

Oregon Coast Humane Society  
Board Meeting Minutes  
April 14, 2021

Location: Shauna's home observing COVID protocols

Present: Shauna Robbers, Sandy Davidson, Judy Thibault, Judy Roth,  
Laurie Arms, Elizabeth Thompson

Meeting called to order at 1:32 p.m.

Roll call: All present including Executive Director

I. Agenda approved

II. Several Meeting minutes to be discussed

A. Meeting Feb. 10, 2021 discussion and motion to approve, approved.

B. Executive Meeting minutes Feb. 10, 2021 discussed and motion to approve, approved.

C. Meeting Feb. 24, 2021 discussion and motion to approve, approved.

D. Executive meeting minutes Feb. 24, 2021 discussed and motion to approve, approved.

E. Table Mar. 3, 2021 until next meeting

III. Executive Director report

A. Discussion about time cards, employee sign-in, and hourly discussion.

B. So much underway, could use white-board in office

C. Construction update

1. Cat areas almost complete

2. Kennel area has new concrete on one side, awaiting new kennels

3. New plumbing installed to move washer and dryers into same area

D. Thrift Store

1. Think about repurposing the Boutique because too difficult to run both buildings with little staff.

2. May be possible to streamline efforts in Store, but need to study successes, financials, sales and staffing to best support store.

3. Track customers by location, ask each to round up sale price for donation to shelter

4. Need to lengthen hours for summer

E. Volunteers

1. Training 2 new people for vet clinics

2. Posting for recycling volunteers

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(Volunteers continued)

3. Jerry is setting up bottle drop building and bags
4. Thrift store volunteers are a priority

F. Personnel/Policies & Procedures

1. Concern regarding culture around donations. Need policies and procedures in place to follow
  - a. Donated meds need to be inventoried, locked up & logged
  - b. System for Food donated needs to be tightened up.
2. New payroll plan has begun, paychecks every two weeks

Move to Executive Session at 2:23

Return from Executive Session at 2:42

G. Social media, You Tube, website, animal descriptions

1. Many typographical errors. Please send to ED as soon as we catch them
2. For credibility, we need to recheck print matter.

H. Bequest, Grants, Capital Campaigns

1. E.D. has begun a mentorship to help her build relationships with donors, learn their motivation for supporting OCHS
2. Ready to begin planning the capital campaign for Phase 2 of remodel when longer lease is secured.

I. Employee Health Insurance on hold right now. Only 3 have desire

J. Vet search

1. Until vet clinic is enlarged, we cannot hire full time vet, but we can hire vets for one or two days a week.
2. Sent letters out to 40 vet offices,
3. Vet school would like to support OCHS during microchip clinic
4. Doc M has responded and will meet with ED

K. Website

1. Uplink Spyder has done nothing because waiting on S. Stewart to create content
2. Ask them to stop work on logo
3. Our ED will create our own content

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Executive Director report cont. K. 4

4. Car EZ not enough return, ie; \$19/car, \$57/running car
  - a. Take off website, but leave our name with Car EZ
5. Oregon Saves
  - a. All staff is listed and can sign up
6. Microchip clinic and bottle drive.
  - a. Bottle returns are continuing on ongoing basis, we are accepting bottles and cans—no event now
  - b. No microchip clinic now, no vet
  - c. “Microchip your animal month” May, do it at Thrift Store
7. Volunteer of the Year
  - a. Plaques are ready for 2 Volunteers of the Year, one for Shelter and one for Thrift Store
  - b. Give gift certificates since can't do event
8. Do some kind of artwork on the painted dogs at Thrift Store
  - a. Thrift Store is Art Walk's last stop
  - b. Postcards or note cards packed for sale
    1. ED will get good photos done

IV. President's report

- A. Garage building at Thrift Store
  1. Great House Design, John Webb to look at plans
  2. New garage would be used for furniture sales
  3. OCHS could loan OCHS funds for the building, to be repaid in contract
    - a. Close out annex and possibly reduce storage spaces.
  4. We must remove the container behind Thrift Store
  5. Could rent out the Boutique house, needs electrical work
    - a. How is it zoned? Water bill is residential, sewer?
- B. Keenan estate attorney turned in paperwork, \$75k previously received for building account.
- C. Uplink Spyder website wants to train to use. Contract will be sent upon receipt of content. We are paying \$1,000/month, paid in full at \$6,000
- D. Thrift Store looks great
  1. Leo's Landscaping work is wonderful (3)

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- E. Business Memberships
  - 1. \$2,500/Lifetime. Currently no way to track these
    - a. Consistent follow through for all members
- F. Giant Spruce tree
  - 1. Problems with cutting tree down because of roots
- G. Have no nominations so far for Board positions
  - 1. Board can ask/appoint members to sit for a year.
- V. Vice President's report
  - A. Internal Audit is ready to be done
  - B. Checked with DHS and Easter Seals
  - C. Receptionist possible paid position
    - 1. We need to watch the money, no more "Better with a Buddy"
    - 2. Case by case, ie; Senior-for-Senior, good stewards of money
- VI. Treasurer's report. Proposed Budget presented
  - A. Personnel costs
  - B. Proposed Increase payment for Vet
    - 1. Motion to increase payment to Dr Schaad from \$50/hr to \$575/day, retroactive from first of April, to cover clinic. Seconded, discussion followed, motion passed unanimously.
  - C. Uplink Spyder contract
  - D. Training funds
  - E. Building Contract
    - 1. Motion to transfer funds of \$425,000 from operational Savings acct.to Reserve acct. Discussion followed, motion seconded and passed unanimously.
  - F. Lease negotiations
    - 1. Did walk-about the property last week with DPW supervisor and explained our plans
  - G. Contracted with Holloway Assoc to do the 990 and CT12, costs \$995
  - H. Met with WLOG about renovations and disaster planning review
    - 1. Will move container from Thrift Store to shelter to store disaster supplies

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VII. Laurie/Thrift Store report

- A. Called all volunteers, only 6 working. Will be returning Sept.
- B. To increase sales, need to increase hours open
- C. Volunteer wants to work for wage 4-5/days, 6 hours. Will work on it
- D. Specials—1<sup>st</sup> Tues 10% off, Basket Days \$7-8/Basket, Grand Re-Opening event, yard sale during Rhody Days
- E. May Rhody Days, 14<sup>th</sup>-15<sup>th</sup>, Art Walk, Show & Shine @ school lot
- F. Walkie-talkies for Thrift Store workers

Next meeting May 12 at 1:00

Adjourned at 4:08 p.m.

Respectfully submitted,  
Judy Roth, Secretary

