

HRN Pre-Board Meeting Minutes Draft

February 13 (ca. 1.30 pm) at the Arlington Center of the Arts

Board Member Attendees:

- Heather Toland
- Shannon Cail
- Jillian Harlow
- Kathleen Bourdelais
- Linda Massey
- Astrid M. Kruse
- Cherryl Reinhardt
- Cheryl Arena
- Justin Lyons
- Suzanne Trayhan
- Megan Kierstead
- Melissa Lyons
- Diane Mayer
- Bob Stark

Other Attendees:

- Carol Youngclaus
- Katie Kelly
- Beth Santo
- Corinna Preuschoff
- Laura Anamateros

Date / time for board meetings

- Suggestion to meet every 4 weeks for the next 6 months
- Sunday at 1pm works best
- Upcoming meeting dates will be March 6, April 2, May 1, June 5

Locations for board meetings

- 93 / 495 Junction (Andover area) appears most convenient
- Members are asked to provide list of possible venues
- An option is Rita's condo room in Burlington
- Virtual venues are also discussed. However, at the beginning everybody should be attending the monthly meetings in person. Nevertheless, virtual meetings may be an option for short-notice emergencies and should also be explored for the future

Board vs. operation

- As long as things are well-defined responsible people don't always have to be on the board

Officers

- What officers should HRN have?

- Important is the treasurer to work with the bookkeeper and also the clerk (required by law)
- President and secretary are less important
- A vice-president is optional even in the current bylaws
- Officers should not be board positions. That is, they do not have to be on the board, but have to be appointed by the board
- Given that there are rotating responsibilities in organizing board meetings the president is more like a static CEO or backup
- Officers should be very experienced, but not necessarily the same people like in the past
- The question is who is willing to take a position
- There is a vote to have a president (9 vs. 5) and a treasurer (15 vs. 0)
- The secretary is mandatory
- Currently all medical expenses above \$250 have to be approved by the treasurer
- Vote for positions in the next meeting. People should post to the list if they are interested in a position (applications should go in by February 28).

Updating bylaws

- The current bylaws are in the member section of the Website
- Megan and Suzanne will work on it
- Overhauling the bylaws will be an ongoing process

Next meeting (March 6)

- Organized by Suzanne
- All agenda items should be submitted by February 28
- There will be rotating responsibilities in organizing meetings

Subcommittees (e.g., finance committee)

- Subcommittees should write up bylaws / make suggestions, which the board will have to approve
- Non-board volunteers can be on committees, but it is discussed if each committee should have one board member
- Committees should have 3-5 members
- There may be standing committees and floating committees
- Melissa has list of possible committees: finance, technology, fosterhomes, hotline., marketing/advertisement, event fundraising, non-event fundraising, transport, stray rescue, medical, bunsitting, education
- Committees are more likely to come up with ideas than just individual responsible people
- Email will be send out to solicit interest in being on committees
- If there are committees nobody volunteers for board members should step in
- All committees should be formalized by the next meeting
- Committees should help to formalize procedures for all types of actions (for example, what to do if a foster bun is sick)

What should the new board accomplish?

- Oversee the organization
- Formalize the organization, stabilize, and grow it

- Ultimately it's about helping the bunnies

Flow of information

- Suzanne will set up an HRNBoard yahoo group
- There should be information on what people are bringing to the board (interests and skills) in order to work effectively
- Picture and mini bios
- Meeting minutes will have to be approved by the board, but draft minutes can be send out earlier
- Corinna will send today's minutes to Suzanne to distribute