

**HUMANE SOCIETY OF THE OHIO VALLEY
MONTHLY BOARD MEETING
JUNE 6, 2017**

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 TERESA C. AND SECOND BY SHARON P. TO APPROVE MAY 2, 2017 HSOV MINUTES. ALL IN FAVOR, MOTION PASSED.

Shelter Manager's Report: By Misty C.

>Distributed May 2017 Canine/Feline Intake Disposition Report; however after review found it to be that of 2016. Sharon Paul to provide her same report before next meeting (see attached).

>Distributed Temporary Fire Escape Plan

>Distributed samples of new "Hold" Kennel Cards

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

>Presented the May P&L (as of 6/5/17) reflecting positive cash flow of \$47,489.58; however, this included both the Trust Interest distribution and a large bequest (totally together appx. \$77K) along with two did not include the City of Marietta contract payments. Given the large bequest the Line of Credit to Peoples Bank was extinguished and vetting bills paid current. In addition, the \$2K in office supplies categories was offset via a grant.

>See attached for the Peoples Bank and the MCF Statement Balances, respectively.

>MOTION MADE BY HOLLI M. AND SECOND BY DONNA B. TO ACCEPT THE TREASURER'S RPT. ALL WERE IN FAVOR. MOTION PASSED.

Building, Grounds and Maintenance Committee Report: By: Holli Mannix

>See attached report for areas of discussion.

>MOTION MADE BY HOLLI M. AND SECOND BY TERESA C. TO APPROVE A QUOTE NOT TO EXCEED \$1,700 FROM STANLEY ELECTRIC FOR INTERIOR LIGHTING. ALL WERE IN FAVOR. MOTION PASSED

>Teresa C. asked everyone to note within this month's committee report that a safety inspection had been performed free of charge by "Integrity Home Inspections (Mike Reel)" and if we consider that the remedies needed likely will be donated time/labor (electrical union) will offset that of the \$1700 approved above.

Operations Committee Report: By: Teresa Cunningham

>Operations Committee was held on May 31. In attendance along with board members was Misty C. & Renelle C.

>See attached Meeting Agenda for topics of conversation (both Old and New Business). No motions were made during this meeting.

Homeward Bound Committee Report: 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. 21 dogs to rescue in May. There were 14 dogs in foster (per Misty C.).

Public Relations Committee Report: By Sharon Paul

>See attached report for areas of discussion.

Fundraising Committee Report: By Jamiann Voshel

See attached report for areas of discussion / upcoming events.

Volunteer Committee Report: By Amy Rogers

- >See attached report for list distributed of upcoming volunteer events including parades.
- >In addition, an upcoming adopt-a-thon for “cats only” will be held at Pet's Plus on 6/24 and 6/25.

Membership Committee Report: By Teresa Cunningham

- >Distributed year- to-date Membership report with one (1) new member since that of last month report
- >Membership promos will be available for pick-up by 6/10 (CPC INC – Dona Cernus).

Unfinished Business:

- >None

New Business:

- >None

Public Comment:

- >JoEllen Gray stated that she spoke with “The House of Hope” where she also volunteers and they have offered to water the new tree at the end of the walking path.
 - >Becky Johnston stated she has spoken with a representative of Sherwin Williams Paint regarding the kennel project.
 - >Jamiann Voshel inquired on the availability of having available for sale our HSOV t-shirts at the local pet stores like other local shelters do.
- >At appx. 7:32 p.m. - Julie L. excused the public for Board to enter into Executive Session.
 - >Advised next meeting on July 11 at 7:00 p.m. - same location
- >At appx. 8:18 Julie L. advised returning to regular session – public welcome to return (no-one remaining/returned).
 - >No motions arose out of Executive Session discussion.

MOTION TO ADJOURN BY DON U. AND SECOND BY DONNA B. ALL IN FAVOR. MOTION PASSED.

Meeting concluded appx 8:20 P.M.

Respectfully,

Teresa R. Cunningham
HSOV Board Member/Secty.

<u>Account</u>	<u>Quickbooks 5/31/17</u>
General	\$24,915.96
Petty Cash	\$104.50
Special Projects	\$3,754.87
Surplus	\$502.14

<u>Account</u>	<u>Bank Statement 5/31/17</u>
General	\$29,951.88
Petty Cash	\$104.50
Special Projects	\$3,754.87
Surplus	\$502.14

MCF Balances as of 5/31/17

General Fund	\$24,706.84
Medical Fund	\$14,760.79
Facilities Fund	\$32,500.15
Schafer Trust	\$1,748,537.21

Teresa Cunningham

From: Teresa Cunningham
Sent: Monday, June 05, 2017 5:36 PM
To: Teresa Cunningham
Subject: Fwd: BMG for May

Sent from my iPhone

Sent from my iPhone

Begin forwarded message:

From: Holli Mannix <hollimannix@yahoo.com>
Date: June 4, 2017 at 7:25:44 PM EDT
To: Hsov Board <board@hsov.org>, Misty Carpenter <manager@hsov.org>, "perry2ls@frontier.com" <perry2ls@frontier.com>
Subject: BMG for May
Reply-To: Holli Mannix <hollimannix@yahoo.com>

Here are the things that took place in May for BMG

1. Faucet replaced outside done by Carvers Plumbing and electrical. \$250. I might add Todd started this project, and probably saved us considerable labor costs. Steve and Todd then finished filling hole back in and using their concrete. Got an estimate for the backflow preventer. This is the large pipe in the laundry room that has been leaking for well over a year. Clyde dumps the bucket continually under the leak. Ted Vandyke with this company said this is an area that needs attention asap. I know Ted, and have done business with him several times and hes never steered me wrong. The estimate is for \$741. This is something I would like to get taken care of.
2. As previously discussed in OPS meeting, the storage container is a work in progress.
3. One more Electric estimate came in at 1700. The job was broken down by rooms so if we didn't want to do all we wouldn't have to, but Stanley Electric said they could probably make the estimate a bit lower if we were to do the job in its entirety. This estimate did not include outside lighting near play yards. It was only for the electric needed inside. The outside lighting needs further discussion, which would possibly involve a wooden telephone pole for lack of a better word. Stanley Electric was also to perform a safety check for us but had not gotten back to us with that part of the estimate.
4. As previously discussed about a safety alarm system, we have back 2 estimates. One from Stanley Electric for \$250, The other from American Way for 1400. This is a request a couple of the staff had requested. Personally Id like to see us buy several more of the blow horns, that we have already, and place them strategically around different places and call it a day for now. These horns get the dogs attention immediately.
5. Teresa helped us with the name of a gentleman who does home inspections, a Mr. Reel. He came out this past week and performed an electric safety inspection. I can forward the inspection per request of you'll or I will have 1 copy you'll can look over at the board meeting for June. Mr. Reel gave me a name of someone at our local electric union who might choose to perform the safety upgrades as a donation, if we were buy the necessary supplies if that is what we choose to do with his findings.

6. Katty Gilbert and her family donated a yard spreader to hsov. I have looked into Diatomaceous Earth for the play yards for all sorts of things living in there. It is safe for humans and animals. It wont kill everything, but it will help. I hope to get that ordered this week, and I have someone willing to donate it. I had Joy exterminators come out to spray for ants, they had to come back 2 more times, and I am still seeing ants. I'm trying to prevent them from entering the building and getting in the cat cages like last year. I am hoping spreading D.E around the perimeter of the building will take care of the ants

7. Mike Montgomery has stepped forward and is willing to assist us with a lot of the maintenance issues I had previously scheduled with Austin Clark. I hope to get together with him this week and go over the list with him. It includes, the metal door issue, the roof issues, among other things. He has already patched the hallway wall, and worked on the sink in the back bathroom.

8. Thermofisher came on May 26th for a volunteer day for their company. They bathed dogs, mowed the grass, and painted our kennels. Unfortunately Misty informed us we need to start over with the kennels. She is looking into this new project.

9. Our washers/dryers have been giving us fits. Linda Perry is keeping this in mind, and looking into donors for the future. I did find out our Speed Queen, which is the newest washer is under a 5 yr warrenty. Patton Appliance is who we call if we have any issues with that one. Please keep in mind our dryers are very old, and if you'll know of anyone getting new that could donate an older working one, we would take it.

Thank you Teresa, Linda and Donna for your help this month !

I'm sure I have forgotten something, but this is it for now.

Holli

HSOV OPERATIONS COMMITTEE MEETING

MAY 31, 2017

I. OLD BUSINESS:

- A. Passwords changed/ Cabinets organized cleaned so can be locked
- B. Shelter Pro/Computer System changes/updates complete
- C. Alternate CPA Firm: Walk Accounting?: Jennifer Schenkel
- D. Attendance of Commissioner's Meetings? Thursdays 9:00 a.m.: Who?
- E. Storage Building Campaign Progress
- F. Color Coded "NOT AVAILABLE" kennel cards status
- G. Daily Staff Meetings taking place
- H. Bank Account Service Fee savings findings
- I. Training date for HO –plans/structure upon completion/certification
- J. Vehicle Maintenance monitored on the dry erase/ bulletin board
- K. Upcoming Reviews and outlines/formats to utilize (provided after last Ops Mtg)

II. NEW BUSINESS

- A. Phone Settings/Voice Recording Message/Hours
- B. HSOV representation at upcoming parades, fairs, etc...
- C. Proposal by Shelter Mgr. for a new staff position
- D. Discuss scheduled /paid break times per Employee Policy

SHARON PAUL – REPORTS FOR JUNE 6, 2017 HSOV BOARD MEETING

HOMEWARD BOUND (Felines)

Feline Foster

There are currently 38 cats/kittens in foster care with 18 foster families. Several are kittens who will be adopted after they are old enough to be spayed/neutered.

Feline Rescue

There were 22 cats/kittens transferred to rescue groups in May 2017.

June is starting off great for feline rescues and hope it continues! 35 cats have been sent to rescue from June 1st to June 5th (including two cats that were feline leukemia- and FIV positive).

Feline Spay/Neuter

There were 24 shelter cats spayed/neutered in May 2017. All were taken to the Spot Clinic and paid for by Friends of Feline Fund. We have cat appointments at the Spot Clinic for June 7th, June 14th and June 28th.

PUBLIC RELATIONS (Facebook/Petfinder/Adoptapet/Newsletter)

Facebook (as of June 5, 2017)

HSOV Main Page – 19,041

HSOV Group Page - 8,180

Posts with the highest reach in May 2017 were:

Hope (Ella) – Boxer left in cemetery - reached 33,104 on main hsov fb page (as of June 5th)

Petfinder/Adoptapet

New HSOV dogs and cats continue to be photographed and added to Petfinder.com, Adoptapet.com and the main HSOV facebook page albums on a daily basis. I also take updated photos of dogs/cats who have been in the shelter awhile (or their physical appearance/dispositions have improved) and post those with new descriptions in hopes they will be noticed. Many times all it takes is a new photo to catch an adopter/rescue's eye or to call attention to the length of time the animal has been calling our shelter 'home' ☺

Updates about adoptions/reclaims are posted throughout the day and dogs/cats sent to rescue are moved from the available albums to the adopted/rescued ones to keep the three sites accurate and up-to-date.

Newsletter

Next newsletter is scheduled for publication in July 2017.

6/5/2017

FUNDRAISING UPDATE FOR JUNE 2017

****Jamiann, Deb and Becky Present ****

*****Shelly and Michele Not Present*****

COMMITTEE MEETING THURSDAY MAY 25TH 5:30-8:30

JUNE PICK YOUR PRIZE BINGO

- Was on Sunday June 4th at the American Legion in Williamstown
- Low turnout (nice weather and most likely vacations)
- Thank you to Julie and Amy for helping work the event.
- We raised \$964.10 after expenses (room, bingo supplies, prizes, food,etc)

JULY SCAVENGER HUNT

- Friday July 14th Starts at 7pm at Gators on 2nd Street in Marietta.
- He was generous last year to allow us to hold the event at his establishment and was more than happy to do it again this year.
- Brining fliers to meeting ...if someone would be nice enough to post all around shelter we would appreciate it.
- Would love to have board and/or volunteers put a team together for the event.
- We are also looking for some helpers the night of event
- We could use roughly 8-10 workers

AUGUST BINGO

- Scheduled for Sunday August 6TH At the Williamstown American Legion.
- This is our large bingo my best friend and I started 3-4 years ago.
- Generally Filled 31 Bag Bingo but people have been asking for some cash prizes. We are considering doing a couple money prizes or changing it up a little bit.

SEPTEMBER BARK IN THE PARK ~ PAWS WALK AND FAMILY /DOG CARNIVAL

- AS BECKY announced last month this is going to be a big event
- Sunday October 1st at the Tomlinson Park in Williamstown.
- Games for Humans and Dogs
- Ashlee Scott Memorial Paws Walk
- Blessing of the Animals,
- Concessions
- Pet competitions and more!
- We have started getting letters and sponsorship forms out to area businesses
- Event plans are already on paper and organizing has begun
- In Mid to End of July we will begin putting Fliers up around town, shelter and advertising the event more.
- Like Fur Ball we are in the beginning stages of getting sponsorship.
- We will have sponsorship and registration forms at the shelter for people interested and also later on we will want to have the registration form on website.

