

Friends At Your Metro Animal Shelter (FAYMAS)

Board Meeting Minutes

Sunday, November 6, 2016

Home of Bonnie King 10 am

Attendance - Board Members:

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

Call to Order: 10:10 am

Minutes: October 2, 2016 Board Meeting Minutes-approved

Reports

- Treasurer – Jennifer Waalkes
 - Current Bank Balance: \$1,801.04
 - 2016 Budget Update - September 2016 reviewed
 - Review of veterinary expenses against FAYMAS 2016 Activities Handout
 - Other:
 - Jenn will contact Wild Apricot about adding a Notes field in the initial membership entry window to record the name of the pet that was adopted.
 - Research the % of FAYMAS budget/income that should be kept in reserve
 - Contact her uncle about constructing donation boxes for Metro events
 - Asst Treasurer Daniel will
 - Research standards for non-profits and continue work on verifying City bills for subsidies
- Vice President – Chris Lynch
 - Microchip Clinic: Thursday, 11/10/16
 - Black Friday Specials: Moved to 12/2/16. Specials will be 10% - 100% off of adoption fee. Discount will be determined once paperwork is completed. FAYMAS will pay the discounted fee. Flyers and handouts will be available. Kittens will be available for adoption.
 - Fund raisers for next year (wine tasting) - Wine & Decor Shop - tabled for now. Will see about visiting the location after the first of the year.
- Public Relations – Liz Roberts
 - Walk for a Dog/Pokemon Go on Facebook postings will be delayed until there are updates to Pokemon Go and the weather improves next spring.
 - Work on Website, color, paw prints and links to FB postings will be completed by mid-December.
 - New Likes on Facebook = 722 as 11/5/2016. Page users have increased as well. "Post engagements" increased 36%
Microchip posts received over 1,000 likes.
Also adding more links on Facebook to connect to website and to help with "bounce rate".
New visitors have increased 64.9%
 - Membership numbers:
 - Active = 162
 - Corporate = 1
 - Forever Family = 101
 - General = 108

Seniors = 9
Students = 3

- 2016 FAYMAS Activities spreadsheet was reviewed
- Calendar Update – Sales Report: 199 Sold, 75 left
- FAYMAS story board for shelter has been completed.
- Proceeds from October Photo Op thus far: 23 photo downloads/digital prints generated \$130.27 (after fees)
- Remaining Tractor Supply Event Dates (10-2; setup at 9:15)

New Business:

- Board member bills presented for review, approval & payment: Chris presented a bill for reimbursement for Foster kittens for \$126.82 - **Voted and approved.**
- Expenses for October recap: City of Sumner paid for October subsidies. Print Solutions paid.
- Possibility of donation boxes for Metro – Judy? Judy's brother cannot make the boxes as he went home to Idaho. Jenn will ask her uncles.
- Grant Application was submitted to South Hill Rotary for an unspecified amount to pay for unanticipated vet expenses
- Application submitted to Puyallup Library for space to hold FAYMAS Annual Membership meeting on Saturday, March 11, 2017.
- Year End Donation Letters will be signed and ready for deliver at the end of this meeting.
- Board Meetings: 10 am at home of Bonnie King on December 4
- Other:
 - Firgrove & Puyallup Valley Veterinary Clinics have committed to providing care for 2017.
 - Revisit Finance Policy, page 3, h. Purchasing, ii. Procedures.
Bonnie suggested amending the wording to allow for payments over \$100 between meetings. An amendment will be brought to the December meeting allowing the President, Vice President and Treasurer to approve via email.
- Christmas for Metro Officers & Staff: Discussed each board member contributing \$20. **Voted and approved.**

Adjourn: 11:20 a.m.

Bonnie King, President

Judy Bucholtz, Secretary