

House Rabbit Network Board of Directors Meeting

April 3, 2011 – 1 PM

Bulger Animal Hospital, North Andover, MA

Meeting Chair: Cheryl Arena

Present: Cheryl Arena, Kathleen Bourdelais, Shannon Cail, Jillian Harlow, Megan Kierstead, Astrid Kruse, Justin Lyons, Melissa Lyons, Linda Massey, Diane Mayer, Cheryl Reinhardt, Bob Stark, Heather Toland, Suzanne Trayhan

Meeting was called to order at 1:10 PM.

Meeting minutes from 3/6

- One change was proposed to the 3/6 meeting minutes: a motion to retain physical records a minimum of 10 years was motioned and unanimously accepted.
- With this change, the 3/6 meeting minutes meeting minutes were accepted unanimously.

Bill Southworth to be added as a board member

- A motion for Bill Southworth to be accepted to board was proposed.
- HRN has been added to non-profit collaborative at Enterprise bank, but has not opened any sort of banking account.
- Motion to add Bill Southworth to board passed 12-1, with 1 member abstaining.

Forums vs. emails

- The HRN board email list should be used for board business.
- The forums on the HRN website should be used for committee business that requires volunteer involvement.

Forums for volunteer involvement

- A motion to allow volunteers to speak at every motion was proposed.
- It was agreed that board meetings should be open to all volunteers.
- Due to concerns about meeting length, an amendment was proposed to limit individual volunteer input to 2 minutes at each motion.
- It was also noted that geographically dispersed volunteers might not be able to participate in board meetings, even if they want to.
- The motion to allow volunteers to speak at every motion, with a 2-minute time limit per volunteer passed unanimously.

Unmoderating the HRNVol email list

- A motion was proposed to unmoderate the HRNVol email list.
- Important issues have often been covered on HRNChat, to which all volunteers are not subscribed.
- Concerns were raised about how to effectively communicate HRN policies to new volunteers, since much of this information is only discussed on the email lists and is not officially retained anywhere. HRN's stance on Sweet Meadow was discussed in detail.

- Information about the existence and uses of the various HRN email lists will be included in the volunteer orientation packet.
- The discussion about Sweet Meadow and communication of HRN policies was tabled.
- The motion to leave HRNVol unmoderated for 2 months passed 9-3, with 2 abstaining.

Website & Database Concerns

- There was a concern that the icons for “Good with Cats”, “Good with Dogs”, “Good with Children” might be causing some rabbits with “unknown” behavior to not be adopted in favor of the rabbits with positive icons.
- Documentation for the website and new database should be a priority and is in progress.
- It is unclear how Liz (the bookkeeper) is keeping track of new memberships. A process for tracking new memberships and putting them in the database should be established in committee.
- The Technology committee will review the icons and look into removing them.
- Concerns were raised about the lack of user-generated password for ASM. This will be added to the Technology committee’s enhancement list.
- Database training should be held for hotline volunteers.
- An introduction to the ASM database will be given at the 5/1 board meeting.

Process for rotating meeting chairs for board meetings

- Bylaws state that the president officially chairs board meetings.
- A motion was proposed to rotate chairs by presidential appointment.
- The motion was proposed to rotate chairs by presidential appointment was passed unanimously.
- Megan will run the May board meeting.
- Melissa will run the June board meeting.

Nonprofit best practices document

- Megan presented a set of documents (Principles & Practices for Nonprofit Excellence in Michigan) that could be used to evaluate HRN’s organization and management.
- Megan requested that all board members anonymously complete the Organizational Assessment Tool.
- Given the document’s length and concerns about printing, Linda will extract the portions of the assessment document that need to be filled out.
- Board members will bring the completed Organizational Assessment tool to the 5/1 board meeting.

Annual Report

- The HRN bylaws state that an annual report is required to be released 120 days after the close of each fiscal year.
- Annual reports have not been completed in past years.
- An annual report format should be investigated and established.

-Particular responsibility for composing the annual report was not established.

Committee updates

-Draft committee definitions were reviewed for

- Technology
- Management, General Procedure, & Ethics
- Fundraising
- Marketing & Advertising
- Foster Homes/Intakes
- Education
- Hotline
- Volunteer
- Medical Care & Procedure
- Finance

-Given the inconsistency in the format of the committee definitions, it was agreed that each committee would reformat their definition to the following:

- Short paragraph overview of the committee
- Ongoing committee responsibilities
- Short-term committee goals
- Long-term committee goals

-It was discussed whether or not committee chairs should be required to be board members. General consensus was that at least one board member should serve on each committee, but it was not required that a board member be the chair.

-The Google docs spreadsheet should contain the most up-to-date committee membership information.

-Each committee should convert its definition to the established format by the next board meeting.

-Each committee should complete its short paragraph description within one week, so that an email soliciting volunteer involvement can be disseminated.

Presidential election

-No president had been elected as of this board meeting.

-Concerns were raised about the lack of anonymous voting for absentee board members. Issue was not resolved.

-Given the addition of a 15th board member, the issue of president will be settled at the May board meeting.

The next board meeting is tentatively scheduled for 1pm, May 1, at VCA Wakefield.