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SAF  
Shakespeare Animal Fund  
Board of Directors Meeting  
January 28, 2009

**Call to Order and Welcome:**

Meeting started at 6:09 p.m.

**First order of Business:**

Board Members;

Bruce Eichelberger – President

Jennifer Webb – Founder

**Vote into office**

Mindy Maulucci – For the 2009 President

Mindy Maulucci nominated Bruce Eichelberger for the position of Vice President

Mindy Maulucci nominated Jenny Goodfellow for the position of Secretary

Mindy Maulucci nominated Andre Stigs for the position of Public Relations

Mindy Maulucci nominated Cathy Connelly for the position of Veterinarian at Large

Mindy Maulucci nominated Julie Clas for the position of Events Coordinator

Mindy Maulucci nominated Travis Adlington for the position of Petco Table Coordinator

All board members were voted into office.

**Approval of Minutes:**

Correction of spelling of Michelle Parvin in the section of Introduction and minutes from 11/20/08 meeting were approved.

**Data Grinder Management Consulting**

**Michelle Parvin**

Michelle has been working with Jennifer Webb and Mindy Maulucci developing a Strategic plan for SAF.

Michelle Parvin handed out, One Page Plan

This form consists of the Vision, Mission, Objectives, Strategies and Action Plans for SAF.

**SAF Handbook**

All board members, volunteers will receive a copy of the SAF Handbook

The handbook includes a copy of the bylaws, list of the board of directors, open positions, overview for calendar events, *Robert's Rules of Order* and *How Does Your Board Measure Up?*

All board members were asked to;

Read bylaws for next meeting, *Introduction to Robert's Rules of Order* and also read, *How Does Your Board Measure Up?*

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### **Jennifer Webb Update:**

- SAF received a \$10,000 grant for pet taxi service. The SAF has been allocated \$1,000 per year for Pet Taxi. SAF is going to use some of the money to get the word out about Pet Taxi, such as Magnets for cars and other informational guides. The bulk of the money from the grant will be used for the actual Pet Taxi Service.
- The SAF also received a \$5,500 grant.
- During this time of economic difficulty every day people are contacting SAF to help with vet bills.
- Ann Culter from News Channel 8 is going to volunteer with SAF.
- Membership

SAF will offer membership donations in 3 different levels

- Macy's has a community shopping day and SAF will get part of the proceeds.

Need someone to attend four meetings and sell 100 tickets for \$10.00

Anyone that purchases a ticket will be part of all day shopping, fashion shows, food, and nonprofit organizations.

- H and R Block if you tell them that you're a 1<sup>st</sup> time at H and R block and tell them that SAF referred you SAF will get 25.00 per person

Suggest that we use our e-mail and Newsletter to get the word out about H & R Block. Hopefully this will bring in some money for SAF.

- talked to a Wells Fargo banker and he suggested that SAF open up a second checking account for special events in order to know exactly how much money was spent and came in from the event.

He also suggested that all the money collected from the Donation Jars at the Vets Offices should be put into a savings account.

- SAF should join the Sparks Chamber of Commerce. The cost would be \$100. Being a member would help get the word out about SAF and its programs.

### **New Business from Mindy Maulucci:**

Over view for the year

Mary Burns has volunteered to take over the food drive. The food drive may continue year around if People continue to volunteer and the community continues to need the support.

Jesse from Glen Group will help make hearts of life. Mindy wants to make a large heart and hang it from the window for Valentines. If you donate \$10 you'll get a light up in the window and help light up the heart.

Board member commitment and evaluation sheet

2 year term for board members, attending board meetings, attending special events, solicit membership, donation, and recommend people to potential board positions.

Please look over the form this only a suggestion we can make changes to the form.

### **Evens for the Year:**

Bruce suggests that SAF do mailers four times a year.

Mail out March, June, September and December

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Themes for the mailers are;

Dec ember- share your values with loved ones.

March- use the current economic and financial hardship to help raise money for people in the community that are really hurting financially.

Suggestions and thoughts for June and September mailers.

The board members all agree that we should have 2 large events this year the Howlin hoe down and Halloween howl and that we should put off the Wine and Cheese event for a year.

Keep Bruce in the loop so he can update the calendar on the website

### **Change the day/date of monthly board meeting:**

Are the time and/or day of the monthly board meeting going to work with everyone's schedule? Some options are to change the board meeting to last Thursday of the month instead of Wednesday.

It is also possible to change to the 1<sup>st</sup> Wednesday of the month. Another suggestion that was discussed was having the meeting on a weekend day.

### **Open forum**

Change name from Howlin Hoe Down to Hoe Down Howl and continue to keep the name on Halloween Howl.

Call Ranch San Rafael to see if we can host the Halloween Howl at one of the facilities.

Jennifer would like to consider giving Marlow a \$100. month raise

We should also add her to the list of names on the Board of Members.

### **Motions:**

Mindy puts a motion on the table for Jennifer Webb to attend the meeting at Macy's to gather information about Macy's community shopping day.

Motion Passed

Mindy puts a motion on the table that it H & R Block promotion should be added to the website and sends out e-mails to our contacts.

Motion Passed

Mindy puts a motion on the table that SAF should sign up for the Sparks Chamber of Commerce.

Motion Passed

Mindy puts a motion on the table that SAF should open up a 2<sup>nd</sup> Checking account and a Savings account.

Motion Passed

Mindy put a motion on the table to move the General Board meetings to the 1<sup>st</sup> of the month and to start the General meetings at 5:30pm then start the Board meetings at 6:00 pm.

Motion Passed

Mindy makes a motion to trade mark the name Halloween Howl.

Motion was not Passed

Travis makes a motion to increase Marlow's salary to \$800. A month.

Motion Passed

### **Adjourn**

7:57 pm

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Shakespeare Amlnal Fund

Board Meeting

March 4,2009

## Sign-in Form

1. Jennifer Webb
2. Mindy Maulucci
3. Bruce Eichelberger
4. Jenny Goodfellow
5. Andre Stigs
6. Cathy Connelly
7. Julie Clas
8. Travis Adlington
9. Paula Rightmire