



April 24, 2018

6 pm CALL TO ORDER

Present: Brad Beehler, Shelly Byzewski, Cindy Filler, Jeff Hoberg, Lori Gossard (arrived 6:10), Muriel Kingery, Lisa Knoll, Greg Krause, Leslie Rethemeier, Michelle Staggs

Absent: Nancy Yoshida

Muriel announced there would be a fundraiser for Jeff on Thursday from 5 pm – 8 pm at Muddy Rivers.

At the March meeting Lauralee had asked for questions from the board members. She provided answers to some of those questions and will answer additional questions in the future. Lauralee also had 5 thank you cards that she asked board members to sign. The cards were for donors who had donated significant gifts to the shelter including 3 donors from the auction and one who donated to the Community Foundation for the COFHS.

APPROVAL OF MINUTES: A board member suggested the minutes be more objectified – examples will be forwarded to the secretary. Leslie moved that the approval of the minutes be done at the next meeting; Brad seconded. There was no discussion and no public comment. All voted in favor – motion carried.

FINANCE REPORT: The balance sheet was handed out. Lauralee included explanations for increases and decreases in the budget. See page 10 of the report package for explanations.

The budget to actual is steady when looking at the year to date comparison and is better than last year at this point. Previously the board had moved to allow Lauralee to approve expenses that were under \$500, but if the expense was over \$500 the board had to approve the expense. COFHS needs to replace an air conditioner which is estimated to run around \$1200. Greg moved to approve the purchase of an air conditioner and Jeff seconded. There was no discussion and no public comment. All voted in favor – motion carried.

The board discussed whether we should put money into the shelter van. It is only 3 or 4 years old so it should be worth fixing but staff needs to make sure repairs are done at Rydells. COFHS shouldn't be going to other garages like was done in the past. The van had been taken care of and driven out of town by a hired hand that had been offered through a previous board member. Unfortunately the car was driven without oil.

Brad moved to approve the finance report and Michelle seconded. There was no discussion and no public comment. All voted in favor – motion carried.

EXECUTIVE DIRECTOR REPORT: Lauralee updated the board on accomplishments – see page 8 of the Executive Director report for the list.

Upcoming priorities were addressed. There is one part left to be completed for the employee handbook and then it will go to the policy committee.

Lauralee proposed changing the hours of operation for the shelter. Board members had quite a few questions with the suggested hours. The change would shift hours around to better serve customers and would allow the shelter to be open longer one night. Mondays would be partly open for pickups and Sundays would be closed. The reduced hours would be public hours – the shelter would still have people working outside of those hours. The change would also allow fosters to come in and have dedicated time with staff when the shelter wasn't open to the public which is needed. In addition Lauralee wants the medical team to come into the shelter between 8 and 10 at night and do a walk through and medication as needed rather than having animals be alone from 6 pm to 8 am.

The biggest concern was closing the shelter at 5:30 since many people are just getting off work at that time. Various suggestions were proposed including asking adopters to return the next day if they couldn't complete the process by closing.

After extended discussion and suggestions Lauralee said she will draft a new schedule after meeting with the coordinators.

The fundraising committee decided to do one mail piece a year – they are trying to decide what makes sense financially, especially with the new options on the website. The newsletter was going out 4 times a year and the frequency of that is also being discussed. A comment from last year was referenced: the shelter received more money from the mailings than most nonprofits but the mailings didn't make money. What is the best way to do fundraising? Last year a combined event mailing went out and the shelter got more money back from that mailing. What do people want when they open an envelope?

Tim & Darlene Shea want to do something at the nursery for the shelter. Classy and the new website are really going to help with fundraising. It was emphasized how important it was to launch Classy and the website together so they could be integrated when the site goes live. The grant report was not included this time but will be included at the next meeting.

SHELTER REPORT: The length a dog stays at the shelter has gone up a bit. The shelter is trying to get fewer returns so staff ask more questions during the adoption process. The length of time a cat stays has dropped to 17 days. Name your own price on cats 9 months and older has been very successful – much better than the \$10 adoption fee special. Medical treatments have increased by 769 this year. The shelter received over 380 pounds of food in March.

EXECUTIVE COMMITTEE: The President asked the board if Jeff and Cindy could be co-Vice Presidents for the next month until a permanent VP could be nominated at the May meeting. Muriel could then finish up the conversations with individual board members and see if someone is interested in the position. The bi-laws may not allow co-VP's for a month so the idea was dropped.

Several members of the executive committee attended an all staff meeting and were able to facilitate a visioning session and recognize staff accomplishments.

The executive committee is looking at the job description for the vet position. The committee is not necessarily looking at whether the position should be a contract or paid employee – it really depends on what works best. The shelter's preference would be to work in conjunction with a vet and have a vet onsite. The current vet asked if she should step out and the answer was no.

What options are there for vet service? For example would one vet want to do a microchip clinic and another one not? There was discussion on whether the current position is contract or employee and because taxes are paid by the shelter, the position is considered an employee. Concern was also expressed that in the past a vet had been underpaid and had not received payment for services quickly. Additional comments were made on whether the job description has to be approved by the board (no) and whether the shelter had a formal contract with the current vet.

The president said we need to figure out how to move forward and how to rectify what was done in the past. Others felt we needed to decide if we want a vet onsite or not before trying to write a job description. The executive committee will continue the discussion.

In a follow up meeting with Brady Martz both sides agreed they did something which amounted to a higher bill and a longer time frame. The shelter proposed to pay half and provide sponsorship opportunities for Brady Martz and in turn Brady Martz would write off the other half. Brady Martz later contacted Lauralee and said they would not agree to write off half the amount still due. They stated they had already offered a discount which isn't normally offered. Lauralee feels we should stay strong on the 50/50 split and stated the amount that Brady Martz would write off was late fees and not the audit fees. Lauralee also asked for a detailed billing from Brady Martz and they said they don't have a system that provides detailed billing. A partner and our auditor had met and determined their auditor spent over 300 hours on our audit.

Board members wanted to know how and why the bill went so high. It involved difficulty in pricing out our building, not having an up-to-date accounting of our investments, the one of the auditors quit, the lack of communication from Brady Martz and the change in staff and board members at the shelter.

How should the shelter proceed? The board felt it was probably best to pay the additional amount and move on. The board wanted to know if Brady Martz still does anything for the shelter and Lauralee will put that together. CPA Specialties does some of our financial matters and Brady Martz does some. There was a question on whether Brady Martz could do accounting work for us as well as the audit.

Brad moved to pay the \$12,200 and not use Brady Martz; Lori seconded. Muriel, Cindy, Leslie and Lisa voted against the motion – motion failed. Leslie made a motion to pay the remaining balance and have Lauralee provide the board with a list of services Brady Martz still provides so the board can decide at the next meeting if COFHS should use them again. Lisa seconded. There was no discussion and no public comment. Brad abstained and the rest of the board voted in favor – motion carried.

FINANCE COMMITTEE: Lauralee asked if it was ok to change the monthly percentage received from 3% to 4% to smooth out operating expenses. This money comes from the Johnson Wealth Management investment. Lauralee said that in January the board had voted to approve increasing the rate from 2% to 3% with the agreement to re-evaluate the percentage in the future. Board members at the meeting in January were agreeable to a future increase. Greg moved to approve the 4% and Brad seconded. There was no discussion and no public comment. All voted in favor – motion carried.

POLICY COMMITTEE: No meeting was held

FUNDRAISING COMMITTEE: There was a custom ink t-shirt being offered and the special promotion ends the night of the board meeting. The shelter only needed 8 orders for the t-shirts to be made and there were more orders than that.

Funds on Tap went really well – the owner even asked COFHS to come back quarterly because Half Brothers did so well that night. COFHS got less than \$200 from the event as well as \$400 from our own table.

The fundraising committee will be meeting May 9 from 4-7. This is a great time to provide input if other board members want to come for part or all of the meeting. Facebook fundraisers are going great. The shelter received almost \$2000 in February and again in March.

OLD BUSINESS: The profit and loss statement was handed out. Trish Stromstad was the executor for Donald Chisholm and had emailed the former president there were no restrictions on the donation. The intent was to use the money any way we wanted. Due to the large dollar amount, family and some board members wanted to find a way to honor Donald. The vision was to set aside a portion to start a medical fund to treat animals that came into the shelter. There had been talk of limiting the funds to cats because he liked cats more than dogs. Donald had wanted part of the money to be seed money as encouragement to others to also donate.

Board members wanted to know what was the first disbursement (August 2014). In March 2014 Trish was supposed to attend a meeting but couldn't come. COFHS needs to find information for the second disbursement. It was believed it was to be used for emergency medical where an animal would have to be euthanized if there weren't funds available for treatment. To make sure the donation was utilized properly COFHS was supposed to submit reports to the board on what the funds were used for and how much was used. This was to be reported 2 times a year. This information wasn't from board notes; it was from an email.

Muriel skipped the board tasks.

NEW BUSINESS: The bi-laws don't state how quickly the Vice President position has to be filled. Brad moved to postpone the decision and Michelle seconded. There was no discussion and no public comment. All voted in favor – motion carried.

The June board meeting is the same day as the Hot Dogs for the Homeless. Lauralee asked if the board would approve moving the meeting to June 19 instead. Others suggested the board meet for a shorter time or hold an email meeting. The board decided to make the decision at the May meeting.

Michelle moved to adjourn and Lori seconded. All voted in favor – motion carried and the meeting adjourned at 8:25.