

TYPE OF MEETING MINUTES: Monthly
DATE OF MEETING: July 17th, 2023
PLACE OF MEETING: Dennis Memorial Library
TIME MEETING CALLED TO ORDER: 6:30 P.M.



MEMBER ATTENDEES: Jeff Idels, Sue Bernier, Brian Hastings, Mary Hastings, Rebecca Blair, Wes Blair, Susan Harrington, Coleen Sherman, Amy Usowski, Bill Norman, Marilyn Rose Guarino, Anne Thomas, Karen Feeney, Carol Miller, Peter Gibbons, Patty Gibbons, and Therese Koellner

The meeting was called to order by Jeff at 6:37 and all participants introduced themselves. Peter & Patty Gibson were attending their first meeting with “Rocky”. Sue Harrington also brought “Cindy” to her first meeting as a full fledged “Comfort dog”. CONGRATS Sue and Cindy!!

1. The minutes of the last meeting (6/19) were moved and accepted without dissent
2. Jeff distributed a map of our visitation sites, showing that we are spread across the Cape and have come so far in under two years.
3. **Treasurer’s report** – Sue did a nice job highlighting the report which had been sent to the Board.
Highlights:
 - a. We won’t have a report every month as sometime there is very little change. For the near future, we’ll have a semi-annual report.
 - b. The budget was under spent in the “Events” category so we could use this money to purchase a badly needed tent and maybe a banner.
 - c. The pace our new member enrollment has almost doubled in the last year. New members found out about us from events (13), word of mouth (15) and our brochure.
 - d. At the Community Events, our club collected \$2,632 for charities such as Tommy’s Place, Lilly House, Harwich Food Pantry and the Sampson Fund. Participation in events is also very important for a chance to find new members.
4. **GAME TIME !** - Therese led the meeting in a rousing game of “Password”. Everyone seemed to enjoy the activity and Amy’s team was victorious over Jeff’s team (sorry Jeff !!)
5. **Mentorship** - Sue reviewed the efforts of the Mentorship committee.
 - a. Mentorship is an important tool to help new members be successful.
 - b. Questionnaires for mentors and mentees were just resent to hopefully get additional responses. It will be sent out once more in August prior to any evaluation of the data.
 - c. The goal is to successfully match a mentor with a mentee
 - d. Board will be asked at its next meeting to approve \$20 for each mentor to defray any costs (if needed) for their first meeting with their mentee. (eg – for coffee and donuts)

6. Area coordinators reach out and set up meetings with new visitation sites to see if our dogs would be a good fit. If the site works, the coordinator then organizes members to visit the site. Bourne to Barnstable is covered by Jeff. Mid-Cape and Lower-Cape are covered by Amy. ***BUT, WE REALLY NEED SOMEONE TO VOLUNTEER TO COORDINATE THE OUTER-CAPE (Orleans to Provincetown).*** We already have some venues in the area like Rock Harbor Senior Center, Wellfleet Senior Center and Lilly House (this fall). **PLEASE VOLUNTEER OR PARTNER WITH SOMEONE TO FILL THIS POSITION.** You don't have to live in the area to "coordinate" it.

7. Upcoming Events - The rest of the summer is busy and getting busier!!
It was strongly encouraged that members attend as many of the events as they can, since they are a fantastic source of new members; increased exposure in the communities for potential visitation sites; we all get a chance to know each other better; and raise money for local charities.
 - a. 7/30 - Bark in the Park in Harwich with fundraising for the Sampson Fund
 - b. 8/13 - Doggy Fashion Show in New Seabury
 - c. 9/9 – LeMans Race at Mashpee Commons with fund raising for the Veteran's Food Pantry. Hot Diggity is our sponsor for the event.
 - d. 9/16 & 9/17 – Harwich Cranberry Festival (If we can get enough volunteers ? Time will be split into shifts so no one has to stay all day.)
 - e. Palemon House - We plan to renew visits to this venue in Barnstable
 - f. We're always exploring for more !!! Any ideas ??

8. **NO MEETING IN AUGUST !!!!** - Have a GREAT rest of the summer. See you all when we get together again in September

9. Amy suggested a Volunteer Appreciation event after Labor Day, and will look into reserving the pavilion at Gray's Beach in Yarmouth. More details to follow.

10. Meeting adjourned 7:37

Treasurer's Report Summary

Balance Sheet - comparative to last year at the same time.

- Notice our high cash balance! - I propose we put a portion of the excess cash into an interest bearing account.

Income Statement (PL) - also comparative to last year at this time.

- Total Member dues are double what we expected at six months.
- Marketing & Collateral (Events) spending is below what we expected and what we spent last year. I propose we use some of the current profits for much needed event supplies and equipment (more below).
- You may notice the value of "donated expenses" like the Home & Garden Show fee. These items are accounted for, in and out, in case we have to budget to pay for it in the future.

Admin Budget Performance - the 2023 budget was quickly prepared during the process of assessing current member dues rates.

- Notice we are way ahead in member dues revenue than projected. Almost double!
- Marketing and Admin actual-to-budget spend is lower than expected. I proposed we take advantage of this and purchase much needed supplies:

Easy-up event tent - Jeff's event tent damage has resulted in the current use of Amy's tent. I propose the purchase of a new Hearts & Paws tent and a replacement for Jeff's tent. The two tents are estimated at \$300 combined.

Director and Officer Insurance - Jeff recently discovered that CAP maintains Director and Officer insurance (D&O) and he would like to look into the cost of getting D&O insurance for Hearts & Paws.

PL by Event and Admin

- This report shows you how much we collected at each event and for each charity. Each event column always zeros out as all funds received are disbursed to the respective charity. One exception this year is Hearts & Paws was the recipient of a \$12 donation at the Hounds of Highfield event which is listed in the event column, fyi, but is booked as an Admin donation.

Members & Dogs Count!

- This report totals current member and dog counts after consideration for attrition as of 6/30/23.

Member Additions by Source & Date

- This report shows where members found out about Hearts & Paws. Individual charts for all members since inception; 2023 year to date; 2022; and 2021.
- An interesting observation, and is highlighted at the top of the report, shows the majority of new members have come from Events and Referrals!

Donations and Donors

- All donations and donors 1/1/23 - 6/30/23. Cheryl McPhillips sends "Thank-you" to all donors!

I hope these explanations are helpful, and I'm always available to discuss any questions you have or provide more detailed backup.

In service,

Sue Bernier
Treasurer
Hearts and Paws Comfort Dogs