

House Rabbit Network (HRN)
Minutes of the Meeting of the Board of Directors
February 8, 2014

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

Meeting commenced at 1:05

Review and Approval of Minutes of November 16, 2013 Board Meeting

Correction: Diane called Chelmsford Town Hall; she did not go in person.

Bunsitting fees and contract

The Board discussed the following:

- Raising the bun-sitting rates \$15/single bunny, \$19/ pair;
- Changes to what they tell clients (they have been telling clients to bring their own ex-pen, pellets and money for greens – note what supplies the bunsitter should be able to provide (waterbottle, food dish).) If bunsitting home has to spend money for guest bunny greens, then they need to keep receipts and get reimbursed.
- Review of bunsitting contract for client—Needs to have vet info and health history.

Foster Home Issues

A NH fostering volunteer has unresponsive to communications from Sarah T. She has a pair and two singles. The Board discussed taking action, such as gradually moving the rabbits to another foster home in NH more adoption visibility; Sarah Robertson or Kat may be able to help with the transition. The Board suggested that Sarah T inform the foster volunteer that she cannot continue as a foster home if she does not fulfill foster home requirements. The Board also discussed the possibility that she may be better suited for sanctuary rabbits.

Janelle and Stephanie will work on inventory tracking among the foster homes.

Department of Agriculture Regulations

No updates.

Shelter Manager

Stacy Schmidt's tenure ends in March. The Board acknowledged that it may be difficult to find someone to fill the position and agreed that the manager duties could be parsed out into more manageable portions so that there can be co-managers.

Shelter Space

Board members have not been able to follow up in pursuit of the Chelmsford space. Condo and land real estate ads have been coming up, not building leases.

Intake

The ratio of intake versus adoptions is off. HRN took in 60 rabbits more than last year. We also received many calls/ intakes about sick rabbits. A number of pregnant rabbits were also taken in.

1/3 of intake is attributed to Janet Queen. She is trying to phase down to one foster rabbit.

Finance

Income down by \$5K.

Littleton is more expensive, but vet bills were not up by much.

Petty cash procedures are being reviewed and revised.

Next Board Meeting

May 10 (annual meeting)

The meeting adjourned 1:53.