

Friends At Your Metro Animal Shelter (FAYMAS)

Board Meeting Minutes

Sunday, February 11, 2018

Home of Bonnie King 10 am

In Attendance:

Bonnie King, President

Chris Lynch, Vice President absent

Jennifer Waalkes, Treasurer

Daniel Yaron, Asst. Treasurer absent

Liz Roberts, Public Relations

Judy Bucholtz, Secretary

Call to Order: 10:15 am

Minutes: January 14, 2018 – emailed. **Approved.**

Reports – Information Only

- Treasurer
 - Current Bank Balance: \$5256.57
 - 2017/ 2018 Budget Update: 2017 Budget vs Actual reviewed. The financial information will be included in the written Annual 2017 Report. The 2018 budget was drafted by the Jenn with board members present. It will be discussed at the March meeting and presented at the General Membership meeting April 21st for adoption.
 - WA State Combined Filing was completed for 2017 and filed online. The cost was \$19.07 for sales tax owed the State from the online sale of calendars.
 - Filing date for IRS 990 is May 15, 2018 and will be handled by Jenn. She advised unsubscribing from the reminder emails she and Bonnie are getting, as this is a third party that charges, when no fee is necessary to file.
 - Financial information for 2019 calendar solicitation was provided by Jenn to Bonnie for the emails which will go out this week.
 - Add Jenn to FB Team. Liz agreed to help her after the meeting.
 - Follow-up on T-Mobile story for use by FAYMAS. There has been no response from T-Mobile. Nothing more will be done.
 - The Profit & Loss document from December 2017 was reviewed.
- Public Relations
 - FB and website activity were down in the last month. Liz is scheduling more posts/stories on FB in the next few weeks. She is also working on Instagram posts.
 - Membership numbers: 4 Forever Families. This number will decrease to zero as they transition to another category of membership or decline to join again. There are 30 General members; 11 Senior; and 1 Student for a total of 47 active members.
 - Follow-up with Carmen Palmer and Murrey Finns to link to Metro's Pet Search Page to FB and FAYMAS websites. Liz has been in contact with Murrey & emailed Carmen. It's a work in progress.
 - Poll or use analytics to determine best posts for FAYMAS FB page? It was determined that it's not possible to do a poll of any value on a FB business page. The idea was dropped.
 - Bonnie suggested doing a slide show of a method for cleaning kitty litter boxes developed by Chris. This could lead to other helpful hint type posts.
- President
 - Sent in request for door activity to Fred Meyer for May 5th or 12th. - Waiting on response.
 - Began development of 2017 annual report and Bonnie will send the report to Jenn for her to include the financial data. Need to complete and get to the printer as soon as possible.

- Upcoming tasks:
 - Solicit 2019 calendar sponsors this week. The first email will be to previous sponsors. Next email to new possibilities, the active member list, and a posting on FB. A form will be used for volunteers at the shelter and others to include their pet photo on a calendar page. The cost will be the same as last year, \$25 for the photo and \$45 if joining FAYMAS at the same time.
 - Distribute 2017 annual report to City Councils.
 - Present 2017 report to South Hill Rotary.

Unfinished Business:

- 2018 Activities Handout/Calendar Update. Reviewed. It was decided that 2017 December subsidies will not be included on the report and will be included in the 2017 statistics.
- Extra calendars picked up from Big Daddy's and Puyallup Valley Vet Clinic (15). Judy is purchasing three more. The remaining 12 will be given to the Metro Animal Shelter.
- Review/ approve proposed language changes to Bylaws for presentation at the annual member meeting in April for a vote:
 - Support for other rescue groups or entities tied to the welfare of Metro animals: Suggested to remove the work "tied" and change to "benefiting the welfare of Metro animals". - Jen will make the change and add a footer with the date of amendment.
 - Change specific month language for membership meeting to "Spring."
- The BOD was reminded to get their bio changes to Bonnie for updates to the annual report and the FAYMAS Website.

New Business:

- Board member bills presented for review, approval & payment. The Board voted and **approved** \$19.07 payment to Jennifer Waalkes as reimbursement for online filing of the WA State Combined document.
- Handout of updated account information. Bonnie provided the Board with a new copy of passwords related to various accounts.
- Dates for upcoming board meetings:
 - March 11th – Annual Member Meeting dry run. Agenda to include stories, stats, financials, new budget and bylaws revisions
 - April 21st - General Membership Meeting
 - August 18th - Hounds on the Hill: August 18th.

Other: Planning for the spring/summer meeting dates to take place at the March meeting.

Adjourn at 11:30 am

Bonnie King, President

Judy Bucholtz, Secretary