

May 2, 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.

President's Report: By Julie L.

>Approval of Minutes:

MOTION MADE BY AMY ROGERS AND SECOND BY DON UNDERWOOD TO APPROVE APRIL 4, 2017 HSOV MINUTES. ALL IN FAVOR, MOTION PASSED.

>Julie L. advised that Scott Little has submitted his resignation as a Board Member on April 30, 2017.

MOTION MADE BY HOLLI MANNIX AND SECOND BY DONNA BALL TO ACCEPT THE RESIGNATION OF SCOTT LITTLE MADE ON APRIL 30, 2017. ALL WERE IN FAVOR. MOTION PASSED.

>Julie L. advised that John McIntyre began his position as Humane Officer Trainee on April 24, 2017 and he will attend formal training June 19 – 22.

Operations Committee Report: By Julie L. (on behalf of Teresa C.)

Operations Committee meeting met on April 26, 2017. Areas of discussion included:

- >>Random Drug Screening is in place;
- >>Consider options for alternative CPA firm in future if viable;
- >>Security measures still to be finalized: Passcodes/ Cabinets, etc.;
- >>Community Service lanyards are available and to be utilized;
- >>Walking track details;
- >>Recent Commissioner's meeting was attended by Julie L. and Amy R.;
- >>Upcoming scheduled evaluations to be discussed in next Exec. Session;
- >>New Humane Officer to begin next week;
- >>Campaign ongoing for storage building;
- >>Need for small cat carriers;
- >>Discussion of HB Policy which was voted upon in favor by all "who attended";
- >>New kennel cards to be utilized;
- >>Daily staff meetings are underway;
- >>Investment account annual meeting was attended and reviewing Bank Account Service fee options

Shelter Report: By Misty Carpenter

>Reported the April Intake/Disposition Report:

Canine Intake: 51 / Canine Disposition: 56

Feline Intake: 63/ Feline Disposition: 46

>Misty C. stated that this week promoting a ½ off adoption fee.

Finance Committee Report/Treasurer(s) Report: By Amy Rogers

>Presented April P&L (as of 4/30/17) reflecting negative cash flow of appx. \$11,702.18; however, did not include the city contract check nor the quarterly Safe Harbor (Trust) interest income check -to arrive this week. (see recap).

>Presented 1st Quarter Comparison Report (2015 – 2017) along with Budget vs. Actual-Analysis Report (see memo recap of each). Teresa C. expressed appreciation for obtaining these reports as explained is vital/important for analyzing our performance year-to-date as well as study important trends analysis (see recap).

>Advised total appx. \$2545 received to offset expenses for "Oboe" (\$150 difference she offered to cover personally).

>Bank and MCF Balances were inadvertently not provided (will be reflected June Board Meeting).

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

Building, Grounds & Maintenance Committee: By: Holli Mannix

>See attached report for areas of discussion.

Homeward Bound Committee: By Sharon Paul (Felines) and Teresa Cunningham (Canines)

>Sharon Paul: See attached report for areas of discussion.

>Teresa C. reported on behalf of Celeste R. 20 dogs to rescue in April. Per Misty C. there are 12 dogs in foster homes.

Public Relations Committee: By Sharon Paul

>See attached report for areas of discussion.

Fundraising Committee By Becky Johnston for Jamiann Voshel

See attached report for areas of discussion / upcoming events.

Volunteer Committee By: Amy Rogers

>Stated volunteer “shadowing” program is going very well.

>Stated Eagle Scouts walking path project set for 5/13.

>See attached report for list distributed of upcoming volunteer events/opportunities.

Membership Committee: (By Teresa Cunningham):

>See attached report for year- to-date Membership report (45 members)

>Anticipates order with CPC Inc. (lapel pins, banner, and car clings) within appx. 30 days.

Unfinished Business:

>None

New Business:

>None

Public Comment:

>Becky Johnston expressed appreciation for the recent changes to the Homeward Bound/ Rescue Intake policy.

>At appx. 7:44 p.m. – Julie L. excused the public for Board to enter into Executive Session.

>Advised next meeting on June 6th at 7:00 p.m. – same location

>At appx. 8:28 Julie L. advised returning to regular session – public welcome to return (no-one remaining/returned) .

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

MOTION TO ADJOURN BY SHARON P. SECOND BY TERESA C. ALL WERE IN FAVOR. MOTION PASSED.

Meeting concluded appx. 8:30 P.M.

Respectfully,

Teresa R. Cunningham
HSOV Board Member/Secty.