

Meeting Minutes

Piney Mountain Foster Care, Inc. Board of Director's Meeting

April 9, 2022, Historic Tanner School

In attendance:

Doug Bittinger (President)
Jenifer Jennings (Treasurer)
Helen Duvall (Foster Coordinator)
Dennis Dekker (Adoption Coordinator)
Dr. Courtney Phillips DVM (Medical Advisor)

Absent

None

Meeting was called to order at 8:31 AM

Jenifer presented the Treasurer's Report which included some discussion of the handling of leasehold improvements during construction/renovation of The Guest Cottage and a look at how renovation expenses impacted this years budget.

Department Head Reports

Adoption Coordinator: Dennis reported on Maggie's adoption.

Foster Home Coordinator: Helen reported no foster homes this quarter.

Kennel Manager: Doug reported on kennel operations for the past quarter including progress on improvements to the building, some significant donations, and dog intakes and placements.

Old Business: None

New Business

Jenifer reported on her attending Chamber of Commerce events and the networking she has done there.

The group discussed and settled on a statement of expectations for all Board members. This statement will be written up by Doug and sent for review/approval to the Board. Once approved, the Board members will sign the statements. New Board members will undergo "orientation" and be asked to sign the statement as well. This is to bring us into compliance with the standards for Platinum Seal organizations in GuideStar/Candid/

The cost estimate for Zane's heartworm treatments were reviewed and discussed.

Motion to approve made by Helen, seconded by Jenifer. Verbal vote, motion carried.

Doug will schedule the treatments with Cedarwood Veterinary at the earliest convenience.

The point was made that we should have descriptions/expectation statements for Department Heads as well as for board members. Dennis had a list he produced for his own position that would apply, with minor wording changes, to the Foster Coordinator as well. These descriptions will be added to the Bylaws at the next Board meeting.

Motion to create these documents made by Helen, seconded by Jenifer.

Verbal vote taken, motion carried

Meeting adjourned by common consent.