

Friends At Your Metro Animal Shelter (FAYMAS)

**Board Meeting Minutes**

Sunday, January 24, 2016

Home of Bonnie King 10:20 am

**Attendance - Board Members:**

Bonnie King, President  
Chris Lynch, Vice President  
Jen Waalkes, Treasurer  
Liz Roberts - Public Relations - Absent  
Judy Bucholtz, Secretary

**Reports**

- Treasurer:
  - Current Bank Balance = \$4430.78
  - Budget Update - Reviewed activity November 2015 - current
  - The Square - New with more features. Given to Chris Lynch for use at the shelter.
  - Benevity, T-Mobile's charitable giving program - Now is set up. Program matches 100% of T-Mobile employee donations to FAYMAS, up to \$1,000.
  - T-Mobile matches \$10/hour for Jen's work with FAYMAS - Jen will be tracking hours via spreadsheet
- Public Relations:
  - Membership Renewal emails – all sent. Minimal response so far.
  - Liz submitted a request to Bonnie to use FAYMAS as her marketing project through Green River Community College - BUS 340 Introduction to Project Management Class. The project will be referred to as the "FAYMAS Membership Drive". **A vote was taken and approved for this project.**

**Unfinished Business:**

- Review of FAYMAS Articles of Incorporation and Bylaws re: payments not directly related to animals at the shelter. It was agreed to maintain the status quo regarding expenses. Expenses have to be directly related to benefitting animals at the shelter, not animals adopted from the shelter. We will review and amend the Bylaws as needed in one year. The only change needed to date is the addition of the "Forever Family" membership (\$10) for those who adopt from the shelter. Free memberships with adoptions from the shelter were terminated July 1, 2015.
- 2016 Budget presentation
  - The 2016 budget will be reviewed again by the Board at the February meeting prior to sending to the membership for approval at the Annual Membership Meeting on March 12<sup>th</sup>.
- Approval of December subsidy bill from City of Sumner. **Voted & approved for \$395.**
  - Subsidies for dogs \$195 - (3 dogs)
  - Subsidies for all cats 8 years and older \$110 (2 cats)
  - Microchips for redeemed animals \$90 (3)
- The updated 2015 FAYMAS Activities spreadsheet was discussed. An edited version will be used as handout at upcoming city council meeting presentations.

**New Business:**

- Board member bills presented for review approval & payment
  - Anticipated bill for 100 member brochures will be under \$100. Bonnie only has 8 brochures left and has reordered through Print Solutions. She presented the item as information only since the Bylaws permit expenditures under \$100 without Board approval.
- Financial Policy Document revisited. Discussion. Vote in February - changes were proposed. Jen brought up the possible need for liability insurance for events. Bonnie will contact her insurance company to get information.

- Metro is requesting FAYMAS pay for 3 microchip scanners. **Voted & approved to order 3 Universal Xtend Scanners for \$1995.** Bonnie will follow up with Nikki Smith regarding next steps.
- Dian Mitchell from Metro contacted Bonnie about whether FAYMAS would like to continue to include information about FAYMAS in the bags handed out at events. It was agreed to update the flyer and supply to Metro. Chris will print and provide to Diane.
- Annual Meeting, Saturday March 12, Noon setup – Puyallup Library Executive Board Room
  - Discussion was held on reports to the Membership. Each board member must be prepared to do a practice presentation at the February Board meeting.
    - President – Annual Report of Accomplishments
    - Vice President – Goals (Sound Proofing emphasis and Dog Run improvement)
    - Treasurer –
      - 2015 Budget vs. Actual Comparison
      - 2016 Budget – vote required at meeting
    - Secretary – Meeting Minutes (location of), Membership #'s - Judy will work with Liz on accurate numbers and bring projector to next meeting for Jennifer to use.
    - Public Relations – Public relations plan (Membership drive)
- Past Member Renewal Phone Calls. Each board member was supplied a list of shelter patrons to send emails or call (if no email provided) past patrons to encourage renewals.
  - Script for calls & email handout was distributed by Bonnie.
  - Use activities handout as a reference when calling members about renewal
- Board Meetings: 10 am at home of Bonnie King (Liz post on FAYMAS Events schedule)
  - February 7, 2016
  - March 12, 2016 – Annual Member Meeting, Saturday. Set up at Noon. Meeting 1-2:30 pm. Break down by 3:00 pm.

Adjourned at 12:40 am.

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Bonnie King, President

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Judy Bucholtz, Secretary