

House Rabbit Network, Inc.

**Minutes
Board of Directors Meeting
February 25, 2012
Bulger Animal Hospital - Andover, MA**

Roll Call

Present: Kathleen Bourdelais, Jillian Harlow, Justin Lyons, Melissa Lyons, Linda Massey, Diane Mayer, Cheryl Reinhardt, Suzanne Trayhan,

Absent: Shannon Cail, Cheryl Arena, Bill Southworth, Heather Toland

The meeting was called order at 10:15 AM. A quorum was present.

Approval of minutes

Minutes from the previous meeting held on Jan. 29, 2012 were approved as submitted.

Access list

Suzanne put together a list of people who have access to each account owned by HRN and sent the document around for review for accuracy and additional information. It was suggested the secretary be responsible for keeping this list, and committees will be responsible for keeping information updated with the secretary. The list should include all accounts and names of all people who have access even if a person is not active but has the current password to access the account.

Secretary Vacancy

The current duties of the Secretary as written in the Bylaws were reviewed, and the following changes suggested

Remove membership list/book (kept by Newsletter / Accounting)

Suggestions to add:

- Take minutes
- Manage contact list online
- Maintain access list
- Meeting announcements
- Secure meeting locations

Melissa will work on drafting text for next meeting, and an official vote to amend the Bylaws will be taken. A draft will go out for review before the next meeting, and a final version will be presented at the next meeting.

Linda was appointed Secretary by unanimous vote. New elections will be held in May 2012 when the new Board is seated.

Organizational Chart

Cherryl R. drafted an example organizational chart. Cherryl R. and Suzanne will work on draft for the next Board meeting.

Committee reports

Committee reports were submitted on time this month. A suggestion was made to make reports available on the website.

Adoption Contracts

Melissa and Shannon are working on revising the adoption contract, taking out irrelevant things and condensing content, and adding a clause about being responsible for legal fees. Space for foster home contact info and 501c3 status were added.

Technology

Suzanne has full access to all technology services and accounts. Linda was nominated and added as new Technology Committee lead.

Board Member Requirements

Melissa put together a suggestion of board member requirements and procedure suggestions. Commitments and requirements will be put in writing to present to potential Board members. A draft will be available at the next meeting.

Shelter

The Shelter Committee is currently looking at 4 properties, assuming the original 3 are still available for lease. The Shelter Committee will come up with a budget to present to the Finance Committee and the Board. An amount of \$1000-1500 was suggested as a target range for rent and utilities. Details are to be worked out amongst the Shelter Committee with input and collaboration from other committees as needed.

The meeting was adjourned at 11:45 AM. The next meeting is scheduled for Saturday, Mar. 31, 2012.

Minutes submitted by Linda Massey.