



December 15, 2022

To: Manda Moore Joseph, Interim Executive Director

From: Board of Directors

Re: To ensure the continued safe operations of the Pensacola Humane Society and to provide the necessary oversight required to care for our animals

**Memo**

Pursuant to a meeting of the Pensacola Humane Society Board of Directors on December 14, the Board of Directors advises you that you are required to provide the following information (see list below) to the Board by no later than close of business tomorrow, December 16, 2022.

You are also advised that you have been in violation of the requirement by the board that you as Interim Executive Director are obligated to provide a weekly written summary of all issues, concerns, questions, and activities of PHS. This report is due no later than 8:00 am each Monday before the Executive Committee conference call. All reports are added to the Google Drive for viewing by the entire board. Please comply with this requirement by submitting the report for the upcoming week by 8:00 am, Monday, December 19, 2022.

Additional information and items not included here may also be required as needed.

**Information and Items Required**

1. Names of all staff and volunteers who have keys and or combinations to any doors and locks at all PHS facilities (Shelter, clinic, Beverly)
2. Names of all PHS staff who have access to or who hold keys to all PHS vehicles.
3. Labeling all keys to all doors and locks for all PHS facilities as to which doors and/or locks they access.
4. List of all vaccines, medications and supplies needed at this time.
5. List of all staff who have access to or actually hold a PHS credit card.
6. List of all staff who have authority to access PHS Quickbooks.
7. List of all staff who have authority to access PHS email system.
8. List of all staff who have authority to access PHS Facebook page.
9. List of all staff who have authority to access PHS website.
10. Name, e-mail address and phone number of PHS web master.



11. List of all access codes and passwords needed to access PHS Quickbooks, PHS e-mail, PHS Facebook pages and PHS website.
12. Names, e-mail addresses and phone numbers for all PHS fosters.
13. Names, e-mail addresses and phone numbers for all PHS volunteers.
14. Names, e-mail addresses and phone numbers for all PHS staff.
15. List of all animals under the care of PHS and where the animal is currently housed, i.e., shelter or foster home.
16. Contact names, e-mail addresses and phone numbers of all vet clinics and shelters with whom PHS has a working relationship.
17. List of all accounts payable that are auto drafted from the PHS bank account. If the draft is a fixed amount, what amount is drafted each month?
18. List of all open grants along with a schedule of what reporting is required for those grants.
19. Contact name, e-mail address and phone number for all open and ongoing grants.
20. Complete list of donors, past and current, to include names, contacts, e-mail addresses, physical addresses, and phone numbers.
21. Complete list of online donations, all other programs requiring a log in/password currently in use, and names of people with access to them.
22. List of electronic file names and location on the PHS computer drive that contains the lists for #11 through #21 on this list.
23. Does PHS have a USPS P.O. Box? If so, address of the USPS P.O. box location and location of all keys the box.
24. Combinations to all safes, lockboxes and doors.
25. Copies of all credit card statements from 2022 year to date.

Please confirm receipt of this document. Any reply should be directed to entire PHS Board of Directors.

Thank you.

Pensacola Humane Society Board of Directors

Eloise D. Lautier, Secretary