4 Paws Board Meeting – 5/22/2017 (6:00 pm – 7:30 pm)

- **Attendees:** Jessica Heaton, John Jolley, Helena Brooks, Eddie Young, Jamie Lindemann, Karen Shirk, Joseph Giardullo, and Amy Wilcox
- **Guest:** Ralph Brueggemann
- **Absent:** Greg Edwards

### Agenda

- **Operations Update (Karen)**
  - Meeting with Groundworks team early that morning:
    - Salesforce needs
      - Possible 4 hours solution for required map to know where the dog is at all times
        - Jessica and Amy to follow up with Groundworks on the details
    - Restoration assessment
      - Felt the meeting was a too long could have been condensed in 1 hour
      - More of sales call than assessment
        - Jessica and Amy to follow up with Tony Wells for clarification
          - Open Salesforce items
          - Restoration info gathered
          - Remind to keep focus on the restoration assessment
  - Audit 2016
    - First round variances have been researched
    - Awaiting second round
    - Currently do not need board assistance
      - Made some changes after last audit to make research easier and less time consuming

- **Board Candidate Introduction - Ralph Brueggemann**
  - Has completed all requirements required to be invited to a board meeting (1st of 2 required meetings)
  - Professor at UC and faculty advisor for 4 Paws for Ability Fostering Program at UC
  - Is currently fostering his third dog
  - Loves dogs and children
  - Background mainly in management, specifically software implementation
  - Currently volunteering with Operations Committee
    - Working on documenting Salesforce process flow

- **Operations Committee (Jessica)**
  - IT/Salesforce have been transitioned from Fundraising/Programming Committee to Operations Committee
    - Committee may need some outside help due to the current heavy workload
      - Ralph and Amy to help where needed
Recent committee meetings helped defined next steps

- Support Erin with Salesforces build
  
  - 4 Priority items being worked on by committee members:
    
    - Historical document migration and push notifications
      
      - Hiring of Salesforce Inter (Helena)
    
    - Web integration and building of Map to track dog’s location
      
      - Groundworks engagement (Jessica)
    
    - Safelite support (Amy)
  
  - HR review to be completed by coworker of Helena’s
    
    - Looking for later in the summer due to a recent accident
      
      - Will work with Karen and Brian to identify possible gaps
  
  - Strategic plan in final phases and will have new copy prior to next board meeting (Helena)

- Finance & Accounting Committee (Jamie)
  
  - 2017 - first set of Financials with Actual to Budget
    
    - Revenue is now being broken down to get a more accurate look of where the revenue is coming from
    
    - Frist 3 months budget is actual
    
    - Board to review independently and get back to Jamie with specific questions
    
    - With the resignation of Greg B. Jamie will be the only member on the Finance committee.
      
      - Two possible board members in review process are looking to volunteer on the Finance Committee.

- Fundraising/Programming Committee (John)
  
  - Transition of IT/Salesforce is complete
  
  - Focus will be on Fundraising events
    
    - Looking to schedule some Saturday working sessions with committee members
    
    - Karen offered to send event requests to John for review

- Building Review, conducted by Marie Enderle, Update - (Helena)
  
  - construction and workmanship is good and solid
  
  - very good parts/equipment were used of mechanical and electrical elements
  
  - the kennel design is not ideal - especially with regard to the drainage, sound and HVAC
- the building has the required power, etc needed for a structure of our size
- roof is in good shape
- Duct cleaning needs to be completed last estimate Karen stated was around ($28k – $30k)
  - Will look to Marie for some possible suppliers and reasonable cost.

**Other Business**

- **Friday June 9th Graduation at 3:00 pm in Training room**
  - Two possibly three board members meeting with Karen and attending graduation
  - Amy will meet with them early for tour and introductions:
    - Wally Gerbus (Eddie)
    - Danielle Polak (Jamie)
    - Clem (Helena to confirm if this is a good day to meet)