

Oregon Coast Humane Society
Board Meeting Minutes
May 12, 2021

Location: Private Residence

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

Meeting called to order at 1:30pm

Moved immediately to Executive Session

Returned from Executive Session at 2:05pm

- I. No additions to agenda, agenda approved.
- II. Minutes, Mar 10, 2021 discussed corrections made, motion to approve and passed. Executive Session Mar 10, 2021 discussed, motion to approve and passed. April 14, 2021 discussed, corrected and motion to approve as corrected, passed. Executive Session minutes April 14, 2021 discussed, motion to approve, passed
- III. Executive Director report
 - A. Construction report—job is going very slowly. Cat room, cabinets are not done. Kitchen leak is fixed, washer not moved, kennels not done, no kitten bump out, no office. Need to add more lights in maternity ward.
 - B. Thrift Store—Possible to coordinate pricing room, sorting room and donation room for efficiency and safety. Running ads on web, papers, and newsletter for Grand Re-Opening
 - C. Volunteers—two more new cat volunteers, one new at Thrift Store
 - D. Personnel/Policies & Procedures—Team meeting held regarding meds, donations, etc. Continuing coaching as needed
 - E. Bequests/Grants/Capital campaign—Kennel sponsorship letter went out, and responses are coming in with donations. Our effort is to raise \$55K to fully pay for new kennels. Share list of donors to discern those that need to be contacted
 - F. Vet Clinic—2 incident reports on cats were made at last clinic. We need to purchase a new pulse oximeter before next clinic in June. Will not schedule dog surgeries until it arrives
 - G. Website—Reviewing and editing the content Scott prepared for Uplink. Review list of ‘keywords’ for search engines.

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- G. Website (cont.)
 - 1. Not changing the logo
 - 2. ED has engaged an excellent volunteer writer to help edit and rewrite the Membership letter with updated information
 - H. Black Diamond needs to come back and repair hole in floor in cat room
 - I. Will connect with Western Lane Community Foundation to supply food to families in need. Food bank is currently supplying clients with pet food donated by OCHS. We will label foods with logo
- IV. President report
- A. Board nominations for open seats.
 - 1. Only one application for a Board seat was received. <Name redacted for privacy>>submitted an application for a seat on the Board. The full Board considered and discussed said application in Executive Session (to protect the privacy rights of all involved) and determined that this candidate does not meet the OCHS qualifications to serve on the Board—most notably, this person’s inability or unwillingness to work as a team member with OCHS Board members in the past. The Board, as a whole, considered this application and unanimously voted against forwarding this person’s nomination to the membership for a vote.
 - B. The Board members will follow through with the duty, as outlined in the by-laws, to search for and appoint qualified persons to fill available seats on an interim basis, from July 1, 2021- June 30,2022, a one-year appointment, until the next election cycle, June 2022.
 - C. Proposed garage at the Thrift Store came in with estimate, but it is a 1700 sq. ft. new building, and is more than we need or want.
 - 1. We will research pre-fab metal building, or shed with utilities.
 - a. Check with city for allowable buildings
 - 2. Is Boutique zoned residential or commercial? We have a business license for Boutique.
 - 3. Check the boutique for level floor. Terra Firma and Ram Jack to look at job and give quote
 - 4. Current electrical system will to be checked

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V. Vice President report

- A. Is it possible to have a 'Zoom' Board meeting occasionally for the sake of transparency ?
 - 1. Minutes are on the website, newsletters are sent out by email.
 - 2. In past, before Covid, we had annual meetings, which allowed members to share concerns and praise.
 - 3. A Zoom meeting for members may work for this year's Annual Meeting. Next year, hopefully, we can rent a space and invite members back
 - 4. Internal audit questionnaire forms were sent to all employees and Board members and need to be returned

VI. Treasurer report

- A. Presented a draft proposed budget
- B. Papers have been filed for the forgiveness of the second PPP loan of \$73,900. First PPP loan was forgiven already.
- C. Board president signed copy of temporary storage license agreement with Lane County for placing storage containers behind the shelter on land adjacent to the shelter's leased land.
- D. We have received the current year's contract fee from the City Police Dept (Chief Turner) for receiving captured, lost and abandoned dogs and cats and caring for them.

We need to renegotiate an increase in the fee for accepting these animals to help cover costs of care and housing, meds and medical care while they are housed at the shelter. We will need to document the numbers of animals served and the costs incurred to present to the chief of Police. We will use the Pet Point program for this.

VII. Secretary report

- A. Live Trap Permit has been renewed and a copy filed.
- B. Walkie-Talkie discussion for shelter. Two units are present on desk, apparently not being used. Plan to purchase more sets for safety.
 - 1. Motion to buy walkie-talkie sets, discussion, ED will write an ask for units to be donated

VIII. Board member report

- A. Ask for a condolence to be sent to long-time volunteer whose husband passed

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- B. Condolences and letters are sent to community members connected to OCHS
- C. We're pulling furniture and large items from storage annex for Thrift Store yard sale; also truck is full with pick-ups from a house. We will have pictures, signs, web ads, balloons
 1. Grand Re-Opening Sale, Fri-Sat 10-4, Sun 10-4, May 14-16
 2. 3 Raffles, pretty gift bags, \$5/doggy bags, 25% off Thrift Store, \$9/clothing basket, bottled water, candy, peanuts,
 3. Shelter staff and volunteers will help sale.
 4. In June will begin Veteran's Special Discount Day, second Mon.
 5. In June will begin Senior Discount Day, first Tues of every month
 6. Gift Certificates are ready

Next Meeting will be Wed., May 19, 2021

Meeting adjourned at 4:08pm

Respectfully submitted,
Judy Roth, Secretary

