



July 24, 2018

6 pm CALL TO ORDER

Present: Shelly Byzewski, Cindy Filler, Jeff Hoberg, Muriel Kingery, Lisa Knoll, Greg Krause, Michelle Staggs

Absent: Brad Beehler, Lori Gossard, Nancy Yoshida (note all 3 voted via email before the meeting)

APPROVAL OF MINUTES: Greg moved to approve and Lisa seconded. There was no discussion and no public comment. All voted in favor, including the 3 email votes – motion carried.

FINANCE REPORT: Comments on the budget overview can be found on page 2 of the Executive Director report. The shelter is working on increasing adoption fees and is hoping to increase the number of adoptions. However surgeries are now being scheduled 2 weeks after adoption so people have to wait for pets. County funds came in in July instead of June. Fundraising really kicks in for the dog jog, auction and Christmas. Lauralee is working on grants but needs to match grants to needs. There will be more focus on grants going forward.

The shelter is still on budget. The question was asked how fundraising/grants are expenses? We are paying out vouchers from grants we received last year so those voucher payments are expenses. Lauralee will rename the category to fundraising/grants expenditures/vouchers. Fundraising also has expenses for items like table clothes.

A description was added to each account on the account balances. Note that the shelter is only one of several organizations that get a distribution from the Avis Amble Trust. A correction needs to be made so it doesn't reflect the entire amount of the Trust. Judy at Brady Martz will advise Lauralee how to list that money.

Cindy moved to approve the minutes and Michelle seconded. There was no discussion and no public comment. All voted in favor - motion carried.

There was further discussion of how many years to show on the account balances. Greg moved to include 3 years for the February meeting and 4 months for the rest of the year. Michelle seconded. All voted in favor - motion carried.

Lauralee requested \$12,000 for computer equipment. Cindy moved to approve \$12,000 the request and Jeff seconded. There was no discussion and no public comment. All voted in favor, including the 3 email votes – motion carried.

The black chairs are falling apart so Lauralee requested \$1200 to replace some of the chairs. The board thought that was too low for decent chairs. Michelle moved to approve \$3,000 for chairs and Shelley seconded. The email vote by absent members could not be used because of the price increase. All members present voted in favor and the motion carried.

EXECUTIVE DIRECTOR REPORT: The official website is now cofpets.com and we have a redirect from the old site to the new site. Additional accomplishments are listed on page 1 and 2 of the written report.

SHELTER REPORT: Staff will try and pull out pain med counts to separate that from other treatments. Length of stay for shelter animals is increasing. Cats need more medical care before those numbers can decrease. Staff are trying complete medication before putting animals up for adoption.

Rachel is working more in adoptions and is trying to set up videos and training before new staff do adoptions. The onboarding process is also becoming more formal. Jeff moved to approve the employee manual and Michelle seconded. There was no discussion and no public comment. All voted in favor, including the 3 email votes – motion carried.

EXECUTIVE COMMITTEE REPORT: Muriel reported on a variety of topics:

- Possible name change for the shelter
- Potential new revenue streams
- Staffing workspace
- Calls from East Grand Forks (Peterson's) to transfer animals to the shelter
- Vet position for the shelter
- Upcoming Brady Martz audit
- Euthanasia policy
- Allowing someone to return an animal years after the adoption

FINANCE COMMITTEE REPORT: Jeff had nothing to report

POLICY COMMITTEE REPORT: Greg said nothing was done beyond the employee manual

FUNDRAISING COMMITTEE REPORT: There were some updates on page 16 of the board report - there wasn't much to report on the dog jog or auction at this time.

OLD BUSINESS: There was no old business

NEW BUSINESS: There was no new business

A question was asked if we would house an animal short term if the person's house had burned. The shelter serves the Red Cross and will house animals on a temporary basis. Last year the shelter even donated items to a person in need.

ADJOURNMENT: Jeff moved to adjourn the meeting and Greg seconded. All voted in favor – the meeting adjourned at 7:14