

**Oregon Coast Humane Society
Board Meeting Minutes
June 15, 2022
VIA Zoom video call**

Present: Shauna Robbers, Laurie Arms, Mary Henry, Judy Thibault, Elizabeth Thompson, Board Candidate Ken Huettl

Absent: Sandy Davidson (*excused*)

Shauna **called the meeting to order** at 12:01, and welcomed board candidate Ken Huettl. No Executive Session was called for.

Approval of Minutes – Mary distributed a draft prior to the meeting and received corrections from several members. **Judy moved approval as corrected; Shauna seconded. Motion passed unanimously. No corrections to Executive Session Minutes. Laurie moved; Judy seconded approval; motion passed unanimously.**

Shauna welcomed Ken and asked him to tell the board a little about his interest in OCHS. He recently retired from a long career in finance, business and healthcare, and is looking forward to utilizing those skills on our behalf. He lives with his wife and daughter and one elderly chocolate lab. The board is delighted to have him with us.

Executive Director’s Report – Elizabeth reported as follows:

JUNE ANIMAL UPDATES: As of today we have 191 animals in our care, including 80 kittens. We plan to transfer 19 kittens to Cat Adoption Team.

MAY INTAKE: We are seeing a more active “kitten season” this year.

- **61 owner surrenders**, including 4 dogs from a local husky breeder who decided to go out of business, a dog with a bite history, a Yorkie, 11 cats and numerous kittens from Reedsport, and many additional kittens
- **5 returned adoptions**
- **29 strays brought in**
- **10 transfers in:** two dogs from FOCCAS (Friends of Coos County Animal Shelter) who have already been placed, a dog from Born Again Pit Bull Rescue (they’d taken a dog for us recently), and 7 from Saving Gizmo’s Friends.

MAY OUTCOMES:

- **31 adoptions**
- **18 return to owners**
- **2 died in care** (kittens)
- **4 euthanasias** (2 recently surrendered senior cats, 2 senior hospice dogs)
- **1 transfer out** (to Sanctuary 101).

EVENTS AND COMMUNITY UPDATES:

***Gorilla Girl** movie is tentatively scheduled at City Lights Cinema for July 6th, to be confirmed by Thursday. There will be two showings three hours apart: a 10-minute intro and a 45-minute film. Capacity is 74; tickets \$10-\$15, with a couple dollars going to theatre. Collaborating with City Lights on PR. Proceeds from book sales will go to the author, Ann Southcombe, who is featured in the movie; she will make a donation. The theatre owners prefer a specific fundraising request, so Elizabeth will ask for contributions to offset our veterinary costs, which are very high. City Lights is printing posters and will collaborate on the media push. Mary suggested getting an autographed poster and book for an auction item for our October gala. Elizabeth asked if anyone knows where we could secure an AirBnB for the director, who needs to spend the night.

***Siuslaw Awards** is on July 14th. Please let Elizabeth know if you want join her. She is also offering seats to staff. She and Shauna would love to see us dress up (cat ears?), and look for a sponsor so we could purchase an 8-person table. Shauna will be seated with the Chamber since she also serves on their board. Elizabeth will follow up with a prospective table sponsor.

***Spring appeal letter** has raised \$4000 so far from 40 donors.

***\$2500 Mapleton grant** was received to provide spay/neuter support for Mapleton residents. The need is great: the first client in after the grant was received had ten cats. We are asking clients for a match if they are able.

*Just submitted final report for **Maddie's Fund We Foster Challenge** – hoping to get some money for our great results. Increased our foster base, adjusted wording on animal descriptions to include fostering as an opportunity, partnered with community organizations to increase ability to help more animals including PSA's on the radio and ads in the newspaper. Also working on "dog day out" programs and other short term fostering opportunities. Stay tuned.

***Working on a Lane County grant** for rural areas impacted by Covid with Jenny. Asking for at least \$10K for medical care for community animals. Many Pet Food Bank recipients' animals aren't fixed and would definitely appreciate this assistance. Our good data around this might make it a good target for the program. We are inundated with requests for help; many vouchers for S/N and Sarah Fund. We are seeing the result of the nationwide vet shortage. The SARAH fund is used to assist Florence community members with veterinary emergencies. We help as we can and have many requests.

***Rhody Days** – the parade was PAWSOME! Special thanks to Sandy for joining us and spending time with OCHS founder Helen Baxter. Two dogs were adopted thanks to the parade, if not more (a deaf pitbull puppy and mama dog Millie). We are already brainstorming for next year! We saw great team building and tremendous volunteer support. Thank you to Shauna and Judy for cheering us on. Elizabeth is already working on a theme for next year and is determined OCHS will win an award.

Ken asked about the kids' parade, and Elizabeth said she'd like us to get involved next year. He also commended the OCHS volunteers at the car show who managed the tent in a strong wind. Organizers suggest an earlier start time next year, before the usual afternoon winds. She also noted good donations received at the event.

Elizabeth has inquired about the **4th of July parade** put on by Habitat for Humanity. Dogs can participate if they are dressed up; we are likely to join in the fun. She also learned pets were included in the Pride Parade this year and hopes to participate next year. We want to take advantage of any chance to get our name before the public. Shauna suggested this type of event would be a good opportunity to showcase the positive impact of training dogs. We should make sure onlookers can tell the difference between alumni dogs and those who are currently available for adoption.

***Game of Life** happened at Siuslaw Middle School and also Mapleton Middle School. The 7th-grader who is the Builders Club President attended with Elizabeth. Event was a great opportunity to talk with young people about animal care.

***Annual Members Meeting** is this Saturday. Please advise Elizabeth if you want anything specific included. She will share animal stories and statistics. Mary inquired about the requirements for the official part of the meeting since Shauna is unable to participate. Judy, as Vice President, will chair the meeting. Elizabeth is seeing a good voting turnout; ballots will be counted soon. Mary wants to make sure attendees know we are recording the meeting and suggested we invite attendees to volunteer. We had to send meeting notices via postal mail to a significant number of members and should ask them for email addresses.

***Boys and Girls Club safety presentation** is scheduled for July 14th. **Lions Club** presentation scheduled for evening of July 19th. **Rotary presentation** August 16th. Elizabeth will adapt the PowerPoint from the Members Meeting.

***Youth Transition Program** at Siuslaw High School received a grant to send two students with disabilities to OCHS next year for work experience. They will come with a job coach. Also currently working with DHS, Lane ESD, Goodwill Job Connections, and recruiting employees to join us at the shelter and the thrift store.

***Popovich Comedy Pet Theater** has been rescheduled (after COVID) at FEC on December 7th. We have been invited to present a curtain speech and an information booth at the event. He features only shelter pets. Mary asked that we ensure they meet health and safety requirements for performing animals. Elizabeth has reviewed their website, which says they use only positive reinforcement in training.

***Animal Welfare Committee** is plowing ahead. Thanks to Judy and Laurie for making it happen!

THRIFT STORE: Planning our first yard sale of the season for July 4th weekend. Renee is taking a vacation July 13-27. We need more volunteers to cover the building. We are cross-training Valerie at the store as possible. Please let Elizabeth know if you can help.

TEAM TRAINING: 2022 is the Year of Training! The OSHA trainer came last week and staff were recertified. Valerie just got accepted into an internship through Maddie's Fund on short-term foster and Dog Day Out programs, which is perfect for tourists who miss their own dogs. Jenny has completed multiple trainings, many focusing on animal health. Abby continues with vet tech classes. The shelter team has all completed fractious cat handling training. Ida May just got another cat certification. New hire Sierra will begin next week and complete trainings as part of the onboarding process. Mark Curran has offered to do dog training with team and interested volunteers. Mary asked that we also remember

administrative trainings – we need staff who can use Microsoft Excel, for example. We will also do comprehensive training as part of the Salesforce implementation.

Elizabeth and Pam are working to deal with a ringworm kitten and another skin disease. After discussion with the OHSa trainer we are sending skin scrapings to IDEXX and a human hospital. Mary asked if Elizabeth had any success in finding someone to do a shelter evaluation and suggested contacting Oregon Humane in Portland, who does this regularly. Elizabeth will follow up.

Donation Jars – Elizabeth picked up the jar at Mini Pet Mart and will do City Lights Cinema. She plans to contact and thank all 30+ sites and then hand the project off to someone else. She will speak with Ken about an updated policy for cash handling and financial procedures. The donation jar at the Thrift Store is now running through the register.

Spruce Point -Elizabeth touched bases with them since their volunteer stopped coming. Sadly, her cat has died. Elizabeth will stop by their car show and see her. We now have dogs for the day-foster volunteer there.

Shauna, with board concurrence, complimented Elizabeth for phenomenal job on outreach! Judy reminded Elizabeth of the importance of taking time off to recharge.

President's Report – Shauna is in the middle of setting up an estate sale scheduled for July 8-9 in Florentine Estates. She is also looking at two more houses – one in Greentrees, one in Florentine – that contacted her recently. Neither was referred by outside parties – we are starting to be recognized for these sales! Shauna is averaging \$2500 on each sale, and keeping costs to a minimum. She has started collecting email addresses by offering free raffles, and Elizabeth is adding them to Constant Contact, our email program.

Shauna has been in contact with attorney Scott Bailey regarding a client who is leaving OCHS her entire estate and wants us to serve as executor. Scott says there is no conflict – we are sole beneficiary – so Shauna approved this. Usually the executive director functions as executor.

We have been nominated for a Siuslaw Award. Elizabeth and Mary will work on a compelling essay about why we should receive the award.

Vice President's Report – Judy noted that Florentine Estates is now hosting additional one-day estate sales after the OCHS one was seen as non-disruptive and well-managed. These include a popular pre-sale for community members.

Judy, Laurie and Elizabeth re-started the Animal Welfare committee. Pam and Jenny attended from the staff. Special thanks to Mark Curran for drafting policy documents. Judy was selected as the committee's chair, but Laurie pointed out that the Board President must appoint the committee chairs. Shauna officially appointed Judy as the new chair, but requested that Judy appoint someone to serve as the secretary for the committee. Mary agreed, and asked that the board receive minutes from the committee's meetings. The group plans to broaden the focus to include not just euthanasia, but policies and

procedures around animal care. Their first project will be to review and comment on the shelter standard operating procedures handbook that Pam is drafting. They plan to meet monthly the Wednesday before the board meeting, may go to quarterly if possible. Congratulations and thanks for this important step forward.

Treasurer's Report –

Shauna noted that Sandy had sent around financial reports prior to the meeting. She would like to see clearer reporting, but will defer discussion until Sandy returns.

Judy asked if we could see budget to actual comparisons for 2022. Elizabeth needs help to enter the budget into QuickBooks. Mary requested that we prioritize this for training. Ken brings strong Excel skills, but isn't familiar with QuickBooks. The board would like to see updated and clearer reporting.

Secretary's Report – Mary extended kudos to Brionne and Beth for successfully importing, as of this morning, donor and volunteer data into Salesforce. Now we can record meetings, history and knowledge, and can email out of Salesforce. Financial data is ready to be imported, allowing reporting in new ways. This provides a modern constituent relationship management system, but depends on consistent and accurate data entry to be useful. We will begin to train people, create reports, and import other data. Judy requested a presentation to the board; Mary will follow up. She also thanked the board for their kind words at the passing of her dog Gracie.

Laurie's Report – Laurie has been working hard on the eBay store. Todd helped take care of earlier issues relating to their fees. We sold 3 big ticket items the first week in June and took a \$300 payout. Laurie hopes to post 5 more items by Friday. Renee is doing a great job holding high ticket items for eBay. There are still several \$20-\$30 clothing items on eBay; Shauna suggested sending to the them Thrift Store. Laurie noticed that postage costs are more than expected, and has added a \$2 processing fee to offset this. We can list 100 items; have 60 items listed currently.

The next meeting was set for July 13 at noon, but the board deferred deciding whether to meet in person or by Zoom. Mary may be travelling.

The board went into **Executive Session** at 1:24, concluding at 1:57.

Meeting adjourned.

Respectfully submitted,

Mary Henry
Secretary