

April 4, 2017
HSOV Board Meeting Minutes

Call to Order: Meeting was called to order by President, Julie Lowther

Present: Julie Lowther, Amy Rogers, Teresa Cunningham, Donna Ball, Holli Mannix, and Sharon Paul, Don Underwood, Shelter Manager, Misty Carpenter.

Absent: Scott Little

President's Report: By Julie L.

>Approval of Minutes:

MOTION MADE BY HOLLI M. AND SECOND BY DONNA B. TO APPROVE MARCH 7, 2017 HSOV MINUTES. ALL IN FAVOR, MOTION PASSED.

>Julie L. and the Board expressed appreciation to the Fundraising Committee for the Furball in raising \$31,131! Jamiann V. reminded that 5% (\$1,556.56) needs to be sent to the MCF Building Fund. Requested the Board to commit for 2018 and will need \$300 check for deposit for use of the Shrine again.

Fundraising Committee: By Jamiann Voshel

Reported Fundraisers recapped briefly as follows:

- >Has applied for the Valley Gem's 2nd annual "Good Works" cruise; however, we were not chosen.
- >BHHS Vendor Fair & Adopt-a-Thon was held on 4/1 and collected \$876 for both HSOV/HSOP along with dog toys donated by SW Resources
- >Legion Bingo Concessions raised \$171
- >Throw down For the Pound is scheduled for Apr 22 at the Middle School
- >2nd Annual Purse Bingo is scheduled for Apr 23 at the Wlmstn. American Legion
- >Summer Bingo: Wlmstn American Legion is scheduled for Aug 06 at the Wlmstn. American Legion
- >Summer Scavenger Hunt to be discussed in more detail after the Throwdown
- >Working on a Big Fall Event- Update in April

Operations Committee Report: By Teresa C.

>Operations Committee meeting met on 3/29/2017. The primary areas of discussion held included:

- 1) Old Business: Random Drug Screening- need to sign up for an account for future "incident" needs;
- 2) Discussed need to begin determining if utilize Rea & Associates in the future (quote only through '17);
- 3) Edit to the Humane Officer job description placement ad;
- 4) Internal Audit Controls – office/computer security (i.e. pass codes, locking of cabinets, etc...)

Shelter Report: By Misty Carpenter

>Reported the March Intake/Disposition Report:

Canine Intake: 76 / Canine Disposition: 83

Feline Intake: 60/ Feline Disposition: 77

>Also stated that the roof has been temporarily repaired via a sealant thanks to Don U. and Todd H.

Finance Committee Report: By Amy Rogers

>There was no formal meeting in March given the Furball Fundraiser.

Treasurer's Report: By: Amy Rogers

>Presented March P&L (as of 4/2/17) reflecting positive cash flow of appx. \$16,069; however, is overstated as includes the Furball income and also income from the City both February and March.

>Bank Balances as follows:

<u>(Per Quick Books As of 3/31)</u>		<u>(Per Bank Stmt As of 3/31)</u>
Reg/Gen:	\$ 8,032.83	\$13,238.40
Petty Cash/Pay Pal:	\$ 149.09	\$ 149.09
Special Projects:	\$ 6,954.87	\$ 6,954.87
Surplus:	\$ 522.10	\$ 522.10

>MCC: (As of 1/31).

Regular:	\$22,905.44
Building:	\$30,575.41
Medical:	\$19,905.69
Trust:	\$1,669,862

>MOTION MADE BY TERESA C. AND SECOND BY DONNA B. TO ACCEPT THE TREASURER'S RPT. ALL WERE IN FAVOR. MOTION PASSED.

Building & Grounds and Maintenance: By: Holli Mannix

>Distributed report including work completed:

1) Painting in bathroom; 2) 6 working and safe fire extinguishers; 3) soda can recycling corral; 4) new gate latches (thanks to Donna B. and her Father)

>Work to be completed:

1) Electrical repair -estimates received awaiting funding to afford; 2) Outside storage unit; 3) Professional cleaning of bathroom floor set for 4/5 (donated by Classic Carpet Cleaning); 4) Mowing of the premises; 5) Cleaning of and storage of unused and dog houses/kennels; 6) Fire escape plan for staff and animals; 7) Regularly scheduled electrical safety check 8) repair of water line leak

>Expressed appreciation to Linda P. for calling for estimates

Homeward Bound Committee:

>Sharon Paul reported 17 cats/kittens to rescue in March with 11 foster mothers. A list is always available upon request. There were 41 cats/kittens transferred to rescue in March of which five pregnant and 2 nursing mothers. Sharon also reported 36 shelter cats were spayed/neutered in March at the SPOT Clinic and paid for by "Friends of Felines". SPOT clinic appointments are set for 10-12 cats on April 12th and April 26th.

>Teresa C. reported on behalf of Celeste R. 34 dogs to rescue in March. There was a total 13 dogs in foster homes. Also reported has been advised that very important foster and hold harmless language from previous Foster Applications has been stated by management to now be input and a part of those application on hand and/or made part of the Shelter Pro application system moving forward.

Public Relations Committee: By Sharon Paul

>There was no formal meeting held in March.

> Facebook (as of noon on April 3, 2017)

HSOV Main Page – 18,684

HSOV Group Page - 7,976

Facebook posts which went 'viral' recently were: "Minnie Mouse" (Boston Terrier) with a total reach of 25,461 and shared by 269 people from the main HSOV Facebook page. "Bandit" (Papillon/Russian Toy Dog) with a total reach of 14,975 (as of noon 4/3/2017) and shared by 165 from the main HSOV Facebook page.

Petfinder/Adoptapet

New HSOV dogs and cats continue to be photographed and added to Petfinder.com, Adoptapet.com and the main HSOV facebook page albums on a daily basis. Takes updated photos of dogs/cats who have been in the shelter awhile (or their physical appearance/dispositions have improved) and post those with new descriptions in hopes they will be noticed. Updates about adoptions/reclaims are posted throughout the day and dogs/cats sent to rescue are moved from the available albums to the adopted/rescued ones to keep the three sites accurate and up-to-date.

Newsletter

Next newsletter is scheduled for publication in July 2017.

PUBLIC RELATIONS COMMITTEE

Did not have a March 2017 committee meeting with all members. Discussion with Linda Perry agreed that it would be beneficial to post HSOV adoption fees more prominently on our Facebook pages as well as making them easier to locate on the website. Many answer multiple questions on the Facebook pages with regard to adoption fees. The information is included with the descriptions on the Dog- and Cat Albums but is being missed.

Some of the ideas/suggestions from our February meeting were implemented on our Facebook pages during the month of March:

[Featuring shelter staff] – Shelter manager Misty Carpenter was featured with several photos as she spent quiet time with Bo (Chocolate Pit Bull Terrier) in his kennel. That post was very well received and showed a candid view of the passionate care our staff gives shelter animals.

[Marietta Times] - HSOV dogs/cats which are published twice a month in the Marietta Times are now being scanned and posted on both HSOV Facebook pages as they appear in the newspaper. These posts provide a thank you to the local newspaper as well as the business establishments who sponsor the ads. The pet photos can be seen by all of our Facebook fans who aren't subscribers of the Marietta Times.

The best "PR" for the shelter recently was the Marietta College article about the Wunnenberg family who adopted HSOV Dog "Oliver" in memory of their son Joel. Oliver was transported back from a rescue in Chicago to Joel's parents in Pennsylvania. The Marietta Times published the MC article with photos on the front page of their April 1-2, 2017 edition of the newspaper. Will also include an article in our HSOV July 2017 Newsletter and ask Joel's parents if they would like to contribute a follow-up story.

Volunteer Committee By: Ginger E.

>Discussed upcoming volunteer outing opportunities including:

4/07 Merchants Walk

4/22 Earth Day

5/05 River View FCU

5/27 We Luv Pets

7/06 Belpre Library

Membership Committee: By Teresa Cunningham

>No formal Membership Committee meeting in March.

>Working with CPC Inc., Dona Cernus owner and have received quotes for lapel pins, banner, and car clings – total will be appx. \$350 – cost will be absorbed by Teresa C. Final drafts and order placement by end of month.

>To date there are 44 Members (including Lifetime and General membership categories)

Unfinished Business:

>Roof – Teresa C. requested that Don. U. elaborate on conversation with her previously in that the roof will still be need of future inspection by someone skilled to assess damage and potential mold. Stated what was performed just recently is a very good band-aid for now.

Public Comment:

>Kelly McGilton commented as a follow-up to the roof conversation that she had previous statements from roof contractor that the nails used were not long enough/not appropriate and to keep that in mind during future repairs.

>Jamiann Voshel requested update on the Oboe situation which was fielded by Amy Rogers (VP/Treas.) in that the final diagnosis still pending veterinary assessment after meds administered for period of time and that the whether the costs associated can be funded from the County Commissioners Community Assistance category is still pending whether the previous/recent adopter returns for Oboe. Jamiann expressed concern for the amount of funds spent for the care of one animal which easily represented one or more fundraisers and other areas of the shelter it could have been injected.

>Becky Johnston, Jared McGilton and Kelly McGilton all voiced their serious concerns for the current Homeward Bound Policy (rescue and foster) that is in place and its effect on both the public opinion (at the individual citizen and county commissioner level) and the resulting effect on donations along with concern for “backyard” breeding.

>Julie L., President advised that these issues are being dealt with (current discussion by the present board).

>At appx. 7:42 p.m. - Julie L. excused the public for Board to enter into Executive Session.

>At appx. 8:29 PM – Julie Lowther, President advised returning to Regular Meeting – Public welcome to return (no-one remaining/returned).

MOTION WAS MADE BY DONNA BALL AND SECOND AMY ROGERS TO INCREASE PAY WAGE FOR: KATELYN YORK AT THE RATE DISCUSSED WITHIN EXECUTIVE SESSION. ALL WERE IN FAVOR. MOTION PASSED.

MOTION TO ADJOURN BY DON U. SECOND BY SHARON P. ALL IN FAVOR. MOTION PASSED.

Meeting concluded appx. 8:25 P.M.

POST MEETING MOTIONS:

April 22, 2017 –Teresa C. made motion, (Sharon P. moved to second) that per the request of Misty Carpenter, HSOV Shelter Mgr., to approve she hire Mr. John McIntyre, as an exception to the HSOV Nepotism Policy, initially at the 2017 budgeted entry kennel tech rate of pay until he completes the Humane Officer training/certification at which time the rate of pay will be re-reviewed. This hire is subject to three (3) month probation period at which end his employment will be reviewed again both by Shelter Mgr. AND the Board. In addition, any other employee(s) affected (whether directly or indirectly) by this exception to the HSOV Nepotism Policy is/are also subject to a three (3) month review from the date of hire of Mr. McIntyre. Should Mr. McIntyre cease his position within six months (6) as Humane Officer or cease employment altogether (whether resignation or dismissal) the fees/costs incurred by HSOV for his Humane Officer training/certification (including but not limited to transportation, fuel, hotel, food, etc.) must be repaid to the HSOV not limiting that repayment option of being deducted from his final paycheck. Mr. McIntyre will report directly to the Shelter Manager. The HSOV herein recognizes the imperative need to fill the Humane Officer position and the Shelter Mgr. and the Board President has stated to have performed due diligence in accepting and review of other applications during a 30 day posting of the position to the general public before arriving at the decision prompting this motion herein. Following voted in favor: Amy R., Donna B., Sharon P., Teresa C., Holli M., Scott L. Don U. Motion carried.

April 26, 2017 - see Attached. Amy Rogers made a motion for the revised Canine Intake and Disposition Policy to be approved as presented with the one corrected sentence starting effective May 1. Don Underwood moved to second. All who were present voted in favor being: Amy R., Don U., Donna B., Sharon P. & Holli M.

Respectfully,

Teresa R. Cunningham/ HSOV Board Member/Secty.