

October 4, 2016

HSOV Board Meeting Minutes

Call to Order: Meeting was called to order by Vice-President Shelly K.

Present: Shelly Kidd, Celeste Ridgeway, Sandra Brightwell, Teresa Cunningham, Becky Johnston, Deb Ryder, Chris Murphy, Executive Director Kelly Goedel

Excused Absences: Jared McGilton, Scott Martin, Interim Shelter Manager Misty Carpenter

Approval of Minutes:

***MOTION TO APPROVE SEPTEMBER 6, 2016 HSOV MINUTES MADE BY BECKY J. AND SECONDED BY TERESA C. ALL IN FAVOR. MOTION PASSED.**

President's Report: By Jared M.

>No report was given.

Operations Committee Report: By Scott M.

>No report was given.

>No motions brought forward for board vote.

Executive Director's Report: By Kelly G.

>Personnel evaluations and job descriptions are being worked on.

>There was a repair done to the water service line to the shelter.

Finance Committee: By Teresa C.

***MOTION FOR THE HSOV TO APPLY FOR AND SECURE A \$35,000 LINE OF CREDIT WITH PEOPLES BANK IMMEDIATELY BASED UPON THE TERMS PROVIDED AT THE OCTOBER 2016 BOARD OF DIRECTORS MEETING. ONCE SECURED, THE LOC WILL BE ONLY USED FOR PURPOSE OF COVERING PAYROLL AND EMERGENCY SITUATIONS REQUIRING IMMEDIATE PAYMENT. USE OF THOSE FUNDS BY THE EXECUTIVE DIRECTOR SHALL ONLY BE ACCESSED WITH PRIOR BOARD NOTIFICATION AND MAJORITY BOARD APPROVAL, WHICH CAN BE ACCOMPLISHED THROUGH EMAIL VOTING. MOTION BY FINANCE COMMITTEE (READ BY TERESA C. - CHAIR). SECONDED BY BECKY J. VOTING YES – BECKY J., SHELLY K., DEB R., TERESA C., CHRIS M. VOTING NO – SANDRA B. NOT VOTING – CELESTE R. WHO HAD NOT YET ARRIVED. MOTION PASSED.**

***MOTION FOR THE HSOV TO BEGIN BUDGETING A SAVINGS PLAN FOR THE FUTURE PURPOSE OF PURCHASING A CD IN THE AMOUNT OF \$10,000. THE PURPOSE OF THE CD SHALL BE TO REPLACE THE ALL BUSINESS ASSETS SECURED LINE OF CREDIT (LOC) FOR A CD SECURED LOC. BEGINNING JUNE 2017, \$1200 SHALL BE SET ASIDE FROM THE SAFE HARBOR SCHAFFER TRUST QUARTERLY INTEREST PAYMENT INTO RESTRICTED FUNDS FOR SAID PURPOSE AND CODED AS FUTURE INVESTMENT. MOTION BY FINANCE COMMITTEE (READ BY TERESA C- CHAIR). ALL APPROVED. MOTION PASSED.**

>Discussion was had as to what the treasurer duties will be handled after Becky J.'s term as a board member ends on December 6, until new officers are elected on January 3. Becky has offered to volunteer her services during that period.

>Discussion was had about board members needing to make annual contribution at their capacity, that are verified by a charitable contribution form, in order for the HSOV to be able to apply for some grants that require contributions from board members. The contribution can be cash or in-kind contributions. Contributions need to be in by the end of October to potentially be eligible for grants next year.

>Kelly G. provided a preliminary budget for 2017 for review before the next meeting.

Treasurer's Report: By Becky J.

***MOTION TO APPROVE THE TREASURER'S REPORT MADE BY DEB R. SECONDED BY CHRIS M. ALL IN FAVOR. MOTION PASSED.**

Building Maintenance and Grounds Committee Report: By Sandra B.

>No report was given.

>No motions brought forward for board vote.

Homeward Bound Committee: by Celeste R.

>A report was e-mailed.

>No motions brought forward for board vote.

Public Relations Committee: by Scott M.

>A report was e-mailed.

>No motions brought forward for board vote.

Fundraising Committee: by Becky J.

>A report was e-mailed.

>No motions brought forward for board vote.

Volunteer Committee: by committee

>Upcoming events were mentioned.

>No motions brought forward for board vote.

Membership Committee: by Teresa C.

>There are 70 current members.

>Anyone interested in running for a board position needs to notify Teresa C. no later than November 6.

>No motions brought forward for board vote.

Unfinished Business:

>None.

New Business:

>None.

Public Comments:

>None.

Executive Session

Post Executive Session

***MOTION FROM THE FINANCE COMMITTEE (READ BY CHRIS M.) TO CHANGE THE EMPLOYEE VACATION POLICY AS FOLLOWS: EFFECTIVE NOVEMBER 1, 2016, EMPLOYEE VACATION POLICY AS STATED IN CURRENT EMPLOYEE MANUAL SHALL BE REVISED TO READ AS FOLLOWS:**

-HSOV FULL TIME EMPLOYEES SHALL RECEIVE 40 HOURS VACATION TIME UPON THE ONE (1) YEAR ANNIVERSARY OF THEIR DATE OF HIRE.

-HSOV FULL TIME EMPLOYEES SHALL RECEIVE 80 HOURS VACATION TIME UPON THE TWO (2) YEAR ANNIVERSARY OF THEIR DATE OF HIRE.

-HSOV PART TIME EMPLOYEES (SCHEDULED TO WORK LESS THAN 40 HOURS/WEEK) WILL RECEIVE VACATION TIME EQUAL TO THEIR AVERAGE WEEKLY WORK SCHEDULE UPON THE ONE YEAR ANNIVERSARY OF THEIR DATE OF HIRE.

-EMPLOYEES MUST USE ACCRUED VACATION TIME PRIOR TO ANNIVERSARY DATE ANNUALLY, AND NO TIME WILL BE CARRIED OVER INTO NEXT YEAR.

-ELIMINATION OF ITEM #5 OF CURRENT POLICY THAT ALLOWS FOR THE "CASH OUT" OF VACATION LEAVE.

SECONDED BY BECKY J. ALL APPROVED. MOTION PASSED.

***MOTION TO CREATE TWO LEAD TECH POSITIONS, ONE DOG, ONE CAT, INTERCHANGEABLE AT THE WAGE DISCUSSED IN EXECUTIVE SESSION MADE BY BECKY J. SECONDED BY DEB R. VOTING YES – SHELLY K., BECKY J., TERESA C., DEB R., CHRIS M. VOTING NO – CELESTE R., SANDRA B. MOTION PASSED.**

***MOTION TO ADJOURN MADE BY CHRIS M. SECONDED BY BECKY J. ALL IN FAVOR. MOTION PASSED.**

>Next meeting Tuesday, November 1, 2016, 7:00 PM

Post Meeting Motions/Notes:

>None.