

Pet Friendly Shelter Working Group

4/29/2009
1 Hour
499 NW 5th Ave
Okeechobee, FL 34972

Meeting called by: Michael Faulkner Type of meeting: Public
Facilitator: Michael Faulkner Note taker: Michael Faulkner

Agenda

Welcome	Michael Faulkner	5
General Introduction	Attendees	15
Rules of Order	Michael Faulkner	5
Operating Guidelines	Michael Faulkner	5
Establishing committees	Michael Faulkner	15
Future Business	Michael Faulkner	10
Next meeting (time, date, location)	Michael Faulkner	5
Adjourn	Michael Faulkner	

Additional Information

Special notes: Please ensure you sign in on the general sign in form.
Please include a current phone number and e-mail (if available) to ensure good communications
Emergency exits are located at the front and rear left and right of the building.
Bathrooms are located near the front counter or back near the EOC.

Rules of Order			Michael Faulkner	5
Discussion: Discussed adoption of system of order. Recommended Roberts Rules of Order.				
Conclusions: Move to adopt Roberts Rules of Order by B. Casian. Second by J. Shook. Motion passed by voice vote.				
Action items:		Person responsible:	Deadline:	
Roberts Rules of Order adopted, to be implemented immediately.		M. Faulkner	Immediate	

Operating Guidelines			Michael Faulkner	5
Discussion: Discussed interactions between members in and out of meetings, what is public record and what is subject to Sunshine laws.				
Conclusions: No business conducted will be subject to Sunshine other than minutes and membership roster, due to our lack of authority to access public funds or resources.				
Action items:		Person responsible:	Deadline:	
N/A		N/A	N/A	

Establishing committees			Michael Faulkner	15
Discussion: Use of committees discussed. Suggestion of 3 committees, 1 – Building and Site Location, 2 – Shelter Rules and Guidelines, 3 – Training and Membership. Possibility of separating training and membership if membership grows large enough in the future.				
Conclusions: Move to adopt three committees listed above by B. Casian. Second by J. Shook. Motion passed by voice vote.				
Action items:		Person responsible:	Deadline:	
Establish committees and chairs.		M. Faulkner (in meeting)	090527	

Future Business			Michael Faulkner			10		
<u>Discussion: Discussed targeting future members and use of direct invitations. Training of members discussed. Selection of committee chairs next meeting. Formalized recruiting plan next meeting.</u>								
<u>Conclusions: Add all to Old Business for next meeting.</u>								
Action items:			Person responsible:			Deadline:		
Add all to Old Business for next meeting.			M. Faulkner			090527		

Next meeting (time, date, location)			Michael Faulkner			5		
<u>Discussion: Discussed next meeting date.</u>								
<u>Conclusions: Motion for 27th May @ 6 PM in EOC meeting room for next meeting by B. Casian. Second by J. Shook.</u>								
<u>Motion passed by voice vote.</u>								
Action items:			Person responsible:			Deadline:		
Publish announcement for next meeting			M. Faulkner			090527		

Adjourn			Michael Faulkner					
<u>Discussion: Conclusion of meeting</u>								
<u>Conclusions: Adjourn Meeting motion by B. Casian. Second by J. Shook. Motion passed by voice vote.</u>								
Action items:			Person responsible:			Deadline:		
N/A			N/A			N/A		

Additional Information								
Special notes:								