

Oregon Coast Humane Society
Board meeting Minutes
February 24, 2021

Location: Shauna's home, observing COVID 19 protocols

Present: Sauna Robbers, Sandy Davidson, Judy Thibault, Judy Roth, Laurie Arms

Call to order at 1:16 pm

Roll Call: All present

- I. Agenda, no additions, approved as presented
- II. No minutes prepared for approval
- III. President's report:
 - A. Cans and bottles: Recycled packed 20 foot truck with 67 bags for recycle, and have that many left to take. Board will take remaining cans and bottles to recycle, then Jerry will take over.
 - B. Add Jerry Hatcher to bottle drop account and he will take over as Recycling Coordinator with business cards. He will be reimbursed for expenses by applying on existing reimbursement form. He will organize pickups on more regular basis
 1. A trailer would be less expensive than truck. Shelter truck has a trailer hitch
 2. Can shed needs to be finished. Judy will look into finishing shed
 3. Jerry can plan promotions for bottle drop, ads, etc.
 - C. Veterinarian search needs to begin. Create job description for Vet position
 1. Ask E.D. to work with Suzy Lacer to develop grant request to fund vet for two or three years. E.D. would create job description, research and lay out plan for vet and assistants (research Vet schools, after externships). Possible to work some at home
 2. Board expressed appreciation to Dr. Schaad, card of thanks and gift.
 - D. Need guidelines for bringing dogs in from high-kill shelters, so we are able to re-home these new dogs
 - E. "Soggy Doggy" was extremely successful Go Fund Me campaign for the new shampoo tub.
- IV. Vice President's report, staff said thank you for signed Valentine cards
- V. Move to Executive Session at 2:04pm

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- VI. Return from Executive Session at 2:15
- VII. Treasurer's Report
 - A. Accessed Budget from accountant for the past 5 years
 - B. Estate Sales no longer referred from Wobbe, we may continue running our own.
 - C. Discussion on reviewing bequests and future bequests.
 - D. Business accounts follow-up, Burn's and Mini Pet Mart
 - 1. 'Paws for a cause'? Do we need to change name?
 - 2. Names should be on our web site for advertisement
 - 3. Logos and acknowledgment on newsletters and FB
 - 4. Ask E.D. about budget during the first 3 months
 - E. Land Lease discussed
 - 1. Need the contractors to supply county with a sketch of what we propose to do in expansion.
 - a. Need to have a planning session for ideas to be sketched out.
 - 2. Surveyor said we need to talk to the lease manager and get preliminary permission from county commissioners for expansion. Then we get a survey.
 - 3. Contractors are working inside, then we will want to begin expanding the footprint, medical expansion, slab for free standing building, driveway along side and into back. Need easement across front for existing driveway.
 - 4. Discussion about adding a dog run area, in the back or side behind the fence. Also, pole barn discussed, Memorial area and front.
 - 5. Extend lease to 2094, lease presently exists until 2044. We have proven ourselves to be a valuable asset to the community, and plan to continue.
 - 6. Treasurer has agreed to continue forward with lease and property extension and expansion. This includes management of paperwork and records.

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- VIII. Secretary's report
 - A. Corporate Resolution #006-2021 was created and presented for Board signatures, designating Sandy Davidson as the contact person in matters relating to the expansion and extension of the lease agreement currently in place with Lane county on behalf of the OCHS organization.
- IX. Election cycle starts March 1, 2021
 - A. There will be one position open for re-election
 - B. Discussion about seven positions on Board. Presently have five.
 - C. Nominations will be open March 1,2021. We will use same nomination forms. Selection will be three nominees
 - D. By-laws call for nominating committee, President, Vice President and one more member to evaluate nominees. Selection of three.
 - E. Nominations must be in by May 1, on June 1 election is done, and on July 1, new Board is seated.
 - F. Nomination forms will be available on web page, nominees must be members in good standing by March 1, 2021.
- X. Board member report
 - A. Easter Seal employee in training as receptionist at shelter. Waiting for Easter Seal employee for Thrift Store
 - B. Plans to share first 3 days with new Executive Director, help acquaint her with staff and system, lunch for all, visit to Thrift Store for same. Board Member Mon, Pres. Tues, Secty. Wed, V. Pres. Thurs.
 - C. New garage and covered areas, and fencing plans for Thrift Store
 - D. Discussion and review about new procedures for Thrift Store.
 - E. "In- Service Manual" will be reviewed and signed by employees upon changes. OSHA, COVID changes
 - F. New 'Incident Form' will be used and kept in incident report book, humans and animals, to report injuries, unusual occurrences, etc., 3-page report. Part of Quality Assurance
 - G. Employee Conduct Policy for employees to sign
 - H. Communicable Disease Policy for employees files
 - I. Animal Infectious Disease protocols to be understood by staff.
 - J. Signs, PPE, UV light? E.D. or vet may decide on implementation 3

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- XI. Details for discussion
 - A. Charter installation moved to mid-March
 - B. Donation jars are picked up and delivered every 2 weeks by Eddie
 - C. Each Board member create 3mos, 6mos, 1yr plan for Executive Director goals
 - D. Shelter manager take care of keys
 - E. Create E.D. office, get keys for E.D., correct police notification contact numbers
 - F. Plan another micro-chip clinic in the summer

Next meeting March 10 at 1:00

Meeting adjourned at 3:12

Respectfully submitted by,
Judy Roth, Secretary

