

Oregon Coast Humane Society
Board Meeting Minutes
JULY 9, 2023
Private Home

Present:

Mary Henry, President; Shauna Robbers, Vice President; Cynthia Beck, Treasurer; Lisa Mullins, Heidi White, Adrian Powell, Elizabeth Thompson

Call to Order:

Meeting was called to order by President Mary Henry at 3:07 PM and new board members were warmly welcomed.

Check-in/Opening thoughts/Kudos:

Mary said that the adoption of her new dog Letti was handled great by our staff and she wanted to congratulate them on a job well done. Mary also gratefully recognized the thirty years of local effort and leadership that has built OCHS, the shelter, and our thrift store.

Approval of Agenda:

No further additions.

Approval of Minutes:

Shauna moved to approve the minutes of May 2023. Motion was seconded and approved unanimously.

Selection of Officers:

Mary Henry, President; Cynthia Beck, Treasure; Shauna Robbers, VP and will serve as Secretary until another board member becomes available. Motion made to approve slate of officers. Seconded and approved unanimously.

Regular Meeting Time:

Will be the second Thursday at 10 AM at TR Hunter Real Estate, 1749 HWY 101. Next open board meeting is in September.

Finance:

Cynthia gave the board an overview of the information she had assembled for the Board Book that was handed out today to all members. She explained that we have money in a laddered investment approach; i.e., maturities are at 3 mo/6 mo/9 mo/one year. The first 3-month step has matured. Cynthia moved to move this money into a one-year CD. Motion was seconded approved unanimously.

Mary noted that OCHS fiscal year is by calendar year.

Mary noted that an audit needs to be done every five years. Discussion tabled until next meeting

Mary moved that Cynthia Beck be added as signer on all financial accounts. Seconded and approved unanimously.

Fundraising/Marketing:

Mary noted that OCHS does not release donor information. We have a good donor base. Volunteer acknowledges gifts. We want to have a solid and broad base of members at all levels. As a general rule, 90% of funds come from 10% of the donors; this is useful when thinking about where to allocate time and resources. Whatever we do, fundraising must emphasize benefit to animals. We are renaming Fundraising/Marketing Committee to Community Outreach Committee. Business community, newsletter and major donors are avenues we need to address.

Cynthia stated that our member meeting was not well attended on Saturday. She had a conversation with an attendee who was a member who didn't know that she was a member.

Mary noted that our policy on who is a member is if you donate \$30 each year you are a member unless the donation was to a restricted cause such as Spay and Neuter.

Shauna spoke about the July 21 Siuslaw Awards. Elizabeth is nominated for the Aurora Borealis award. She was nominated by someone outside of OCHS. This nomination is for a person who goes well outside of his/her job to serve our community. Table of eight for the event is \$400. Mary moved that OCHS sponsor a table. Second and approved unanimously. Elizabeth will work out who will sit at the OCHS table.

Animal Welfare Committee:

Cynthia stated that the purpose of the committee is to support best practices in the shelter and the community as a whole to better the lives of animals. Today they did training with dogs to make handling more consistent from person to person. They also work for our standards on spay/neuter/release programs for cats and different forms of community education. The committee got started November 2022 and board members were advised to look under the blue label of their board books.

Committee Assignments:

Mary will send an email out to all board members and we need to respond to her with what committees we are most interested in serving on or chairing.

Executive Director Report:

YEAR TO DATE ADOPTIONS: 362!

ANIMAL UPDATES: As of today we have 119 animals in our care.

JUNE INTAKE: 52 clinic animals (microchip/vaccine clinic), 15 owner surrenders, 10 returned adoptions (1 cat, 9 dogs), 32 strays, 1 custody hold, 10 transfers in (all Cali dogs)

OUTCOME: 65 adoptions, 52 clinic out (microchip/vaccine clinic), 13 return to owners, 5 died in care (young kittens failing to thrive), 3 euthanasia (one medical cat, one medical kitten, one senior dog).

EVENTS AND COMMUNITY UPDATES:

*The Animal Safety presentation at the Boys and Girls Club was so much fun! Kids learned about microchips and reading animal body language through a fun team game.

*Had a great lunch with an adopter/donor family this week discussing A Plan for My Pets and their estate. Also attending a potluck dinner on July 19th with another supporter who has included us in her estate planning.

*Next microchip clinic is next Saturday, July 15th. Slots are almost filled up without any advertising/marketing efforts.

*Siuslaw Awards is Friday, July 21st. Anyone wanting to attend should get their tickets right MEOW.

*Power of Florence is happening on Saturday, July 22nd. We will host a table and Pet Food Drive.

*Dr. Schaad clinic last week saw 20 community animals (2 dogs, 18 cats). We are working our way through the Community Pet Food bank animals who need to be altered.

*Western Lane Community Foundation grant award \$2500. The money is to be used for community animals' vetting/altering. Mary and ET to receive award at July 18th Rotary meeting.

*Volunteer and Member Picnic is Saturday, July 29th at Woahink's covered shelter on the East side.

*YTD donation jars have raised \$3177.39. Several new locations: Laughing Crab, Chicken Coop, Bridgeport Market (this is short-term as they will be retiring in September), Beaux Arts, West Coast Real Estate (Jim Hoberg), Berkshire Hathaway (Christina Voogd), and TR Hunter (thanks, Heidi!).

BUSINESS UPDATES:

*Vintage House tested positive for lead paint - asking other contractors to bid the project now.

*New shelter/property insurance starts this week through AWOIP (Animal Welfare Organization Insurance Program). It will update several things:

1. Volunteers working with dogs or cats will complete online training through Maddie's Fund.
2. Hold harmless waiver will be signed by property owners where we are providing TNR services.
3. Dogs will be temperament tested for animals/people/food aggression and the information will be posted on their kennels and provided to fosters/adopters.
4. Language will be updated in paperwork to add hold harmless clauses if they're not already there.

Elizabeth shared that we received several thrift store donations from a donor who had packed all the items in identical blue containers. As a store volunteer was going through these donations, she found several bank envelopes that contained a total of \$3100. The volunteer immediately alerted the store manager who alerted Elizabeth. The money was placed in our store safe. It took time and a lot of sleuthing to find the donor and the money was returned.

We got a call about a cat who had been shot in the eye. The caller was told to take the cat to Veneta Vet. Instead, the cat, who would be named Jack Sparrow, was wrapped in a blanket and a friend of the caller brought him into the shelter. Elizabeth asked the friend if they would drive Jack Sparrow to Veneta Vet. Jack got to spend the weekend at Veneta Vet getting his eye treated and had a complimentary neutering. Once he was returned to the shelter one of the teachers who works with the Boys and Girls Club adopted him. He was recently seen snuggling his new mama at a Boys and Girls Club function.

Shauna brought up our truck issue to the board to look for ways we could work without it until we come up with a plan to repair or replace it. Elizabeth said one of our volunteers had a trailer that would work.

Planning/Culture of Learning: New Board Member Orientation

Mary presented each board member with an updated Board Handbook, and took the board through the contents, which included basic documents such as By-Laws and Articles of Incorporation, financial statements and tax returns, and other informative documents. New board members were asked to sign and return confidentiality agreements and board service agreements.

Closing Thoughts:

Mary asked that we all think carefully about the “reply all” function to emails. Mary also asked the board to let her, Elizabeth or your board mentor know if something doesn’t make sense or you have questions. Finally, new board member are asked to sign and return their confidentiality and board service agreements prior to the next meeting.

Cynthia added: Thank you for the board book. It’s so much easier to use.

Meeting Adjourned at 5:17 PM.

Respectfully submitted,
Shauna Robbers, Secretary