**House Rabbit Network**

**Minutes of the Meeting of the Board of Directors**

**February 6, 2016**

Present: Suzanne Trayhan, president; Diane Mayer; Sarah Titus; Megan-Marie Henrici; Betsy Hartman. Also in attendance was Jean Player, secretary.

**Review of Minutes of November 2015 Board Meeting**

Minutes were approved.

**Finance**

Financial documents were previously sent via email.

Regarding the decrease in vet bills (excluding spays and neuters), HRN has taken in less rabbits in general. HRN phased out the New Hampshire foster locations. HRN uses the veterinary services at McGrath more, which costs less.

**Adoption Facilitators**

HRN needs to recruit more volunteers to facilitate adoptions at the shelter. Ashley Hampson moved back to Cleveland. Suzanne asked Sarah Titus to help Lindsay Decrow coordinate appointments. Prompt response times are essential for potential adopters.

**Unauthorized appropriation of HRN logo**

It has come to HRN’s attention that a new rabbit rescue in southwest Florida has appropriated the artwork of the HRN logo. HRN contacted the rescue. The Board discussed what to do if the FL rescue does not change their logo, and how much do we want to deal with it. It would be nice if they would change it. The HRN logo is not trademarked. Diane will look into trademark process.

**Fundraising**

***> Comedy night, April 10***

Flyers are done. Comedians are booked. HRN may joint promote with a cat rescue, but will not renew partnership with MassPaws.

***> Bunny Spa Day, April 24***

The Bunny Spa Day will be held at Domino Vet on Concord. Jessica Riel and Susan Hegarty are coordinating the event.

HRN needs help with fundraising.

**Shelter Update**

Shelter operations are going well. We still need more shelter volunteers. Some shifts have gone unfilled and the gaps add a burden to those who are scheduled already.

HRN received an Oxbow grant worth $1000 of products, but the shipment was off after comparing weight of delivery to weight listed on shipping info. Suzanne contacted Oxbow to alert them of the discrepancy.

**Adoptions**

There were 210 adoptions in 2015. It was the first time we went exceeded 200 adoptions.

The number of rabbits in foster care has been reduced, which is overall more manageable and helps with turnover.

**Volunteers**

Aimee Swartz-Glancy is phasing out of managing the HRN Facebook page and and email communications.

The Board is concerned about presenting correct information and a diplomatic tone to the public. For example, the debate of ex pens versus tub cages; each has their pros and cons and the choice of which to use depends on bunny demeanor and living situation. HRN does need standards, but not be dependent on the opinions and preferences of individual volunteers. It was suggested to check in with Sarah Robertson who manages the hotline volunteers.

Suzanne stated that HRN could also use help with grant writing and occasional graphic design.

The Board discussed volunteer management and organizational expectations for the volunteers. HRN exists to provide a service; it’s not existing for volunteers’ self-interest.

Megan-Marie drafted a volunteer application. The board discussed what kind of references to ask for: personal and professional; implementation of a trial period; adding a checklist of operations: social media, shelter (ie cleaning cages, bathroom), adoptions, etc. Require all volunteers to take a rabbit health assessment class; Suzanne and Betsy will arrange.

It would also be good to find someone to run a generic rabbit care class.

A Reiki specialist offered to donate her time as an auction donation.