

**MINUTES
ANNUAL MEETING
AUGUST 4, 2013**

Meeting was called to order at 12:30 p.m.

Present:

B. Widdows
M. Murray
C. Beaudry
J. Curtis
C. Finkbeiner
B. Engerer by telephone
J. Story present at 1:00 p.m.

Guest:

Julie Risch

There were no meeting minutes to approve.

Following agenda, first is Treasurer's report.

TREASURERS REPORT:

General Fund \$17,563.43

Savings Account \$14,023.40

Specific Dogs Savings Account \$5,734.41

State Annual Report form received and will be filed prior to October, 2013.

Curtis had a meeting with the accountant and he will investigate the type of tax filing we will be required to file. It will be either a 990 or 1040c.

Curtis will start the procedures for changing names on the bank accounts to reflect the new officers elected after this meeting.

Debit/Credit Cards will be reissued and distributed to each member on the board for use for the foster homes and administration of the rescue.

SALES ITEMS ON THE WEBSITE AND EBAY SITE.

Murray requested a price increase of \$.50 on each rescue and education item so that the person shipping can put tracking on items if she feels it's necessary to insure prompt delivery.

Motion by Murray, Seconded by Engerer to increase prices as set forth. Motion carried unanimously.

Murray and Widdows will coordinate changing prices on website and eBay so they are done about the same time.

RECORD RETENTION:

Foster home coordinators, past and present, have requested Board address the timelines/guidelines for record retention for the dogs previously and currently in care as well as future dogs. After discussion it was decided retention would be as follows:

The corporation will retain contracts, for surrender, limitations, adoption, for a period of ten years from the date on the face of the adoption contract.

The corporation will retain medical records for a period of five years from the date of adoption.

Microchip records will be kept indefinitely.

The corporation will use the cloud for records rather than keeping hard copies starting in 2013 and going forward. Murray will check on prices, through Amazon and others for such storage and contract with one based on her information without having to obtain prior board approval. Since this may well be an ongoing charge, the board may revisit the cost and cloud use on an annual basis.

Current records will be destroyed as follows:

Old records through 2003 may be destroyed. Destroy all records older than ten years old

Old records from 2004 through 2008, medical may be destroyed. Contracts will be retained. Destroy medical records older than five years old.

2009 through 2012 all records will be retained and only destroyed on the above schedule. Retain all records for first five years from date of adoption.

ELECTIONS:

Beth Widdows resigned as president, citing personal reasons for resigning office but stating she will continue to remain active in the corporation but not as an officer.

Murray nominated Julie Risch as president. Curtis seconded. The vote was unanimous.

It was agreed and decided that the outgoing president will remain on the Board Yahoo Group list as their expertise and knowledge will be an invaluable tool for the new president and board.

Widdows agreed to remain on list for 6 months to a year.

The duplication of Open Board and Board was considered a redundancy and one of them will be eliminated by the webmaster.

NEW BUSINESS:

HOME CHECKS: It was decided that once the home checks are completed they will be revisited every two years. They will be a physical check of the home. They may be completed by any person working within the rescue corporation, whether an officer, foster home, transporter or other person.

RISCH SUBMITTED NEW FORMS

for surrender coordinator which will be placed on the website. They are Surrender Intake, Vet Reference Check and Foster Home Check.

BUSINESS CARDS:

It was agreed that Widdows would continue to order the business cards through the company she has used. 1,000 cards would be ordered with the new officers and coordinators and their telephone numbers.

FUNDRAISER COORDINATORS:

The fundraising coordinators will continue as they are. Barb Engerer will handle all purchased items for sale online and at events. She will notify the lists that she is taking ideas for items to purchase for sale. Carol Ward will continue to handle the items created for sale at events and occasionally online. She will also notify the lists that she is taking ideas for items to purchase for sale.

Barb Engerer, as board member, will coordinate the fundraising working closely with Carol Ward.

There being no further business meeting was adjourned at 2:40 p.m.

Approved:

Signature:_____