

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 - Historical document migration and push notifications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
 - First 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)