

Oregon Coast Humane Society
Board of Directors Meeting Minutes
December 18, 2024, 11:00 am
Conference Room, Banner Bank

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/Kudos:

Meeting was called to order by President Mary Henry at 11:01 am

Mary received resignation from OCHS board from Jill Simpson.

What do you think is the best thing that happened at OCHS this past year?

- At least 2 successful trades with Tacoma Humane.
- The elevation of OCHS has blossomed this year.
- This board is very talented, connected. The camaraderie and effort exhibited by the members.
- Pulling off a gala for the first time.
- Started attending OCHS board meetings.
- Hitting 55
- Continuing to create long term structure of organization – committee meetings, agendas, policies and procedures becoming normalized, growing the board.
- Mary deserves our gratitude for leading us

Approval of Agenda Agenda was unanimously approved with addition of executive session.

Approval of Minutes A copy of the minutes of the regular meeting was sent out prior to this meeting. Motion to approve the minutes was made, seconded, and approved with 1 abstention

Finance

- Financial reports
 - Question: Can we close the LPL account and move the money to a local brokerage account or another fixed income account with Fidelity?
 - Motion made to authorize Cynthia to explore moving money and come back to board with a proposal. Motion made, seconded, passed unanimously.
 - See attached financial reports
- 2025 Budget
 - Questions?
 - Looks ambitious but within reality
 - Doesn't contain capital improvements. Is operating only.
 - We need a policy in place regarding "windfall" donations – how much to operating vs capital.
 - See attached proposed budget
 - Motion: Shall the board adopt the proposed 2025 operations budget as provided by the Treasurer? Motion made, seconded, passed unanimously.

Executive Director Report (copied and entered) - Elizabeth Thompson:

CURRENT OCHS MEMBERS: 401 (117 families, 257 individuals, 27 lifetimes)

This is 10 new members since our last board meeting.

ANIMAL UPDATES: As of today we have 73 animals in our care.

ADOPTIONS YTD: 558 **LOST ANIMALS REUNITED WITH FAMILIES:** 128

COMMUNITY ANIMALS SEEN AT OCHS CLINICS: 458

NOVEMBER INTAKE: 16 owner surrenders (2 dogs, 14 cats/kittens), 5 returned adoptions (1 dog, 4 cats), 23 strays, 2 seized/protective custody, 1 transfer in (Tippy dog traded with Tacoma), 53 clinic animals (microchip/vaccine clinic).

OUTCOME: 47 adoptions, 9 return to owners, 1 transferred out (large dog Bowser traded with Tacoma - and adopted!), 53 clinic animals.

EVENTS AND COMMUNITY UPDATES:

*Holiday appeal letter featuring Lindsay, Luna, and Jasper has received 57 donations totaling \$7,595 so far (not to mention multiple donations through PayPal that may be related to the appeal letter).

*We received an anonymous donation of \$150,000! It's a CATmas miracle!

*OCHS just received a final estate distribution totaling \$6,624.

*Paw-liday Store's total for the season was \$26,900 - a new record!

*Santa Paws pictures raised \$990.

*Bottle Drop's holiday match added an extra \$144 to our account. That means 7,200 bottles and cans were donated on our behalf during that time period!

*Thanks to our volunteers and team members (Tyler and Valerie) who walked in the Veteran's Day parade with OCHS adoptable dogs!

*OCHS won FIRST place in the Lighted Car Parade on Bay Street. We enjoyed an hour at the gazebo with our OCHS elves taking pictures with pets, too. Thanks to the Chamber for hosting that!

*OCHS won FIRST place in the CROW Gingerbread House contest this year! The winning entry is at the shelter along with the TROPHY! Thanks to our contest sponsor, Valerie, and our volunteers who built the winning entry!

*Our year-end newsletter will be mailed by the end of the year.

UPCOMING EVENTS:

* December 20, 2024: Birthday surprise for Larry Englund at Shorewood Senior Living. He's turning 94 and has devoted more than 30 years of service to our animals and community. Meet us at 11:15am if you'd like to join in the surprise!

*December 25, 2024: Christmas deliveries of adopted dogs, cats, and kittens if requested by adopters

*January 4, 2025: Volunteer appreciation event at the Vintage House with soups and breads! 11am-2pm

*January 5, 2025: New volunteer orientation at the shelter

*January 8, 2025: Team training at the shelter - we need volunteers to cover the lobby! [Cynthia, Adrian, Stanley]

*January 15, 2025: Board retreat

*February 15-16: Wine & Chowder Festival weekend - we will have a special event at the Vintage House featuring local artists from our volunteer circle.

[Setting date and location for Feb President's Club. Thinking vet will talk about his work in Davis]

In future, Elizabeth will work toward attaching events to strategic goals

Joe and his wife, as well as Cynthia will volunteer at the shelter on Christmas day.

Planning/Culture of Learning

- Strategic Planning Committee update
 - Main topic of December meeting – points of consideration regarding where we put a new shelter. What would we need to build new building on land we're on now? What would prohibit that?
 - In interim, how can we improve current facilities and make life better for staff and clients?
- Board retreat agenda call
 - Cynthia will share information about board service from the workshop she attended.
 - Discussion about building the board and succession planning
 - Catch up with each committee's 2024 accomplishments and 2025 goals,
 - Take a look at the 2025 calendar, and do a little big sky dreaming
 - Deb, Leslie, Mitzi will figure out food and drink for the day.
 - Information about all OCHS programs
 - Improve OCHS financial literacy
 - Trying to make it mix of dreaming and down to earth
 - Information logistics – where is calendar/how to use it, where is board handbook? Google drive
 - Expectations of new board members (better job of on-boarding)

Fundraising & Marketing

- Community Outreach Committee
 - No Dec meeting -- Next meeting Jan 24, 2025 1:30 – 3
 - Elizabeth, Valerie and Deb met and started calendar
 - Elizabeth and Deb sent out pre-gala letters

Program

- Animal Welfare Committee (Elizabeth for Jill)
 - Last meeting – updating adopting procedures and policies moving more toward educational conversations with mutual trust between OCHS and adopters.
 - Evacuation plan

Executive Session

Closing thoughts – What are you looking forward to seeing happen at OCHS in the coming year?

- OCHS owns a vet clinic
- Advocate for better vet care in Florence
- Progress on new property development
- Nail down loose ends – new property? vet clinic? Evac plan?
- Nail down policies and procedures, role clarity, job descriptions, etc

Next meeting – Board Retreat, January 15, 2025, 10am to 4pm at Best Western Pier Point Inn, 85625 US-101, Florence, OR 97439

The meeting was adjourned at 12:57

Oregon Coast Humane Society
Budget/Actuals to October 31, 2024

	Budget to October 31, 2024	Actual to October 31, 2024	\$ Variance	% Variance	Notes	Actual to October 31, 2023
REVENUE Endowment & Trust Distributions	130,675	184,116	53441	41%	Positive is GOOD	105,436
Donations	133,917	167,992	34075	25%	Positive % means we brought in more than expected	116,111
Fundraising Gala	114,708	24,918 78,826	-10964	-10%		34,835
Estate Sales	30,000	36,640	6640	22%	Bear in mind, figures are based on annualised income	33,721
Grants	8,333	5,500	-2833	-34%	Some deficiencies are due to timing	17,500
Shelter Revenue						
Animal Income	134,083	87,560	-46523	-35%		141,531
Sales & Services	47,083	30,628	-16455	-35%		41,955
Net Thrift Store Revenue	219,060	234,074	15014	7%		209,195
TOTAL REVENUE	\$ 817,859	\$ 850,254	\$ 32,395	4%		\$ 700,284
EXPENSE Bank & Merchant Fees	8,979	8,900	-79	-1%	Negative is GOOD	8,608
Legal & Professional	28,333	17,543	-10790	-38%	Negative % means we spent less than budgeted	15,810
Audit	27,000	27,000				
Administrative Payroll	77,110	48,970	-28140	-36%		47,430
Administrative Expenses	4,843	3,813	-1030	-21%		7,870
Business Taxes and Insurance	34,167	31,803	-2364	-7%		25,750
Fundraising Payroll	69,929	41,464	-28465	-41%		21,779
Other Fundraising	7,083	11,788	4705	66%		5,102
Gala	10,000	20,917	10917	109%	Way over budget on gala But a big boost to income	
Shelter Expenses			0			
Vehicle	2,083	1,747	-336	-16%		3,668
Adoption Support	10,583	3,422	-7161	-68%		6,033
Animal Maintenance	20,333	13,592	-6741	-33%		19,425
Animal Medical	167,083	114,106	-52977	-32%	reflects downturn	146,770
Maintenance	4,500	2,769	-1731	-38%	animal adoption	3,180

Office	9,125	2,911	-6214	-68%	4,852
Resale Merchandise	12,917	10,769	-2148	-17%	15,186
Shelter Facility	40,750	44,350	3600	9%	35,863
Shelter Payroll	344,321	315,936	-28385	-8%	324,709
TOTAL EXPENSES	\$ 879,139	\$ 721,800	-157339	-18%	\$ 692,035
TOTAL NET REVENUE	\$ (61,280)	\$ 128,454	\$ 189,734		\$ 8,249
Thrift store Detail					
REVENUE Sales	275,000	286,957	11957	7%	246,109
EXPENSE General/supplies	7,625	5,336	-1392	-18%	4,805
Payroll	42,981	43,159	-2824	-7%	26,890
Facility	5,333	4,388	663	12%	5,219
SUBTOTAL STORE EXPENSES	55,939	52,883	-3553	-6%	36,914
NET STORE REVENUE	\$ 219,061	\$ 234,074	\$ 15,013	7%	\$ 209,195

Investment Income: Fidelity (realized)	\$ 50,075.00
Investment gains LPL (unrealized)	\$ 23,226.00
Bank Interest	\$ 322.00

Oregon Coast Humane Society

Statement of Financial Position

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
0000 Checking and Savings	
0003 Banner Bk Checking 29007101	16,005.71
0007 OPB Checking 1229914	80,858.15
0008 OPB Operational Savings 1239487	3,139.29
0009 OPB Medical Fund 1243793	13,761.02
0009.2 Spay/Neuter sub-fund	34,141.28
0009.3 Sarah sub-fund	14,130.13
Total 0009 OPB Medical Fund 1243793	62,032.43
0011 OPB Reserve Account 1243876	31,004.47
0022 OPB Building Fund 2018, 1683649	24,361.25
Total 0000 Checking and Savings	217,401.30
0001 Cash Funds	
0016 Thrift Store Petty Cash	200.00
0019 Shelter cash register	100.00
0020 Thrift Store cash register	200.00
Total 0001 Cash Funds	500.00
0050 LPL Financial - Investment Acct	163,901.22
0057 LPL Financial Money Market-1	6,994.08
0060 Fidelity Investments Money Market	1,384,032.46
0070 PayPal donations account	1,118.55
Total Bank Accounts	\$1,773,947.61
Other Current Assets	
11001 Misc. Accounts Receivable	87,578.00
Prepaid Expenses	359.97
Prepaid Insurance	0.00
Auto Ins	2,981.52
Director's & Officers Ins	1,570.26
Package, Umbrella & Liability Ins	10,309.92
Total Prepaid Insurance	14,861.70
Retainers paid	300.00
Undeposited Funds	7,354.64
Workers Comp Ins. Deposit	11,157.41
Total Other Current Assets	\$121,611.72
Total Current Assets	\$1,895,559.33
Fixed Assets	
8000 Shelter Assets	
8001.2 Shelter Building	446,707.00
8001.3 Shelter Improvements	486,294.67
8001.4 Shelter Equipment	154,224.62
8001.5 Land Improvements	7,978.38

	TOTAL
8001.9 Shelter - Construction in Progress	27,512.29
8002 Accum. Depreciation - Shelter	-473,223.42
Total 8000 Shelter Assets	649,493.54
8003 Thrift Store Assets	
8004.1 Thrift Store Land	96,000.00
8004.2 Thrift Store Building	144,000.00
8004.3 Thrift Store Improvements	20,676.60
8004.4 Thrift Store Equipment	13,329.28
8005 Accum. Depreciation - Thrift Store	-79,579.84
Total 8003 Thrift Store Assets	194,426.04
8006 Vintage House Assets	
8007.1 Vintage House Land	150,000.00
8007.2 Vintage House Building	107,222.50
8008 Accum. Depreciation - Vintage House	-43,786.22
Total 8006 Vintage House Assets	213,436.28
8009 Administration Assets	
8010 Equip - Administration	20,532.98
8011 Accum. Depreciation - Administration	-13,518.24
Total 8009 Administration Assets	7,014.74
Total Fixed Assets	\$1,064,370.60
TOTAL ASSETS	\$2,959,929.93
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	14,241.71
Total Accounts Payable	\$14,241.71
Credit Cards	
2110 Chase Credit Cards	
2110.2 Jenny Rankin - 1826	1,232.36
2110.3 Elizabeth Thompson - 1818	5,246.70
Total 2110 Chase Credit Cards	6,479.06
Total Credit Cards	\$6,479.06
Other Current Liabilities	
0039 Payroll Liabilities	0.00
Federal Taxes (941/944)	91.02
OR Employment Taxes	972.51
OR Income Tax	12.64
OR Paid Family and Medical Leave	223.27
OR Statewide Transit Taxes	36.92
Simple IRA 3%	460.92
Wages payable	17,484.00
Total 0039 Payroll Liabilities	19,281.28
Compensated Absences Payable	7,287.51
Total Other Current Liabilities	\$26,568.79
Total Current Liabilities	\$47,289.56
Total Liabilities	\$47,289.56
Equity	

	TOTAL
3900 Retained Earnings	2,591,914.82
3910 Board Designated Funds	0.00
Building Fund	24,361.25
DePue animal fund	22,391.68
Kuranda Dog Bed Fund	1,663.12
Medical fund (general)	13,761.02
SARAH medical assistance fund	16,792.13
Senior Pet assistance fund	355.29
Spay/Neuter assistance fund	36,306.78
Total 3910 Board Designated Funds	115,631.27
3920 Temporarily Restricted Assets	5,331.04
Net Revenue	199,763.24
Total Equity	\$2,912,640.37
TOTAL LIABILITIES AND EQUITY	\$2,959,929.93