

**Oregon Coast Humane Society
Board Meeting Minutes
May 11, 2022
Vintage House**

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

Shauna **called the meeting to order** at 12:05. There was no executive session called for at the beginning of the meeting.

Approval of Minutes – Mary distributed a draft prior shortly before the meeting and received corrections from Elizabeth, Shauna and Sandy. Laurie **moved approval as corrected; Judy seconded. Motion passed unanimously**

Executive Director’s Report – Elizabeth reported as follows:

MAY ANIMAL UPDATES: As of today we have 104 animals in our care.

APRIL INTAKE:

- 15 owner surrenders (9 cats, 6 dogs),
- 3 returned adoptions (one adopter who developed health problems shortly after adoption, a young cat with behavior issues who has since been re-adopted to a new family aware of the issues, and a third whose owner passed away).
- 23 strays (12 cats, 11 dogs) were taken in,
- 18 dogs were transferred in from California (only two are still in the shelter, some in foster including a mom with four puppies, and some older dogs who have been placed pending resolution of medical issues).

OUTCOME: April saw

- **47 adoptions, the best month Elizabeth can remember.** Adoptions included three long-term/special needs cats – Robin, Sedona, and Katie. Elizabeth credited Sedona’s adoption in part to being showcased at the Thrift Store.
- 11 animals were returned to owners
- 4 died in care (4 of 7 neonatal kittens found with dead mother)
- 1 euthanasia - cat who couldn’t move brought in by community member.

EVENTS AND COMMUNITY UPDATES:

***Fred Meyer 100th anniversary supply drive** is happening today from 1-5pm. Elizabeth thanked Shauna and her contacts through the Chamber of Commerce board for helping make the event possible. In addition to pet food requested in past years, we are also requesting animal supplies and cleaning supplies. They are even delivering the donations to the shelter. We plan to take a photos to help us acknowledge Fred Meyer’s support.

***Kennel Naming Event/Adopt a Shelter Pet Day** a successful effort, with good media coverage locally as well as from KEZI (Eugene) and KOIN (Portland). The community came through with \$350 raised from the bake sale and hundreds of pounds of pet food donated with the Stuff the Van event. We also received a generous donation of \$5,000 from a wonderful supporter who attended. Elizabeth and the board also extended kudos to the very enthusiastic volunteers and staff members who pulled the event together. Shauna inquired about how plans were coming for the Rhody Days parade, and Elizabeth responded that the animal piece is figured out and we have secured a trailer.

***Spring appeal letter** was just mailed 5/10 to people who had made donations in the past three years. We also plan a special mailing to ask adopters to support our work.

***Donation jars:** The wonderful volunteer who has been managing this effort for years is not able to continue. Elizabeth has the jars, and wants to do the first round herself to get acquainted with participating businesses. She hopes to find another person to take over the project. The board discussed reports of thefts from the jars, and even of one entire jar. We have excellent tracking from our volunteer, and believe this is a worthwhile effort, with enhanced safeguards in place. The board acknowledged with thanks both our volunteer and the businesses who host the donation jars.

***Spruce Point** and OCHS are developing a great relationship. They are now sending a resident to volunteer regularly at the shelter, and another resident wants to offer daytime fostering for a dog. The new director and her husband are recent adopters, and her husband helped us secure a discount on needed supplies. We plan to do a press push as the partnership progresses. Judy suggested broadening this effort to New Friends and other care facilities. Mary asked whether anyone had a certified therapy dog, because this makes it easier to access health care facilities. Sevadog is now doing the certification exams in Eugene, but no-one knew any certified dogs locally..

***Bottle Drop** still bringing in great revenue – just requested check for \$4600.

* A **Girl Scout troop** from Portland volunteered recently when they were staying at Camp Cleawox. They made adoption bags, socialized cats and kittens, and brought in a big check to present \$100 they raised for the animals. One parent even adopted a dog! Parents of youth volunteers sign waivers, and Elizabeth is also reviewing insurance coverage for volunteers. Board members suggested speaking with directors of other local nonprofits.

***Rhody Days** activities: OCHS will be in the parade on 5/22 with OCHS founder Helen Baxter and Elaine McGill joining us, riding in a convertible with a new dog she adopted. Our “Animal Rescue Superheroes” theme has engendered much enthusiasm, and all board members were encouraged to join the fun. We also have a booth at Show & Shine on 5/21, and are donating a cat basket and a dog basket to Habitat for Humanity’s charity walk. The board thought it would be a good idea to hold a sale at the Thrift Store to increase Rhody Days sales to our many visitors.

***Game of Life** through Kiwanis is planned for 6/3 at the Middle School. Builder’s Club students will volunteer with Elizabeth at the petting booth and help teach about financial responsibility. Both Elizabeth and volunteer David A. are now certified to volunteer at the schools.

***Annual Members Meeting** is scheduled for 6/18 at the library’s Bromley Room. Ballots are being mailed to members now. The board discussed obtaining our own bulk mail permit to take advantage of nonprofit rates.

***Boys and Girls Club** safety presentation is scheduled for 7/14.

***Lions Club** presentation by Elizabeth is scheduled for 7/19.

***Shelter and Thrift Store both have extended summer hours** now – 10am-5pm seven days a week at the shelter; 10-5 Monday through Saturday and 11-4 Sunday at the thrift store. We sold \$450 on the first Sunday the Thrift Store was open. Elizabeth is currently training the Sunday crew. The board encouraged her to transition away from working weekends. The shelter is now open 14 hours more weekly. The staff is now working four 10-hour days weekly, which gives them longer weekends to enjoy summertime activities.

THRIFT STORE: Renee, working with Denise, has finished updating our price list and will partner with Elizabeth before implementing changes. Hoping to run a storewide sale for Rhody Days weekend if we have enough volunteers and inventory on the sales floor.

Gorilla Girl movie event - Shauna inquired about progress. Elizabeth met with volunteers, who are looking for a date at City Lights for a showing and book signing. They will report back.

Shauna also asked Elizabeth how her shelter management course was going. Elizabeth is enthusiastic about the course and the contacts she is making. For her final project she is assessing our **volunteer program** and recommending enhancements. Shauna recalled that OCHS used to have a half-time volunteer coordinator, one on staff and another a volunteer themselves. Elizabeth sees this as a possibility. She noted that the average timespan of a volunteer is 90 days, but OCHS has retained loyal volunteers 20 or even 30 years or more. That OCHS is voted consistently as a Best Place to Volunteer is further evidence of our volunteers' loyalty.

Judy asked if Pam was currently enrolled in a class, but she is focusing right now on controlling a stubborn **disease outbreak**. In addition to infection control measures already in place, we have had our HVAC vents cleaned, obtained additional training materials from the ASPCA, and are utilizing an area as an isolation ward. Elizabeth has reached out to Friends of Coos County for advice. Mary wondered if someone could be brought in to do a shelter evaluation: a shelter medicine resident from Oregon Humane, someone from the vet school, or Cat Adoption Team. Jenny is currently finishing Maddie's Fund class on Shelter Health, and listening to many such offerings. Elizabeth appreciates the ideas and will follow up to ensure we are using best practices. Judy asked if there are standards of care, as in hospitals. Elizabeth and Mary said yes, for example American Animal Hospital Association certification. Laurie had in the past done an isolation procedures book and gave it to Pam. Elizabeth will follow up, and is working to encourage all staff and volunteers to understand and carefully follow procedures.

President's Report – Shauna reports being inundated with inquiries about **estate sales**, and we are now booked out until late June/early July. A sale planned for this Friday and Saturday at Greentrees has already brought in \$1,900 in presales, and could make \$5,000 if rain doesn't keep customers away. Additional upcoming sales include Memorial Day weekend at Park Village, with other sales possible in Greentrees, Florentine Estates, and

Dunes City. We should look at the possibility of hiring a part-time employee if the returns are great enough. Elizabeth would like to evaluate using items that aren't sold at estate sales for Thrift Store yard sales; the challenge is storage. Shauna has added a clause to our contract specifying that disposal costs for items left over from the sale is entirely the responsibility of those who contract with us.

Ballots for board elections are printed; should be mailed first class since bulk might be too slow. Elizabeth will follow up.

Vice President's Report – Judy reported that she and Laurie have made little progress on either policies and procedures or restarting the Animal Welfare Committee. The group discussed how to divide staff and board responsibilities. (For example, Elizabeth has tasked Pam with developing a policies and procedures manual, with Judy and Laurie ready to assist if needed. Elizabeth will share the completed project with the board.) Mary believes the board should be involved in more global and outward-facing policies (the “what”), while staff should take the lead on procedures (the “how”).

In the past, the Animal Welfare Committee has focused primarily on euthanasia, but we'd like to expand this to include enrichment, infection control, behavior issues, etc.

Judy brought up the issue of **trap/neuter/return (TNR)**. How can we secure funding to get more of these cats spayed/neutered? There is a huge need, and we have little veterinary help. The veterinary shortage is a nationwide concern, with graduates being offered \$90K signing bonuses in more affluent areas. We also currently lack a holding area – cats aren't always trapped to coincide with our limited clinic hours. We should continue our efforts to hire more veterinary help, and continue for now paying to have community animals spayed and neutered at clinics here and elsewhere in the county. The senior program is operating, and we are giving out spay/neuter certificates. We should also emphasize public education, for example, not pulling newborn kittens from their mothers. To obtain funding, we will need to map and track statistics about the feral cats in our service area.

Judy is clipping items about OCHS from the *Siuslaw News*, and shared an obituary requesting memorial gifts go to us. Elizabeth is now reading the obits and sending notes to families. We appreciate the good coverage we are receiving from **local media**.

Treasurer's Report – Sandy distributed financial reports before the meeting. She reports that Todd continues to make progress on completing the financials. Elizabeth will follow up with staff on entry of budget figures to allow the board a more comprehensive suite of financial reports.

The new county **lease** was nearly complete after four years' work, when Waste Management decided they wanted more land. We proposed new, somewhat smaller boundaries which were approved by the County, as shown on a map Sandy passed around. She hopes to conclude a 20- to 30-year lease in the next couple of months. While there are many ideas about how to use the land -- dog walk park, barn cat area, training area,

storage of disaster supplies, enhanced truck access, meeting and office space -- we need a solid project plan and fundraising feasibility study. As we move toward a campaign to build new facilities in the years ahead, it will be crucial to build and maintain good relationships with prospective donors. This will be a good touchpoint for strategic planning, and should be addressed in a special meeting or board retreat.

Secretary's Report –

The **spring donor appeal** has been mailed to 261 households, and Elizabeth will make sure the board receives a copy via email. Special kudos to volunteer Beth Hatcher, who put in many hours to prepare the mailing. We need to rebuild our base of support with those who haven't donated in the past few years.

Judy asked if it is possible to **give monthly**. Mary responded that it is, and that we need to consider as a group whether a monthly donor should be acknowledged at the outset for the total of their annual commitment, or only for each month's gifts. For example, Mary and Elizabeth would like to acknowledge someone who commits to giving \$85/month (totaling \$1K/year) as a President's Circle member to deepen our connection. Mary will come back to the group with a proposed policy.

Brionne and Beth continue work on **Salesforce**, and hope to complete the first data load of donors and volunteers into Salesforce in the coming weeks. Beth is also working to see if we can load 1,900 adopters' names from PetPoint into Salesforce. We are committed to ensuring quality data, but also want to expedite the effort so the system is usable.

Laurie's Report –

We grossed \$427.47 from eBay in April; netting \$326.10 after fees and expenses were deducted. Laurie recently posted six new items, but is held back by the onerous forms that must be filled out for each item. A computer with a mouse at the Vintage House would help expedite postings, and Elizabeth will follow up. Shauna suggested Google Lens as a tool to assist in researching items. The group believes it best to reserve eBay for a few select high-end items.

The board went into **Executive Session** at 1:48, concluding at 2:30pm..

The board returned to regular session. Laurie moved to accept the nominations of Shauna Robbers, Judy Thibault, Mary Henry and Ken Huettl. and not accept other nominations. Seconded and approved unanimously.

The **next meeting** was set for June 8 at noon at the Vintage House.

The meeting was adjourned at 2:44.

Respectfully submitted,

Mary Henry
Secretary