

Oregon Coast Humane Society
Board Meeting Minutes
March 10, 2021

Location: Shauna's home observing COVID protocols

Present: Shauna Robbers, Judy Thibault, Sandy Davidson, Laurie Arms, Elizabeth Thompson. Absent: Judy Roth

Meeting called to order at 1:00 pm

Roll Call: All present including Executive Director except Judy Roth

- I. Agenda approved,
- II. Discussion on Past minutes
 - A. Correction of Jan 27, 2021 minutes and explanation of clarity.
Motion to approve minutes, seconded and passed.
Jan 27, 2021 Executive Session minutes approved, seconded and passed
 - B. Motion to accept Minutes of Executive Session Jan 19, 2021
approved, seconded and passed with one abstain.
- III. Executive Director's report (after 6 days on the job)
 - A. Construction update;
 1. upstairs is basically done, will begin downstairs cat area and kennels. Cats will be returned to upstairs in stages. All dogs, not in temporary foster, are to be transferred to Wild Rivers Animal Rescue immediately so kennel reconstruction can begin. Kennel expert coming to help design new kennels
 2. Concern about whether washer and dryer are going to be put in one room, as planned. ED will follow-up
 3. Cabinets upstairs still need to be installed
 - B. Thrift Store
 1. Shelter staff will support projects at Thrift Store. Go through storage areas, cleaning, sorting, preparing for 50% off sale
 2. Strategize with Lynne on 30-day goals
 3. Boutique will be open during floor remodel in Thrift Store
 - C. Volunteers:
 1. Contact every application given in for dog walkers, may check with old dog walkers, too

Oregon Coast Humane Society
Board Meeting Minutes Mar 10, 2021 (cont.)

2. Will contact Coastal Gym about the walking club about walking our dogs after we get our dogs back in kennels
 3. Plan to retrain dogs from barking when anyone passes in hall
 - a. Positive reinforcement
 - b. Dogs need to get out more
 - c. Consider housing dogs together when appropriate
 - d. Dogs can go on car rides with volunteers, relax dog care
- D. Personnel/Policies and Procedures
1. Need full policy in place around Professional and Ethical Communication signed by staff
 2. Covid protocols need to be in place and adhered to*
 3. Safety procedures and OSHA guidelines created and shared*
 4. Hourly employees and lunch breaks, staff will schedule breaks*
 5. Time keeping system, need regular sign in and out
 6. Inventory and lock up medications and flea meds
 - a. Build in locking cabinets for meds, upstairs too.
- * New forms have been created to begin new procedures
- E. Bequests/Grants/Capital Campaigns
1. Meeting with Scott Stewart about capital campaign
 2. Information from Suzy Lacer for grant writing fees. We have significant talent in-house to write grants. A wish list is created. Lacer will be used for large grants
 - a. Adding our animals to Pet Finder
 - b. Create Grant Calendar for the year
 3. Researching Western Lane Community Foundation to begin Networking for bequests and food sharing
 4. Employee Insurance
 - a. Have requested info and quotes from CSNW Benefits, PBC Insurance, professional acquaintances and from healthcare.gov for businesses. Health Net and Providence are not in Florence Regence, Blue cross/Blue Shield, and Moda can be considered

Oregon Coast Humane Society
Board Meeting Minutes, March 10, 2021 (cont.)

III. Executive Director's report (cont.)

- F. Vet Search discussed with 3 main leads
 - 1. Equipment is adequate, labs get sent out, return in 1-day
 - 2. Will speak with Dr Schaad asap to complete information
 - 3. Begin search for 3-day week vet after construction project is complete.
 - 4. Eventually expand space to better accommodate community pets
- G. Hours will be flexing for a couple weeks-Jenny and Pam will be informed

IV. President's report

- A. Nominations are on-going now through May 1, 2021. Ballots go out after May 1, and due in before June 1, ballots counted and winners announced after, new Board is seated July 1, 2021
- B. Volunteer of the Year nominated, need one for shelter
- C. Ebay set up as charity?
- D. Elizabeth—all signed employment agreements to Secretary
- E. Need Press release from Scott on new ED for paper, radio, newsletter.
- F. 80 bags of cans and plastic taken to bottle drop. Jerry Hatcher now takes over his position as Recycle Coordinator
 - 1. Great new volunteer can help Jerry
- G. Contractor brought hard copy of all details to shelter with bill of \$57K with detail invoice. They don't use deposit until half-way through the job, so bill gets paid
- H. Estate still in process. We are waiting for approximately \$350K. Executors want portion of funds to go towards some project named after the benefactor
- I. Start putting business members logo on our newsletters. Also change the Membership level from basic, \$250/yr and lifetime, \$2,500, instead of dog representations. Current members are Spruce Point and Remax, and Deb Larson Massage Therapist.
 - 1. Put logos on fence or sign for more visibility, (Joe Merves plaques)
 - 2. Renew slide for City Lights cinema slide through Siuslaw News
 - 3. Encourage people to sign up for 'Amazon Smile'. Amazon donates a percentage of purchase to favorite charity. Add to newsletter, web

Oregon Coast Humane Society
Board Meeting Minutes. Mar 10, 2021 (cont.)

IV. President's report (cont.)

- 4. Check into creating sustaining memberships with auto withdrawal
From donors checking acct.
- 5. Also check into Fred Myers' donation button
- J. 'Woof Trax' app needs to be encouraged. This is tracking walking miles for
Donation. Add to newsletter
- K. Shelter Manager took on-line course in employee management, will
purchase a book and be reimbursed. Book will be continuing resource
- L. Creating 'Go Fund Me' for new kennels?
- M. 'Go Fund Me' for dog bathtub went over requested amount, so a larger
tub was purchased and accessories to connect it.
- N. Contact garden supply to redo gardens in front of Thrift Store

V. Vice President's report

- A. Find out about person that passed and named OCHS as beneficiary
- B. Mini internal audit needs to be completed

VI. Treasurer's report

- A. Discussion on involvement with Food Bank involvement, Sarah Fund
- B. Flat Contract of \$5K with Police Dept for accepting lost/abandoned dogs.
May need to negotiate for Lane County fees
- C. Working on budget. Will be ready next meeting
- D. Found border line on property we are asking for. It is a good distance.
 - 1. Will measure and create sketch for property we are asking for

VII. Board Member report

- A. Checking in with volunteers, slim response to returning to Thrift Store
- B. ED is sending email volunteer apps for Thrift Store to T.S.

Move to Executive Session at 2:53pm

Return to Regular Session at 3:17pm

VIII. Motion to hire Elizabeth Thompson as Executive Director for OCHS. Motion
seconded and passed with all positive votes and one in abstentia. Welcome!

Meeting adjourned at 3:20pm

Next Meeting will be Wed., April 14, 2021

Respectfully Submitted by,

Judy Roth, Secretary