

**HUMANE SOCIETY OF THE OHIO VALLEY
MONTHLY BOARD MEETING
NOVEMBER 7, 2017**

Present: Julie Lowther, Amy Rogers, Teresa Cunningham, Holli Mannix, Donna Ball, Sharon Paul, Tim Cole, Mgr./E.D.

Approval of Minutes:

MOTION MADE BY HOLLI M. AND SECOND BY DONNA B. TO APPROVE OCT 3, 2017 HSOV MINUTES.
ALL IN FAVOR, MOTION PASSED.

President's Report: By Julie L.

>Introduced Tim Cole as new Manager/Executive Dir effective October 30th. Mr. Cole also stood for self-introduction and short bio of his education, experience, etc.

Operations Report: By Julie L.

- >Operations Committee was held on November 1, 2017. All were present except Teresa C. Areas recapped are:
 - Guest: Rick Walters, Wash. Co. Commissioner: Discussed Financial Stmts. vs. Audit, county contract to be finished 12/31, status of vet bills outstanding, staff interaction and public image.
- >Recap of Tim's initial 3 days and his observations, suggestions, plans to be implemented 2018.
- >Set up a meeting between Tim C. as Mgr. / E.D. and Celeste R. as Canine Rescue Coord.
- >Update on follow-up calls to Foster-To-Adopt program.
- >Scheduling a meeting with Louise Holmes upcoming this month per Ms. Holmes request.
- >Upcoming grants to pursue such as the MCF "Grant Your Grant" and the \$2M Bill Gates Grant.
- >General discussion to renew the Peoples Bank LOC.
- >Christmas Parade on 11/25.

Shelter Manager's Intake/Disposition Report: By Tim Cole, Mgr. /E.D. (Prepared by Sharon Paul)

>Distributed YTD through Oct. 2017 Canine/Feline Intake Disposition Report:
Canine Intake: 46 (YTD 669)/ Canine Disposition: 61 (YTD 667)
Feline Intake: 57 (YTD 764)/ Feline Disposition: 66 (YTD 689)

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

- >Presented the October P&L (as of 11/05/17) reflecting Net Profit for month of Oct. of \$6,794. This includes the Trust Fund quarterly distribution of \$16,672 and also a bequest (Kerr) of \$1.8K. Other fundraising income included that of Kroger, \$2 Tuesday, Jacket Raffle, Paint Party, and Magnet Sales. Non recurring expenses including generator property tax, and tires for the Humane Officer truck. However, expenses does not include vet bills not yet received which would likely then reflect a "break even" month.
- >Distributed Budget -to- Analysis report for our fiscal year which ended 10/31 reflecting income returned at 94% of goal; however, expenses was over by 15% of budget; Expenses exceeded income by \$36K.
- >Provided Peoples Bank balances as of 10/31/17 and MCF balances as of 9/30/17 (see attached).
- >Provided most recent Accounts Payable Aging Report for review.
- >MOTION MADE BY TERESA C. AND SECOND BY SHARON P., TO ACCEPT THE TREASURER'S RPT.
ALL WERE IN FAVOR. MOTION CARRIED.

Building, Grounds and Maintenance: By: Holli Mannix

- >Introduced Mike Montgomery who gave update on his coordination of the donation of a Pepsi Trailer for storage.
- >Also have plans for future projects including donation of a cooler for storage and addressing the drainage system.
- >Holli also thanked Michelle Shamblin for donation of the storage shelves for the trailer and the signage purchased.
- > (See attached) for additional Building & Grounds accomplishments and plans.

Homeward Bound Committee: By: Sharon Paul (Felines) / Teresa C. (Canines)

Felines

- > Provided detailed list of all cats/kittens in foster
 - 73 cats/kittens in foster within 36 various foster homes
 - 13 cats/kittens transferred to rescue groups in Oct.
 - 18 cats/kittens were spayed/neutered in Oct. at the Spot Clinic – ALL of which were paid for by “FRIENDS OF FELINES”. There were 16 cats scheduled on 10/25; however the SPOT clinic canceled. We were able to have 6 then taken on 10/26 and remaining 10 on 11/3. There are 28 booked appointments for both Nov & Dec.

Public Relations Committee: By: Sharon Paul/Linda Perry

- >HSOV Main Page as of 11/5: 19,851 followers and HSOV Group Page 8,839 followers.
- >Petfinder, Adopt-a-pet and HSOV albums are updated daily along with updated photos on for our longer residents.
- >The September 2017 newsletter was published October 2nd. Now working on December 2017 Newsletter and emphasis will be end-of-year giving along with awareness of cost to operate the shelter and highlight shelter staff.
- >We will be participating in MCF “Grant Hour Grant” challenge to be held 11/12 – 11/18.
- >Linda P. contacted Jack Horton of 96.9 who will provide air time – this to be scheduled.
- >Linda is also in an effort to bring focus to the welcoming and caring nature of our volunteers/staff, has begun to better recognize weekly in the “Welcome” on FB group page.
- >Ginger E. stated recent Furball committee discussed need to promote on radio for better awareness to the event.

Fundraising Committee By: Jamiann Voshel

- >Reported the following upcoming events:
 - November 16: Wendy's % Giving's Day – Pike St. location
 - December 3: Christmas Bingo at Am Legion, Wlmstn
- >Amy R. reminded “Photos with Santa” will be Dec 9 & 10 at We Love Pets

Volunteer Committee By: Amy R. for Beth Underwood

- >Nov 11 – Belk's Annual Santa Fest
- >Nov 25 – Small Business Saturday (Chamber of Commerce)
- >Dec 01 – Green Acres Friday
- >Feb 25 – Eli Chapman Foundation's Pet Parade and Talent Show

Membership Committee: By Teresa Cunningham:

- >Stated 9 new memberships which will credit to 2018 (most of which had paid twice in 2017)
- >The deadline has passed to be eligible to vote at the Dec. annual meeting and/or to be a board member candidate.

Unfinished Business:

- >None

New Business:

- >None

Public Comment:

- >Esther Salem described woodworking items that she will be selling at three (3) different Marietta locations including Wit & Whimzy Unique Gifts, Putnam Chocolates and upcoming O’Neal Center Craft show. All profits will benefit three different non profits one of which is HSOV.
- >Becky Johnston advised we may want to confirm our Friday evening scheduled at Green Acres on Dec. 1 as this is also their “Midnight Madness” function.
- >Becky Johnston inquired who were the nominees for board members. Teresa C. responded the only candidate /nominee is Esther Salem (in attendance).
- >Brenda DeWeese inquired as to when muzzle policies will be relieved of certain dogs such as Kelly. Tim C. responded that he will observe review and determine with the safety of people/public along with the animals being priority. She also inquired of status of the lost pup “Rusty” for which response being that no updates received and a visit to the home from which he went missing was performed.

>Julie announced that he next meeting will be Dec 5th at 7:00 same location. Julie L. (at appx. 7:46 p.m.) advised that would now be entering into Exec. Session – public welcome to rejoin upon completion.

>At appx. 8:47 returned to regular session. The following motions were made:

MOTION TO INCREASE THE HOURLY WAGE AS JUST DISCUSSED IN EXECUTIVE SESSION OF LIZ STINGLEY EFFECTIVE 11/20 UPON COMPLETION OF HER PROBATION PERIOD MADE BY TERESA C AND SECOND BY DONNA B. ALL WERE IN FAVOR, MOTION PASSED

MOTION TO ACCEPT THE POLICIES COMPOSED BY TIM C. (AT WILL EMPLOYMENT POLICY, CELL PHONE POLICY, CODE OF CONDUCT POLICY) MADE BY DONNA BALL AND SECOND BY AMY R. ALL WERE IN FAVOR, MOTION CARRIED.

MOTION TO RENEW THE PEOPLES BANK \$35K LINE OF CREDIT WAS MADE BY TERESA C., SECOND BY HOLLI M. ALL WERE IN FAVOR. MOTION CARRIED.

Being no further discussion from the board or the public the meeting completed.

MOTION TO ADJOURN BY AMY R. AND SECOND BY DONNA B. ALL IN FAVOR. MOTION PASSED.

Respectfully,

Teresa R. Cunningham
HSOV Board Member/Secty.

POST MEETING MOTIONS

NONE

| <u>Account</u> | <u>Quickbooks10/31/17</u> |
|------------------|---------------------------|
| General | \$4,402.89 |
| Petty Cash | \$124.30 |
| Special Projects | \$1,013.04 |
| Surplus | \$492.16 |

| <u>Account</u> | <u>Bank Statement 10/31/17</u> |
|------------------|--------------------------------|
| General | \$14,173.35 |
| Petty Cash | \$124.30 |
| Special Projects | \$1,013.04 |
| Surplus | \$492.16 |

MCF Balances as of 9/30/17

| | |
|-----------------|----------------|
| General Fund | \$21,147.45 |
| Medical Fund | \$9,927.94 |
| Facilities Fund | \$31,167.17 |
| Schafer Trust | \$1,799,428.17 |

