

**Oregon Coast Humane Society**  
**Meeting Minutes**  
**August 10, 2022**  
**Vintage House**

**Present:** Shauna Robbers, Sandy Davidson, Mary Henry, Judy Thibault, Ken Huettl and Elizabeth Thompson. Laurie Arms was excused from attending.

**Mary called the meeting to order at 12:04**

**Mary expressed her gratitude** to each and every board member for their help as she steps into the position as President. We weathered the storms and difficult times over the past years , through COVID, and if it were not for the hard work and dedication of the board we would not exist. She presented both Sandy and Shauna with gifts as they step down from their roles as Treasurer and President respectively.

**Approval of Minutes** – Shauna distributed a draft of the July 12, 2022 Minutes prior to the meeting and received corrections. Sandy moved to approve minutes as corrected. Motion seconded. Motion passed unanimously. Judy moved to approve Minutes of the Executive Session on July 12, 2022. Motion seconded. Motion passed unanimously.

**Finance Report:**

Ken stated he had visited with Mary. Our books to December 31, 2021 are finished. Rick Yecny contacted us to work on our CT12 and 990. We received IRS extension until 11/16/22. We need to complete both the 990 and CT12. Our bookkeeper, Todd gathers all the information and communicates with Rick. Then Rick will meet with Ken to fine tune the reports before signatures. Sandy will help.

Todd should have the 2022 budget entered into Quick Books by the end of August.

The question was raised about where the finance committee was. It consists of Sandy, Rick Mills and Ken. We would like to see another person on it and resume regular meetings.

**Executive Director Report – Elizabeth reported as follows:**

**YEAR TO DATE ADOPTIONS: 286!**

**ANIMAL UPDATES:** As of today we have 160 animals in our care. Amended now 172 with 12 new cats

**JULY INTAKE:** 15 owner surrenders (4 large dogs, 1 small dogs, 10 kittens/cats), 4 returned adoptions (all small dogs), 34 strays, 4 transfers in (transport and medical care supported by the group where the animals come from).

**OUTCOME:** 45 adoptions (31 dogs, 14 cats), 14 return to owners, 1 euthanasia (dog brought in by Florence Police Dept. at end of life).

**EVENTS AND COMMUNITY UPDATES:**

\*Gorilla Girl raised \$300.

\*Boys and Girls Club presentation was well received. Tina Ferkey and her kids did skits and education with the students.

\*Lions Club presentation brought in one new volunteer so far.

\*Rotary presentation is next week on August 16th .

\*Booth on September 10<sup>th</sup> on Maple Street with Rods n Rhodies.

\*Popovich Comedy Pet Theater at FEC on December 7th . We have been invited to present a curtain speech and an information booth at the event.

\*Animal Welfare Committee meeting minutes from last week will be sent out with this report.

\*Donation jar funds were donated last week totaling \$1334! Thanks to Sandy for getting Shipping Solutions to host a jar at their business.

**THRIFT STORE:** July was our best month ever. We had such great sales and two new volunteers involved. We need your help with a yard sale this weekend if you are available! Friday, Saturday, Sunday. Thanks to Shauna and Mary who have already volunteered to help!

#### **TEAM TRAINING/UPDATES:**

- Renee, Pam and Elizabeth just completed DEI training through Cascade Employers.
- Pam just completed Positive Communication in the Workplace training.
- Adrian completed Fear Free Training and a Maddie's Fund training (Introduction to Feline Communication – How to Speak Cat).
- Elizabeth just completed her Shelter Management course! Yay!
- Currently adding in two full-time Animal Care Technician positions and one Thrift Store Assistant Manager position. Stay tuned for PUPDATES!

**Mary asked Elizabeth to furnish three things in her reports:** (1) Topline statistics, including year-to-date adoptions; (2) What does Elizabeth need from the board; and (3) a story to share

Her story to share is one about Reese who had spent five years with us without an adopter. He was a cat who didn't like to be petted and would put his ears down and bat at the hands of anyone who attempted to give him an affectionate rub. Two months ago, Reese was adopted and went to live with another kitty named Sophie and her owner, a middle school teacher. The teacher reports that Reese and Sophie now play together and Reese has started accepting being petted as part of his new life as a cat with a forever home.

Where she needs the board's help. Balancing many competing priorities. Current pressing need is at our upcoming yard sale. Shauna volunteered to help where she could with sale.

#### **In Other News:**

City Lights Cat Video fest starts Friday and they are donating 10% of their ticket sales to OCHS!

A fundraiser on Instagram starts on Friday through DETEZI. Lola (Elizabeth's dog) was the model for the tee-shirts, mugs, totes and other merchandise. Sale runs through August 28.

On September 6 there is a lady's golf tournament at Ocean Dunes Golf Course and we are their charity. Elizabeth will go there to pick up their BIG check. Mary and Shauna would like to attend.

The woman who bought our \$500 stained glass supplies is veterinarian in Portland. Elizabeth gave her a tour of our shelter and explained how some of the animals are just waiting for rabies shots or spay/neuter before they can go to their forever home. The vet stayed and gave our 11-year-old lab, Oliver, his vaccinations and he got adopted the next day! She's agreed to come two Saturdays a month starting in September.

We need to start a "Spay it Forward" campaign as we currently will spend \$10,000 in fees getting our current animals spay/neutered.

### **Fundraising:**

Shauna explained that estate sales bring in an average of approximately \$4000 to \$4500 per month. We have three sales coming up after the one set for August 19. We've already sold \$3,000 in presale. The estate sales raise more than just what is made on the day of the sale as the unsold merchandise goes to the thrift store or Christmas store. Also some items are sold on Facebook after the sale ends for additional revenue. Items we don't want are offered to our volunteer team and then to various local charities (Habitat, Goodwill, Food Share, Green Bins, etc). The team is learning more about pricing and some are now utilizing Google Lens App and Ebay to price items.

Elizabeth wrote an appeal letter as her last paper for the course she just completed and is waiting for it to be graded. Mary says its time for our next appeal letter and we should use this letter. Mary also wants to send letter to entire mailing list (via email) to introduce herself as our new board President and introduce Ken as well.

**Sales force:** Our grant from WLCF has allowed us to get Brionne and Beth support. We currently have our donors and volunteers' information loaded with financial history on a practice page. Elizabeth and Mary are now logging donor meetings and interactions on Sales force. Beth and Brionne have really put in an amazing effort on the program. The Sales force assistance program paid for by the grant runs for a year.

**Major Gifts and Fundraising Events:** The board is encouraged to engage with donors and potential donors in very easy way without asking for money. Mary would like us to keep up communication with a few of our donors. Mary asks, "How do we structure things so we are multipliers for Elizabeth?" A great Board keeps good work going throughout its community.

**Planned Giving:** Sandy interested in working on planned giving.

Mary said she'd like us to consider what we do with planned gifts. Can we allocate a portion of money to growth? Have a reserve fund? Sandy stated we have reserve fund set aside.

### **Animal Welfare Committee:**

Judy didn't make last AWC meeting. Elizabeth sent minutes around. Noon is not a good time for them to meet as there are too many shelter needs at that time. Also, AWC should wait to hold next meeting after kitten season. They did not schedule next meeting but can probably hold in October.

**The Board took a 10 minute break. Reconvened at 1:25 PM**

**Mary asked each of us** what we see as top priorities in the upcoming months or years.

Shauna wants to see a balanced budget and one that makes sense. Priorities do require resources. Ken agrees.

Sandy stated that the extension and land expansion our lease at the shelter location should be approved by the county in next few days. Kelly Hancock said it was on their consent agenda but she has been out on medical leave. Sandy said she would like to see a building on the shelter property which could be used for meetings and would also like to move the container at thrift store to shelter property

Judy wants to have a clear idea of what use of land would be and also what the future of shelter building would be. Where are we going with vet care and community involvement with vet care.

Mary asked, "What is role of Humane Society when pet overpopulation becomes a thing of the past?"

Mary said veterinarian care is a high priority along funding. We need to think as a board on how we can create a customer forward culture and be the employer of choice in our community. We want to buttress the structures of our organization through information management, finance, fundraising, etc. so that we have systems in place.

Elizabeth wants prior proper planning but it seems like most everything coming out is with a few week's notice. Galas need at least six months of planning. We are being reactive not proactive. We need the vet piece so that we can support the community with vet care, along with low cost community care and emergency care. Do we buy a stand-alone clinic or build one on our property? We need to help keep animals out of shelters and help people keep their pets at home and be available for those end of life crises that are so heartbreaking to all.

Do Euthanasia technicians need to be supervised by vet? Check to see because if we don't need a vet on site it would be possible to have someone trained to do this.

### **Mary spoke about a board retreat and training.**

What do we want to get out of it? What is the point. Judy would like to be guided in how to create an action plan and how to carry it out. Sandy asks, "what are we going to look like five years from now?" Mary, "How do we get ready for a capital campaign?" Judy, "feel free to dream of a vision of what we want to be." Mary asked Elizabeth what the people she works with every day feel are their priorities. What do they want?

Elizabeth would like going into 2023 to have as many details mapped out on her end (holidays, ads, employee support and reviews, events, etc.). Elizabeth said she could have her head wrapped around this by January.

Mary states that we have many programs such as SARA, TNR, etc., that we need education on so that we can properly explain them at functions when asked.

She asked for help setting up retreat. Shauna said she could help with location, catering and facilitators. Mary said she would like to also look at facilitators. NOA offers facilitators.

**At 1:58 the Board moved to Executive Session** at Sandy's request

**Regular Session resumed at 2:12**

### **Final thoughts:**

Sandy said she has not heard from Edward Jones agent about Simple IRA and has turned it over to Ken

Shauna asked about the house concert. Elizabeth said if it happens it will be a Zoom concert in October.

Elizabeth will be on medical leave from September 9 for two to three weeks.

The next meeting is scheduled for September 14 at noon at the Vintage House.

Meeting adjourned at 2:18 pm

Respectfully submitted,

Shauna Robbers, Secretary