

January 5, 2016

HSOV Board Meeting Minutes

Present: Sandra Brightwell, Becky Johnston, Teresa Cunningham, Celeste Ridgway, Shelly Kidd, Scott Martin, Jared McGilton, Deb Ryder, Chris Murphy

Approval of Minutes:

>Motion to approve December 1, 2015 HSOV minutes made by Jared M. and seconded by Scott M. All were in favor.

President's Report: By Sandra Brightwell

>Sandra commented briefly on her year as president and turned her time over to the nomination and election of board officers.

Treasurer's Report: By Becky Johnston (given while nominations were being counted)

>Balances from Community Foundation as of 12/31/15

+ General Fund: \$21,974.87

+ Medical Fund: \$27,335.19

+Facilities/Building Fund: \$38,270.93

+Schaefer Trust: \$1,616,728.19

+Interest payment has not yet been received. It is expected in February.

>Peoples Bank Balances as of 12/31/15

+ Regular: \$53,660.52

+Petty Cash: \$419.12

+PayPal online: \$3,500.00 (which has been since transferred to main account)

+It was noted that some rescues use this account for payment. Becky noted that, when that happens, she immediately transfers it out and lets Sharon know that the rescue has paid.

>It was noted there were no big expenses in December. The largest were the new dryer (under repairs and maintenance) and the newsletter. Both costs were offset by matching donations.

- >Motion to approve the Treasurer's report made by Teresa C. It was seconded by Deb R. All approved
- >Becky J. mentioned as a footnote, a check for \$1,800 was received from Kroger for their Community Reward Program. Deb R. explained to everyone how the program works.

Interim Director's Report: By Kelly Goedel

- >Not present.

Board Officer Nominations: Counted by Sharon Paul and Holli Mannix

- >President: Celeste Ridgway – declined; Jared McGilton – accepted; Deb Ryder – accepted; Shelly Kidd – declined; Scott Martin – accepted
- >Vice President: Teresa Cunningham – declined; Deb Ryder – accepted; Shelly Kidd – accepted; Scott Martin – accepted
- >Secretary: Jared McGilton – declined; Deb Ryder – declined; Shelly Kidd – declined; Scott Martin – declined; Chris Murphy – accepted
- >Treasurer: Becky Johnston – accepted; Teresa Cunningham – declined; Deb Ryder – declined; Chris Murphy – declined

Manager's Report: By Scott Little

>Animals In:

+ 53 total cats: 8 owner surrender, 29 stray/citizen turn-in, 15 humane officer

+ 57 total dogs: 19 owner surrender, 22 stray/citizen turn-in, 9 humane officer, 7 dog warden

>Animals Out:

+ 149 total

+ Adoptions: 73 total – 54 cats, 19 dogs

+ Rescue: 65 total – 26 cats, 39 dogs

+ Reclaimed: 7 total – all dogs

+ Vet Euthanized: 3 total – 1 cat, 2 dogs

+ Died at Vet: 1 dog that had been hit by a car

- >52 cats currently in shelter

Operations Committee: By Deb R.

>Security system is completely installed.

>New storage building has new doors on, shingles and concrete pad will be installed soon.

Fundraising Committee: By Becky J.

>Furball: February 27; tickets \$350 for a table of 8, or \$35 each; over \$7,000 in corporate sponsorship currently, which puts event in the black going in; raffle items secured, tickets available for sale

>Raising Some Dough at Pizza Place: Second Tuesday in February

>Jamiann Voshel has more fundraising events upcoming. Will be posted on Facebook page.

>Throwdown for the Pound: April 9

Board Officer Election Results: Counted by Sharon Paul and Holli Mannix

>President – Jared M.; Vice President – Shelly K.; Secretary – Chris M.; Treasurer – Becky J.

Nominations Committee: By Jared M.

>No report.

Spay and Neuter Committee: By Becky J.

>No report.

>Conversation about getting rid of this committee now that Scott L. is in place.

>Scott L. mentioned that no cat will leave the shelter without being spayed/neutered anymore. Jared M. asked Scott L. to get with Kelly G. to prepare a policy pertaining to this for board approval.

Newsletter, Facebook, Petfinder, Feline Rescue Committee: By Sharon Paul

>Petfinder: All dogs/cats photographed and added each day

>Adopt a Pet Site: 110,843 total views in last 30 days. Scott L. mentions he gets e-mails from a lot further away from this site.

>Facebook: 16,183 followers on main page. 6,182 followers on group page. Several posts are being viewed and shared upwards of 77,000 times.

>Newsletter: November newsletter printed Dec. 10 and mailed Dec. 11. Feb. 2016 newsletter will go out before Fuball.

>26 cats sent to rescue in December. 292 total cats sent to rescue in 2015.

>Feline Spay/Neuter: 37 cats were spayed or neutered in December. Sharon P. mentioned to the board she would like to set up and fund a fund to assist people in the community who need help to spay/neuter their own cats to help with overpopulation. Scott L. suggested using the Banfield guidelines to help with approval. The Spot Clinic and Parkersburg Vet Clinic will be contacted to see whether they prefer vouchers or an account set up directly with them.

>15 cats and kittens are currently in foster care

Canine Rescue Committee: By Celeste R. and Teresa C.

>Don Underwood has started driving for transport.

>A new facility is working with the HSOV that will take pit mixes as they have room to take them.

Computers/IT/Web Hosting Committee: By Scott M.

>Web hosting was renewed

>The hsov.net domain name has expired, leaving only hsov.org.

>Donate now button is now on main Facebook page.

Foster Committee: By Deb R.

>Currently 9 dogs in foster. That is still down from normal levels.

Adoption Follow-ups Committee: By Celeste R. and Julie L.

>The dog adoption follow-ups are continuing and are appreciated by the adopters.

>Cat adoption follow-ups are continuing. There is one adopter that adopted two cats at the same time that will need an additional follow-up.

Membership Committee: By Teresa C.

>33 memberships, so far, for the year not including the 9 board members who renewed before the meeting. This includes lifetime members and a few carry overs from late 2015.

>Teresa hopes to work with Kelly G. to work on a program to encourage membership when adopting an animal.

Volunteer Committee: By Amber D.

>The main activities in December were taking animals to the Friday family nights at the YMCA, the WMOA Christmas Zoo at The Workingman's Store, the Christmas decorating event/party at the shelter, a pet your stress away day at WVU-P, Christmas Wish list trees that helped bring in supplies.

>An organizational meeting has been held to get more volunteers involved in committee form.

>WMOA has offered free promotion for future adoption events.

>Pet Supplies Plus is interested in having an adoption event in March.

>Regular orientation is on Sundays 1PM-3PM, but can be done by appointment at other times.

> Becky J. mentioned that a new tracking system for volunteer hours is in place to better capture time that is volunteered and what functions are being performed during those times. This type of tracking is necessary for many of the grants that are being applied for.

>Amber said that if she is made aware of volunteer help that might be needed for any fundraising activities, she will work on getting that help arranged.

Unfinished Business:

>Dodd's Run property - Teresa asked about a follow up on a quote for a survey to ensure that it is not cost prohibitive to selling the property. Jared M. said he would follow up with Kelly G. on that, he also may know of someone who would be willing to do the survey.

>Budget Review

+Clarification was made that the corporate contributions and memoriams line items on the budget are only conservative budget amounts, not anything solid that had been given.

Miscellaneous revenue contains anything that didn't fit into program income but wasn't big enough to give its own category. Vet care spay/neuter expenses reflect the expenses based vet bills. It includes dogs and cats.

+Discussion was had about going to the commissioners to either help reimburse for the audit that is required each year, and possibly letting us do an audit every other year, instead of yearly.

+Scott M. brought up that the audit needs to be discussed and approved prior to the budget since the audit is part of the budget.

+Motion to accept budget (after the audit being accepted detailed below) made by Teresa C., and seconded by Shelly K. All in favor. Motion passes.

>Audit

- +Teresa C. brought up she had talked with another person who does audits about the quality of the audit performed for the board by Mr. Altman. She had been told that it met standard accounting principles and the purpose for which the audit was requested served its purpose. If there were any internal issues or red flags, he would have requested a subaudit for that purpose. She mentioned that it was unprofessional to not allow Mr. Altman to defend his work.
- +No other options were found other than Rae and Associates to perform the new audit.
- +Motion to accept Rae and Associates to perform a new audit at the given price of \$900 was made by Sandra B. and seconded by Chris M. Aye votes – Sandra B., Becky J., Teresa C., Shelly K., Scott M., Jared M., Deb R., Chris M.; Abstentions – Celeste R. Motion passes

New Business:

>Facebook pages - Discussion about the two Facebook pages. The main page has approximately 10,000 more followers than the group page. Many of the posts of animals that show pictures or videos of them playing or other activities that would make them appear more adoptable are on the group page. The issue becomes how can those pictures and videos be viewed by the maximum number of people, while keeping the main page uncluttered so vital information does not get lost on it. One option is to periodically share some of the pictures and videos on the main page from the group page.

Public Comments:

>Holli M. asked Scott M. if he was able to repair the printer at the shelter. He mentioned that a replacement printer had to be purchased.

>A discussion was made, based on a question by Holli M. about how repeat offenders can be kept from offending over and over again. It was explained by Scott L. and Jared M. that, for the best interest of the seized animals, it is best to convince the offender to surrender the animals in exchange for not pressing charges for animal cruelty. That allows the animals to be moved to rescues. Otherwise, the animals would have to be kept until a trial is held, since they are evidence. That may take a long time. Jared M. mentioned that education is used to try to help the offenders from reoffending. Contact is maintained and follow ups are done between the humane officer and dog warden and reoffenders to help make sure they are not reoffending.

>Holli M. asked if Kelly G. had been able to bring any grants in to date. It was mentioned that there are several grants that she is working on and is cleaning up the books to get them in order for what some of the grants require.

>Jared made comments that everyone associated with the shelter needs to focus on positivity in the new year and work together to make it a great year at the shelter.

>A sheet was passed around by Becky J. for board members to sign to move the investments into the Safe Harbor investment.

Executive Session: Called by Jared M.

>Entered into executive session to discuss personnel issues.

>Left executive session.

Removing the Word "Interim" from Kelly G.'s Title:

Motion made by Scott M. to remove interim from Kelly G.'s title and hire her as Executive Director at 32 hours/week at \$25.00/hr for 49 weeks/year, with an evaluation performed on 7/1/16, seconded by Becky J. All were in favor. Motion passes.

>Motion to adjourn by Celeste R., seconded by Chris M. All in favor. Meeting adjourned.

POST MEETING MOTIONS:

Becky J. made the motion, via e-mail that we change the start time of the regular monthly board meeting from 7:30 to 7:00 beginning with the February 2, 2016 meeting. Scott M. seconded the motion. All were in favor. Motion passed.