**House Rabbit Network (HRN)**

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

**February 26, 2017**

Present: Jessica Riel, Suzanne Trayhan, Sarah Titus, Betsy Hartman. Also in attendance was Jean Player, secretary.

Minutes from previous meeting approved

**Financial Update**

Suzanne reported that $3000 less came in this fiscal year than last fiscal year.

Surplus is still good; HRN is saving money to buy property for a shelter.

There has been a backlog on processing lock box paperwork and checks.

**Volunteers**

There is a severe shortage of volunteers, and it is unclear what the long-term solutions are. The affected areas include the following:

*\*=Committee*

\*Shelter Management (includes supply donations)

Supply Management

\* Social Media/ PetFinder

Fundraising/ Events

\*Foster Home – Franny still vets the foster home applications, but there needs someone to manage and check in regularly. Sarah is willing to help out again.

\*Intake

\*Hotline

Website Management (PHP, My SeQL)

ASM

\*Monthly Newsletter

\* Finance committee

Most potential volunteers contact HRN via email., but most also fade away after a few email exchanges.

The board agreed to create a flow chart of committees and to identify and develop leaders from within the ranks. The board is considering Deb to be shelter adoption coordinator.

We may have to pare down the number of intakes temporarily.

There is an HRN Volunteer Meeting at 2pm, February 26, 2017.

**Board Matters**

Meghan-Marie resigned from the board due to ongoing health issues.

The board would like to appoint a new board member before May, a few were discussed.

Betsy has one more year before her clinical cycle.

The board discussed board size and agreed that five members are ideal. If membership goes up to 7, the board would consider holding monthly meetings online. The board discussed using Google Drive to post updates and share info.

Board Member expectations include:

* Serve as a committee leader
* Attend at least three board meetings per year
* Be responsive to emails

**House Rabbit Society Affiliation**

Considering applying for HRS affiliation. Need someone to do educator training and be appointed chapter manager; there also needs to be a second person. When a chapter manager leaves, the chapter ends. Summary of other chapter adoption policies and bonding policies; there were a number of questions about procedures that were extensive. Benefits don’t seem worth it. We will table HRS for now.

**Foster Homes**

The board discussed the burden of medical costs from foster homes that are not responsive to HRN communications and the creation of a foster home contract to outline expectations, consequences, and protections.

The board would like to find veterinary technicians who can be medical foster homes or do intake.

**Other Matters**

* HRN has twenty leftover 2017 calendars.
* The SW Florida rabbit group is still using HRN logo.
* Petco grant: The final report of current grant needs to be completed before HRN can submit for a new grant.

Meeting adjourned, 2pm.