



May 22, 2018

6 pm CALL TO ORDER

Present: Cindy Filler, Jeff Hoberg, Lori Gossard, Muriel Kingery, Lisa Knoll, Greg Krause, Michelle Staggs, Nancy Yoshida

Absent: Brad Beehler, Shelly Byzewski, Leslie Rethemeier

Muriel announced that Leslie had sent in a letter of resignation.

APPROVAL OF MINUTES: Minutes for March & April were not available. Research had been done on taking board minutes that indicated the minutes were not being written as recommended. Minutes should have summary information only with most names stripped out of the comments. Nancy moved that the approval of the revised March, April and May minutes be done at the June meeting; Michelle seconded. There was no discussion and no public comment. All voted in favor – motion carried.

The June board meeting is the same night as Homeless for the Hot Dogs event. Members discussed cancelling the meeting, but the bi-laws do not allow that. It was decided an email meeting would be held mostly for approval of the minutes. The July meeting will then focus on a half year review.

FINANCE REPORT

The shelter received \$5000 from an anonymous donor for a water fountain. \$2500 of the donation will go toward the fountain. A filter will be needed for the fountain that will cost up to \$500 a year. An additional \$1000 will go toward fencing. The remainder of the donation will be used on food and supplies. Nancy moved to approve the expenditures; Greg seconded. There was no discussion and no public comment. All voted in favor – motion carried.

Updates were needed on individuals signing checks and opening and closing accounts. Michelle moved that the board authorize Lauralee Tupa (Executive Director), Muriel Kingery (President) and Jeff Hoberg (Treasurer) to be financial representatives for the shelter to open and close accounts and to be dual signers on the accounts. Nancy seconded. There was no discussion and no public comment. All voted in favor – motion carried.

Lauralee explained the budget to actual in more detail. Notes were provided for several areas of the budget. All of those notes are included in the Executive Directors report on page 4.

Lauralee then went through the Preliminary and Unaudited Account Balances. She noted that the Annual Report shows how we did at the end of the year. The Unaudited Account Balances shows what accounts are used for the shelter money. The \$2,000,000 makes 5% and we take out 4%. The shelter

has 2 years of savings in operations so if even if we didn't receive any more donations we'd still be able to continue for several years. As the shelter makes more money, the board needs to utilize it for needed projects. Lauralee provided additional information on how each of the accounts is used.

The budget to actual was reviewed. Lauralee suggested we focus on the year to date balances and not monthly as it would more properly reflect our financial standing. Michelle moved to approve the finance report; Nancy seconded. There was no discussion and no public comment. All voted in favor – motion carried.

EXECUTIVE DIRECTOR REPORT: Accomplishments, upcoming priorities and updates were provided - details are on page 1 and 2 of the Executive Director's Report.

Subaru didn't do local advertising for COFHS because of a national promotion that Subaru Corporation did nationwide advertising instead. Because of that the shelter received about \$5,000 less than was budgeted. ICS has chosen us for employee donations this year.

The hours of operation were revamped – the shelter will now be open late 4 nights a week and closed to the public on Sunday and Monday. Staff will try these hours for the summer and re-evaluate after Labor Day. It was noted that if an animal is picked up and was being held at the shelter the owner can call the police or ring the bell and get their animal even when the shelter is closed provided staff are at the shelter. The owner does not need to wait until the shelter is open to the public to pick up their pet.

Staff members are all doing dual jobs and the Executive Committee is trying to figure out how to handle this.

Fencing will include privacy fencing so staff can let the dogs off leash in our area. This would also allow fosters to have play dates in the shelter's area. The public fence also needs fixing.

Jeff and Lauralee met with Brady Martz again on the audit costs. Brady Martz has agreed to split the last bill in half so \$10,200 will be the final amount due. The shelter will want to use Brady Martz again because they have new measures in place to alert us with issues that come up and they already know our operations.

SHELTER REPORT – The shelter report was presented. Returned from foster means the animal is ready to be adopted. Medical treatments were almost double mostly due to staff giving pain medication to animals after spay/neuter surgery.

Staff members have stopped testing for FIV on cats – the ASPCA doesn't recommend it because there are a lot of false positives. The length of stay for both dogs and cats is down and we are now meeting our goals.

EXECUTIVE COMMITTEE: The ASPCA will be here for a lunch meeting on Thursday and the Executive Committee and board are invited to attend. The shelter is going to be setting goals through a SWAT analysis. The new website is officially launching on May 21 – some of the exciting features were highlighted. Lauralee is researching an option called PEO to collaborate with other businesses to provide benefits such as health, 401K, etc to staff.

The executive committee met with our vet regarding the vet position. There was discussion if the vet could be onsite for some of the time rather than transporting all of the animals to the vet clinic. It was

decided that more discussion was needed along with a long range plan. The executive committee will look at the organizational chart to see what the best structure would be for the future. Benefits and salary will also be re-evaluated.

FINANCE COMMITTEE: The committee is trying to streamline our accounts. Several other agencies have said they would like to bid on managing some of our investments. Six month employee reviews along with potential wage increases was mentioned. Michelle made a motion to allow Lauralee to provide increases as long as the shelter was within budget and the director determined the increases warranted; Lisa seconded. There was no discussion and no public comment. Lori abstained; the rest of the members voted in favor – motion carried.

POLICY COMMITTEE: Did not meet – they are currently waiting on the employee manual to be completed.

FUNDRAISING COMMITTEE: The committee attracted several new members at their last meeting. The website is launching this week including a new giving page. Raise Your Paws registration will be online soon and we expect the event to sell out quickly. Hog Dog Jog is also very popular. It is a 1.5 mile crawl/loose jog event with your dogs. Instead of t-shirts, this year the shelter will be handing out coolers. A new fundraiser was also added– a group of puppies will come to area offices during the week of June 4-7. Either a fee will be set or donations will be taken.

OLD BUSINESS: The board continued to discuss how to help those who needed to pay for medical expenses so they wouldn't have to relinquish their pets. Nancy made a motion that we take \$10,000 out of the general fund for public assistance. The shelter will have a form online that requestors can fill out. Lauralee will use that form to determine need and amount. Both the shelter manager and executive director will do the final approval. Michelle seconded the motion. Lori asked if there would be a limit to the amount. Banfield caps their assistance at \$800. It was decided there would be no cap. The shelter will send out an update on this option to the area vets via a vet newsletter. There was no further discussion and no public discussion. Lori abstained; the rest of the board voted in favor – motion carried.

It was requested that we put board tasks on hold until the board does more strategic planning. Nancy moved to approve the request; Michelle seconded. All voted in favor – motion carried.

Board members discussed the open Vice President position. Nancy volunteered to accept the position until the annual meeting in January. Michelle nominated Nancy and Lori seconded. All voted in favor – motion carried.

NEW BUSINESS: Michelle will not be here in September.

ADJOURNMENT: Jeff moved to adjourn the meeting; Michelle seconded. All voted in favor – the meeting adjourned at 7:32.
