

**House Rabbit Network, Inc**  
**Minutes Board of Directors Meeting \*\* DRAFT**  
**Sept 28, 2013 10:30 Am at the Willow Book Store, Acton MA.**

**Roll Call**

Present: Diane Mayer, Sarah Titus, Suzanne Trayhan.

A quorum was present. Meeting was called to order at 10:40am.

**Business**

May meeting minutes were approved.

**Foster Home reimbursements.**

There were discussions about the expenses that our larger foster homes incur and agreed that a policy should be created to reimburse expenses. It was agreed that this would apply to foster homes with 8 or more rabbits, and we would set a dollar amount per rabbit that they can request. (This is to discourage people from over spending). Requests for reimbursement would need to be approved by the person in charge of foster homes.

**Action item-** Sarah and Suzanne were to review their expenses to come up with the amount per rabbit.

**Action item-** Suzanne to notify the book keeper of this policy.

Vote: The board unanimously approved.

**Secretary**

HRN does not currently have a secretary and could benefit from one. Discussions about who might be a good person for the position, Jean P was mentioned as a good possibility.

**Action Item-** Suzanne to write up a job description and see if Jean would be interested.

**Shelter Space**

3 options for the shelter are on the table. 1 is to continue renting where we are. 2 is to expand to the other half. 3 is to purchase something. The board agreed with the previous decision to nix # 2 and not expand to the new space. There was consensus that if we could find something that we could purchase that would be preferable to continuing to rent.

Suzanne and Diane had looked at a property in Chelmsford. The property could work for us, but there are some reservations about the location, that we would need a volunteer to step up and manage the set up of the new shelter, and we would need to check the regulations

in Chelmsford to see what the zoning requirements are and if this property meets the requirements.

If we did purchase the property, we would need to come up with a floor plan and get a sense of the materials we would need to purchase in order to create our shelter. It is mostly just walls.

There was a second property in Chelmsford that there was some interest in. However it was a condo complex, so unlikely that our use would be allowed. Location and price were better.

**Action item-** Diane would contact the town of Chelmsford to find out about the regulations

**Action item-** If it fits with the town regs, Suzanne would draft an email to the volunteer list to see if anyone would step forward

### **Volunteers**

Unfortunately we have a problem where one volunteer is creating a hostile environment for another volunteer. The board reviewed the actions and all agreed this was happening. It was agreed that Suzanne would meet with the volunteer to discuss the situation and make it clear that this behaviour was not acceptable and must immediately stop. Also all correspondence between the two individuals should be cc'd to the board so they could monitor the situation.

### **Board Meetings**

Consensus was that about 4 board meetings a year would be ideal. Roughly in Aug, Nov, Feb, May. Next meeting will be in November, date to be set after Suzanne determines the dates of her trip.

Meeting adjourned 11:55am.

### **Proposed Reimbursement Policy**

HRN will reimburse foster homes with 8 or more rabbits for reasonable expenses incurred purchasing pellets, greens, litter and hay. These reimbursements shall not exceed 50 cents per day per rabbit.

All requests for reimbursements must be approved by the person in charge of foster homes. (Currently Sarah Titus) and submitted within 6 months. When possible, reimbursements should be submitted in batches, either monthly or requests for at least \$25.