

**Therapy Dogs of Vermont
Meeting of the Board of Directors
April 13, 2022
Zoom Meeting 6pm**

Board members in attendance: Susan Parker, Valerie Smith, Dede LaRow, Colleen Sauve, Evan Stainman, Michele Shepherd

Meeting called to order at 6:11

Secretary minutes from March 3, 2022 meeting

Approved

Update from Leadership Team—Valerie

New facility either Birchwood or Queen City Rehab.

Webpage to Salesforce upgrade is done

Leadership team asked for additional updates for website. Will be done by April 15

Update on Tax-Exempt Status—Evan has sent out the paperwork.

Employee contract updates.

Issue with timesheets. Some people are bunching up timesheets three to four months. Need to get timesheets monthly from Emily.

Should we add timely reporting to job description?

Will send out this week.

Voted to increase pay to \$20 an hour for member services

Discuss drafting/implementing new hiring procedures

Send out an email to all members with the job description first. Please email cover letter and resume. Then we will put it on a job seeking service.

Will add it to the bylaws.

Discuss annual meeting

Maybe do a half day because few people stay for the afternoon.

Oct. 15 or 22.

Will look into Barre Armory. Colleen will email Deb.

Maybe do something special for the certification team members. Raffle tickets to win prizes. Pet Food Warehouse donated items. And separate things for the board members. King Arthur gift sets. Things for dogs and humans.

Deb will do a keynote on reading dog's body language.

Other topics:

- Making the transition back into therapy dog visits.
- Workshop on crisis response?
- Massage therapist who shows oils to use on dogs.
- And other topics around dog's health.

Masks—will be mailed out week to all members of April 22

Microphones—ordered and received for leadership team.

Parker Holloway has resigned. Any suggestions.

Fairs and Events Veterans Summit, Petapalooza and St. Johnsbury Pet Parade. May include a schedule of clinics in Woof.

Executive Session

Adjourned at 7:50pm

Next board meeting: July 7, 2022

Submitted by Susan Parker, Secretary