



Community Cat Board Meeting – Sunday, January 31, 2021, 1:00 pm

Attendees: Tammy, Amy, Dena, Jamie, Nicole, Beth, Brandy

1. Giving Meds to Adopters: We cannot send meds home with newly adopted cats. Tammy needs to look into this more. If it was prescribed by a vet to that specific animal, it may be okay, but we're not sure. Definitely not okay if it wasn't prescribed to that cat and just given by us. Wormers are okay to give. Maybe we need to make it clear that if the animal needs meds, it needs to be taken to the vet within 24 hours of adoption to get the meds? Will Community Cat pay for those? Consensus is yes, but then the question came as to whether we need to also increase adoption fees? Tammy said little of the income should come from adoption fees, so probably not necessary.

**Action:** Sarah may know the answers; otherwise Tammy will check in with Kietra this week.
2. Intake sheet: Try to fill out the intake sheet as completely as possible. Vaccinations at time of intake, weight, DOB, and prior records should all be added to the orange med sheet as well, so it's a complete record of everything the cat had up until time of adoption.
3. Difference between Return and Surrender: Tammy explained that she's learning other rescues look at these differently than we do. Apparently other rescues are only giving a return time period of up to 6 months, and up to 30 days for a refund; after that, it's considered a surrender. If it's a return, we have to take it back; if it's a surrender to CACC or other, then it goes on a waitlist for being pulled.

For Community Cat: If we have a previously adopted cat that needs to be returned, we take it back. This is listed on the adoption contract. We have a 2-week time period for adoption fee refund, but we do make exceptions for unusual circumstances.

Decision: current policy – we'll always take them back, but refund return policy is 2 weeks.
4. Starter Foster Supply Kit: Food, litter, & wormers are standard, but is there anything else we should be giving, such as litter boxes, scoops, beds, scratchers, etc.? Tammy said food, litter, & wormers are indeed standard, but exceptions can be made for someone who's never had a cat & thus doesn't have other supplies, but in those instances, she usually provides used items. Dena said kitten scales are a must if fostering kittens. Standard list of things given to kitten fosters? Same as adult cats, with exception of kitten scales. Tammy has a few she can provide to those who need them when fostering kittens.
5. Financial Update: End of December = \$9223.34; this did not include Steve's matching donation.



We do not have end of January financials yet.

Sugar's bill is currently ~\$4000. Tom Tom's tail was removed & he has hip fractures & is on cage rest, but his bill isn't nearly as much as Sugar's. Sugar will also be having free allergy testing from Passion for Paws who had it donated for one cat & is allowing Community Cat use it.

6. Tripod's new name is..... DOTTIE!!
7. Board of Directors: Does anyone recall how the board needs to be created? Do we need to vote every year? It needs to go on the WI Annual report filing.

**Action:** Tammy will look into this.

8. Calendar: Dena is trying to do photo shoots for the calendar, so needs chill cats to dress up for the photos. Let her know if you have any (fosters or not) and she may post on the volunteer page.
9. Website: Question for Sarah – Do you want to give Jamie the ability to add meeting notes directly to the website, or do you want her to still send them to you for posting?

**Action:** Updates for Sarah to make –

On home page: Remove the virtual kitten event listed on the bottom of the page.

On the Board of Directors page: Add Jamie's name for Secretary

Remove Shannon's and Lela's names and change to "Open"

10. We will need to schedule another Board meeting in a few months.