

**Therapy Dogs of Vermont
Meeting of the Board of Directors
March 3, 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 6:07pm.

Secretary minutes from December 15th meeting

Approved

Certification Team Member Updates

Clinics

Cert teams plan to start clinics in April.

Michele will reach out to other cert team members to get looped in on taking over as hub director in Williston.

Microphones

Cert team is looking into microphones

Blanche's Chromebook

Blanche purchased a Chromebook for her own use and will use it for TDV business.

Board discussed other sites to use for testing and evaluation.

Treasurer's Report – 2022 TDV Budget (Discuss/Vote)

Board approved 2022 TDV Budget

TDV Cash and CD as of 12.31.21: \$174,044

Webpage to Salesforce Upgrade (Phase 2)

Adding Visa, Mastercard and Venmo to payment options. Blanche will handle the paperwork.

Burlington Bytes is sending bills to the wrong email. Valerie suggested disabling old emails that are no longer active so they don't get stuck in cyberspace.

We will ask Burlington Bytes to create emails for all the positions with the name of positions rather than names of people in those positions.

Discuss non-profit (tax exempt) paperwork. Should we do it?

Evan will ask Compucount to fill out the paperwork.

Employee job descriptions update

Deb Helfrich has reviewed and updated all of the job descriptions

- **Would the board like to review copies of the new job descriptions?**

Yes.

- **When should the new job descriptions be signed?**

We will have them signed them after the Board reviews and approves the job description.

Board members could not open the latest Woof. Valerie will ask her to change the format.

Evan will look into PayPal to find out which people may need to pay for clinics because they have already gotten refunded for postponed clinics.

Discuss drafting/implementing a new hiring procedure

Tabled for now.

Decide if we will do a TDV annual meeting in the spring

We will do it in the fall.

Executive Session

- Board went into executive session.

Adjourned at 7:40pm

Next board meeting: April 13, 2022
Submitted by Susan Parker, Secretary