



Community Cat September Board Meeting – Sunday, August 9, 2020, 1pm

Attendees: Tammy Nuemeister, Dena Speir, Amy LaFratta, Jamie LaMantia

1. Pulling cats from out of state (other than IL)
We have way too many requests to take cats from elsewhere. We mostly pull from Chicago, but that's an established process and not random like the out of state requests. We will only take cats from out of state if they're special needs. Also a cat mom with a special needs kitten (we'd consider taking the mom and her litter).
Plan to add a note to the foster group on FB, and add to the "rules" when joining the foster group. Also going to add to the website.
Tammy will draft the wording for the foster manual, and another blurb for the website.
2. Newsletter
Sarah is supposed to be doing it, but has a lot going on right now. Marie F. has offered to help with the newsletter, which Amy mentioned to Sarah. Dena wants to add merch stuff to the newsletter each month. Community Cat has Canva software (super expensive because we got it free as a non-profit) but we've never used it. We need emails, which Amy has in a Google spreadsheet; Tammy also got them all off of Form site and put them in an Excel spreadsheet. Tammy will ask Sarah if Marie can work on the newsletter.
Amy will look into using ASM to generate the email list.
Dena suggested we add a link on the website to be added to the newsletter distribution list, once we have the newsletter regularly coming out.
3. Grant Station
Most of us don't even know our login info, so we'll need to look into that. We have a year subscription that is almost up.
Dena put some things in for grants in Grant Gopher back in Feb, but hasn't heard anything back. Tammy added the Grant Station info to the BoD page. Also tagged the post for GetResponse (email service) on 5/22/20.
4. Flyer for Adopter Facebook Page
Dena will make a half-page flyer for the FB adopter page that will go in the adoption folders. It will basically be an invite to check out the adopter page, and will include a line about Instagram since we get asked about that by people that don't use FB.
5. Flyer for foster adoption check off sheet



It will be one page and also included in the adoption folder. The foster should go through the checklist during an adoption to make sure everything gets done. Things like: taking an adoption picture; making sure the med sheet filled out; getting the adoption contract signed with a check for the adoption fee in envelope to Tammy; sending remaining meds (dewormers, etc.) along with adopter.

Tammy will make a list of what she wants on it, then send to Amy to add what she wants, then everyone to review. Jamie will proof and Dena will put it together.

6. Adoption folders

What's in the folders (aside from our regular paperwork) is random depending upon what we had at the time of when it was put together. Let Tammy know if there are things you think should be in all of them.

Tammy will add an acclimation flyer from Cats International. Also: importance for good intro of foster to pets already in the home, litter box problems, what to do if cat is not using litter boxes, and using a scratching post.

7. Financial update

Tammy had entered bank statements into quickbooks until around May or June (go Tammy! ☺). Ending balance as of 7/31/20 was \$16,306.21.

Kingdom, Weasley, Peach (think we broke even on Peach), & Callie still outstanding (off top of head). Still should do an update on Peach for those that have donated for her. Can add donate button with short background & update & what's still needed for her.

8. Fundraising/Merch

Dena's not sure what Brandy has going on in terms of fundraising.

\$215 in Teespring acct waiting to be paid out. Dena will hit the button for the payout.

Dena will make masks through teespring. Also zip-up hoodies: regular logo & "quarantening & cuddles". Can also make a matching hoodie for your pet. Wants to do periodic social media posting about merch (you get something for donating) and also something in each newsletter. When ordering on teespring, can have a button that says "this is a non-profit, would you like to donate?".

Old logo is somewhere, not sure if it's on PayPal or somewhere on FB or both. Dena will look into the FB side of things, but doesn't have access to the PayPal stuff, so Tammy will have to look into that.

9. TNR & Barn Cats: Tammy gets messages almost every day & has to say no.

Tammy would like to see if there is anyone that would like to run the TNR program. It's incredibly intensive & you really need a team of people to handle everything.



10. Amy will be making a survey to see what people are looking to foster for the foster page on FB, so she has an idea & can have a reference for better matches.
11. Tammy to make a post about needing to get crates, carriers, etc. back from people.
12. Dena willing to call vet clinics to see if they're willing to work with us, if we need to find more vet partners. Just needs to know what to tell them & what we need. We'd like to get a "non-shitty" one in Milwaukee.
13. Rescue Bank is coming again. They have litter this time. We'll need to arrange a pick-up.