

**Oregon Coast Humane Society  
Board of Directors Retreat Minutes  
10am-4pm on January 15, 2025  
Best Western Pier Point Inn, 85625 US-101, Florence, OR 97439**

**Present:** Mary Henry, President; Cynthia Beck, Treasurer; Deb Ripley, Secretary; Shauna Robbers, Leslie Garretson, Jan Pizzaro, Joe Zarate, Mitzi Hathaway, Board Members; Elizabeth Thompson, Executive Director.

**Check-In/Opening thoughts/Ground Rules:**

Meeting was called to order by President Mary Henry at 10:16 am

**Board basics: Lessons from the Nonprofit Association of Organization presentation** – Cynthia Nonprofit Org of Oregon sponsored locally by Siuslaw Vision presentation attached

*Mary Task:* Has everyone signed confidentiality agreement? Have they been updated this year?

*Elizabeth Task:* give board members who want it a tour of facility.

Do we want to do board/member self assessments?

Presentation attached.

**The Greatest Hits of 2024: Program Overview & Year in Review** – Elizabeth/Committee chairs: What did we accomplish together for the animals and our community in 2024?

We are fully funded by our community. Local, hometown, independent shelter.

Do we want to rewrite mission statement? How would you change it? What would you take out or include?

Presentation attached.

Document attached.

**Potluck Lunch** (Thanks for creating our meal!)

**Focus on Finance:**

Financial overview, current statements, and fulfilling our legal responsibility to ensure donors' dollars are well taken care of. – Cynthia

*Task:* In next year, the board should look at setting up a policy regarding board-directed reserves.

Safeguards that show OCHS is taking care of donated money

- splitting things up/having multiple people in charge of different aspects of money
  - an outside bookkeeper
  - 1 person is in charge of payables but the ED and/or Board President sign all checks, 2 signatures are required for over \$3000
- Two people looking at Thrift Store sales every day
- All donations are entered and donor gets receipt.

*Task:* Add 2<sup>nd</sup> person overseeing investments/receiving statements and looking at monthly statements and quarterly reports from investments

**Website sneak peak** – Mary

**Board information super-site and The Calendar!** – Deb

*DebTask:* Develop quick sheet to access calendars, Google drive.

**Board building, committee structure, and succession planning** – Mary

Board election and committee structure covered in by-laws.

“Retiring board members, replace thyself”

Who’d be good to have on board? attorney/law, veterinary medicine, contractor/building trade, finance.

Motion to recognize Shauna is taking Leave of Absence Feb – May. Motion made, seconded, passed unanimously.

We are without a Vice President. According to the by-laws, we need an interim VP. Motion for Joe Zarate to serve as VP until July 1, 2025. Seconded. Discussion. Passed unanimously with 1 abstention.

The board agreed Executive Assistant (Jaclyn) will take minutes at board meetings. Minutes will come to Secretary to edit, format and publish.

**Time capsule:** what is our vision for the year ahead?

Executive Session entered at 3:10

Executive Session exited at 3:54

Motion made to give Executive Director authority to make an offer on a local vet practice. Discussion. Seconded. Passed unanimously.

**Next meeting** – February 19, 2025, 11am to 1pm at OCHS

**The meeting was adjourned at 12:57**

# **OCHS PUTS THE “PRO” IN “PROGRAMS!”**

## **SENIOR PET PROGRAM**

This program helps elderly neighbors keep their pets by providing support for food, medications, vet visits, and other costs that may be financially challenging. It's one of our smaller programs, with a limited number of participants at any given time.

## **SARAH FUND (Special Account for the Rehabilitation of Animals that are Hurt)**

The Sarah Fund was established after a local dog named Sarah was tied to a truck, dragged, and left for dead. The community came together to cover her veterinary care, and the SARAH program was created in her honor. Neighbors who qualify (based on income or age) can apply for assistance when their pet faces a medical emergency they cannot afford.

## **SPAY/NEUTER VOUCHERS**

To help end pet overpopulation, OCHS offers spay/neuter vouchers for pets. These can be used at participating vets or during our shelter's spay/neuter clinics. This is one of our largest programs, with high demand each year. Currently, hundreds of animals in Florence lack access to this essential service.

## **SPAY/NEUTER CLINICS**

OCHS hosts spay/neuter clinics where a visiting veterinarian performs as many surgeries as possible, supported by volunteers who assist in the surgery suite, help with post-surgery recovery, and input medical records. Community members also donate lunch for the events. It's truly a volunteer-powered effort!

## **COMMUNITY PET FOOD BANK**

OCHS provides food for over 350 community animals each month through our pet food bank. This program helps neighbors care for their pets, allowing them to focus on feeding themselves while we ensure their pets are fed. It is entirely funded by donations of food and supplies.

## **MICROCHIP/VACCINE CLINICS**

We host microchip and vaccine clinics for community animals once every month or two. This helps us keep our pet population healthy and allows us to talk with people about spay/neuter vouchers and other needs their animals may have.

## **TOENAIL TUESDAY**

OCHS provides nail trims for community members' dogs and cats on Tuesday by appointment. \$15 per animal. Call to schedule!

## **PLAN FOR MY PETS™**

*A Plan for My Pets™* was created to ensure a safe and smooth transition for any animal entering the shelter when their guardian is no longer able to care for them due to death or disability. With an estate gift of any size, OCHS guarantees to take in and care for animals who outlive their guardian or can no longer stay with them. Pet guardians provide detailed information about their pets' likes, dislikes, personalities, medical and dietary needs, and behaviors. This information acts as a roadmap for OCHS to best meet each animal's needs. *A Plan for My Pets™* allows you to continue advocating for your pets, even after you're no longer able to do so. What a gift for the animals you love!

## **ESTATE SALES**

Estate sales are one of our largest fundraisers. Our volunteer team cleans, prices, and stages the home, then markets the event and individual items through social media, newspapers, and our email list of over 2,500 people. Proceeds from each sale are split 50/50 with the family. The family covers any dump fees, while OCHS covers advertising costs.

## **YOUTH EDUCATION**

Our visits to the Boys and Girls Club and Siuslaw schools provide an opportunity to teach students about animal safety, care, and humane handling. Elizabeth serves as an advisor for both Junior Interact through Rotary and Builders Club through Kiwanis. These middle school students have the chance to volunteer at the shelter, where they socialize animals, create enrichment activities, and assist in other ways to support our furry residents. The next volunteer event for Junior Interact will take place on Saturday, January 25th, when students will take Valentine's pictures of adoptable shelter pets and decorate adoption bags.

## **VOLUNTEER OPPORTUNITIES**

Volunteers are at the center of everything we do. Without their help, we couldn't help near as many neighbors - both two-legged and four-legged. Most people think of walking dogs when they consider volunteering, but there are a lot more ways to help.

- Socializing shy/fearful dogs - sitting with a scared dog can increase their confidence!
- Brushing/socializing cats and kittens - this helps them get ready for adoption!
- Laundry - we do it all day every day! If you like to fold towels, have we got a job for you!
- Morning cleaning - we clean each animal's habitat every morning. There are dishes, mopping, sweeping, etc. that go quicker with volunteers!
- Receptionist - answering phones, greeting guests, and touring people through the building help visitors have a great first impression of OCHS.
- Calling adopters - adopters get calls after 3 days, 3 weeks, and 3 months. These check-ins support the animals and their new families.
- Grant writing - finding and applying for grants can fund our most important programs each year.
- Thrift Store - our biggest profit center is so successful because of our volunteers. It's a great way to make a difference, educate visitors about OCHS, and make friends (AND furrends)!
- Community events - OCHS is passionate about our community. Whether we're sharing disaster plans, walking in a parade, or tabling at an event - we need you!