

**Oregon Coast Humane Society
Board Meeting Minutes
July 14, 2021
Home of Shauna Robbers**

Present: Shauna Robbers, Laurie Arms, Sandy Davidson, Mary Henry, Judy Thibault, Elizabeth Thompson and past Board Secretary Judy Roth

Shauna **called the meeting to order** at 1:30. Rick Mills has withdrawn his name from consideration as a board member, but will continue supporting OCHS and our work. The group expressed regret, and hopes he will continue in some other capacity, such as committee work or assistance with financial matters.

The group accepted by unanimous acclamation the following to serve one-year terms as **Board Officers:**

- Shauna Robbers, president
- Judy Thibault, vice president
- Sandy Davidson, treasurer
- Mary Henry, secretary

Minutes for June 16, 2021 were unanimously approved as previously corrected, with Shauna moving and Sandy seconding the motion.

The group voiced its **appreciation for Judy Roth's service** as board secretary. Judy R. turned the corporate records over to Mary and departed the meeting.

Elizabeth's **Executive Director's report** noted 113 animals in care as of 7/14. In June we saw 17 owner surrenders, 3 Returns, 9 adoptions (2 dogs; 7 cats, including Nugget who had twice been returned), 2 medical euthanasias, 6 pets returned to owners, and 1 death in care (an orphan kitten who failed to thrive).

Outreach & Events: In addition to a **completely booked upcoming vet clinic**, Elizabeth reported progress in collaboration with **Food Share** to distribute pet food. She and a volunteer plan to start a regular outreach to people experiencing homelessness soon. Other outreach includes **Boys & Girls Club** (Thank you, Tina Ferkey for great skirts and costumes and that wonderful African grey parrot!), upcoming programs at the **school**, and a **TNR discussion with Shorewood** retirement center. Further outreach to retirement centers will educate about stabilizing feral cat colonies.

Elizabeth will attend the **Siuslaw Awards**, where OCHS has been nominated for an award, and provide information about donating and volunteering. Tickets are \$40, including dinner; board members are encouraged to attend.

In preparation for a 7/31 presentation, Elizabeth visited **The Cottage preschool** and was impressed with the great art she saw. A volunteer is also working on a fundraiser involving a premiere of the "Gorilla Girl" movie.

Elizabeth invited **Moshow the Cat Rapper** to visit and help our long-term cats. Mo, who lives in Oregon, was featured in the premiere episode of Netflix's "Cat People." We have an Air BnB donated. Mary suggested this would be a wonderful donor event; will follow up with Elizabeth.

Elizabeth is working on scheduling our **summer picnic**. She also attended a **golf tourney** and shadowed the 3rd hole "Mayor" to learn more about prominent members of the community.

Elizabeth is working with Mary and Sandy on launching the year-long transition to improve our data management through **Salesforce**, which has modules for handling donations, managing volunteers, and tracking pet care. Special thanks for volunteer Beth Hatcher for lending her expertise to help spearhead the effort!

With the resignation of Scott Steward as marketer, Elizabeth emphasizes the need for **cohesive branding** to strengthen our public presence. Toward this end, she requested **coordination and advance planning for events**. Sandy noted that it is possible to provide the *Siuslaw News* with materials for future publication. Elizabeth is working with them on coverage to celebrate the team's victory in placing long-term cats.

President's Report was distributed electronically prior to the meeting.

By-Laws - Shauna distributed written copies of minor changes to the Bylaws, which attorney Scott Bailey advised only needed board approval. Changes to Section 3-4 and Section 5-3 are as follows, with new insertions underlined:

Section 3-4 Rights and Privileges of Membership

Members of the Corporation have the following rights and privileges:

3-4-1 Voting

Individual Members are entitled to one (1) vote; Family Members are entitled to one (1) vote for each spouse or domestic partner; Business members are not entitled to vote. All Members in Good Standing who are entitled to vote may vote on the following matters:

1. Director Elections at the Annual Meeting.
2. Matters of policy, including amendments to these By-Laws, that alter or affect Membership Rights.
3. All membership rights consistent with Oregon Law as detailed in ORS 65.144 (voting) and ORS 65.771 through 65.787 (inspection).

3-4-2 Other Privileges of Membership

Qualified Members in Good Standing may be nominated to serve on the Corporation's Board of Directors, or committees of the Board of Directors.

1. Serve on Committees.
2. Inspect Corporate Documents in accordance with Article IX and consistent with Oregon State Law.

AND

Section 5-3 Qualifications of Directors

5-3-1 Any Members in Good Standing who is committed to the Corporation's mission and is willing to actively participate in the management of the Corporations affairs, and meets the qualifications set forth in the corporation's policies and procedure manual may be nominated to serve on the Board of Directors.

Elizabeth will work with Bethany Wright of Cascade Employers' Association for updates to the Employee Handbook, and on updating the Policies & Procedures manual.

Mary moved, and Judy seconded **approval of the By-Laws changes** as submitted; passed unanimously.

Sandy is also working on **posting our 2019 IRS-990** returns to the website.

Shauna requested track lighting for the back bedroom in the Thrift Store Annex. Elizabeth will post to the Wish List and confirm that there are enough plugs.

Vice President's Report – The internal audit has been on pause, but is picking back up with a meeting with Bridget on Monday. There will be temporary cost savings if Scott and Todd are resigning as we expect. Sandy suggests beginning to look at other local contractors.

Treasurer's Report – Sandy distributed **financial statements** electronically prior to the meeting, and, at Mary's request, is working to include budget information in future reports so we can better track variances. Sandy announced that the **PPP loan was forgiven**, and was congratulated by Shauna and the board. Picking up an item from last February, Sandy said we need to discuss **risk tolerance** as we decide where we should place our reserve funds, currently \$134,290.13 at Oregon Pacific Bank. She is looking at low-commission opportunities. Shauna suggested Sandy also discuss with Rick. Sandy will provide **risk tolerance questionnaires** for our consideration via email; please return them by 8/1/2021. Judy sought clarification on the line item for garage sale expenses. She also suggested we consider setting a minimum transaction for using Square to save on costs. Elizabeth will look into this and report back.

Elizabeth signed checks for the first time recently, and is finding this helpful to monitor our use of funds and identify cost savings. The board also discussed savings by reducing storage rental costs for the Annex and recycling program expenses. Elizabeth would like to implement centralized **fiscal controls** to assure we are spending wisely. Mary, with the Treasurer's agreement, advised that we implement a purchase order system.

Laurie reported back from a **retail stores brainstorming meeting** held on 7/1/2021. The team will utilize Manny's skills as much as possible to carry out improvements. The arts and crafts room will be downsized to two shelves and surplus merchandise donated to other charities. Elizabeth requested a photo for use in marketing of a proposed arts & crafts donation to Spruce Point Assisted Living. Other groups to consider: schools, the Kiwanis' "pillowcases for Doernbecher Children's Hospital" program, and the SOS program for domestic violence survivors. Elizabeth will provide SOS's contact info to Laurie.

Sandy **requested that a renovations plan** be drawn up and put out to bid, noting that capital improvements must be approved by the Board.

To streamline the donations room, now overcrowded with clothes, plans are to repurpose the former kitchen room for men's clothing. A rotating 50%-off color tag system is being

implemented, but items can be on the floor for several months. The board supports **development of SOPs and the volunteer manual**, which Elizabeth is working on. An additional meeting is planned to gain volunteer buy-in on changes. Elizabeth respects the team's efforts, and is happy to share her extensive experience from Goodwill as appropriate to help increase sales. She will also go over the plan and new policies with thrift store managers and explore using the Bromley Room at the library for the volunteer meeting.

Laurie reported that the **recent garage sale** made \$3,533 in the store and \$1,007 in the annex.

Mary reported that she and volunteer Beth Hatcher are moving ahead with plans to implement the ten free **Salesforce** licenses we've been awarded. A meeting on 7/19/21 will bring together representatives of the board, executive, staff, and volunteers to evaluate how to gain efficiency, improve information sharing, and create a 360-degree view of our constituents and programs.

Membership & Fundraising – Mary is looking at maximizing operations income from members and donors. The board discussed the importance of members/donors for financial support and community involvement. It was the sense of the board that all donations of \$30.00 or more for general support should qualify a person for membership. With the board's support, Mary will look at increasing emphasis on recurring donations, and on creating a special giving circle for people who give \$1,000 or more annually. Finally, the board agreed to offer a care-of-surviving pets program (domestic pets only, not large animals or exotics) for those who include OCHS in their wills or other estate plans. Mary will move ahead with creating forms and materials.

Construction update: Shauna and Elizabeth updated the group on ongoing efforts to bring the construction project to a satisfactory close. Elizabeth sent payment on three invoices yesterday. Discussion followed regarding fiscal oversight and scope of work. Elizabeth will ask the contractor to clarify the current status of funds already deposited with the company.

E-Bay Account – Elizabeth is seeking access to the account, and has a local E-Bay store operator to help. We need to streamline processes so we can post items quickly, since online values change very rapidly.

Meeting adjourned 4:02 pm. Next board date 8/11 @ 1pm at Shauna's.

Respectfully submitted,
Mary Henry, Secretary