



Clinic Coordinator: John F Whitten, II

- Fluently bilingual English and Spanish: reading, writing and speaking.
- pay is 300 pesos/per hour (approx. \$15 USD/hr) plus benefits (35%) and mileage.
- Annual pay increase tied to CPI (Consumer Price Index)
- Pay Period will be from the 20th to the 20th of each month, with accountants TeranRojas paying John electronically by end of month.
 - Report hours to Amy Welch, between the 15th and 29th of the month.
 - A minimum of 10 hours weekly and not to exceed 20 hours weekly plus mileage.
 - IRS rate 57.5 cents/mile + CPI for Mexico gas. 65 cents/mile in 2020-21, but may be amended for inflation.
- Attend weekly clinics, take pictures, work with vets about any problems; talk to people waiting in line to get their stories
- Verify clinics at least 1 month out
 - Create a WhatsApp group for Clinics: include John Whitten, Policarpo Lopez, Leslie Caratachea, Linda Stewart, Angela Kelleher, Clare Leach, Amy Welch, Brischa Borchgrevink, Lisa Mahoney.
 - Brischa keeps a phone line current for call-ins requesting info as to where next clinic location and address. 322 113 3955
- Make jpg weekly signs for posting on PEACEAnimals Facebook page
 - send to Amy, Angela, Linda and Brischa
- Keep up Facebook page, answer any questions
 - Angela sends jpg posters to other Animal groups
- Keep track of grant clinic weeks. e.g. \$10,000 USD = 5.5 clinic weeks. Do a write up for donor each clinic week and a summation with pictures at the conclusion.
 - Dec 2-5 – write up for Humane Society US (Donna Pease)
 - Dec 9-12 and Dec 16-19 = 2 of 5.5 clinic weeks from Canadian foundation
- Review Pets for Life contract
 - Suggest changes. Meet with Pres/VP/Secty Treas to review annually in May
- Work with Volunteer Coordinators, Angela Kelleher (PV) and Linda Stewart (Nayarit)
- Take pictures at clinic each week (ideally on Wed)
 - write up 1 paragraph in English and Spanish - about where clinic was, how it was unique, etc
 - give this information to Welch for inclusion in newsletter.
 - Give 10 leashes each clinic week to Leslie for distribution to clients
 - Give 10-15 children's PEACEAnimals coloring books each week to Leslie for distribution
 - Count kennels each week.
 - Take pictures of decommissioned kennels
 - Purchase new kennels as needed
- Work out any problems with vets

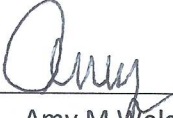
- e.g. collect receipts for Costco and printing expenses;
 - January annual inventory of equipment.
- Purchase discounted expired dog food at Petco.
 - Make small 10-15 Ziploc bags with 2 cups of kibble and deliver pet food to Volunteer Coordinators distribution at clinics
- Purchase as needed:
 - e.g. business cards, PA coloring books, kennels
- Annual Fundraiser
 - Generally, there is one fundraiser only – an online auction
 - Collect gift certificates and work with the board to collect
 - Give to Amy Welch to post on www.32auctions.com
 - Work with distribution of items to winners
- Vallarta Adventures
 - Coordinate from Nov to April with Paty Menezes and Ricardo Farkas for 5,000 pesos monthly of medical supplies "Patricia Menezes" pmenezes@dolphin-adventure.com "Ricardo Farkas" rfarkas@vallarta-adventures.com
 - Contact Monica Topete and copy Ricardo on gift certificates for online auction. No dolphin adventures, please mtopete@vallarta-adventures.com

This agreement may be cancelled by either party for any reason with a 30-day written notice to the other party.

The term of this agreement is Dec 1, 2020 through Nov 30, 2021, but may be extended upon mutual agreement.



John F Whitten, II
Clinic Coordinator



Amy M Welch
On behalf of PEACEAnimals

Dec. 4 2020
today's date