

House Rabbit Network, Inc.
Minutes, Board of Directors Meeting ** DRAFT
March 3, 2013 1pm, at the Billerica Library

Roll Call

Linda Massey, Diane Mayer, Suzanne Trayhan. A quorum was present.

Business

The December minutes were approved.

New Bylaws were signed

Next board meeting is scheduled for 1pm April 14 at the Billerica Library

Volunteer and Board meeting was changed from May 18 to May 5. 1pm at the shelter.

Discussed moving board elections until the fall. Reason being is new board is elected just as we go on summer break. Tabled for now.

Discussed getting missing documents from Melissa. (Missing signed adoption contracts, also Justin potentially has financial documents). Will get advice from another lawyer as to how to handle this- we want to send a certified letter to her work requesting the return of the documents. Linda will send Diane a sample to work off of.

Discussed hiring a lawyer to review and update our contracts. Suzanne knows someone recommended by Gabe. She will contact to get pricing and more information.

Motion- To make Laura Scafati HRN's treasurer.

Vote- unanimously approved.

Approving adoptions / hotline. Anyone who wants to adopt a rabbit needs to contact the hotline. Previous adopters must go through the adoption process again. (Even if it is a light interview). Hotline docs should be updated to reflect his. Sarah Robertson will be allowed to approve people directly. She can consult with other volunteers as needed. Diane will contact Sarah to discuss the process with her.

Updated Articles of Incorporation will hopefully be filed in the next week or two.

Shelter- Buy, rent or expand? Will ask Janelle to write a more formal proposal on how the new space will be used, new flooring expense and time frame. Laura can study expenses.