

House Rabbit Network (HRN)
Minutes of the Meeting of the Board of Directors
November 16, 2013

Present: Suzanne Trayhan, president; Diane Mayer; Sarah Titus. Also in attendance was Jean Player, secretary.

Meeting commenced 1:15pm.

Review of Minutes of September 28, 2013 Board Meeting

The Board reviewed the minutes from September 28 2013 and there was clarification of the following matters:

- Volunteer interpersonal communications;
- Feeding greens for large capacity foster homes
- Reimbursement policy for large capacity foster homes

Minutes were approved.

General Discussion

Outreach:

Whole Foods Woburn has selected HRN as a charity recipient for a “5%” day in April. When scheduled, HRN will promote it. Diane asked for booth details and regulations of having a bunny guest.

Grants:

HRN sent a grant to the Gus Hawthorne Foundation requesting \$1,500. Although the foundation favors the northwest US, it did give a grant to the local organization PAWS.

The Doris Day Foundation accepted HRN’s letter of interest and invited HRN to submit an application.

The Petco/Ellen DeGeneres project about adoption success stories is due November 22. HRN was allowed to submit up to five applications and were working on two- Lucky, Bandit. Diane suggested Captain P. (Postscript- Suzanne contacted Emily S. but was unable to submit that application.)

Newsletter :

The HRN newsletter went out at the end of October. The next newsletter is in process.

Department of Agriculture update

The Department of Agriculture is taking some of HRN’s feedback into consideration, such as HRN’s recommendation that the health certification period be good for a year, not 30 days.

The Dept stands firm on health certificates and that shelters provide cost of medical issues when bunnies are adopted out. Sarah hopes there is another round of allowing public feedback.

It is a challenge to find out when the public comment period is and when/if there is an extension deadline. Communication is not happening to all registered groups. It was suggested to contact the Attorney General so they can look into it and make sure proper procedures are followed.

Shelter Manager

Janelle Carmichael resigned as shelter manager, Stacy Schmidt expressed interest in taking the position. She has been a vet tech and has been helping Suzanne with medical committee matters. Stacy is currently unemployed, and it is the expectation she would notify HRN if/when she is job seeking and to balance shelter manager duties accordingly.

Leah D'Errico has been working on mentoring coordination and working with Megan-Marie on scheduling. They started collecting information about shelter volunteers' availability for regular shifts and subbing.

Shelter Expenses

There is no system of tracking supplies and equipment as they are acquired and used. Inventory control numbers were suggested for larger items (i.e. cages, ex-pens). The Board will ask for an inventory list.

Shelter manager will approve receipts for shelter expenses and distinguish HRN shelter expenses from volunteer consumables, such as the bottled water in the fridge. A second person should review and approve the receipts.

Janelle is still in charge of getting shelter supplies.

Shelter Space

Diane went to Chelmsford Town Hall and talked with a planning coordinator about appropriate zoning of the space that HRN is interested in. A surveyor must check existing and proposed conditions. HVAC issues need to be considered. Abutters are concerned about business hours, traffic, noise, and the impact to the neighborhood. It was noted that the building's previous use was as storage for a roofing supply company.

Is there potential for purchase? The timing of the Dept of Ag regulations may affect the shelter. A move to southern New Hampshire would impact volunteers.

The Board noted the limited availability to make calls, follow up, etc.

Secretary

Jean Player accepted the appointment.

Finance

\$2,000 deficit, year to date. The Board will look into whether there were any drastic changes in expenses and income.

Laura Scafati (treasurer) and Liz Barrasso (book keeper) are coming up with better income categories for subsequent financial reports.

Veterinarians

There have been billing problems and canceled appointments with Littleton Hospital. At this time it is important to seek out other vet hospitals, especially for foster homes in central Massachusetts. Sarah T will switch to Wachusett for her own rabbits. Terry A says there is an animal hospital in Gardner that is good.

Sterling Animal Hospital is willing to do spays and neuters for rescue groups, but they only do them once weekly and there is a wait list. Email contact is the primary communication, which causes delays.

Suzanne recommended that Sarah T investigate; as a large capacity foster home, she will need vet services on a frequent basis.

Suzanne will email Dr Kruse about Cracker who eats better when her eyes are getting treated.

Suzanne and Sarah T will coordinate spays and neuters that need to be done soon with McGrath.

Suzanne asks that foster volunteers submit copies of medical invoices for appointments at Littleton Hospital. Littleton is not good at mailing invoices and then complains when invoices are not paid.

Next Board Meetings

Feb 8, 1:00pm

May 10, 1:00pm (annual meeting)

The meeting adjourned 2:30pm.