

House Rabbit Network, Inc.
Minutes, Board of Directors Meeting
June 24, 2012 9am, Billerica Shelter.

Roll Call

Present: Cheryl, Suzanne, Kathleen, Diane, Linda. A quorum was present.

Business

March minutes were approved.

Justin resigned as treasurer effective May 12, 2012.

Vote- By unanimous vote, Kathleen was elected treasurer.

Taxes- we filed for an extension and now have until Aug 15.

New volunteers-

Joyce Lee is a graphic artist who will be working on the calendar and flyers for us.

Josh McDonald is an illustrator and created the Lowell Spinners Flyer for us.

Angela Allen and Jeanine Archer are on the finance committee, will update guidestar.

Newsletter- Draft going out on Monday, Maysoon, Carol and Alana worked on it. Need someone to mail it, Diane volunteered.

Committees- Leads do not need to be on the board. We want to go back to filing the monthly reports, due the 15th of the month.

Rabbit Health 101 book- need to reorder,

Vote- unanimous to spend up to \$400 ordering new batch of books.

Foster Packet / Adoption Procedure: Lately there have been problems with foster homes not knowing how to handle adoptions. It was noticed that this was missing from the foster home packet. Foster committee needs to train foster homes on the adoption procedure and a new document created for the foster packet. Kathleen and Diane will work with Melissa on this.

New foster homes are not being sent to the volunteer committee. It is creating a lot of confusion and causing problems, isolating the foster group. Melissa needs to notify volunteer committee of new foster homes.

Board ethics: We want to promote a high level of ethics and awareness of conflicts of interest. Board members need to be aware of protocols, following all protocols and procedures. There can not appear to be any advantage gained by being on the board. Need to maintain transparency.

Volunteer Waiver: People working at the shelter need to sign a volunteer waiver and code of conduct. Cheryl is working on this and will send it out. Only need to sign once and it will be on file.

Linda brought in the latest insurance policy.

Limit hay at the shelter to 8 bales or less.