

**March 7, 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 Scott Little

President's Report: By Julie Lowther

>Julie L. announced that according to Bylaws Section 4.6: "A vacancy on the Board of Directors may be appointed by the majority vote of the Board of Directors, whose appointment shall run until the next annual meeting. That person shall be eligible for election to hold office for two (2) consecutive three (3) year terms":

> MOTION MADE BY SCOTT L. AND SECOND BY DONNA B. TO APPOINT DON UNDERWOOD AND SHARON PAULAS BOARD MEMBERS TO FILL SAID VACANCIES FOR WHICH THEIR APPOINTMENT WILL END PER THE DEFINITION DESCRIBED ABOVE". ALL WERE IN FAVOR – MOTION CARRIED.

>Julie L. advised that Tanner Hazelton completed Humane Officer Training and was sworn in on March 2, 2017.

Approval of Minutes:

MOTION MADE BY AMY R. AND SECOND BY DONNA B. TO APPROVE FEBRUARY 7, 2017 HSOV MINUTES. ALL IN FAVOR, MOTION PASSED.

Operations Committee Report: By Teresa Cunningham

>Operations Committee meeting met on 3/1/2017. The following areas of discussion were held:

- 1) Building will be re-keyed;
- 2) Back up to Misty designated (other than HO functions);
- 3) Misty working on composing a checklist for "intake";
- 4) Evaluations will be reviewed with next board meeting's executive session;
- 5) Random Drug Screening quotes to be obtained;
- 6) Adoption Fees confirmed to remain \$125 canines; \$20 felines;
- 7) Updated Insurance covered drivers.

Shelter Report: By Misty Carpenter

>Reported the February Intake/Disposition Report:

Canine Intake: 74 / Canine Disposition: 63

Feline Intake: 52 / Feline Disposition: 39

Exec. Director Report: N/A

Finance Committee Report: By Amy Rogers

>Finance Committee met February 26 and discussed following:

- 1) Draw \$5K from MCF Medical Fund to offset outstanding vet bills;
- 2) LOC Repayment Plan established: \$100 monthly principal pymts (not including interest pymts to be donated by Teresa C.); \$2500 payment in April and July. Bill M. investigating additional funds for payoff at maturity;
- 3) Roof repairs if extensive, Teresa C. offering to front appx. \$1500 and will then earmark benefit received from upcoming June- Williamstown Bank Picnic as repayment;
- 4) Adoption Fees remain at \$125 canines; \$20 felines;
- 5) Reclaim Fees will continue to be paid for those canines brought in by the Dog Warden/Sheriff's Dept;
- 6) MCF Medical Fund will remain to be invested as a "cash" account;
- 7) Cost savings brainstorming ideas such as using Amazon to purchase supplies (% back Amazon Smile), etc.;
- 8) Pet Finder Grant be used (\$10K total); \$5K reimburse Furball expenses; \$5K vet expenses due.

Treasurer's Report: By: Amy Rogers

>Presented February P&L (as of 3/6/17) reflecting net loss of \$14,365.34 which is a result of due to not receiving a check from the city, outstanding vet bills, and some uncommon situations requiring vet care (skin conditions, surgery complications, pregnancy, etc.)

>Bank Balances as follows:

<u>(Per Quick Books As of 2/28)</u>		<u>(Per Bank Stmt As of 2/28)</u>
Reg./Gen:	\$ 5,153.96	\$ 6,573.11
Petty Cash/Pay Pal:	\$ 437.11	\$ 437.11
Special Project:	\$ 16,954.87	\$16,954.87
Surplus:	\$ 532.08	\$ 532.08

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

Building, Grounds and Maintenance: By: Holli Mannix

- >Linda Perry obtaining estimates for roof, electrical, alarm system, etc.;
- >Morrison's have completed HVAC Spring maintenance;
- >Fire Extinguishers are now up to code and to be mounted various areas throughout the shelter;
- >Welcoming Austin/Raven Clark volunteering to perform various handyman duties (possibly including roof);
- >Investigating options for an additional storage facility;
- >New truck topper in process of installing ac/ventilation system;
- >Donna Ball and Father have replaced several gate latches;
- >Bathroom floor to be professionally cleaned at no cost.

Homeward Bound Committee: By Teresa C. for Celeste Ridgway (for Canine report)/ Sharon Paul (for Feline Report)

- >Teresa C. reported on behalf of Celeste R. 50 dogs to rescue in February. There was a total 9 dogs in foster homes.
- >Teresa C. promoted importance of foster homes as a lifeline between the flow of adoption/rescue and that fostering can be advocated as a preference volunteer service whether regular, occasional, seasonal etc.
- >Sharon Paul reported 12 cats/kittens to rescue in February. There are a total of 19 cats/kittens in foster. A list is always available upon request. Sharon reported that unfortunately the shelter is already seeing pregnant cat intake. Sharon also reported 33 shelter cats were spayed/neutered in February at the SPOT Clinic and paid for by "Friends of Felines". SPOT clinic appointments are set for 10-12 cats on March 8, 15, and 22<sup>nd</sup>. SPOT Clinic schedule beginning to fill quickly as spring approaches and makes appointments several Wednesdays each month in anticipation of intakes increasing.

Public Relations Committee: By Sharon Paul

- >Public Relations Committee meeting was held on February 26<sup>th</sup>. Extensive agenda was covered including but not limited to: Current PR Venues, "Public Relations, Volunteer, Fundraising Inter-Connected". Copy of the minutes is available upon request.
- >Sharon Paul provided update for Face book: Main Page has 18,562 followers and Group Page has 7,895 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 Pet Finder/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 or attention to the length of time the animal has been calling our shelter "home". 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 next newsletter is scheduled for publication in July 2017.

Fundraising Committee: By: Jamiann Voshel

- >Reported that Fundraising Committee met on March 1<sup>st</sup>. The primary focus was the finalization of Fur Ball event.
- >Reported updates on the results of the recent previous fundraisers:
  - Holiday Business Window Fdrs: \$786
  - The Adelpia: 2/3: \$634
  - Wlmstn. Am. Legion: 2/19: \$168
- >Reported upcoming Fundraisers recapped briefly as follows:
  - >Fur Ball Mar 25 (to date over \$16,000 in cash/sponsors)
  - >Throw down For the Pound Apr 22
  - >2<sup>nd</sup> Annual Purse Bingo Apr 23
  - >Summer Bingo: Wlmstn Am. Legion Aug 06
  - >Working on a Big Fall Event- Update in April

Volunteer Committee By: Amy Rogers

- >Volunteer Committee met on March 11<sup>th</sup>. Topics of discussion included:
  - New Volunteer Center;
  - Changes to Volunteer Program (Shadowing, Orientation, Color Coding, Lanyards, Signage, etc.;
  - Refresher Orientation current volunteers;
  - Current Needs/Upcoming Events/ Retaining Core Volunteers, Supply Drive, etc.

Membership Committee: (By Teresa Cunningham):

- >Membership Committee met on February 19<sup>th</sup> resulting in a “brainstorming” accomplishment. Several ideas to entice membership were discussed including more colorful and visible displays at functions, various incentives to become a member and most importantly as suggested by Christie Sallee to portray to potential members what their \$40 does to actually support the HSOV (i.e. # of vaccinations \$40 would purchase, or # of feline spay/neuters it would cover, etc.);
- >Post meeting Teresa and Sharon P. met with Dona Cernus of CPC Inc. to discuss quotes for items suggested. Will follow-up next meeting;
- >To date there are 40 Members (including Lifetime and General membership categories);
- >Ginger E. suggested concentrate on Junior Membership by including those who participate in Vol. Orientation with their parents and also Girls/Boys Scouts troops.

Unfinished Business:

- >Already discussed roof and truck topper above;

Public Comment:

- >Ginger E. reminded of upcoming adoptathons including:
  - 4/01 Berkshire Hathaway
  - 4/20 Marietta College
  - 7/06 Belpre Library
  - Oct. Chili Cook Off
- >Advised she is providing the County Commissioner a monthly update of volunteer activities throughout the county.
- >At appx. 8:00 p.m. – Julie L. excused the public for Board to enter into Executive Session.
- >Announced next scheduled meeting will be April 4 at 7:00 PM. – same location.
- >At appx. 9:55PM – Julie Lowther, President advised returning to Regular Meeting – Public welcome to return (no-one remaining/returned).

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 DONNA BALL, SECOND BY SCOTT L. ALL IN FAVOR. MOTION PASSED.  
Meeting concluded appx. 10:00 P.M

## POST MEETING MOTIONS:

WEDNESDAY, 3/8/17 @ 8:55 A.M. VIA EMAIL, TERESA CUNNINGHAM MADE MOTION, AND SCOTT LITTLE MOVED TO SECOND AT 9:51 A.M. "TO APPROVE THE WAGE INCREASES FOR THE FOLLOWING EMPLOYEES AS DISCUSSED/AGREED UPON WITHIN EXECUTIVE SESSION DURING THE MARCH 7, 2017 MONTHLY MEETING. PLEASE NOTE FOR THE RECORD A MOTION WAS PENDED UPON RETURN TO REGULAR SESSION ON MARCH 7 AS TO GIVE OPPORTUNITY FOR THE SHELTER MANAGER TO RE-REVIEW THIS FOLLOWINGDAY, MARCH 8, THE APPLICABLE EMPLOYEE FILES BEFIRE A MOTION PRESENTED (HEREIN): SHARON MORRIS, TED LASKOWSKI, DEVON STOUT". THE FOLLOWING RESPONDED YES: TERESA CUNNNINGHAM, SCOTT LITTLE, HOLLI MANNIX, DONNA BALL, AMY ROGERS, SHARON PAUL, AND DON UNDERWOOD (PRESIDENT JULIE LOWTHER DID NOT VOTE). UNANIMOUS IN FAVOR - MOTION CARRIED.

Respectfully,

Teresa R. Cunningham  
HSOV Board Member/Secty.