

**Oregon Coast Humane Society**  
**Meeting Minutes**  
**December 14, 2022**  
**VIA ZOOM**

**Present:** Mary Henry, President; Sandy Davidson, Treasurer; Shauna Robbers, Secretary; Cynthia Beck, Board Member; Maire Testa, Board Member; Elizabeth Thompson, Executive Director. Judy Thibault, Vice President was excused.

**Mary called the meeting to order at 12:00 PM**

**Check-in/Opening Thoughts/Kudos:**

Maire Testa was invited to join the board for the rest of the 2022/2023 session. She spoke a little about her background in web management, marketing, and public relations. Shauna moved to accept Maire on the OCHS board for the remainder of the 2022/2023 session. Motion was seconded and unanimously approved.

Welcome Aboard Maire!

Shauna will be gone from February 20, 2023 to May 20, 2023. Maire volunteered to take minutes during Shauna's absence. Shauna, Elizabeth and Mary will meet and report back on how Estate Sales will be handled in Shauna's absence.

**Approval of Agenda:** Nothing further to add.

**Approval of Minutes:** Sandy moved to approve minutes. Motion seconded and approved.

**Approval of Executive Session Minutes:** Shauna will resend November 9, 2022 Executive Session minutes to the board for review and approval at next meeting.

**Finance – Treasurer's Report:**

Financial reports were sent out prior to the meeting in Quick Book format.

Sandy sent the following report prior to the meeting:

1. OCHS's Financial situation continues to improve. The statement of Activity for October 2022 shows a net revenue of \$39,757.66 for the month, with \$36,132.60 net revenue for the entire year, as we had been running a deficit until September. November's numbers should be even better.

2. The Finance committee has been working on the Fiscal Year 2023 budget. One area which we saw that needs improvement is getting more interest for our savings. If you look at the Statement of Financial Position, at the money in account #8, Operational Savings, you might remember that that is what we decided we needed to fund our operations for the year. Our cash flow has been sufficient to not have to dip into our savings, so we may consider moving some of the \$501,749.59 into a bank which will pay more. Additionally, the money in the reserve account (account #11), of \$629,681.31, is set aside for capital improvements or other specific needs. We have work that needs to be done at the Vintage House, and work on the shelter property as well. After the retreat we will have a better idea of how much cash we need to keep available for the next year. Cynthia is investigating Fidelity Investments for laddering CD's and I am looking into 3 firms recommended by bankrate.com which also offer rates over 4%.

3. My Future plans include applying for a property tax exemption for the three Bay Street properties and soliciting accounting firms to find one that may do a review of our books (as well as checking out various financial institutions for the interest rates as I mentioned above).

4. NOTE: According to The Oregon Nonprofit Corporation Handbook page 644," the review of the books will not give the assurance of an opinion letter which states whether or not he or she believes that the financial statements fairly present the organization's financial position... (but) it does require the CPA to look closely at your records and will frequently result in the identification of significant errors and suggestions for improving your system." A review costs significantly less than an audit, and would be a good next step in preparing for a full audit. (Many thanks to Judy Thibault and her team for doing the internal audit last year).

5. The budget committee has made many adjustments in the layout of the accounts and how the funding will be presented, to make it easier to understand. Cynthia will explain these proposed changes as part of the 2023 budget update.

Mary moved that we have a review of our financial records by an outside source rather than an audit once our bookkeeper closes our 2022 books. Motion seconded and approved unanimously.

Mary moved to add Sandy to all financial accounts of OCHS. Motion seconded and approved unanimously.

Cynthia suggested that we look at higher interest rate savings accounts immediately as we have a large sum sitting in low interest rate account(s). Finance committee will meet in January and have recommendations to give the board.

**2023 Budget Update:** Cynthia has been working for several weeks on the budget and it will be done by next week. Knowing our activity in November will help us project for next year. Mary stated that they have underestimated income and overestimated expenses. Mary is very proud of our budget committee getting the budget ready by January. Last year it wasn't ready until April.

### **Executive Director's Report – Elizabeth emailed her report prior to meeting:**

YEAR TO DATE ADOPTIONS: 542!

ANIMAL UPDATES: As of today we have 110 animals in our care.

NOVEMBER INTAKE: 6 clinic animals, 32 owner surrenders (6 dogs, 26 cats), 3 returned adoptions (1 dog, 2 cats), 2 "service in" (new category for medical holds when owners are hospitalized), 37 strays, 19 transfer in (1 Saving Gizmo's Friends, 18 senior dogs on California flight)

OUTCOME: 71 adoptions, 6 clinic out, 15 return to owners, 3 euthanasia (senior cat Cini, two dogs Winston and Viola).

### EVENTS AND COMMUNITY UPDATES:

\*Holiday Appeal has been sent – donations rolling in daily. So far in December \$7665 from holiday appeal and another \$2962 in general donations at the shelter. This does not include totals from PayPal or Facebook.

\*Popovich Pet Comedy Theater had good attendance – no donation received yet, but ET will update when it comes.

\*Santa Photos in November raised close to \$500 each day. Another one is scheduled for this Saturday, December 17th at Mini Pet Mart. Pet Food Drive will also happen at that time.

\*Giving Tuesday raised \$1300 on Facebook and \$100 on Instagram. We had one new recurring donor set up from Giving Tuesday on Facebook, too.

\*ET presented to Kiwanis last week, recorded two new radio ads, and has an interview on KXCR scheduled for this week.

\*Volunteer Open House on Friday, December 16th from 1pm-5pm at the Vintage House. Please come if you can!

\*Employee Christmas Party on Saturday, December 17th at 5:30pm.

\*Mary/ET had a call with OHS Vet Clinic that teaches shelter medicine. They are planning a trip for February to assess our shelter needs. Stay tuned for a date.

\*Board Retreat will be held at Woahink shelter. Thanks to Sandy for suggesting the location. Housing has been secured for Susan Howlett through George Henry's VRBO at a great discount, thanks to Maire

**Story:** Smudge the Cat was posted on Facebook Best of Florence Page by Cynthia Beck:

"Such a sweet story with a happy ending just in time for Thanksgiving. Smudge escaped from her owners vehicle at South Jetty RV park almost 3 weeks ago. She was found a couple of days ago and transferred to Oregon Coast Humane Society. Postings on the Lost and Found pets Facebook page allowed her owner to be identified. And today volunteers are transporting her to her home in Seattle. So many caring folk were involved in this happy ever after tale. Truly the Best of Florence, Oregon!!"

Board asked when Quilt Raffle would be. Elizabeth said on New Year's Even for both quilt and digital art donation.

KUDOS to Elizabeth and Team - 542 adoptions so far this year!

### **Planning/Culture of Learning:**

#### **Board Retreat – logistics and preparation:**

Mary stated that Susan Howlett has requested we do few things to prepare for our retreat: We want to make sure we understand what our story is so far. Understand more deeply the organization we serve. We will each be assigned a subject to research and present at the retreat. Mary will email us the details. A week before the retreat we will receive full agenda and read articles.

Mary asked for someone to help secure food. So far, no board member volunteered. OCHS to supply food.

**Committee Assignments 2023** (4 committees) Mary will send out survey we are asked to rank our choices from 1 to 4 for the following committees: Animal Welfare; Finance; Marketing & Development; or Nominations & Board Development.

#### **Fundraising and Marketing:**

Xmas store: Shauna emailed report prior to meeting. When register closed at 2 PM on December 3, we had grossed over \$15K with limited expenditures.

Estate Sales: Shauna emailed report prior to meeting. Coosah sale grossed over \$8.6K before split. Next sale is December 17, 2022 and was close to \$2K in presales.

Member Communications: Mary has heard the concerns of some members that we need to do a better job in communication through updates, newsletters, etc., and is placing a high priority on this in 2023. Shauna expressed her frustration when asked by estate sale attendees how they can find out about our estate sales. When asked if they take the newspaper, or are on Facebook, Craig's List or are on our email list and they aren't, how do you get them the information?

**Program:**

Animal Welfare Committee – Judy Thibault has tendered her resignation as chair of the AWC.

Humane Pet Store Legislation: Discussion was held regarding “shall OCHS officially support Humane Pet Store legislation, as requested by the Humane Society of the United States?” More than 440 municipalities, including Bend, and five states, including California and Washington, have already enacted humane pet store laws. After discussion, Shauna moved that OCHS officially support Humane Pet Store legislation, as requested by the Humane Society of the United States. Motion seconded and approved with one dissenting vote.

**Executive Session was entered at 1:27 PM**

**1:42 PM returned to regular session.**

**Closing Thoughts.**

Maire stated our website needs immediate help. After brief discussion, she agreed to work with Elizabeth on some quick fixes.

Sandy expressed some concern regarding animals being brought in from overseas. Cynthia works with an organization that brings in dogs from Mexico and they find homes once vetted. That organization doesn't bring in animals just to languish in shelters. They get placed in forever homes. Mary stated that we have developed a great outreach for bringing animals in from over-stressed areas when we have open kennels and that we are making a difference not only in those animals' lives but in peoples' lives as well.

Next Meeting will be our retreat on January 11, 2023 from 9 to 4 at West Woahink Recreational Hall, Honeyman State Park.

**Meeting adjourned at 1: 58 PM**

**Respectfully submitted,**

**Shauna Robbers, Board Secretary**