

OCHS Quarterly Open Board Meeting Minutes
Via Zoom
September 23, 2023

OCHS Board Members Present:

Mary Henry, President; Cynthia Beck, Treasurer; Lisa Mullins, Heidi White, Jill Simpson, Elizabeth Thompson, Executive Director. Shauna Robbers, Vice President, was excused.

Also in attendance: Kathy Barrett, Mark Curran, Kate Gartshore, Tim McGinnis, Dick and Paula Shores.

Call to Order: Mary opened the meeting at 11:02 AM.

Check-In/Opening Thoughts/Kudos:

We welcomed Jill Simpson who has accepted an interim position. Her interests include animals and shelter work. She worked at Best Friends, directed a non-profit shelter in Montana. Her household consists of a rescue parrot and rescue dog.

Additions to Agenda:

Cynthia added an agenda item re the reinvestment of one of our CDs. So moved, seconded and approved as agenda item.

Approval of August Minutes:

Minutes of August meeting had been emailed to board for review prior to meeting. Heidi moved to approve Minutes, second and passed unanimously.

Treasurer's Report:

The Treasurer's Report was emailed to the Board prior to the meeting.

Cynthia stated that we are running in black and up by 46K. Donations, adoptions and animal services are running way ahead of what we projected and speaks to the core of who we are and also speaks to the generosity of our supporters and community at large. Our Thrift Store is also running ahead of what we projected. We owe our community a huge debt of gratitude for all their support. She thanked the estate sale team for all their hard work.

Regarding expenses, she says we are staying within the parameters of our budget except for medical costs. Most of our animals need spay or neuter and some need dental. The increase in the number of pets we are handling means medical expenses add up. We also provide our cats and dogs good medical help while they are in our care.

Going forward, Cynthia says, we will need to reevaluate our insurance as industry premiums increase.

Cynthia asked for a motion to roll our mature CD into an 18 month CD in the sum of 240K at 5.5% interest for 18 months. A motion was made to approve rolling our mature CD under the above guidelines. Seconded and approved unanimously.

Mary asked if we have the liquid funds to purchase a modular unit. Cynthia stated we have \$100,000 liquid and another CD matures in December in the sum of \$250,000.

Elizabeth responded that our timeline for purchasing a modular would not be before December.

Mary thanked Cynthia for managing our investment and heading up two of our committees.

Mary further stated that by the end of the year we should have functioning committees.

Executive Director Report

YEAR TO DATE ADOPTIONS: 513!

August 2023 Outcomes: 75 Adoptions; 61 Clinic Patients (Spay/Neuter or Microchip/Vaccine clinics); 14 Return to Owners; 2 Died in Care (neonatal kittens); 1 Euthanasia (senior medical dog Chili)

August 2023 Intakes: 61 Clinic Animals: 13 for Spay/Neuter and 48 for Microchip/Vaccines; 32 Owner Surrenders (16 dogs, 16 cats); 8 Returned Adoptions (4 cats, 4 dogs); 34 Strays (12 dogs, 22 cats); 14 Transfers In (California dogs).

FUNdraising Events:

Bake sale: Last weekend's event raised \$400.

Donation jars: Close to \$5,000 so far for the year;

Appeal letter: Mailing this week to our supporters.

Stuff the Jeep event: Bay Area Jeep Club delivered money and items last week!

Car sales: Two more cars donated and sold.

Bottle drop Account: continuing to grow!

Mini Pet Mart: Pallet of dog food on its way!

Upcoming Events:

9/15-9/16 Estate Sale on Loftus

9/22 Ice Cream "Bark-Thru" at Shorewood

9/30 Microchip & Vaccine Clinic

10/31 Halloween Event at Thrift Store

11/1 Christmas Store opens

11/4 Disaster Preparedness Event at FEC

Committee Reports:

Strategic Planning Committee

Lisa presented the committee's outline for a Draft of Strategic Goals:

1. Be a model of excellence in the care and sheltering of dogs and cats.
2. Build the capacity of our organization to sustain growth.
3. Deepen relationships with our community.
4. Ensure adequate resources for operating and capital expenses.
5. Uphold financial responsibility in the use of our resource
6. Be an employer of choice.

Lisa said the Committee has already held three meetings.

Cynthia observed that a majority of the goals the Strategic Planning Committee are focused on financial. Do you see this committee figuring out what the expansion of the shelter would be? Lisa stated that this would need to be carefully managed and our goals would need to be realistic ones.

Mary added that the committee should look to seek input from the community.

Fundraising and Marketing – Community Outreach – Committee:

Heidi reported that this committee is still in a development phase. The committee is very far-reaching and includes coordinating and planning events, marketing, newsletter, media, emergency preparedness, and a variety of other fundraising activities currently under way. She states she has 10 or 11 people interested in various aspects of the committee.

Elizabeth and Mary met regarding starting a quarterly newsletter. Key for us is to grow and let people know what we are doing. Perhaps have a third quarter gathering.

Estate Sales:

In Shauna's absence, Elizabeth reported that we have an upcoming estate sale on Loftus south of the bridge. Immediately after that sale, we start processing another home in Florentine Estates. The family of the Florentine home have been long time supporters of ours. She said that the Estate Sale Team is doing phenomenal work. The team is made up of 15 to 17 volunteers plus one staff member, Valerie. First, we serve the family, and we are tightening up the process with each home.

Cynthia feels our reach is huge with estate sales. People look at social media and the estate sale team puts together a huge portfolio of photos of each sale which attracts the attention of a number of people not directly involved with our organization. They become aware of us and those sales expand the reach of our organization. It's a great way of meeting the needs of the client and it reaches out to a different segment of our community.

Mary said that it really does behoove us to make sure we are providing info about our programs.

Animal Welfare Committee:

Cynthia, who chairs this committee was not at their last meeting.

Mary pulled up their minutes.

They are looking for ways to divide cat kennels to put distance between the eating and bathroom areas. Need to be able to divide the kennels up so that cats have two different rooms.

Team is working to manage ringworm kittens and asking all adopters to sign ringworm waiver.

In our area, owners' dogs escape, and Lane County will come out on occasion but won't leave their traps unless they are monitored. If we purchase large dog traps, we need to develop protocols etc. We have a few people who are qualified to handle this.

Fifteen people attended the last dog walking seminar put on by staff. As they toured the kennels, they realized that there are other avenues they can volunteer for such as reception and transport.

Elizabeth will work with Valerie to schedule monthly orientations for dog walkers.

All our dogs are given multiple daily walks. There is great value in creating mentoring programs for dog walkers.

We have new insurance that requires volunteers to complete training from Maddie's Fund or Fear Free training within 30 days of volunteering. Training will enhance the services we provide to animals. Questions raised were: (1) Are we going to lose volunteers if they have to complete a five-hour training? (2) How can we support volunteers who are less tech savvy? Upon completion of the course, volunteers are given a certificate of completion and sticker that goes on their name badge.

Open Floor for Comments, Questions or Concerns:

Discussion followed about timing and date of quarterly open board meetings. Mary proposed sending out a doodle poll to see what the members needed.

Mary will be unavailable during the October board meeting. Shauna will chair said meeting.

Next board meeting will be held October 12, 2023, at 10 AM at TR Hunter Office

Meeting adjourned.

Respectfully submitted,

Shauna Robbers, Vice President

And Acting Secretary