

**Oregon Coast Humane Society  
Board Meeting Minutes  
September 18, 2024  
Banner Bank Conference Room**

**Present:** Mary Henry, President; Jill Simpson, Vice President; Deb Ripley, Secretary; Cynthia Beck, Treasurer; Shauna Robbers, Joe Zarate, Board Members; Elizabeth Thompson, Executive Director. Leslie Garretson and Mitzi Hathaway, Guests and perspective interim board members.

**Check-In/Opening thoughts/Kudos:** Meeting was called to order by President Mary Henry at 11:05pm. Board member Robbers was recognized for meeting a community member who was struggling to feed her pets at Mini Pet Mart. Shauna bought her two months' worth of dog food and brought her a case of freshly canned tuna and salmon.

**Approval of Agenda:** Add nominations of 2 potential board members to agenda and an executive session to vote. Agenda was unanimously approved with additions.

**Interim Board Members Nominations:**

Nominees left room for discussion. Current board members entered executive session in order to vote on nominations.

**Executive Session:** Executive session was entered at 11:08 am, and closed at 11:12 am.

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

**Treasurer's Report/Finance Committee - Cynthia Beck:**

Treasurer Beck shared the budget – actuals YTD report (attached). Financials continue to look good, although Fundraising revenue is still a bit lower than anticipated.

The 2023 audit is complete and we are awaiting final documents. Treasurer Beck has looked through draft documents and mentioned the auditors recommend doing books on an accrual basis and carry out an inventory of the Thrift Store. President Henry thanks Treasurer Beck for all her hard work on the financials and asked whether we want to do an audit for 2024 financials, despite bylaws requiring every 5 years. Discussion -- Benefits: if OCHS is writing grants and going for larger gifts (like a capital campaign) a recent audit can provide additional protection for OCHS. Cons: The cost was \$27,000. However, it may be lower going forward since the groundwork has been laid. Treasurer Beck will ask about cost going forward before any decisions are made regarding continuing annual audits.

**Executive Director Report (copied and entered) - Elizabeth Thompson:**

**OCHS ED BOARD REPORT 10-16-24**

**CURRENT OCHS MEMBERS: 382** (110 families, 245 individuals, 27 lifetimes)

This is 8 new members since our last board meeting.

**ANIMAL UPDATES:** As of today we have 118 animals in our care.

**ADOPTIONS YTD:** 450      **LOST ANIMALS REUNITED WITH FAMILIES:** 110

**COMMUNITY ANIMALS SEEN AT OCHS CLINICS:** 277

**SEPTEMBER INTAKE:** 18 owner surrenders (9 bottle baby puppies, 9 cats/kittens), 6 returned

adoptions (2 dogs, 4 cats), 37 strays, 1 seized/protective custody, 6 transfers in (small Cali dogs), 18 clinic animals (spay/neuter).

**OUTCOME:** 55 adoptions, 15 return to owners, 1 euthanasia (dog surrendered after attacking a child in the home), 1 transfer out (Cookie to shar-pei rescue), 18 clinic animals, 1 died in care (neonatal kitten).

### **EVENTS AND COMMUNITY UPDATES:**

\*Modular office has arrived! It will be installed within the next few weeks! We will plan an Open House once it is in place and furnished.

\*Lane County has expressed interest in selling or deeding us our current property as we look towards the future and expected growth. Our latest survey has been sent to them and negotiating a price to present to the county should start soon.

\*The Wags & Whiskers Gala was PAWSOME! We raised \$51k at the event and over \$26k before the event (sponsorships and ticket sales). Profit after expenses will be over \$50k!

\*We've hired a Thrift Store Assistant Manager and two full-time Animal Care Technicians. Stop by and welcome them to the OCHS family when you can!

\*Dr. Thurk from Bend came October 9-11 for spay/neuter clinic. 106 cats/kittens were spayed/neutered over those three days! Thanks to our volunteers and team for another successful event for community animals!

\*Wine Divas event at the Thrift Store happening on October 23rd from 4-6pm. They'll be gathering pet food for our community pet food bank.

\*Microchip & Vaccination Clinic scheduled with Dr. Steve Krome on November 2nd from 10am-2pm. Appointments are required.

\*OCHS Holiday Store opens on November 1st in the Vintage House next to our Thrift Store. The store is looking incredible already. Please contact Valerie or stop by the thrift store if you are able to help as a cashier or volunteer to restock the store.

\*ET met with Shorewood Senior Living last week about a collaboration calendar featuring senior folks with OCHS shelter/alumni animals. The calendar will have information about A Plan for My Pets and other relevant information for pet guardians in our community.

\*ET met with staff from Peace Harbor this week to discuss access to emergency veterinary care. A coalition is being formed to help people with their animals during their hospital stays so that they can focus on their own healing. ET is putting together information for Peace Harbor staff to propose veterinarians to include and how we can work together with neighborhood groups and organizations to support each other when the need arises.

\*Thanks to the board members who attended the Western Lane Community Foundation's 50th anniversary celebration. ET was able to speak about the impact WLCF's grants and funds have had on our organization over the last 30 years, including the DePue fund that supports shelter animals every year through the WLCF's good stewardship of the estate.

\*ET is attending a seminar about Capital Campaigns in Eugene on November 13th. If you'd like to attend, check with ET for registration information. One of the speakers is from Greenhill Humane Society who recently completed a capital campaign and shelter remodel/addition.

\*Our next estate sale will be for an OCHS supporter and Lifetime Achievement Award winner. The preparation for the sale will start after the Holiday Store is done for the season. We will put out a call for volunteers at that time.

Executive Director Thompson went through goals for FY2024-2025 (document attached).

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

- **Strategic planning Committee** has been reconstituted and is focusing on rebuilding current shelter or building a new shelter in a new location, taking into account all that needs to occur with the regular business of taking care of animals, fundraising, etc. All interested in the future of OCHS are welcome to attend meetings. See shared calendar for meeting dates, times, locations. The committee, including Director Thompson, is already working on seeding the field for a capital campaign, keeping in mind President Henry says we don't want to go public with a capital campaign until a large portion of the money is already pledged.
- President Henry will share with VP Simpson the National Humane Society "Cookbook" for how to start a shelter.

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

- **Community Outreach Committee: Gala update – Deb Ripley**

The Black Cat Ball gala is Friday starting at 5pm! Everyone is really looking forward to it. As ED Thompson said in her report, 30 sponsorships totaling over \$14,000 has been collected thusfar.

### **Program Committee: Animal Welfare Committee – Jill Simpson**

- Canine Good Citizen training started with Lindsey who was adopted before completion (yay!). Next dogs being evaluated for inclusion in training. Tyler, staff, is now certified as CGC evaluator.
- Looking at different programs to help get animals adopted. One is Breaking Down Barriers (towards adoption).
- New volunteer orientation is Sat, 28 September at 1pm at the shelter and will cover all aspects of volunteering
- "Everything Dog" radio show (developed by VP Simpson) is now airing Fridays @ 11:30 and Saturdays @ 11 on KXCR!
- VP Simpson and Treasurer Beck are attending National Nonprofit Board training put on by Siuslaw Vision. They will report back to the board.
- Yard improvements are ongoing

**Closing thoughts:** Treasurer Beck – we need to file taxes now the audit is done. Treasurer Beck will do it with data from ED's annual report. Please consider taking part in budget committee.

President Henry – last week two people got messages from someone impersonating her. Be cautious.

Board Member Robbers – reminder we need to start soliciting big donors for next year's gala sooner rather than later.

**Next meeting:** 3<sup>rd</sup> Wednesday, October 16 at 11am.

**The meeting was adjourned at 12:12pm**

Respectfully submitted,  
Deb Ripley, Secretary

**Oregon Coast Humane Society**  
**Budget/Actuals to August 31, 2024**

		Budget to August 31 2024	Actual to August 31 2024	\$ Variance	% Variance		Actual to August 31, 2023
<b>REVENUE</b>	Endowment & Trust Distributions	117,975	183,808	65833	56%	Positive is GOOD	90,436
	Donations	90,867	137,207	46340	51%	Positive % means	85,835
	Fundraising	119,100	21,582	-74894	-63%	we brought in more than expected	28,362
	Gala		22,624				
	Estate Sales	24,000	37,740	13740	57%		23,278
	Grants	6,667	5,000	-1667	-25%	Bear in mind, figures are based on annualised income	17,500
	Shelter Revenue						
	Animal Income	107,267	69,675	-37592	-35%		112,000
	Sales & Services	37,667	22,049	-15618	-41%	Some deficiencies are due to timing	28,340
	Net Thrift Store Revenue	175,249	166,661	-8588	-5%		174,373
<b>TOTAL REVENUE</b>	<b>\$ 678,792</b>	<b>\$ 666,346</b>	<b>\$ (12,446)</b>	<b>-2%</b>		<b>\$ 560,124</b>	
<b>EXPENSE</b>	Bank & Merchant Fees	7,183	6,777	-406	-6%	Negative is GOOD	6,482
	Legal & Professional	22,667	14,543	-8124	-36%	Negative % means	16,308
	Audit	27,000	16,000			we spent less than budgeted	38,261
	Administrative Payroll	61,688	40,713	-20975	-34%		
	Administrative Expenses	3,875	2,611	-1264	-33%		3,111
	Business Taxes and Insurance	27,333	26,078	-1255	-5%		20,322
	Fundraising Payroll	55,943	33,755	-22188	-40%		16,808
	Other Fundraising	13,767	12,140	-1627	-12%		4,033
	Shelter Expenses			0			
	Vehicle	1,667	1,158	-509	-31%		1,296
	Adoption Support	6,800	1,037	-5763	-85%		4,675
	Animal Maintenance	16,267	9,079	-7188	-44%		13,853
	Animal Medical	133,667	93,906	-39761	-30%		117,793
	Maintenance	3,600	2,030	-1570	-44%		2,970
	Office	7,300	1,929	-5371	-74%		2,078
	Resale Merchandise	10,333	6,609	-3724	-36%		9,937
	Shelter Facility	32,600	38,969	6369	20%		31,772
	Shelter Payroll	275,457	253,975	-21482	-8%		247,318
<b>TOTAL EXPENSES</b>	<b>\$ 707,147</b>	<b>\$ 561,309</b>	<b>-145838</b>	<b>-21%</b>		<b>\$ 537,017</b>	
<b>TOTAL NET REVENUE</b>	<b>\$ (28,355)</b>	<b>\$ 105,037</b>	<b>\$ 133,392</b>			<b>\$ 23,107</b>	
<b>Thrift store Detail</b>							
REVENUE	Sales	220,000	209,152	-10848	-6%		202,474
EXPENSE	General/supplies	6,100	4,256	-1392	-23%		3,625
	Payroll	34,385	35,185	-2824	-8%		19,355
	Facility	4,267	3,050	663	16%		5,121
	<b>SUBTOTAL STORE EXPENSES</b>	<b>44,752</b>	<b>42,491</b>	<b>-3553</b>	<b>-8%</b>		<b>28,101</b>
<b>NET STORE REVENUE</b>	<b>\$ 175,248</b>	<b>\$ 166,661</b>	<b>\$ (8,587)</b>	<b>-5%</b>		<b>\$ 174,373</b>	

Investment Income: Fidelity      \$32,367

## **Executive Director goals for 2024-2025 FY:**

### **THRIFT STORE/VINTAGE HOUSE GOALS (looking at safety and deferred maintenance issues especially)**

Thrift store garage remodeled - flooring, walls finished, lighting updated. Currently waiting on bid from the contractor. (note: Thrift Store would need to be closed for a month or two, probably Jan-Feb. Budget implications.)

Vintage House updated and turned into a rental property or mission-driven event space. Currently waiting on a bid.

Thrift Store reset after the garage is remodeled to capitalize on our square footage and increase sales.

Parking lot resurfaced and painted.

### **SHELTER GOALS**

Medical suite at the shelter updated. We are waiting for feedback from our visiting vets on equipment upgrades they'd like to see. So far they have identified a need for a doppler, and we've gotten a quote on a new handheld dental imaging unit under \$5k. ET will utilize grant opportunities for some of this.

Fencing and gates repaired and replaced. Pam is getting quotes for these and ET will consider grant opportunities.

Camera system upgraded to include additional cameras outside, upstairs, in the medical suite, and the modular office.

City of Florence permit requirements completed for modular. These include paving an additional parking space, adding in bike parking, and installing tsunami signs.

### **STAFF GOALS**

Identify an employee to complete a dog training course. Karen Pryor training program in Eugene starts in December, and Pam may attend.

Support Tyler in her pursuit of her CVT certification.

Provide health insurance for OCHS employees.

Continue supporting animal care teams with training opportunities through organizations like Maddie's Fund, ASPCA, Fear Free, etc.

Elizabeth to continue coursework towards her CAWA certification.

Additional staffing: Executive Assistant, Development/Fundraising Staff, and Volunteer Coordinator.

Attend the AAWA conference in Portland in November, 2025.

Staff trainings on customer service, discrimination, harassment, and inclusive workplaces.

### **COMMUNITY GOALS**

Plan for My Pets programs offered to more community groups.

Microchip/vaccination clinics resumed for community animals.

More community education through PSA's, press releases, and social media posts.

Improved communication and scheduling with current and new volunteers.