

**Oregon Coast Humane Society
Board Meeting Minutes
January 19, 2022
VIA Zoom video call**

Present: Shauna Robbers, Laurie Arms, Sandy Davidson, Mary Henry, Judy Thibault, Elizabeth Thompson.

Shauna **called the meeting to order** at 11:58am, and the board went into

Executive Session, returning to regular session at 12:16.

Approval of Minutes – Mary distributed a draft prior to the meeting and received corrections from Elizabeth. Sandy requested a correction to indicate that the previous treasurer, whose last name is correctly spelled Mohler, had suggested NOT going with the same auditor. **Judy moved approval as corrected; Shauna seconded. Motion passed unanimously**

Executive Director's Report – Elizabeth reported as follows:

JANUARY ANIMAL UPDATES: As of today we have 114 animals in our care, including 12 (!) border collie puppies born last night. They are awaiting transfer to an experienced foster family in Eugene.

Shauna asked about **dogs we received from Lakeside** yesterday. Elizabeth advised that about a month ago OCHS responded to a call for help from the family of an overwhelmed Lakeside man who had more dogs than the family could count. Tyler responded, but was told the family would place the dogs. They called for help again on Sunday. Tyler said one dog had puppies and two more were likely pregnant. Pam and Valerie went out yesterday. Pam called Coos County, who will take some dogs. OCHS took eleven dogs, including a mother with five cute puppies and two other pregnant dogs expected to give birth soon. One gave birth last night; the other appears to be within days of giving birth. It appears the entire group is bred from the mother who gave birth last night. The matriarch is about 6 years old; all the others are 2 years old or younger. Elizabeth has arranged for fosters for two of the moms and litters in Eugene, but doesn't know where to place the third mom who is still expecting. This underlines the **need to strengthen our local dog foster system.**

We also received six dogs from California, two with broken legs. Medical care will be covered by a generous patron in California. Again, Elizabeth reached out to foster contacts in Eugene.

Mary asked about our longterm ability to manage that many dogs. Elizabeth assured the board that we have sufficient staff. Puppies are adopted quickly and bring in adopters, support and goodwill from the community. Elizabeth plans to post videos to maximize the good PR.

Mary suggested reaching out to Oregon Humane Society to discuss medical fosters and start a relationship with their Second Chance program. Elizabeth will follow up.

Intake: December animal intake included:

- 8 community animals seen/scheduled in the clinic,
- 8 pets (2 senior cats, 6 dogs) surrendered by owners;
- 4 adopted pets were returned to the shelter (two cats who'd been adopted years ago and the owners died or couldn't provide care), 1 senior cat adopted and returned immediately, 1 small dog). Elizabeth addressed this in this morning's staff huddle to reduce returns through better education and consistent, documented outreach to new adopters.
- 2 owned animals in custody (medical care for owner),
- 12 strays,
- 9 transfers in (2 are left from this group)

Outcomes: December animal outcomes included:

- 32 adoptions (13 dogs, 19 cats/kittens – including Linus after 12 years, Garfunkle after 7 years, and Bubba after 8 years. Dogs Loki, adopted by Shauna and Lola, adopted by Elizabeth)
- 1 euthanasia (bulldog from California who arrived in bad condition),
- 11 pets returned to owners,
- 7 transfers out (1 bulldog to Pacific NW Bulldog Rescue, 6 cats to Cat Adoption Team – 5 have been adopted already; Pam will request pictures from CAT).

Missing Dog Update -- Elizabeth updated the group on Bruiser, a shelter dog with separation anxiety who got away from the foster home and remains missing. Becky Long is meeting Elizabeth in Eugene tomorrow to hand off a trail cam and humane trap to set up at feeding station that's already in place. Becky also sent training materials: we need to establish a policy and develop an SOP in case this happens again. Mary suggests OCHS purchase dog traps; Elizabeth says we own many cat traps, but not dog traps. Has been mixed response on social media to us losing the dog. Todd at Shippin' Shack will do waterproof fliers for us, like he did for Tilly, a dog lost by a family a year or so ago. Bruiser was brought to OCHS with a bad cut from attempting to escape his original home through a window, and taken to the emergency vet in Springfield upon admission. The family had tried unsuccessfully to place him. Judy remembered another dog escaping from the same foster placement, which Shauna confirmed. Elizabeth was unaware of this history and will visit and follow up. While she understands they have a fenced area, apparently the dog escaped when a door was left open. Elizabeth says the people at the foster home are great with dogs, including one with Canine Good Citizen training. Shauna suggested they might be better suited to socialize puppies.

Events & Marketing Updates:

- **Betty White Challenge** We had a great response from the community, with many people attending our shelter Open House on Monday to visit the animals and drop off donations. We are still expecting revenue from Homegrown and t-shirt sales there. We've brought in \$4777 so far, with checks and PayPal donations still coming in as of last night. KOIN-TV coverage from Portland was very helpful – at least \$650 was donated from the Portland area. Elizabeth will send a thank-you note to KOIN and acknowledge them again on social media.
- **Moshow the Cat Rapper** is planning another visit January 29 – February 1. Stay tuned for details. Dates were just confirmed this week.
- Elizabeth will meet soon with the **Siuslaw School District** librarian, who wants to coordinate for an event in April.
- At the **Vintage House**, we want to host a winery for the **Chamber's Wine and Chowder Trail** in February. Elizabeth asked the board if they had thoughts or concerns about serving alcohol, but none were expressed. In addition, a **Pet Grief Group** is being scheduled soon. We would like to do pet portraits for Valentine's Day, but may not have the space ready in time.
- The **new dog kennels** are finished and plaques should be made soon. Stay tuned for an event invitation, hopefully in late February. Mary suggested steel plaques because they withstand heavy cleaning.
- Elizabeth is checking with both **local radio stations** about doing Pet of the Week segments, and recording new ads and PSAs as well. Then a Eugene TV station.

THRIFT STORE: The cashier schedule is now fully covered. Special thanks to volunteer Kathy Barrett, who contacted former and new volunteers and has us completely staffed. A new employee through the Workforce Innovation & Opportunity Act program will start next week and work on pricing merchandise and books.

VET UPDATE: Dr. Janel Montes, who lives in Florence but works for Banfield in Eugene, will start helping out. She's coming in on Saturday for her first day for wellness checks and vaccines. No January or February dates are set for Dr. Schaad yet.

TRAINING UPDATES:

- Cascade Employers expects the updated employee handbook to be completed in the next few weeks, then training will be planned to roll out new procedures.
- The shelter team is currently finishing up Fear Free Training certification.
- Elizabeth is enrolled in the Shelter Management Certification program through College of the Pacific. The program runs through August, with credits applied toward Elizabeth's CAWA (Certified Animal Welfare Administrator) certification.

PETFINDER/PET POINT LINKS: We received a bid of \$1,800 to link information about available pets from our PetPoint database with the Petfinder website. Elizabeth has reached out to see if there are scholarships or grants available and is waiting for a response. The receptionist could also be doing "cut and paste" manually to list our pets.

Earth Breeze laundry soap, a Medford company, will donate 10 sheets to shelters for each one purchased. Elizabeth has signed up and they are putting together our first donation. Please let Elizabeth know of similar cause-related marketing. Thanks to Judy for referring!

President's Report – Shauna submitted a report via email. Two other estate sales are coming up: Pam Wheeler on Mitchell Loop and another one referred by Cindy Wobbe. Shauna has ordered business cards for the estate sale team and plans to distribute information to local businesses. She also ordered directional signs from Shippin' Shack for estate sales and for 50% off sales at the Thrift Store. They will be ready in about 10 days.

Vice President's Report – Judy sent out detailed info re: **internal audit**. She found lots of information, so the report took longer than she expected. Mary asked what Judy to summarize her findings and suggest next steps the board should undertake. Judy thinks an **external annual audit** of finances is important, and noted that **budgeting** is becoming more regular and improved. She would like to see an updated **organizational chart**. She is also interested in what regular **meetings** are scheduled, and understands daily Morning Meetings are going well.

Judy opened the floor to suggestions about next steps. Mary proposed that board members divide a list of questions that Judy had distributed and come back with answers. Shauna concurred. **Elizabeth and Judy agreed to follow up and provide assignments**. Sandy has photocopied **vehicle registrations** as recommended in the audit.

Mary proposed transitioning to **computerizing documents on a shared drive**, understanding that some materials are confidential. Sandy and Judy remembered that there used to be a shared Google drive and a board conversation thread, but both disappeared when the computer system was updated. Sandy would like to see it online, too; it would help provide continuity. Perhaps this could be a part of Salesforce: Mary believes the company owns Slack, a collaborative workplace software, and advised that we check with Brionne Baggioni, who advocated a similar system for staff.

Shauna says Jasper had set up Google docs for the board. Elizabeth will check with him. Sandy has lots of documents that should be uploaded –historical information such as contracts. Judy has a good scanner. Mary asked about computer sharing in the shelter, and Elizabeth says there is a shared drive that can be accessed from any shelter computer. Mary thinks improving computer sharing builds teamwork and improves efficiency. It will be important to organize the drive thoughtfully. There is much work ahead. Judy will follow up with Elizabeth. **Kudos to Judy for comprehensive, excellent job.**

Treasurer's Report

Sandy reported that **donation jar** contributions totaled \$4,609.62 for the year. Eddie would be willing to service additional locations. Sandy requested we think of places, since we've lost a few due to a fire, etc.

Sandy emailed **financial reports** before the meetings and asked if there were any questions. Mary said she had a number of questions when looking at the Budget to Actual year end report and gave several examples. One specific would be to create reporting that improves Jenny's ability to track the **restricted funds** she administers. Mary proposed a separate meeting to go over the details. Sandy thinks transitions in who is keeping the books may have resulted in some confusion, and will take a deeper dive. Sandy and Mary agreed to schedule a meeting before the next board meeting, and Elizabeth will join in.

Sandy reported that **lease negotiations** with the County are ongoing. We are currently awaiting survey results. The surveyor's initial work has made the possibilities much more real to Sandy. The group discussed expanding truck access in back of the shelter and improving emergency egress with connection to an additional road east. Adjoining property has sold, and Sandy hopes the developer will put in a road since it would be good for the community to have the additional tsunami evacuation route. We are in planning stage and will explore our options.

Shauna, Sandy and Elizabeth recently updated our investment accounts with LPL. We are in their basic level of service, with no personal financial advisor. Oregon Pacific managers are working with the approximately \$151,000 currently in that account. Mary strongly advised that we **adopt a policy and create a standing order with the investment accounts that any stock received is immediately sold and reinvested**. This protects us from any appearance of donor control of donated securities, simplifies accounting ,and allows us to invest according to our own investment priorities. Sandy will follow up with Kevin. She is also reviewing transferring the account to Charles Schwab, as compared with Raymond James office, which is local. Mary advised that Schwab is low cost, but also provides less personal service.

Secretary's Report - Mary reported that the grant proposal had been submitted to Western Lane Community Foundation for a Salesforce service contract, and thanked Elizabeth and Sandy for their work to develop a provisional budget. She is eager to resume work on the Salesforce conversion, but we can't contract for assistance before hearing back from WLCF next month. Mary asked Elizabeth to take charge of negotiating the contract and she agreed.

Laurie's Report – Had little to report, as she's been housebound recently.

Shauna asked about where we were with a **final budget**. Sandy had concentrated on the personnel section and simplifying the format for board reporting and external presentation. Staff will need the details. This will be part the special budget meeting Sandy, Mary and Elizabeth plan to schedule in the coming month.

The board went into Executive Session II at 1:36, concluding a special board-only segment at 2:36.

The **next meeting was set for February 9, 2022 at noon via Zoom**. Mary will send an invitation.

Meeting was adjourned at 2:39.

Respectfully submitted,

Mary Henry
Secretary