

Meeting Minutes

Piney Mountain Foster Care, Inc.

Board of Directors meeting

Feb 19th, (postponed from Jan 8th) 2022 at The Historic Tanner School

In Attendance:

Helen Duvall

Dennis Dekker

Pam Knudson

Jennifer Jennings (Treasurer)

Doug Bittinger (guest)

Absent

Courtney Phillips DVM

Meeting called to order at 9:00 am.

I) Minutes from last meeting had been sent by e-mail to attendees shortly after the meeting for approval.

II) Treasurer Jen Jennings presented the Board with a Budget vs Actual report for 2021, which shows Improvements expenses exceeded budget, but are offset by a correlating overage of giving in the form of grants from The Signore Family and The Guinness Dunn Foundation. She also presented a P&L comparing 2021 to 2020, and a Budget Overview for 2022.

III) Hear reports from Department Heads:

A) Adoptions Coordinator

Reported on Maggie's adoption and cited Kat Rollins as being instrumental in arranging that.

B) Foster Home Coordinator

No activity to report.

C) Kennel Manager

Presented statistics for intake and placement in 2021 as compared to 2020.

Presented financial statements of the kennel operations for 2021.

Updated board on status of PetCo Foundation and The Guinness Dunn Foundation.

IV) Old Business

A) Discussed increase in Professional Liability insurance policy premium, agreed by common consent to accept the increase and keep the policy with Fisher Insurance.

V) New Business

A) Motion to remove Marie Bittinger as a signatory on the checking account at Newport Federal Bank – reason: she is deceased.

Motion made by Dennis, seconded by Helen

Verbal vote taken, motion carried.

B) Motion to make Doug Bittinger a Board of Directors member.

Motion made by Helen, seconded by Pam

Verbal vote taken, motion carried.

C) Nomination of Doug Bittinger for President/Secretary to replace Marie who passed away.

Motion made by Jen, seconded by Helen

Verbal vote taken, motion carried.

D) Discussed ShelterLuv's increase in adoption processing fees and the value ShelterLuv has to our organization, particularly in disbursing adoptable animals information.

Motion to retain ShelterLuv and pay the increased fees made by Helen, seconded by Dennis

Verbal vote taken, motion carried.

E) Discussed using BillPay through Newport Federal Bank for routine expenses instead of writing paper checks and how accountability would be maintained.

Motion to allow Doug to use BillPay to pay routine debts.

Made by Dennis, seconded by Jen

Verbal vote taken, motion carried.

F) Discussion of hacker damaged web site and interference with e-mail. Discussed whether we need the detail and depth of the current web site. Discussed costs of some plug-ins now in use. Discussed options.

Motion to allow downsizing/simplification of the PMFC web site if restoration fails.

Made by Helen, seconded by Pam

Verbal vote taken, motion carried.

G) Discussion and execution of the requirements in Board of Directors training to achieve Platinum Seal standing with GuideStar.org. We completed what we could, will continue discussion via e-mail.

H) Motion to move Board of Director meeting to the SECOND Saturday of each quarter to allow time to prepare statements and reports following the close of the quarter.

Made by Jen, seconded by Helen

Verbal vote taken, motion carried.

I) Motion to adjourn meeting.

Made by Dennis, seconded by Helen

Verbal vote taken, motion carried, meeting adjourned at 10:57 AM.