

**Oregon Coast Humane Society**  
**Board Meeting Minutes**  
**January 11, 2024**  
**TR Hunter Real Estate**

The board took time during their annual retreat to conduct short business meetings.

**Present:** Mary Henry, President; Shauna Robbers, Vice President; Maire Testa, Secretary; Lisa Mullins, Jill Simpson, Heidi White, and Joe Zarate, Board Members; Elizabeth Thompson, Executive Director. Cynthia Beck, Treasurer, was excused.

**Call to Order:** Meeting was called to order by President Mary Henry at 10:30 a.m.

**Approval of Minutes:** A copy of the minutes of the regular meeting was sent out prior to this meeting. Motion to approve the minutes was made, seconded, and unanimously carried.

**Finance Committee:** Treasurer Cynthia Beck sent out the year-end report and proposed budget prior to the meeting. In her absence, Mary explained that the change in bookkeeping services has put the reporting a bit behind. The budget will be discussed later in the meeting.

**Permission for board member absence:** Shauna Robbers formerly requested permission from the board for an absence of approximately 4 months. A motion to approve Shauna's absence for the period from February through May, knowing that she will attempt to keep in contact during her extended leave, was made, seconded, and unanimously carried.

**Executive Director:** Report on modular unit. Modular unit was donated. It will be used for offices and meeting room. Costs for transportation to us from Corvallis, ramp and stairs (ADA compliance), installing new HVAC, sealing roof, and repainting is approximately \$25,000. This does not include permits from the City of Florence, electrical upgrades if needed. Before the board is a seconded motion from the Finance Committee requesting approval of a capital expense of \$35,000. Discussion ensued regarding the expense of cabling for new computers, etc. Motion was amended to request up to \$40,000. Motion (amended) to approve up to \$40,000 for sitting the new modular unit was made, seconded, and unanimously carried.

**Adjournment:** Meeting adjourned at 10:46

**Meeting reconvened:** Called to order by President Mary Henry at 2:47

**Budget Approval:** The Finance Committee is bringing before the board a seconded motion for a 2024 budget. As previously stated in these minutes, Treasurer Cynthia Beck sent out a copy of the proposed 2024 budget prior to the meeting. In discussion, Mary and Elizabeth explained the budget process. The seconded motion to approve the 2024 budget as submitted was voted on and unanimously carried.

**Adjournment:** Meeting adjourned at 2:57

Respectfully submitted,  
Maire Testa, Secretary