

Oregon Coast Humane Society
Board of Directors Meeting Minutes—Special Meeting
Shauna Robber's home
March 22, 2020 (Date changed from 3/18/20)

Call to order 12:28 pm

Attendees: Shauna Robbers, Sandy Davidson. Jackie Parker, Judy Thibault,
Judy Roth

Agenda: Concerns over financial viability in aftermath of Covid-19

Web presence

Top two candidates for ED position

Lee Kirsch initial cost analysis

Thrift Store

Donors should be recognized

Grant writing

1. How are we going to continue to fund this organization because we don't know what our recovery is going to look like. Monthly expenses to run the organization are approximately \$50,000
 - A. We need on-line presence, transparency. Ie: Web-cam in kitten room
 - B. Non-event event
 - C. Host webinar – "Group-on". 'Go-to-meeting' or 'bluejean' programs
 - D. Sponsorship programs for dogs and cats
2. Dog training.
 - A. K-9 Genius, Crystal uses prong collar, so staff will not have her in to train
 - B. Front clip harness we need to get more. Turns lunging dog around
3. Can't take bottles and cans in town, need to go to bottle drop
4. We're out of animal food and credit card isn't working. (Refer to minutes Mar. 3, 2020, concerning Corporate Resolution to procure credit card)
5. Discussion of top two candidates for Executive Director position.
 - A. Compare both candidates, #1 and #2, for strengths and fit with OCHS
 - B. Came to decision to offer job to candidate #2
 - C. Motion made to offer ED position to candidate #2. Seconded and passed
 - D. Motion made to prepare same offer for Candidate #1, should first offer not be accepted. Seconded and Motion passed.

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- E. Phone call was made to candidate #2 offering the ED position. Offer was accepted. This method was chosen because the COVID-19 pandemic creates urgency in filling this position.
- F. An Employment contract and Letter of Commitment will be sent to him immediately
- 6. Lee Kirsch proposal
 - A. He will bill hourly to a maximum of \$12,420 for a developmental plan
 - B. Because of Covid-19, we need to pull back on this right now. It is on hold
- 7. Thrift Store is closed right now. Manny is working on the funded improvements. Lynn is working at T.S. TS open by appt for donations, and large items are posted on FB and can be seen and sold by appt
- 8. We have a house that will be for sale, financing now is good, not a lot of property for sale
- 9. We have many donors who are not members. Send a letter to donors offering a complimentary membership, so they can stay informed and have voting privileges. Cost will be postage, sticker and name badges
 - A. Motion to extend complimentary membership to past donors of \$50 or more for the current year. Motion was seconded and passed.
- 10. Grant applications can be pursued by board members AFTER communication with all board members and the Executive Director.
Research and organize what we need and what is available, then proceed after communication and planning
 - A. Motion to create a policy for the Board that Board members may research, locate and pursue grants after proper communication with the board members and Executive Director. Motion seconded and passed.
- 11. Ask Jasper if we could set up Webinars on 'Zoom' for our meetings, etc.
Also ask Jasper for info on "Admin" for retirement plan access by ED, staff, And Board. Oregonsaves.gov -- we are currently out of compliance to inform Staff of available Retirement plans

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12. Board should add Executive Session after each Board meeting. Member meetings will be quarterly
13. Discussed orientation for Executive Director and new board members
14. Discussion about our terms and limits. Discussion about applicants for the upcoming elections.
15. Discussion about PR letter talking about what we need at shelter, and the possible upcoming need for foster homes.
14. Scott Stewart, PR for Chamber, will be contacted to write letter
15. Ask Jasper to set up Puppy cam and Kitty cam
16. Next meeting Wed., April 8 @ 2:00pm

Board meeting adjourned at 2:42pm

Respectfully submitted by,
Judy Roth (interim secretary)