

Oregon Coast Humane Society
Meeting Minutes
August 31, 2022
Via ZOOM

Present: Mary Henry, President; Judy Thibault, Vice President; Shauna Robbers, Secretary; Laurie Arms, Board Member; Sandy Davidson, Board Member; Ken Huettl, Treasurer (joined late). Absent: Elizabeth Thompson, Executive Director (excused).

Mary called the meeting to order at 12:04 pm.

Check-In/Opening thoughts/Kudos – Mary gave kudos to Valerie, employee and Stanley, volunteer. Mary went out with them and walked our dog trail. They are organizing dog walkers and mapping dog walking trail as at least one walker has got lost on the trails while walking a dog. They also expressed appreciation for how much our board is involved with OCHS.

Approval of Agenda – Nothing to add.

Approval of Minutes – Judy moved to approve the minutes of August 10, 2022. Seconded and passed unanimously.

Approval of Executive Session – Judy moved to approve the executive minutes of August 10, 2022. Seconded and passed unanimously.

Executive Director's Report – Elizabeth Thompson emailed her report:

YEAR TO DATE ADOPTIONS: 310!

ANIMAL UPDATES: As of today we have 150 animals in our care.

AUGUST INTAKE: 1 clinic dog, 31 owner surrenders (2 small dogs, 29 cats/kittens), 1 returned adoption (Pixie cat from elderly owner), 23 strays, 1 transfer in (senior cocker from HIT Living Foundation in California – first dog from them)

OUTCOME: 32 adoptions, 14 return to owners, 2 euthanasia, 3 died in care (three kittens).

EVENTS AND COMMUNITY UPDATES:

*Rotary presentation done, with big thanks to Mary for her help updating the slides and attending.

*Rods n Rhodies booth on September 10 on Maple Street – Staff will run the booth, and we plan on taking at least one well-behaved dog.

*Central Coast Humane Society invited us (last minute) to a golf tournament on Sunday, August 21. A volunteer attended to represent for OCHS and received a \$500 check donation!

*Popovich Comedy Pet Theater at FEC on December 7. We have been invited to present a curtain speech and an information booth at the event. There has been no further correspondence from them despite email attempts.

*Thanks to Mary for attending Business After Hours last week at US Bank with ET.

THRIFT STORE: New Assistant Manager Kris Godwin started on August 20th . He will cover Renee's days off and overlap with her on Saturdays for extra support.

July 2021 sales: \$24,643.87.

July 2022 sales: \$30,302.90 That's an increase of \$5659.03 (23%) over last year!

TEAM TRAINING/UPDATES:

Two new Animal Care Technicians started two weeks ago – Natalee and Anna. Both are working in kittens and doing GREAT! Everyone is continuing to do online trainings regarding animal handling.

Comments Re Executive Director's Report - The board requested additional information about several items in the report and requested that Mary follow up when Elizabeth returns.

Fundraising & Marketing:

(1) Estate Sales: Shauna reported that estate sale number 8 is finished. Gross was close to \$9,000. Currently working on estate sale number 9 in Greentrees. Shauna suggested budget of \$150 to host lunch for estate sale volunteers. Judy so moved and motion passed unanimously.

(2) Christmas Store: Board discussed how best to make it work. The Christmas store will be in the Vintage House and will run November 1 to 30 and then reopen for a maximum of one week in December. We need volunteers who are willing to setup the holiday display prior to opening, cashiers for two shifts per day (10 to 1 and 1 to 4), plus volunteers to continue stocking the store with items from storage. In addition, we hang exterior lights and need volunteers for that. Shauna will chair but needs a co-chair. Needs Elizabeth to send an E-blast seeking volunteers for Christmas store. Vintage House needs to be prepared and many items currently in Vintage House need to be removed. E-Bay room needs to be cleared as does other office space. Square needs to be restored. Shelves need to be brought in (possibly buy new ones if estate sales team is using all at another estate sale).

(3) Planned Giving: Mary put the brochure together. Sandy is heading up A Plan For My Pet and is putting together a list of bankers, financial planners, attorneys, etc. Mary has a letter prepared that she will send to Sandy. A Qualified Charitable Distribution is something a donor age 70 ½ years can look at when forced to take money out of certain types of investment accounts. Those funds can roll over to a charity without being taxed. A campaign (A Plan for My Pets) will be set up in Sales force once Sandy has the list ready so we can manage the project. Next steps include planning a public presentation in conjunction with an attorney.

(4) Membership (Policy regarding Membership dues): Mary suggests clarifying our policy regarding what constitutes a OCHS member so that they can easily be identified when entered in sales force. Mary presented the following language be added to our By-Laws in Article 3 (Membership):

“1. Any unrestricted donation from a household shall be considered dues and counted toward annual individual and family membership, provided clear notice and an opt-out is included on OCHS fundraising materials. Restricted donations, such as gifts to the SARAH or S/N fund, and gifts made to honor someone else (tributes, memorials or gift membership) shall not be considered dues. If the gift is not obviously a response to an OCHS fundraising appeal (“over the traditional” donations), then the default shall be a confer membership in the absence of donor direction.

“2. Multiple unrestricted donations within a calendar year may be added together toward individual and family membership.

“3. Donors who enroll for automatic monthly contributions shall be granted membership when OCHS receives their first monthly payment if their combined gifts over the course of a year add up to membership levels. If they withdraw from their monthly commitment prior to reaching the minimums required for membership, their membership will be considered expired at the time of their withdrawal.

“4. Donors may opt out or request not to be considered members.”

In Mary’s experience, 90% of donors who sign up for monthly donations will continue.

Mary called for a motion to approve the above language, Sandy so moved to approve as proposed and included in her motion that this policy be referred to the membership. Motion seconded and approved unanimously.

(5) President’s Letter, Director Letter, Newsletter: Mary was happy to report that she received responses from volunteers talking about what they’d like to see. They want greater communication. We need to have volunteer meetings. A volunteer Facebook page. Volunteer retreat. We will follow up with letter from Elizabeth.

(6) Sales force: Mary met with both volunteers and they are forging ahead.

(7) Fall Appeal Letter: Elizabeth wrote appeal letter, Mary edited. Awaiting photos and Fall appeal.

Program: Animal Welfare Committee: Judy stated they are on hold for awhile.

Executive Session started 12:58 per Ken’s request.

The Board returned to regular session 1:27

Finance – Ken Reporting

Ken moved to set up Simple IRA for employees. Seconded and unanimously approved.

2021 books – closed: Taxes for 2021 not filed yet. The board has a chance to examine tax forms as Ken sent draft of our 990. CPA states it is very standard and is due November 15, 2022. Elizabeth needs to review program descriptions. Ken will share with her. It is on second page of form.

Status of 2022 budget and financial reporting: Todd is working on getting every month of 2022 up to date.

2023 budget process: Mary said in 2021 we took the year-to-date and identified new expenses, savings and programs and went line by line through the budget and put new items in line by line by line. Will do so again with 2022. Those participating will be Elizabeth, Ken, Mary. And Sandy. The goal is to have a draft of the 2023 budget for our December meeting.

Status finance committee. Nothing scheduled yet. A meeting should be called

Planning/Culture of Learning:

Board Retreat: The board voted to approve Mary’s recommendation to hire Susan Howlett to facilitate our retreat in January. This will be a full day retreat, preceded by individual communication with board members.

Mary moved, Sandy seconded and the board approved unanimously. The board will request scheduling on January 11, 2023 if Susan is also available on that date.

Coverage for Elizabeth and Mary: Mary will be gone 9 to 18 of September. Elizabeth will be out September 9 through 23. Judy Thibault is on deck.

Closing Thoughts: Mary was asked to follow up with Elizabeth to learn the status of our web design with Spider Uplink.

Next meeting October 12 noon Vintage House. If it gets changed to Zoom, text and call and don't forget Renee

Meeting adjourned at 1:57 pm.

Respectfully submitted,

Shauna Robbers, Board Secretary