

The House Rabbit Network Board of Directors Meeting Minutes

December 16, 2012

Next meeting: Jan 26, 2013, **Billerica shelter, following volunteers meeting**

A meeting of the Board members (“HRNBOD”) of the House Rabbit Network (“HRN”), a MA non-profit, was held on December 16, 2012 starting at 1 pm ET at the Billerica Public Library, Billerica, MA.

Board of Directors Present: Suzanne Trayhan, Diane Mayer, Linda Massey

Also Present HRN member: Janelle Carmichael

A quorum of HRNBOD members were present, and the meeting, having been duly convened, was ready to proceed with business.

The President of HRN welcomed everyone to the meeting.

I. Agenda Items

HRN Board of Directors Liability Insurance	2013 HRN Finance Committee
HRNBOD Approval of Prior Meeting notes	HRN Articles of Incorporation
HRN Newsletter	HRNBOD selection
HRN By-Laws Updated	HRN Property and Access

II. Discussion

- Discussions around HRNBOD Liability Insurance costs for the deductible and yearly rate concerns surrounding the address (and if the rate is lower if the shelter address is used instead).
- Discussions around HRN Newsletter organization and format concerns. Suzanne to reach out to the organizer.
- Discussion around forming a new HRN Finance Committee and a 2013 schedule.
- Discussion around updating the HRN Articles of Incorporation. Sections around HRN members will be removed. We need the flexibility to change membership requirements in the By-Laws and other HRN documents.
- Discussion around HRNBOD membership and how they are voted into office and term durations.
- HRNBOD voted to accept updated version of the HRN By-Laws.
- Discussion around HRN documents, property with former HRN members and access to the HRN Shelter.

III. Roundtable

- HRNBOD discussed the details with the Liability Insurance costs to make the best cost effective decision for HRN.
- The Board asked the HRN Shelter managers to obtain general idea of the upcoming 2013 Billerica MA lease renewal.
- HRNBOD asked HRN Shelter general questions about current adoptions, adoption process, newsletters, new memberships, new volunteers, Mid-Shift volunteers and the new volunteer sign up process.
- HRNBOD revised and updated the HRN Articles of Incorporation to submit to the HRN members for a vote in January 2013.

- HRNBOD to ask for volunteers at the January 2013 meeting to form a committee to work on HRNBOD structure and qualifications of new HRNBOD members.
- The HRNBOD accepted all the updated changes (pending any found minor spelling modifications) to the HRN By-Laws.
- HRNBOD contemplating next steps to procure all HRN documents and equipment that may be with former HRNBOD members or HRN members. HRN Shelter Manager offered to contact additionally to see if another result is achieved.

Adjournment

Respectfully submitted,

_____Janelle Carmichael._____

Recording Secretary