

House Rabbit Network, Inc.

DRAFT Minutes Board of Directors Meeting March 6, 2011 Bulger Animal Hospital - N. Andover, MA

Roll Call

Present: 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

Absent: Cheryl Arena

The meeting was called order at 1:15 PM. A quorum was present.

Roberts Rules of Order

The use of Roberts Rules of Order to conduct all meetings of the Board of Directors was reviewed and discussed.

Approval of minutes

Minutes from the previous meeting on February 13, 2011 were accepted as submitted.

Adding a 15th board member

MOTION: The Board of Directors will accept and consider applications for to fill the 15th spot on the Board of Directors. The motion was seconded and passed by unanimous vote.

Any interested person may submit an application at any time. The Board will accept applications on an ongoing basis. Applications received in a timely manner before the next scheduled meeting will be considered and voted on at the next meeting until the position is filled.

- ➔ **Action Item:** A notice will be sent to volunteers informing them of the open seat on the Board.

Maintaining files

The time period for maintaining paper files was discussed. There was a general consensus that adoption contracts and other important files should be kept for a minimum of 10 years. Keeping electronic records in addition to the original paper files was also discussed.

Preliminary budget

Suzanne gave a report of current expenses.

- ➔ **Action Item:** Suzanne will send out a written report via email.

Lack of treasurer

The lack of applications for Treasure for the 2011 year was discussed. A general overview of the position and duties were described. Justin volunteered to be considered for this position in the upcoming election of officers.

Procedure for elections

Procedures for electing officers were discussed.

MOTION: Voting will be done by ballot. The motion was seconded and passed unanimously.

MOTION: Officer election requires a majority vote of the entire Board of Directors. The motion was seconded and passed unanimously.

Election of the Board of Directors by volunteers was discussed. Volunteers have expressed a desire to vote for the Board of Directors as described in the bylaws, but have not done so in previous years.

MOTION: An official vote will be taken by ballot for future boards starting in 2012 and going forward. The motion was seconded and passed unanimously.

A recommendation was made to reach out to volunteers explaining that a decision was reached to conduct voting for the Board of Directors starting in 2012.

- ➔ **Action Item:** Suzanne will draft an email to volunteers and send it to the Board email list for review. Once the draft has been reviewed, the email will be forwarded to all volunteers.

Election of Officers

The election of officers for 2011 was conducted by ballot. Cheryl A, who was not present at the meeting, will be allowed to vote when she is able to do so.

President – 13 out of 14 ballots cast. No candidate received the required majority to win. Election results are pending a vote by the 14th member of the Board.

- ⤴ Melissa Lyons: 7 votes
- ⤴ Suzanne Trayhan: 6 votes

Secretary – 13 out of 14 ballots cast. Megan was elected Secretary by majority vote.

- ⤴ Megan Kiersead: 8 votes
- ⤴ Linda Massey: 5 votes

Treasurer – Justin Lyons was elected Treasurer by a unanimous show of hands.

Formation of Committees

Prior to the meeting, Melissa circulated a list of 20 suggested committees. Each committee was discussed, recommendations made, and volunteers noted. No motions were made regarding committees, and no formal votes were taken.

- ➔ **Action Item:** Each committee will draft a description of its duties to be presented at the next board meeting. A list of proposed committees and interested board members is as follows.

- ⤴ Finance - Justin, Suzanne (at least for the first 6 months), Kathleen
- ⤴ Technology - Megan, Bob, Jillian
- ⤴ Foster Homes / Intakes (items 3 and 4) - Melissa, Jillian, Shannon

- ⤴ Marketing and Advertising - Shannon, Jillian, Bob
- ⤴ Fundraising (items 8 and 9) - Cheryl R., Bob
 - ➔ **Action Item:** Cheryl R will also send an email to HRNVol and HRNChat to solicit other interested people.
- ⤴ Medical Care and Procedure - Astrid, Suzanne, Linda
 - ➔ **Action Item:** Astrid requested a list of contacted vets.
- ⤴ Management, General Procedure and Ethics - Megan, Suzanne, Astrid, plus Melissa volunteered to formally put into writing recommendations made by this committee.
- ⤴ Volunteers - Cheryl R., Megan

Membership - I do not have anyone's name or a note about what we did with this one. Did we decide this to be a committee or a job one (or 2) people can coordinate.

The following suggested committees were tabled.

- ⤴ Shelter Feasibility
- ⤴ Emergency Animal Response Team
- ⤴ HRN Foundation Feasibility

The following items were suggestions on the list, but it was discussed a formal committee was not needed. Any board member interest in being involved in these tasks may coordinate with the appropriate Coordinator or volunteer.

- ⤴ Hotline – Heather and other volunteers with work with Katie Kelly, Hotline Coordinator
- ⤴ Education - Megan and other volunteers will work with Diane, Education Coordinator
- ⤴ Stray/Rescue – Shannon, Jillian
- ⤴ Transports – Shannon, Jillian
- ⤴ Bunsitting - Shannon
- ⤴ Donations and Storage - Rita

Storage Unit

HRN now has a storage unit in Burlington for storage of cages and other supplies. Distribution of keys to this unit were discussed. Rita is currently handling the storage unit and will have keys. It was suggested additional people local to the area also have or may want access to the storage unit.

The meeting was adjourned at 3:05 PM. The next meeting is planned for Sunday, April 3, 2011.

Minutes submitted by Linda Massey.