

**MINUTES**  
**ANNUAL BOARD MEETING - DIRECTORS**  
**SUMMIT THERAPY ANIMALS**  
**01/22/20**

At the home of Susan Alderman  
Present: Susan Alderman, Lyn Manton Krueger, Jan Shipman,  
Brad Perry & Donna Corcel  
Meeting began: 11:10am

- I. Format for board meetings, meetings with dignity; discussion - Susan shared some ideas to set some ground rules, mainly no side bars. We all need to listen; encouraged no phones, no food and we need to bring people back politely. It could be very helpful to assign amount of time for each agenda. All were receptive.
- II. Financial Report - 12/31/19: Jan (see report)
  - A. Amazon Smile -Action Item for all to remember this amazing way we can get extra monies.
  - B. Thank you Brad for working on those grants and getting them!
  - C. READ Manual - gave the last one away.
- III. Current membership:
  - A. Maintain separate membership email lists for all members, READ teams, hospital teams and hospice teams. All agreed a good idea.
  - B. Who can use the website to email all members? Anyone can. We discussed having names only on the website and not email addresses. Brad will set up a secure area to view the list of members and put other documents we do not want open to the general public. If Board Members want to email the list of all members, the email address is: [members@summit-therapy-animals.org](mailto:members@summit-therapy-animals.org).
  - C. General members that want to post/reach out to teams, need to connect with a Board Member/Point Person...i.e. Hospice/Hospital (Lyn), READ (Susan), Finance (Jan).
  - D. When Board members are reaching out to members for opportunities, it would be good to include 'members that are up-to-date and good standing' (current ATD).
- IV. New members
  - A. In 2019 - Susan: Phyllis, Connie, Gini, Pat, Carrie
  - B. Projections so far for 2020: Linda, Jan, Patty & Sharon.
  - C. Susan went through the names of old members - whether to keep on list or not.

V. Monetary responsibilities from 1/1/20-12/31/20

- A. Discussion of needing to go all the way to 06/30/21? Settled for 12/31/20
- B. Jan - business cards, Vista Print - will make individual cards for members (100 for \$15.00). One side of card: How To Become a Member/website; who to contact and on the other side - their name/phone number. Jan will order cards/Brad has the STA Login for Vista Print (33% off & free shipping).
- C. STA logo clothing: Jan was encouraging new bandanas.
  - 1. Discussion: ATD Bandanas - National Certification/ATD Logo vs create our own. ATD ones are not very attractive.
  - 2. Technically, the dog only has to wear a tag. But Lyn emphasized the need for the dogs to be identified with either a bandana or vest. Jan really wants to create a new bandana.
  - 3. Lyn will call Billy from ATD - for permission to use ATD logo on the ones we create.
- D. Susan - READ manuals, videos, and ATD capes. Need 5 manuals. \$420.00 And...Susan will remind members that we have free bookmarks for all teams.
- E. Congratulations Cards: "Welcome & Congratulations!" Inside the card we include their check and warm wishes. 20 personalized cards for \$30.00
- F. Advertising: 2 Handlers' workshops, membership meetings, etc. \$1000.00
- G. PetCo grant requirements - 2 workshops until monies are spent. March will be our first one, Brad will look into this.
- H. Recruitment and setting priorities - everyone gets business cards. (15 members)
- I. Other needs/ and/or thoughts? focus on (2) Handler Workshops; K94K is a very good place of outreach.
- J. Bristlecone Hospice - by the end of the month all set up. Lyn & Banjo went for a visit. There will be six teams for Bristlecone.

VI. Fundraising to meet financial obligations over the next 12  
Revisit when have a hard budget.

VII. Establish dates for future board meetings, membership meetings, and handlers' workshop. Donna will check on availability for Senior Center.

VIII. Discussion: define STA's responsibility to the community. What is our responsibility to our membership? Discussion about this - education, support, resources. It is the handler's responsibility to maintain their current membership.

Discussion about Copper Mountains Ambassador - dog came up. Donna spoke with someone in the fall about having their volunteers go through STA to have their dog

tested...and learn how to understand their dog's needs/etc. Lyn also spoke with someone from Copper MT and expressed concerns and resources available for their volunteers/dogs. Lyn really stressed that Copper should go through a National Organization. To both of them, it sounded like they wanted to do their own thing.

What is our responsibility? To share websites for ATD and STA...educate about insurance for the teams and resources. We can hand out flyers in our community and educate along the way. Possible solution: once every quarter - have an ad in the Summit Daily expressing why going through a National Organization is so beneficial for "you and your dog"...but also for the community. (\*\*Action Plan here!! Donna is happy to take this one & work with Brad )

#### IX. Topic suggestion for future board meetings

A. Consider a STA mission and vision statement. Mission: To provide support, education and resources for our community, current and future Summit County therapy dog teams. Vision Statement: Goals to support the Mission. Board members think about this (\*Action Plan)

B. New board member recruitment - next membership meeting open to anyone to be a member of the Board. Discussion about this...Lyn and Susan are okay to stand down and become Members at Large.

X. Protocol for responding to donations: Jan shared the letter she uses. The only thing needed would be to include, 'On behalf of STA...'

XI. Meeting adjourned at 1:10pm