



February 27, 2018

## 6 pm CALL TO ORDER

*Present:* Brad Beehler, Shelly Byzewski (arrived at 6:03), Cindy Filler, Lori Gossard (arrived 6:08), Muriel Kingery, Lisa Knoll, Greg Krause, Leslie Rethemeier, Nancy Yoshida, Lauralee Tupa

*Absent:* Jeff Hoberg, Ashley Hutchison, Michelle Staggs

**APPROVAL OF MEETING MINUTES:** Brad moved to approve; Nancy seconded. There was no discussion and no public comment. All voted in favor – motion carried.

**GROUP CHECK IN:** Board members introduced themselves.

\*\*\* Lauralee has 4 topics for new business (add to agenda)

**FINANCE REPORT:** Lauralee indicated that the decrease in expenses was because bills had been paid in 2017. She also noted that the decrease in donations was because of the emphasis on Giving Hearts Day in February. The budget is going to the finance committee and then any changes will be presented at the March meeting for final approval.

Leslie wondered if we could show a monthly budget. She also wondered if we should include the fund name because of open records requirements instead of Donald Chisholm and Rydell Medical (listed at the top of the budget).

It was suggested we do a promotion in January so we can bring in donations that month. Brad wondered what out of balance meant at the top of sheet. Lauralee thinks the audit dollars didn't get included in the budget so the budget is off by that amount. She will confirm where those dollars belong and move them to the right category. It was also noted that these dollars are not income so shouldn't be listed on the top section. It was placed there just as a temporary holding place. Brad asked if dollars in each section are consistent from month to month. Lauralee explained that because of the timing of event dates and other things the monthly dollars can vary. Last year was also the first full audit and the auditor suggested what categories some items should go in so items have been moved around. Guest Jane Meyer mentioned that some accounting packages allow you to adjust those categories by month while other packages can take 1/12 of the total for a monthly amount. Brad wondered if we could get a balance sheet.

We are moving our accounts to Gate City and that is still in transition. Leslie asked about "land" in the last month's minutes. Lauralee explained it is mineral rights but the auditors call it land with mineral rights. Leslie offered to help with the value of land if we actually own it.

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

**EXECUTIVE DIRECTOR REPORT:** Lauralee stated our mission and went through accomplishments and priorities.

Lisa updated us on Giving Hearts Day. The match was \$16,500 plus \$26,500 in donations. In total we raised \$43,000 plus some people brought in cash, in-kind donations and checks after that date which couldn't be used specifically for the match on Giving Hearts Day. Lisa shared other statistics including a 60% increase in new donors as well as an 85% donor retention rate. The average gift was \$51.69. Gifts under \$35 went down, but gifts in the \$35-\$99 range were up 90%. Brad mentioned he had made his thank you calls that Muriel had assigned and people appreciated the reminder. Lauralee thanked Lisa because she had gone to all the meetings and had handled all of the media.

The board was updated on various other projects. Lauralee is working with the ASPCA on grants; animals that come into the shelter are being vaccinated since the ASPCA requires that. Some people claiming their pets may question why we vaccinated their animal.

Originally the employee handbook was going to be completed this month, but a University of North Dakota HR group is going to review the handbook. Greg moved that we push the review to April and Nancy seconded. There was no discussion and no public comment. All voted in favor – motion carried.

Lauralee asked for volunteers for the Hog Dog Jog. She thought it would be around 1 ½ hours and they would then give us a table. We agreed we'd find 20 people to volunteer. The SOP was supposed to be done by the end of April, but Lauralee would prefer to complete it by July so can it can be done in sections. Brad moved to change the deadline to July and Nancy seconded. Brad asked if the SOP was the same as the employee policy – Lauralee said they are different. Greg clarified that the SOP is processes. There was no discussion and no public comment. All voted in favor – motion carried.

Grant applications will be added to the March board meeting. The volunteer onboarding and training guide should be finished by April 30.

Everyone should mark their calendars for upcoming events! Around June we'll have Hotdogs for the Homeless. Leslie said there used to be a dog jog in the spring and wondered if we were going to do anything then.

Muriel asked if the new format for the executive director report was good. Several commented that they liked it.

**SHELTER REPORT:** The number of days animals are in the shelter are down and we continue to do more spay and neuters. We also have more fosters, more animals are being transferred in and we are doing more vaccinations. People are making comments we don't have any animals so the shelter is now documenting when they reach out to other agencies looking for transfers. If we don't feel we can adopt them we transfer them out. The report also shows if we couldn't accept animals and why. Because of the increase in foster homes we have fewer animals in the shelter. Usually fosters are used for medical, pregnancy, are too young or too sick. We also try and place animals that are here longer than 15 days in a home environment if they are not doing well in the shelter.

**EXECUTIVE COMMITTEE:** did not meet

**FINANCE COMMITTEE:** will meet in March

**POLICY COMMITTEE:** did not meet

**FUNDRAISING COMMITTEE:** We covered most of the information previously. Muriel is hoping to have a calendar with something on it each month. She also hopes to get the new web site done with a soft launch on March 1. As part of the new website we'll have to get a new vendor to do the donations. We are currently looking at one that would allow us to do crowd funding, donations, advocacy, etc. We are still waiting on some dates for other events like Funds on Tap.

**BOARD TASKS:** Muriel would like to push this out until March to get a bit more feedback. The executive committee will discuss and bring a final plan to the board. Nancy wondered what board tasks were. Muriel said the list was from other nonprofits and helps to provide checks and balances. Down the road Lauralee and her staff will take on some of the items and report to board. What can be added to the list? Gift agreements? Are there any other suggestions? How often it should be done?

**OLD BUSINESS:** The audit and the increase in the bill will go to the finance committee for further discussion. Brady Martz originally agreed to \$10,000 then said they needed another \$18,000. Leslie said we did request detailed information on the increase but they didn't provide it. Greg indicated there was correspondence that said if it went above \$10,000, they had to let us know. We did the full audit so we could apply for certain grants that require a full audit. In the past we did a review audit which was \$5,000. Judy and Steve were the ones that we worked with at Brady Martz. We weren't even notified until September 14 that there would be an increase which was months after the audit started. Are there other places who could do audit and should we consider that? Lauralee said that one reason for the original \$10,000 quote was because Lauralee and her staff spent many nights getting all the material together to save money. Everyone agreed the huge increase was out of line and wondered if anything could be done about it.

**NEW BUSINESS:** Kittsona has made us their nonprofit organization for April 1 – June 30. If you donate/drop off an item at Kittsona you get \$5 off a \$5 purchase. The shelter sent them a list of items we need, including gift cards. We plan to do social media for it.

March 24 from 3 – 7 pm there will be a kitten and puppy shower. We want to do foster appreciation during this event as well as create awareness. We will need special items for the babies. Lauralee wants us to attend and to spread the news.

Starting this week will be doing posts for "Acatame" awards on Facebook using cute names such as Jimmy Kibble. We are doing this to build awareness.

Gordmans notified us we are their organization of the month in April and will asking for donations when something is purchased. We are also going to have a booth there on the 14<sup>th</sup> along with one of our animals. Gordmans's headquarters was the one that called Lauralee and told her they selected us because they've heard such great things about the Circle of Friends Humane Society.

Lisa asked about the Subaru Share the Love program. Lauralee is trying to connect with him. We were the recipient of last fall's promotion where we got \$250 for each car sold.

**ADJOURN:** Leslie moved to adjourn and Lori seconded. All in favor – motion passed and we adjourned at 7:10.