show flyer to board and will use Pathways turquoise paper
- David will scan Schwan's logo from their literature, but need high-resolution scan from Schwans
- David will email Schwan's and Pathways logo to Andrea for use by her graphic artist
- David needs to update Pathways Facebook page so mention this fundraiser
- Who prints flyer? Pathways? A print shop?



SUE

**Get catalogs from Schwan's driver, give to Andrea
Get number customers in Peña Blanca, Cochiti Pueblo, Santo Domingo Pueblo**

SUE / ANDREA

Work on Schwan's Cares flyer context and layout

ANDREA

**Work on Schwan's Cares flyer with her graphic artist
Determine best place to print flyer**

DAVID

**Scan Schwan's logos, give to Andre for flyer
Update Facebook page with Schwan's Cares fundraiser information**

iGIVE fundraising

Raymond Sandor -- Nothing done.

RAYMOND

Email iGIVE fundraising campaign details to Sue Kinzie for her review



2 STATUS OF T-SHIRTS

Sue Kinzie -- Nothing done.

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.

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) September 1, 2014 - October 31, 2014

Approved 4-0

Condensed reports

BANK	
Starting bank balance	\$ 1,678.95
+ Deposits	+ \$ 0.03
- Expenses	- \$ 0.00
Net Activity	\$ 0.03
Ending bank balance	\$ 1,678.98
PAYPAL	
Starting PayPal balance	\$ 127.14
+ Payments	+ \$ 0.00
- PayPal Fees	- \$ 0.00
Net Activity	\$ 0.00
Ending PayPal balance	\$ 127.14
TOTAL	\$ 1,806.12



2

REPORT ON TRANSPORTS SINCE LAST MEETING

Transports: 3
Animals: 3 [Dogs: 3 Cats: 0]
Miles: 231

October 14, 2014

1 dog (Spencer) taken to Santa Fe Tails for socializing
Cochiti Lake New Mexico --> Santa Fe New Mexico
Sue Kinzie / David Craig

Miles: 83



November 3, 2014

1 dog (Freckles) taken to Acoma Training Center
Cochiti Lake New Mexico --> Albuquerque New Mexico
Sue Kinzie

Miles: 113





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November 8, 2014

1 dog (Spencer) taken to Betsy for adopter home check
Cochiti Lake New Mexico --> Santa Fe New Mexico
Sue Kinzie

Miles: 35





3

REPORT ON DOG BISCUIT BAKING

Sue Kinzie -- Batches: 5
 Biscuits: 243

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



4

DONATIONS RECEIVED BY PATHWAYS

Sue Kinzie -- \$300.80 quarterly donation check received from AWF-CFC (Federal employee payroll deduction quarterly donation)



5

DONATIONS PROVIDED BY PATHWAYS

Sue Kinzie -- None



6 COMMUNICATIONS

a) Letter to Tieg Veinot - \$100 Donation Request for Desert Paws Animal Rescue

David Craig wrote letter to Tieg Veinot, estate administrator for recently deceased Cochiti Lake resident Hans Schoenhofen, asking if she would like to contact the Cochiti Lake Community Fund about it donating \$100 to Desert Paws Animal Rescue.

November 2, 2014

Hans Schoenhofen estate
C/O Ms. Tieg Veinot
6473 Vooscane
Cochiti Lake, NM 87083
505.288.8655

Subject: Cochiti Lake Community Fund donation request

Hi Tieg,

Thank you very much for the memorial service you organized for Hans. I think he would have appreciated this.

On behalf of PATHWAYS OF HEALING (www.pathwaysofhealingnm.org) concerning the Town of Cochiti Lake's COMMUNITY FUND, you may be interested to know that I understand it donates \$100 to a charity when a town resident passes away. If you would like a charity to receive some money in regards to Hans, you may want to contact this fund. Fund administrator is:

Alan Pace
mrdoctave@hotmail.com

If you do want this fund to donate to a charity, but don't have a specific one in mind, may I suggest a donation to DESERT PAWS ANIMAL RESCUE (www.desertpawsonm.org). They are located in town and have helped rescue and adopt many dogs and cats over the years. Any donations to them would help them a lot with food and vet bills. Pathways occasionally helps Desert Paws transport animals which is why I mention them to you.

Thanks again for what you've done to help Hans and looking forward to seeing you around in town.

Regards,

DAVID CRAIG
6450 Vooscane
Cochiti Lake, NM 87083
505.465.0087
dtc.bayern@gmail.com



D -- NEW BUSINESS



1 CONFLICT OF INTEREST BOARD MEMBER SIGNATURES

Cookie signed her agreement statement. Andrea has not signed her statement yet.

ANDREA
Needs to sign her conflict of interest agreement statement



**2 AWF-CFC (ANIMAL WELFARE FUND - COMBINED FEDERAL CAMPAIGN)
2015 CAMPAIGN APPLICATION**

Sue Kinzie -- Application submitted.

IRS 501(c)(3) tax-exempt status has been reaffirmed by the IRS.

\$300.80 quarterly donation check received. Amount is lower than prior check, Sue emailed asking why there is a difference.



3

PET FOOD DONATIONS - PFX PET SUPPLY (ALBUQUERQUE NM)

Sue Kinzie -- Sent letter to PFX Pet Supply (Albuquerque NM) manager asking about animal food and supply donations, included Pathways IRS 501(c)(3) determination letter. David Craig mentioned a dog/cat rescue group (New Mexico Rez Dog Rescue -- Candy Kitchen NM) has used this distributor for dog/cat food, dog/cat treats, cat litter for several months, saves around \$2,000/month. Donations consist of just-expired food or damaged items. Sue wants to help Acoma Dog Training Center (Albuquerque NM) and Desert Paws Animal Rescue (Cochiti Lake NM) with their food needs.

Raymond Sandor -- Desert Paws Animal Rescue always needs dog and cat food and cat litter too.

David Craig -- If Sue uses her SUV to pickup PFX food, David can help load the SUV.

SUE

Contact PFX Pet Supply (Albuquerque NM) to see if Pathways has been accepted and ask when Pathways can pickup any food/supplies they may be able to supply

Nov 12, 2014

**Phillips Pet Food & Supplies
530 Airport Dr. NW Suite A
Albuquerque, NM 87121**

Pet Food Donations

Dear Marvin Trinkaus,

Thank you for your prompt response to my inquiry and for including us in your pet food donation program.

As you requested, I have included a copy of our 501c3 determination letter. Our contact information is as follows:

Susan Kinzie
6436 Vooscane
Cochiti Lake, NM 87083
505-699-8162 or 505-465-3011

I look forward to working together to provide pet food to those who are needy.

If you require any other information or have a question, please contact me.

Sincerely,

Susan Kinzie
President • Pathways of Healing
P.O. Box 1555
Peña Blanca, New Mexico 87041
(505) 699-8162
suekinzie2@aol.com



4 DOG TRAINING - ACOMA DOG TRAINING CENTER (ALBUQUERQUE)

Sue Kinzie -- Takes her dog Molly there for training. Will start handling Desert Paws Animal Rescue dogs in novice classes to increase their adoptability.



5 TRANSPORT SUPPORT APPLICATIONS

a) American Society for the Prevention of Cruelty to Animals - Moving Animals Places (ASPCA MAP)

Sue Kinzie -- Application has not been submitted yet. Group discussed having Sue file application.

Approved 4-0

David Craig -- Asked if transports can be done only for short distances. Sue said she would check into this.

SUE
Check with ASPCA if Pathways transports can be done only for short distances

b) Animal Protection of New Mexico - Companion Animal Rescue Effort (APNM CARE)

Sue Kinzie -- Application not submitted yet. Group discussed having Sue file application.

Approved 4-0

David Craig -- Asked if APNM transports can be done only for short distances. Sue said she would check into this.

SUE
File APNM transport application



6

BOARD POLICIES

a) Conflict of Interest - Board Member Signatures

Policy approved while back. Cookie signed her agreement statement. Andrea has not signed her statement yet.

b) Transport vehicle reimbursement

Policy approved.

Approved 4-0

c) Confidentiality

Policy approved.

Approved 4-0

d) Transport Drivers

Policy approved.

Approved 4-0



E -- END OF MEETING ITEMS



1 NEXT MEETING

TBD -- 1st week of January, week day, morning ?



2 ADJOURNMENT

Adjourned 6:00 pm

Approved 4-0