

**Oregon Coast Humane Society  
Board Meeting Minutes  
February 16, 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 12:01 pm, and the board went into **Executive Session**, returning to regular session at 12:15.

**Minutes:** Mary distributed draft minutes from last month via email prior to the meeting. Sandy requested correction of a couple of typos. Sandy moved, and Judy seconded, approval of the minutes from the regular meeting as corrected; motion carried unanimously. Sandy moved, and Shauna seconded approval of the minutes from each of the two Executive Sessions; motions carried unanimously.

**Executive Director's Report**

**ANIMAL UPDATES:**

As of today we have 96 animals in our care.

**JANUARY INTAKE:** 35 dogs were surrendered, mostly dogs from a property in Lakeside, including two pregnant females. Two adopted animals were returned, sixteen strays came in, and six dogs were transferred in through Saving Gizmo's Friends Foundation. The dogs from Lakeside have health issues, likely from inbreeding. We already have adoption applications for chihuahuas that came in on a second admission from Lakeside. Elizabeth is following up again to see if we can convince the Lakeside owners to spay and neuter two dogs they decided to keep.

**OUTCOME:** We placed 33 animals for adoption this past month. Two newborn puppies from the Lakeside property didn't survive. We reunited ten lost pets with their owners. Nine dogs were transferred out, including four dogs from the Lakeside property. Coos County took several of the Lakeside dogs, including the third pregnant female. Five cats were transferred to Cat Adoption Team in Portland.

There have been no sightings of the **lost dog** in over a month, despite our continuing efforts. A letter was sent last week to all residents in the Glenada Road area, where the dog was last seen, asking residents to review trail cam footage.

**EVENTS AND MARKETING UPDATES:**

\***Moshow the Cat Rapper's** visit brought in lots of people. His in-laws are adopting a kitten from us next weekend, so he will be back filming more videos of our animals. The Siuslaw School District librarian filmed an interview with Moshow and his wife EmSee, and Moshow read a book for the students. This can be viewed on YouTube.

\***Chamber's Wine and Chowder Trail.** We are hosting Walnut Ridge Vineyard from Junction City on Saturday, February 19<sup>th</sup> as part of the Chamber's event. The Vintage House has been painted inside and will be ready for future events after some décor is added. We are using a

one-day liquor license for the event, and still working on obtaining permanent approval, which can take months. Thank you to all the board members for completing the individual applications required by the OLCC.

\***Pet Grief Group** will meet for the first time on Friday, February 25<sup>th</sup>. LCSW Constance Castaneda from Swisshome will facilitate the group. A press release and event announcement will go out Friday or Monday.

\***Radio** - PSA recorded at KXCR last week; KCST is in the works.

\*Elizabeth attended **Builder's Club** with Kiwanis yesterday at Siuslaw Middle School. Students want to start volunteering at the shelter, and she discussed ways they can help. The first group is coming Friday at 2:30 to tour the facility. ET is excited to work to build the next generation of animal lovers. She would love to see youth assist in making Tik Tok videos, animal enrichment, and making toys. In addition to requiring parents to sign waivers and an adult accompanying the youth, Elizabeth will check to ensure our liability insurance is adequate for volunteers who are minors.

\*Elizabeth is planning a dinner with team members and volunteers interested in **event planning** to map out the year. Jackie Parker, who has done events for OCHS in the past will be part of the effort, and Elizabeth is pleased that several team members are also engaged. They are open to suggestions! Since events can be extremely time consuming, Mary stressed the importance of ensuring each event has a clear purpose: raising money, raising friends, cultivating major donors.

**TEAM TRAINING:** Maddie's Fund internships for Pam, Jenny and Elizabeth start this week. Pam and Jenny are taking "Shelter Medical Health" and Elizabeth is taking "Humane Education." We are also hoping our kennel team will be chosen to enroll in a Behavior and Enrichment Program through UC Davis.

**THRIFT STORE:** Sales look good. We are struggling to keep volunteers who can price merchandise and run errands: several key players have been re-deployed to work on estate sales or Vintage House prep. It's important that we support the thrift store and recognize the incredible contributions they make to our organization.

**VET UPDATE:** Dr. Montes has been seeing animals for two weeks at the shelter. She shadowed and partnered with Dr. Schaad last week during vet clinic. They enjoyed working together, and Dr. Montes will be a huge asset for our animals.

**ASPCA:** Elizabeth met with the ASPCA two weeks ago about becoming a transfer partner. They will tour our facility and share their expertise to optimize our processes. We expect an update after we submit our paperwork.

**FUNDRAISING:**

Elizabeth, Mary Henry, and Beth Hatcher had a good meeting with Sally Wantz of **Western Lane Community Foundation's** board to discuss our request for funding of our transition to Salesforce, a new way to manage information about our constituents and our animals.

Jenny and Easter Seals employee Patricia are working to secure grant **funding for extra outside lighting** at the shelter, and have received bids on the cost of the work.

A **Kenel Sleepover** event will be planned, likely in June, with a \$30,000 fundraising goal.

**Major Gifts** - We received a generous donation last week from Gizmo's Friends Foundation.

Mary and Elizabeth will start working on a **Spring Appeal letter** soon.

### **President's Report**

Shauna is working very hard on estate sales. She projects \$10,000 from upcoming sales, and has already secured \$2,000 in pre-sales. The Estate Sale Team needs more help, and Shauna invited the board to consider how they could assist. She is working with the high school, and may donate golf clubs from the sale to support their newly revived golf club.

### **Vice President's Report**

Judy met with Elizabeth to follow up on the recommendations in the internal audit. The new employee handbook is currently under legal review. We may need help drafting additional policies and procedures, but don't want to reinvent the wheel. Elizabeth suggested turning to "American Pets Alive," a Facebook group of shelter people who are generous in sharing information. Mary has sent an example of a volunteer manual as well.

### **Treasurer's report**

Sandy distributed January financials via email prior to the meeting. She reports we are in a good financial position.

**Budget** - Elizabeth, Mary and Sandy are working on building a budget for the year, and have met weekly this month via Zoom. The goal is to complete the budget a week prior to the March meeting, to give board members time to review before discussion and a request for approval.

In addition to our reserve "savings" account, Sandy is setting up an **investment account** at Oregon Pacific Bank wealth management/Charles Schwab. Sandy suggests moving \$100,000 or more to the new investment account to provide a possibility of greater returns. We currently hold \$629,195.07 in the reserve account. Mary proposed drafting a standing policy to move money into the investment account when we reach a benchmark, such as several months' operating capital in reserves. No decision was taken, pending completion of the process to establish our new investment account.

The property has been mapped for the expansion. Information was provided to the Lane County property manager and to the Board. We will need a motion to accept the new lease agreement. The board decided to wait for the map and survey description to be added to the contract before we vote on it.

Sandy is investigating whether expanding the property will incur additional costs for insurance or worker's comp.

### **Secretary's Report**

Mary is currently focusing on developing the budget and is drafting a plan for a newsletter. She needs to turn to writing the spring fundraising appeal and requested ideas for content. Elizabeth will share ideas with her.

### **Laurie's Report**

Laurie has been organizing the eBay room and reviewed all the items that are listed. The studio lights have been fixed, so we can now take quality photos of items for online sale. David is working on getting a computer together for use by the eBay team, since the Square is small and hard to use for research on item pricing. Elizabeth had thank-you cards made to place in each package shipped. A review of shipping costs found them to be very high, so we've adjusted our shipping policy. Total revenue to date is \$1,178. We hope that with lower shipping costs and more listings revenue will continue to increase.

The board went into a second **Executive Session** at 1:09, and Elizabeth was excused in order to return to work.

The board returned to regular session at 1:14.

The **next meeting** was tentatively scheduled for noon on March 24<sup>th</sup> via Zoom.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Mary Henry  
Board Secretary