



March 27, 2018

6 pm CALL TO ORDER

Present: Cindy Filler, Lori Gossard, Jeff Hoberg, Muriel Kingery, Greg Krause, Leslie Rethemeier, Michelle Staggs, Nancy Yoshida, Lauralee Tupa

Absent: Brad Beehler, Shelley Byzewski, Ashley Hutchison, Lisa Knoll

APPROVAL OF MINUTES: There was one correction for the minutes. The date of the last meeting was incorrect – it should have been February 27, 2018. Greg moved to approve the corrected minutes; Nancy seconded. There was no discussion and no public comment. All voted in favor - motion carried.

Muriel asked if there was anything to be added to the agenda for old or new business. Lauralee has 1 event for new business. The board was asked what topics/programs we want to learn about – the Executive Director will provide information on a few questions each board meeting.

FINANCE REPORT: The Donald Chisolm and Rydell money will be moved into the right category. Income is up \$12,000 mostly due to adoptions and Giving Hearts Day. Personnel costs are down by \$14,000 due to less staff turnover and open positions going unfilled. In addition, duties are being reallocated and animal care is less. Bills are now being paid in the proper month.

Board members had questions on adoption income and building expenses which are running half of what it was in the past. Building expenses were up in the previous year because of repairs on the air exchanger. Lauralee also confirmed she would review salaries at the 6 month period and would include a balance sheet for the next meeting.

Discussion continued on how often to review the balance sheet done by Brady Martz. The finance committee will determine how often to report on it. Additional questions were asked on who does the budget (Lauralee) and the financials (Dona Wambsganss). In the future notes will be added to explain any significant differences in the budget.

Nancy moved to approve the finance report; Jeff seconded. There was no discussion and no public comment. All voted in favor - motion carried.

EXECUTIVE DIRECTOR REPORT: Accomplishments, upcoming priorities and events were discussed. Gordmans will be taking donations for the shelter in April and are celebrating National Pet Day on April 7. Gordmans will have an automatic popup when checking out asking if people want to donate. COFHS can advertise for it on Facebook and Lauralee will see about a flyer.

Wooftrax was mentioned – it's an app called Walk for a Dog that gives a donation to the shelter for every mile you walk your dogs. There is also a fundraiser where old tennis shoes are collected that has been beneficial for other nonprofits. If COFHS decides to participate Lauralee will have to decide where to store the tennis shoes.

SHELTER REPORT: The report was reviewed. Safekeeping was explained – it is when an owner may be in the hospital or arrested and the shelter will house the pet for a time until the owner can take it back. It is done through the city or

county. COFHS doesn't advertise this option because there is a grant that will help pay for boarding if someone does go in the hospital. The shelter also works with both the police and CVIC when assistance is needed with pets.

Questions were asked about the Euthanasia and Rescue policies which were pending board approval and the large number of medical procedures. Staff member Mandy explained that each time an animal is given meds it is considered a medical treatment.

Questions were addressed regarding who writes grants and what kind of grants the shelter might apply for to help with the vet contract and other areas.

EXECUTIVE COMMITTEE: Did not meet

FINANCE COMMITTEE: The Profit and Loss will match the new simplified categories in the budget.

Additional details were provided regarding the balance still owed on the audit done by Brady Martz. Legal advice indicated not all the documents were in the quote but it was an estimate so COFHS doesn't have legal standing to not pay the bill. A correction was also made – in the previous meeting it was stated that there was a balance due of \$24,200. That is incorrect since we'd paid part of the fees. The correct balance due is \$14,200. The finance committee suggested paying the balance due if a final negotiation was not successful.

Several board members questioned if we should continue to work with Brady Martz. Few accounting firms do full audits for nonprofits and because of the type of audit Brady Martz now knows our organization much better. Staff had spent considerable time pulling out documentation that was requested and future audits will go more smoothly. The finance committee is also looking at whether grants require a full audit each year or how often full audits would be required. The committee will then make recommendations based on the grant requirements.

The finance committee balanced the budget using the summary categories and did a 3 month review. The board will do the 6 month review. The finance committee also suggested additional categories on the budget including actual plus the % of increase/decrease.

The finance committee also suggested combining individual fundraisers into one line item to prevent the report from being too long. The software package would display detail lines if needed.

Lauralee provided details on a few other items. Donald Chisholm left money for medical purposes and the finance committee had discussed setting aside \$10,000 for medical expenses when someone couldn't afford to pay for them. The process would require a written application and it would be for the public to use. The organization does have a grant/medical voucher program but it can't be used for many things. The shelter is trying to prevent a surrender of a pet because the person can't afford the medical bill. The voucher could potentially be for more than \$60. Banfield does something similar and calls the vet to confirm if there is an emergency. A similar process would be followed.

The finance committee also recommended that the shelter use \$30,000 from Chisholm to go toward our expenses above and beyond our normal medical costs.

Lauralee informed board members that some foundations that award grants thought we had too much money and would not be eligible for a grant because of that. The shelter has \$2,000,000 in the Auyong Endowment plus \$300,000 at the Community Foundation. Donors also don't want to see more than 2-3 years of funding reserves or they won't donate. The shelter has to be leaner or have a capital project to be competitive in getting grants.

Over the past 4 years the shelter has had large bequests come in to the organization. It is hard to plan for bequests because the shelter can't determine when a bequest will be realized. When COFHS gets a large amount, there is no wish list so COFHS needs to do some strategic planning.

The Chisholm fund is set up to be used monthly/quarterly which then needs to be reported to the board. There was discussion between board members whether those funds had to be used for our animals and or if part of the money could be used for external needs. The president will check past board minutes to get clarification.

Greg moved that we approve the budget as written except the \$10,000 for public medical emergencies. Jeff seconded; Lori abstained from the vote. Everyone else voted in favor – motion carried.

POLICY COMMITTEE: Information was provided on changes to the euthanasia policy. Maddie's fund had a definition of no kill and the committee added the dangerous portion to our policy. There had also been discussion on what untreatable means - Maddie's doesn't meet our definition. The shelter has to look at people in our community. Can the potential adopter handle that situation? That's one way the shelter could decide if the issue was treatable or untreatable. Additional points were presented on what untreatable means.

COFHS needs to have the policy so staff can make a procedure. There is a procedure in place, but it needs to be finessed. The change is partly being driven because of the dog on the side of the road that was in such poor shape. Our vet says she has 3 cases right now that need a resolution but we need the policy in place first. Additional comments were made on the length of the policy and the timeframe for holds. Lauralee stressed that euthanasia is not taken lightly and it makes the job very difficult.

Nancy moved to pass the policy and Jeff seconded. The team making the decision would be 3 people – the shelter manager, executive director and vet. Additional tweaks were made to the wording of the policy. Nancy moved to pass the policy as amended and Michelle seconded. Additional discussion then focused on the wording "danger to them self". Lauralee suggested the danger to them self be taken out because the policy might be interpreted differently with different people. Nancy amended her motion to remove danger to them self and Jeff seconded. There was no more discussion. All voted in favor of the changes and the motion carried.

The next policy discussed was the rescue policy. Who determines how often an animal should be moved to another rescue? Nancy moved to approve the policy and Jeff seconded. There was one question about the 24 hours and whether the move had to be done within 24 hours – the answer was no. There was no other discussion. All voted in favor – the motion carried.

FUNDRAISING COMMITTEE: Funds on Tap at Half Brothers is April 10 from 6-9 pm. COFHS will be able to bring in shelter pets. \$1 will be donated for each food or drink item purchased. Children are also allowed.

Preliminary work is being done on Raise Your Paws. The committee has contacted concert organizers and national corporations and are also hoping to get UND hockey tickets as well as gear from the pros. Several members said the trip purchased was terrific and wondered if it had sold too low. Some donors also felt the trips didn't have a high enough bid. Part of problem may have been that the package didn't state everything that was included in the trip. The fundraising committee wants to make sure we get all of the details.

A 60 second recap on the auction was requested. Thank you letters were sent to donors showing how the item was used. The committee hopes to start selling tickets soon. There was good feedback on the format and the buffet. People liked the diversity of the gifts, but tickets for prizes should have been better. Mike from Backspin will give us more items but can't discount them. Additional discussion and suggestions were made on how to improve the auction and get higher bids. Everyone has to volunteer that morning! Josh Jones offered equipment so there would be no fee for it. Another Raise Your Paws meeting is being scheduled soon.

The website is taking longer because we want to include online fundraising on the site. The shelter should be signing the contract in the next day or two with Classy for the fundraising component. The live site will allow crowdfunding and the ability to donate on your birthday. It will also include thank you emails, follow up emails and as well as digital birthday cards. The package even works with the shelter's donor software.

Lauralee mentioned that COFHS is now getting around \$970/week for birthdays on Facebook! Look under our fundraiser section on our Facebook page. Most people have been setting a \$500 goal and exceeding it. The committee is also trying to finalize the day for Hot Dogs for Homeless Dogs – it will be sometime in June.

Muriel skipped the board tasks.

OLD BUSINESS: Brady Martz was already discussed – there was no further discussion.

NEW BUSINESS: There is a new event to add – the UND softball team chose us as their organization for the April 21 game. Calendar invites will be sent to all events.

ADJOURN: Leslie moved to adjourn the meeting and Lori seconded; motion carried and we adjourned at 8:09