

**OREGON COAST HUMANE SOCIETY
BOARD MEETING MINUTES
APRIL 8, 2020**

Location-Shauna's home respecting CDC guidelines for COVID-19

Present: Shauna Robbers, Sandy Davidson, Jackie Parker, Judy Thibauld,
Judy Roth

Call to Order 2:08

Agenda approved

1. Payroll Protection Plan
 - A. The formula to determine full and part time employees shows we have 10 full-time employees. This loan pays up to \$1,000 per employee.
 - B. Discussion on applying for this money to help through the Covid-19 shutdown, and keeping our employees working
 - C. A copy of Driver's License from the four officers of Board need to accompany application
 - D. A Motion to apply for the Paycheck Protection Program was made by Sandy and seconded by Judy T. Unanimous vote passed the motion.
2. Application is also being made for the Disaster Loan Assistance, a pool for Small Business Loans funded through the SBA
3. Approve previous minutes.
 - A. Minutes from March 4, 2020-Motion to approve minutes as corrected. Seconded and passed.
 - B. Minutes from March 22, 2020-Motion to approve minutes as revised. Seconded and passed.
4. Work for Jasper
 - A. Repopulate Amazon Wish List on web page
 - B. Send PetFinder "ask" bulletin to Jasper to see if he can use it for a model on our OCHS web page. It is specifically asking for help during the COVID-19 shut-down for fosters and more.

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5. Board discussed the difficulty we are having accessing the shelter and sharing ideas with shelter staff.
6. New part-time hire for cats & dogs care. Aaron (full-time) is leaving

7. Discussion about placing a hiring freeze in effect immediately, for full and part-time people. Staff will be notified. Current salaries total \$30K/mo.
8. ED will be starting soon, he can do assessments and look at personnel needs, also considering lack of volunteers. Need to encourage more volunteers after Covid. ED will be in quarantine for 14 days after arrival and can use that time to work on fund raising ideas and SOP's.
9. Bleu was adopted and the adopter also donated adoption fee for 5 other dogs. Good FB story.
10. Did we get the letter to the donors with the offer of complimentary membership set to go? Not yet.
11. Discussion about applying for grants. Pedigree has a Covid-19 grant available. ED applying for 2 grants
12. Need more visibility and activity in community. Scott Stewart will write appeal letters. How do we want to use them? Informative for FB or for newspaper. He's charging \$48/hr., no commitment
 - A. Reviewed and corrected list of needs in letter. Use the short letter. Can use in our newsletter
 - B. Motion made to sign a Letter of Agreement with Scott Stewart to write letters and ads, minimum until ED takes over. Motion seconded and passed, will sign and return letter to him.
13. Ask Board members each to call pet food distributors (2) to donate or partner with OCHS. Good PR and in return we give recommendation for food.

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14. Make list for ED things we consider important; soon, sooner, soonest. We need to provide him Community Calendar.
Discussion about virtual meetings, Google Suites, and Meet
15. Nomination committee brought Election discussion.
Decision taken by all board members to decline 2 nominees.
There is still 3 weeks left to receive nominations. May 1st.
16. We should each take a photo and write a short bio for inclusion on our web page and FB. Send to Sandy

Board Meeting adjourned 3:33 pm
Respectfully submitted by
Judy Roth, Interim Secretary