



# Never Forgotten Animal Society, Inc.

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## May Board Meeting

Thursday, May 28, 2020  
Hafen Commercial Bldg.

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### Attending:

Molly Clark, *President*  
Sheryl Hunter, *Vice President*  
Pat Leming, *Executive Director and Treasurer*  
Lisa Hafen-Hamrick, *Secretary*  
Glenn Roberts, *Director*  
Sue Roberts, *Volunteer*  
Crystal Mollison, *Volunteer*  
Maxine Brown, *Volunteer 775-513-1205*  
Brian Beckett, *Volunteer*

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## Agenda:

Welcome & Call To Order: 5p.m. by Molly

Minutes From Last Meeting Recorded in Google Drive:

- Recorded by Pat Leming TBD.

### Old Business:

- Media update from Sheryl Hunter - Adopt-A-Pet 2875 viewed in one week. 960 looked at records. Google is over 1,000 to our website. PetFinder similar to Adopt-A-Pet. Lots of traffic.
- Methods and Procedure Manual Sheryl, Pat and Crystal. Binder in house - Sheryl will edit job descriptions. She needs staff help to start documenting how things are handled. Process for intake, adoptions, sickness. Define needs. That will help keep us out of court. Sheryl will be at the shelter several times a week and will meet with volunteers to go over their notes. How do you properly clean the cage? Checklists. From start to finish in a binder. Cage notes or sheltermanager notes about the animals. Wants to start with intake.
- Application for Rescue Bank Pet Food - Done

### New Business:

- NFASI Uniform/Office Attire... Pat - More professional attire...that way the public can tell who is staff. Scrubs. NFASI will provide the scrubs and see how it goes - will wash every day and leave at NFASI.
- Maxine Brown, Volunteer is going to put on a dinner/dance Oct. 5 or Oct 12 at the Pahump Nugget. Held one for Symphony and one for Senior Center. Gifts donated. Nugget is donating the room. Was on board of the Senior Center. Will have raffle tickets. Tickets will be pink and the design will be dog paws. Nugget holds 180 people. Waiting for Vicky Hilling to get back to work. Will incorporate a scroll with animals, names, ages, brief descriptions that are up for adoption. Casual dress. Trying to get linens comped. Wants to have a centerpiece on each table. Has contacted Karen Jackson and Deanna O'Donnell and Selwyn Harris for advertising and coverage. Will have a cash bar.
- Large print foster partner application.
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### Ongoing Discussion Items:

- We need more dogs...need more space. Getting dogs from Ely, Lee Green will pick up. Kim Washington is in Texas bringing dogs also. Also, some cats. Elko will meet in Tonopah with animals.



## Committee Reports:

- Events - Maddies planned for first or second week of September. Too hot to hold adoption event right now we will hold adopt and shop held at NFAS. In June 3rd and 4th weeks due to TNC holding theirs the first and second weekends. July will be 2nd and 4th weeks and from there on. Tractor Supply and ACME Feed have offered their facilities when it cools off.

## Financial Report

- \$11,000 in bank. June rent is paid. Monthly bills will be paid in advance before Pat leaves. Sheryl will handle day-to-day.
- Stats: Last year was \$52,000 for entire year income. \$42,475.17 so far this year not including what we took in today. Generous donations - house full of donations, cash donations, etc.
- First check from Smith's rewards - \$16.49.
- Network for Good - anyone who sets up a fundraiser on FB and designates us as the beneficiary. Sheryl's BD raised \$400. Jennifer's raised \$150.
- We can last ? months.
- April - 150 animals, adopted out 141. Total of 636 in and 489 out. Rest are out on foster and in shelters. May brought us 82 animals.
- Grant has not come through yet. \$5000 emergency grant - received. Used for emergency boarding. Owners in hospitals, etc.
- \$25,000 Disaster Grant - couldn't be justified.
- SBA Disaster Grant. TBD - do not qualify.
- ASPCA Covid-19 Grant - do not qualify.

## Executive Director's Update:

- Pat leaving June 12th and will return early to mid August.
- Pat is giving Sheryl a debit card, Sheryl is on the account. Crystal is day-to-day operations with assistance from Brian. Sheryl will reconcile daily financial logs. Crystal will have a debit card but will check with Sheryl before using. Tim will handle the Make An Offer shop. Storm will help out.
- NFASI needs a volunteer coordinator.

## Fundraising:

- TBD - Vendor (Your Dog's Face) has come forward and wants to make personal tags. Pat gave Molly an example and asked Molly to contact them.

**Action Items:****Next Meeting Agenda Items:**

Next Meeting Thursday, August 6, 2020 - Hafen Bldg. 4:30p.m.

Sheryl made the motion to adjourn at 6:30 pm, Pat seconded. All in favor - Unanimous.