



MEETING MINUTES

MEETING LOCATION / MEMBERS

Meeting Date: January 15, 2015 -- Thursday
Meeting Location: Susan Kinzie home -- 6436 Vooscane, Cochiti Lake, New Mexico 87083

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: --

* Present at meeting via phone for TRANSPORT VEHICLE REIMBURSEMENT REQUEST approval vote

Call to Order: 2:30 pm MST
Adjournment: 4:41 pm

MINUTES PREPARATION INFORMATION

Minutes by: David Craig (Board Secretary)
Date: February 5, 2015



Pathways of Healing

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PRIORITY TASKS

PERSON	TASK
SUE	Email Schwan's Cares donation emails to David
	Create transport fund bank account to be used for all transport donations
	Email Raymond to ask if he can sell Krispy Kreme donut card coupons at Desert Paws events
	Create donation template letter for Flying Star restaurants
	Transfer Paypal balance to Pathways bank account so money can be easily used
	Put all thank you and Christmas cards for Pathways into Pathways notebook
	Write transport van grant for ASPCA (first need requirements/cost document)
	Ask Acoma Training and Desert Paws to fill out pet food donation form
	Ask AWF-CFC why recent donation amounts are different and if Pathways can obtain a list of the donors
SUE / DAVID	Create transport promotional flyer for use at Pathways events
	Create transport van requirements and cost information document
COOKIE	--
RAYMOND	--
DAVID	Create policy for transport bank account
	Look into having Pathways donation events at Panda Express restaurants
	Give Sue folding table and table cloth for Pathways events
	Fix Facebook email notifications so these are really sent when people add comments
	Update Facebook and web site with recent Pathways activities
	Give Sue Zeki computer tablet receipt for donation receipt
	Provide Sue the PANTONE color number for Pathways turquoise color for t-shirt use
	Change pet food donation form to include signature line
	Update Volunteer policy form to include Volunteer Type checkboxes
	Ask Mirriam Hill for Schwan's Cares campaign flyer graphic file
	Create new bank signature sheet for Pathways notebook so who can sign checks is documented
ANDREA	Sign conflict of interest 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) November 8, 2014

Approved 3-0-2



B -- OLD BUSINESS



1 FUNDRAISING ACTIVITIES

a) SCHWAN'S CARES

\$220 raised so far in donations, not as big fundraiser as expected, campaign cost Pathways around \$170, need transport fund bank account so can account for all transport donations (use only for transport expenses, when exhausted transfer funds from general bank account as needed, do not use general bank account for transport expenses, need board policy for this account), David would like to see the Schwan's Cares donation emails sent to Sue for Pathways notebook records

b) AMAZON SMILE

Pathways is now registered to receive donations at 0.5%, quarterly payments, direct bank deposit

c) KRISPY KREME CARDS

Around 10 coupon cards available, \$12 selling price, \$6 cost, Raymond said he may be able to sell these at Desert Paws animal adoption events beginning in April

d) FLYING STAR SUE

Sue has a letter template that can be used for each store, promote fundraiser for transport van expenses

e) PANDA EXPRESS DAVID

David asked to look into this, nothing done so far, one day events, promote fundraiser for transport van expenses, do ASAP, need poster board with glued-on photos of transport animals and materials, need folding table with table cloth (David has table he donated to Pathways a while back, needs to give to Sue), need Pathways brochures, need promotional flyer specific to transport fundraising

Other fundraising comments ...

Animal Welfare Fund - Combined Federal Campaign (AWF-CFC)

Quarterly distribution is due soon

SUE

*Email Schwan's Cares donation emails to David
Create transport fund bank account to be used for all transport donations
Email Raymond to ask if he can sell Krispy Kreme donut card coupons at Desert Paws events
Create donation template letter for Flying Star restaurants*

DAVID

*Create policy for transport bank account
Look into having Pathways donation events at Panda Express restaurants
Give Sue folding table and table cloth for Pathways events
Ask Mirriam Hill for Schwan's Cares campaign flyer graphic file*

SUE / DAVID

*Create transport promotional flyer for use at Pathways events
Create transport van requirements and cost information document*



2 REPORT ON WEB SITE AND FACEBOOK

a) WEBSITE

David updated, added photo gallery page showing transport photos

b) FACEBOOK

Email notification of reader comments not working, need to fix this (need to send to the Pathways email address), David recommends that Sue always respond to any Facebook comments by going to Facebook (do not email a reply), David needs to update Facebook with recent transport info

DAVID

***Fix Facebook email notifications so these are really sent when people add comments
Update Facebook and web site with recent Pathways activities***



C -- NEW BUSINESS (Always Present)



1 TREASURER'S REPORTS

Summary bank statements; a) most recent monthly activity since last meeting, b) year 2014 activity

a) MONTHLY November 1, 2014 - December 31, 2014 Approved 3-0-2

BANK	GENERAL FUND -- LANB xxxx8701	
Starting bank balance		\$ 1,678.98
+ Deposits		+ \$ 300.80
- Expenses		- \$ 128.53
Net Activity		\$ 172.30
Ending bank balance		\$ 1,851.28
PAYPAL	PathwaysOfHealingNM@live.com	
Starting PayPal balance		\$ 127.14
+ Payments		+ \$ 0.00
- PayPal Fees		- \$ 0.00
Net Activity		\$ 0.00
Ending PayPal balance		\$ 127.14
TOTAL		\$ 1,978.42

b) YEAR January 1, 2014 - December 31, 2014 Approved 3-0-2

BANK	GENERAL FUND -- LANB 107518701	
Starting bank balance		\$ 1,047.00
+ Deposits		+ \$ 1,090.81
- Expenses		- 286.53
Net Activity		\$ 804.28
Ending bank balance		\$ 1,851.28
PAYPAL	PathwaysOfHealingNM@live.com	
Starting PayPal balance		\$ 10.08
+ Payments		+ \$ 120.00
- PayPal Fees		- \$ 2.94
Net Activity		\$ 117.06
Ending PayPal balance		\$ 127.14
TOTAL		\$ 1,978.42

SUE
*Transfer Paypal balance to Pathways bank account so money can be easily used
Ask AWF-CFC why recent donation amounts are different and if Pathways can obtain a list of the donors*



2

REPORT ON TRANSPORTS SINCE LAST MEETING

Transports:	7	[Animals:	6	Food/Supplies:	1]
Animals:	8	[Dogs:	8	Cats:	0]
Pet food & supplies (pounds):	660				
Miles:	1,211				

November 16, 2014

2 dogs (Meekah & Ross) taken to Petrified Forest Arizona for further transport to Deaf Dog Rescue (Portland, Oregon) and to a forever home (Fresno, California)

Albuquerque New Mexico --> Petrified Forest Arizona
Sue Kinzie / David Craig

Miles: 533



November 17, 2014

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

Sue Kinzie

Miles: 113





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November 25, 2014

Dog food pickup from PFX Pet Food Supply for distribution to Storage Bin Food Bank via Acoma Training Center
Albuquerque New Mexico --> Cochiti Lake New Mexico
Sue Kinzie / David Craig

Miles: 113



December 1, 2014

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

Miles: 113





December 4, 2014

2 dogs (Lucy Lu & Spencer) taken to Acoma Training Center for pickup by Raymond Sandor (Desert Paws) for transport to adoptive and foster homes Cochiti Lake New Mexico --> Albuquerque New Mexico
Sue Kinzie / David Craig

Miles: 113



December 8, 2014

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

Miles: 113



December 15, 2014

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

Miles: 113





3 REPORT ON DOG BISCUIT BAKING FOR 2014

Sue Kinzie -- Batches: 32
 Biscuits: 1,554

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



4 DONATIONS RECEIVED BY PATHWAYS

- a) **Zeki 7" computer tablet**
Provided by David Craig -- hope will be useful for transport trips since supports wireless internet
- b) **Web site domain renewal and YOLA web site builder renewal**
Provided by David Craig

DAVID

Give Sue Zeki computer tablet receipt for donation receipt



5 DONATIONS PROVIDED BY PATHWAYS

- a) **Pet food from PFX Pet Food Supply**
Provided to Storage Bin Food Bank
- b) **Dog biscuits**
Provided to Desert Paws Animal Rescue



6 COMMUNICATIONS

Received Christmas cards from Mary Stover and Raymond and Krystyn from Desert Paws Animal Rescue.

SUE

Put all thank you and Christmas cards for Pathways into Pathways notebook



D -- NEW BUSINESS



1 2014 ACCOMPLISHMENTS & 2015 GOALS

Last year accomplishments and 2015 goals presented. Sue said this type of information should be very useful for funding applications.

**Pathways of Healing
Accomplishments in 2014**

ACCOMPLISHMENT	BENEFIT
<p>ANIMAL WELFARE FUND Submitted our membership application to the Animal Welfare Fund (AWF) which is part of the Combined Federal Campaign (CFC). Received donations totaling \$688.47 for 2 quarters from this fund.</p>	<p>Pathways is now eligible to receive donations from federal workers. The Combined Federal Campaign is a U.S. government sponsored workplace fundraising drive which allows federal workers to donate to charities of their choice through payroll deductions.</p>
<p>DOG BISCUIT BAKING Began baking dog biscuits for Desert Paws Animal Rescue (www.desertpawsonm.org), a local animal rescue group located in Peña Blanca New Mexico. This year we baked 32 batches totaling approximately 1,554 dog biscuits.</p>	<p>Desert Paws Animal Rescue sells these dog biscuits as part of their fundraising efforts.</p>
<p>ANIMAL TRANSPORTS Transported 36 animals (34 dogs and 2 cats) on 23 different occasions covering 3,925 miles to facilitate their adoption or training.</p>	<p>Transports are at the request of rescue organizations. Most transports were requested by Desert Paws Animal Rescue.</p>
<p>ANIMAL FOOD & SUPPLY DONATION Began Pathways relationship with pet food distributor PFX Pet Supply (Albuquerque, New Mexico) which resulted in two donations at the end of the year totaling 1,111 pounds of dog and cat food and cat litter.</p>	<p>Pathways should now able to provide on a regular basis food for the pets of the homeless, low income families and animal rescue organizations such as Desert Paws Animal Rescue.</p>
<p>SCHWAN'S CARES FUNDRAISER Established a relationship with Schwan's Cares, a national home delivery service for high quality foods. Schwan's provides a portion of its sales to organizations based on the amount of food ordered by their clients.</p>	<p>This fundraiser's goal is to provide funds to support Pathways transport activities.</p>



Pathways of Healing Goals for 2015

GOAL	BENEFIT
<p>ANIMAL WELFARE FUND Renew our membership application to the Animal Welfare Fund (AWF) which is part of the Combined Federal Campaign (CFC).</p>	<p>This application makes Pathways eligible to receive payroll deduction donations from federal workers.</p> <p>The Combined Federal Campaign is a U.S. government sponsored workplace fundraising drive which allows federal workers to donate to charities of their choice through payroll deduction.</p>
<p>ANIMAL TRANSPORTS Continue to transport animals as needed to facilitate their adoption. Last year we transported 36 animals on 23 different occasions. This year we expect to increase those numbers.</p> <p>Since we have now registered with the APNM CARE (Animal Protection of New Mexico Companion Animal Rescue Effort) program and the ASPCA MAP (American Society for the Prevention of Cruelty to Animals Moving Animals Places) directory, we anticipate more opportunities to transport.</p>	<p>Transport is essential to facilitate adoptions inside New Mexico and assist nationwide efforts.</p>
<p>TRANSPORT VEHICLE Continue fundraising activities to obtain a transport vehicle whose sole purpose will be to transport animals. Currently, Pathways members use their personal vehicles for transports.</p>	<p>Having a dedicated transport vehicle will allow transport of more animals at a time. We hope to obtain a transport vehicle that is in good shape either through a donation or at a very reduced cost.</p>
<p>ANIMAL RESCUES AND ADOPTIONS We will continue to rescue animals and help with their adoptions when called upon.</p>	<p>Provides new homes for these animals.</p>



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GOAL	BENEFIT
<p>ANIMAL FOOD DONATIONS Continue to provide dog and cat food donations as needed through pet food distributor PFX Pet Supply (Albuquerque New Mexico)</p>	<p>Supports rescue groups such as Desert Paws Animal Rescue (Peña Blanca New Mexico) and the Storage Bin Food Bank (Albuquerque New Mexico) as well as the homeless and low income families.</p>
<p>ANIMAL MEDICAL CARE DONATIONS Members will continue to donate funds for medical services and medicines as required.</p>	<p>These donations will assist both animal rescue groups (e.g. Desert Paws Animal Rescue) and individual pet owners when there is a need for medical care.</p>
<p>FUNDRAISING Expand fundraising opportunities. Currently we have an established campaign with Schwan's Cares (food home delivery service) and have registered with Amazon Smiles (on-line giant seller's sales-based donation service).</p>	<p>Additional donations will continue to fund our transport activities and Pathways General Fund.</p>
<p>TRAINING ACTIVITIES Partner with Acoma Training Center (Albuquerque New Mexico) for the training of rescued and/or adopted dogs.</p>	<p>A well trained dog is more socialized and adoptable. Working with adopters increases the likelihood of successful adoptions.</p>
<p>DOG BISCUIT BAKING Continue baking dog biscuits for Desert Paws Animal Rescue (www.desertpawsonm.org). Last year we baked 34 batches totaling approximately 1,554 dog biscuits and expect to increase that number.</p>	<p>Sale of these dog biscuits is a fundraiser for Desert Paws.</p>
<p>PET THERAPY & EDUCATIONAL VISITS Members will expand their pet therapy and educational visits.</p>	<p>Pathways has been involved in pet therapy activities for years. These activities benefit both the young and old who interact with therapy dogs. The Pathways president will spearhead this effort.</p>

Sue said key goal for 2015 is to get funding for a new transport van. Need grants to do this such as from PetCo, PetSmart, Purina, Best Friends, ASPCA.

SUE

Write transport van grant for ASPCA (first need requirements/cost document)



2 CONFLICT OF INTEREST BOARD MEMBER SIGNATURES

Andrea has not signed her statement yet. Sue said annually in April all board members need to sign these.

ANDREA
Sign conflict of interest statement



3 T-SHIRT STATUS

The Mountain t-shirts

Produces very good t-shirts with good colors, minimum order is 48 t-shirts for cost around \$384 (around \$7/shirt). Wants Pathways logo on back, text on front and back. Not sure if these can be sold. May give to big donors, worn by Pathways people on transports and events. Could sell on internet.

VistaPrint t-shirts

Only produces white t-shirts.

DAVID
Provide Sue the PANTONE color number for Pathways turquoise color for t-shirt use



4 PET FOOD DONATIONS - PFX PET SUPPLY (ALBUQUERQUE NM)

First donation of dog food (30 bags for 660 pounds) picked up from PFX Pet Supply. Pathways will distribute this pet food and supplies to other animal rescue groups such as Desert Paws Animal Rescue, the homeless and low income families.

Pet food donation form presented, anybody Pathways provides donated food need to fill out a food donation form for Pathways accountability, form OK with board but needs to have a signature line.

Approved 3-0-2

DAVID
Change pet food donation form to include signature line

SUE
Ask Acoma Training and Desert Paws to fill out pet food donation form



5 DOG TRAINING

a) **Acoma Dog Training Center (Albuquerque NM)**

Raymond has free dog training coupons for Acoma Dog Training Center (Albuquerque, New Mexico), but usage of these coupons has been so-so since fosters don't want to drive this distance. Adopters have also used other training facilities like PetSmart.

b) **Freckles**

Sue is helping Desert Paws Animal Rescue by transporting Freckles to Acoma Dog Training Center (Albuquerque, New Mexico) for training and working with Freckles between training classes.



6 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)**

Pathways applications to transport for these 2 groups have been approved. No transport requests so far.



7 BOARD POLICIES

a) **Volunteers**

Policy approved with amendment to add Volunteer Type with several choices (social media, special events, transport driver, transport assistance, other).

Approved 3-0-2

DAVID

Update Volunteer policy form to include Volunteer Type checkboxes



8 NEWSLETTER

Sue said work in progress, not needed yet.



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9 TRANSPORT VEHICLE REIMBURSEMENT REQUEST

Sue Kinzie -- \$206.85


Sue submitted request for Pathways to reimburse her for several transports using her vehicle. Board (Raymond Sandor, David Craig, Andrea Dewey) approved request, Sue abstained because of a conflict of interest, Andrea approved request via phone so board would have a quorum of 3 members. Reimbursement paid from Pathways general fund bank account, future reimbursements should be paid from Pathways transport fund bank account for accountability purposes. Raymond (board treasurer) signed check since only President and Treasurer can sign Pathways checks.

Approved 3-0-2

DAVID

Create new bank signature sheet for Pathways notebook so who can sign checks is documented

JANUARY 6, 2015 PAID FROM GENERAL FUND CHECK #1028
 15 JAN 2015 SIGNED BY RAYMOND SANDOR \$206.85



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TRANSPORT VEHICLE REIMBURSEMENT REQUEST

TRANSPORT REIMBURSEMENT REQUEST AMOUNT

Request Date: 1-6-15
 Requestor Name: SUSAN KINZIE Signature: Susan Kinzie
 Transport total miles: 985
 Reimbursement per mileage amount: \$ 0.21 (see transport reimbursement policy)
Reimbursement amount: \$ 206.85

TRANSPORT DETAILS

DATE	MILES	DESTINATION
11-16-14	533	PETRIFIED FOREST, AZ
11-17-14	113	ACOMA TRAINING CNTR, ALBUQUERQUE, NM
11-24-14	113	" " " "
12-1-14	113	" " " "
12-8-14	113	" " " "
PARTIAL REIMBURSEMENT FOR TRANSPORT EXPENSES		

TOTAL MILES 985

BOARD APPROVAL APPROVED [] NOT APPROVED

Board Member: Raymond Sandor Signature: [Signature]
 Member Position: [] President [] Vice-President Treasurer
 Date: 01/15/2015 Disapproval Reason:

REQUEST NUMBER (Format YYYY-N, e.g. "2014-1"): 2015-1



E -- END OF MEETING ITEMS



1 NEXT MEETING

February 16, 2015 (Monday) 2:00 PM MST



2 ADJOURNMENT

Adjourned 4:41 pm

Approved 3-0-2