

**February 7, 2017**  
**HSOV Board Meeting Minutes**

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

Present: Julie Lowther, Amy Rogers, Teresa Cunningham, Donna Ball, Holli Mannix, and Scott Little

Approval of Minutes:

MOTION MADE BY SCOTT L. AND SECOND BY DONNA B. TO APPROVE JANUARY 3, 2016 HSOV MINUTES. ALL IN FAVOR, MOTION PASSED.

Guest Speakers: Rae & Associates presented the results of the 2016 Audit. Teresa C. expressed appreciation for the presentation/service provided and asked the board to not simply file the audit report but to study and gain understanding of areas including but not limited to the Statement of Cash Flows, etc. in order to comprehend where we are “coming from” and “working towards”.

President's Report: By Julie L.

>Julie L. announced the notice of resignation of Kelly Goedel as Executive Dir. received on January 16<sup>th</sup>. (No motion required).

>MOTION MADE BY TERESA C. AND SECOND BY SCOTT L. TO ACCEPT THE RESIGNATION OF CHRIS MURPHY (JAN 16TH) AND DEB RYDER (JAN 18TH). ALL IN FAVOR. MOTION PASSED.

>According to Bylaws Section 5.3: “A vacancy, however occurring, in any office may be filled by the majority vote of the Board of Directors:

> MOTION MADE BY TERESA C. AND SECOND BY SCOTT L. TO TRANSITION JULIE LOWTHER AS ACTING PRESIDENT GIVEN VACANCY TO OFFICIAL PRESIDENT AND AMY ROGERS TO VICE PRESIDENT GIVEN VACANCY. ALL IN FAVOR. MOTION PASSED.

>According to Bylaws Section 9.2, new board members must be advised of the Conflict of Interest policy. Each board member present signed a Conflict of Interest Statement to be retained by Board Secty, Teresa Cunningham.

>Julie Lowther announced that Standing Committees have been structured and details provided within the minutes.

Operations Committee Report: By Teresa C.

>The first official Operations Committee meeting was held on 1/30 and attended by all board members except Scott L. (out of town). The following areas of discussion was held pending any decisions/action until such time as meeting held with Shelter Manager, Misty Carpenter: 1) Collection of building keys and/or re-keying of building; 2) Scheduling /Coverage when Shelter Mgr is not present; 3) Intake Procedures/Protocol (written); 4) Employee Handbook acknowledgment/signatures at upcoming evaluations; 5) Random drug screening; 6) Tracking expenditure requirements of the Wash. Co. Commissioner per contract.

>Julie L. reported on behalf of Misty Carpenter (absent – intake at shelter) the January Intake/Disposition Report:  
Canine Intake: 68 / Canine Disposition: 62  
Feline Intake: 70 / Feline Disposition: 98

Exec. Director Report: N/A

Finance Committee Report: By Amy Rogers

>Announced that the Finance Committee has not formally met yet; however is scheduled to meet before next meeting.

Treasurer's Report: By: Amy Rogers

>Presented January P&L reflecting net profit of \$5.6K which is a result of the \$10K Petfinder Grant (recent) and also the quarterly Safe Harbor distribution received.

>Bank Balances as follows:

<u>(Per Quick Books 1/31)</u>		<u>(Per Bank Stmt 1/31)</u>
Reg/Gen:	\$ 7,927.83	\$ Stmt. Not Recvd.
Petty Cash/Pay Pal:	\$ 779.31	\$ 1,369.49
Special Proj.:	\$ 17,138.87	\$16,954.87
Surplus:	\$ 552.03	\$ 552.03

>MCC: Not reported as current statement not yet received. Balances below are most recently reported 11/30/16.

>Regular:	\$21,032.59
Building:	\$29,713.58
Medical:	\$19,925.69
Trust:	\$1,647,658.91

>Provided the revised 2017 Budget reflecting departure of executive director and reduction in the amount of the annual Wash. Co. contract.

>MOTION MADE BY DONNA BALL AND SECOND BY SCOTT L. TO ACCEPT THE TREASURER'S RPT. ALL WERE IN FAVOR. MOTION PASSED.

Building, Grounds and Maintenance: By: Holli Mannix

>The first official meeting was held on February 6 attended by Holli M., Donna B., Linda P. and Todd H. Discussed several items need attended to, first and foremost are being the several roof issues, next the electrical and lighting. Identified in addition but not limited to the above mentioned, "Larger Expense" issues and "Smaller Expense" issues. Discussed needing to differentiate funds approved by board, versus work/services donated. See attached report.

>Holli expressed thanks and appreciation to Linda P. for her initiative out the gate and also to Donna's father for his donations including time and labor.

Homeward Bound Committee: By Celeste R. and Sharon P.

>Teresa C. reported on behalf of Celeste R. 32 dogs to rescue in January. There was a total of 19 dogs in 8 different foster homes.

>Teresa C. made statement for clarification that the Homeward Bound Committee is aware that this encompasses Rescue, Foster and Adoption.

>Sharon Paul reported 52 cats/kittens to rescue in January. There are a total of 21 cats/kittens in foster in 13 different foster homes. She also reported 28 shelter cats were spayed/neutered in January at the SPOT Clinic and paid for by "Friends of Felines". SPOT clinic appointments are set for 10-12 cats each Wednesday in Feb (can add more).

Public Relations Committee: By Sharon Paul

>Sharon Paul provided update for Face book: Main Page has 18,369 followers and Group Page has 7731 followers. Reported that photos/descriptions of dogs/cats including lost & found continue to receive the most attention/ "likes". Reported that continues to post daily, photos/bios of dogs/cats to Petfinder/Adopt-a-pet and to HSOV FB page. In addition, updated photos are taken for those who have been in the shelter for a while with updated descriptions as often a new photo makes the difference for an adopter or rescue taking notice. Updates regarding adoptions /reclaims/to rescue are posted throughout the day as well and moved from "Available" to "Adopted/Rescued" in keeping all three sites accurate and up-to-date.

>The Feb 2017 – 20 page and in color Newsletter was printed on Feb 1, 2017.

Fund raising Committee: By: Jamiann Voshel

Reported updates on the results of the recent previous fundraisers:

>The Adelphia: 2/3:	\$570 (Final total will be presented in March);
Wlmstn. Am. Legion: 2/5:	\$317

Reported upcoming Fundraisers recapped briefly as follows:

- >Wlmstn Am. Legion Concessions Feb 19
- >Fur Ball Mar 25 (to date \$8,750 cash/sponsors secured and all expenses covered)

Also coming up is:

- >Throw down For the Pound Apr 22
- >2<sup>nd</sup> Annual Purse Bingo Apr 23

Volunteer Committee By: Amy Rogers

>Met with Misty Carpenter the past Saturday to discuss volunteer protocols in place/proposed such as changes to the dog walking color coding system along with a refresher volunteer orientation course for even seasoned dog walkers.

Unfinished Business:

- >Installation of the truck topper scheduled for this week
- >Quotes for roof repair anticipated within the next week.

Public Comment:

>Sharon P. requested revisit/rescind the increase of the cat adoptions by \$10. She was assured this would be discussed next Operations Committee meeting including Misty C.

>Jamiann V. relayed message that Louise Holmes request someone be present for upcoming Kiwanis Club meeting (Julie to contact Ms. Holmes).

>Julie L. excused the public for Board to enter into Executive Session.

>Announced next scheduled meeting will be March 7<sup>th</sup> at PM. - same location.

8:23 PM – Public was welcomed back to regular session

MOTION WAS MADE BY AMY ROGERS AND SECOND BY SCOTT L. TO MOVE RENELLE CASTO TO LEAD TECH (CAT) TO FILL THE VOID AT THE RATE DISCUSSED WITHIN EXECUTIVE SESSION WHICH IS THE LEAD KENNEL TECH RATE. ALL WERE IN FAVOR. MOTION PASSED.

MOTION TO ADJOURN BY AMY ROGERS, SECOND BY SCOTT L. ALL IN FAVOR. MOTION PASSED.

Meeting concluded 8:25 p.m.

No post meeting motions were presented.

Respectfully,

Teresa R. Cunningham  
HSOV Board Member/Secty.

