



**Oregon Coast Humane Society
Board of Directors Meeting Minutes
November 19, 2025, 11:00 am
OCHS, Modular Building**

1. **Call to Order:** Meeting was called to order by Joe Zarate at 11:03 am
2. **Roll Call:** Present - Joe Zarate, President; Cynthia Beck, Treasurer; Marchel DeMersseman, Secretary; Susan Williams; Krisi Maderos by phone; Elizabeth Thompson, Executive Director; Jaclyn Parker, Executive Assistant. Absent - Mitzi Hathaway, Vice President..
3. **Approval of Agenda:** A motion to approve the agenda was made, seconded, and unanimously carried.
4. **Approval of Minutes:** A motion to approve October 2025 minutes was made, seconded, and unanimously carried.
5. **Executive Director Report:**

EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 19, 2025

(AS ALIGNED WITH OCHS STRATEGIC GOALS)

Current animals in care: 129

Current memberships: 457 (275 individual, 154 family, 29 lifetime) - 19 more than last month

Adoptions YTD: 659

Community animals seen at clinics: 809

Lost animals reunited with families: 170

I. Build and operate an animal shelter for our community that will:

a. Be a model of excellence in the care and sheltering of dogs and cats.

OCTOBER 2025 INTAKE:

- **22 Owner Surrenders**
- **2 Returned Adoptions**
- **3 Seized/Custody/Service In**
- **90 Strays** (12 dogs, 78 cats/kittens)
- **17 Transfers In** (8 local pit bull puppies and mom, 9 small dogs from Cali)
- **145 clinic patients**

OCTOBER 2025 OUTCOME:

- **72 Adoptions**
- **2 Euthanasia** (medical dog and cat - both community animals)
- **21 Return to Owner** (6 cats, 15 dogs)
- **2 died in care** (neonatal kittens)
- **150 clinic**

b. Enhance the provision of veterinary care in the shelter and our community.

- The carpet has been installed upstairs at the clinic! Now we can reset the area and prepare for overnight guests (veterinarians, vet students, CVT's, or volunteers)
- We have purchased an ultrasound unit and digital imaging unit (including software and laptop). This is already making a difference for the diagnostics we can provide to our animals! The digital imaging units (full body and handheld dental imaging unit that came

with the building) are currently being registered and inspected so that we can use them. Half of the purchase price for the two units was funded through private donations!

c. Maintain healthy pet population levels in our service area.

- Dr. Tamay Guevera is performing surgeries on Tuesdays and Wednesday every week at the clinic. We are also offering wellness exams, vaccines & microchips, and other community needs when time permits. We expect to move to three or four days a week within the next month.
- Dr. Schaad is here from Portland December 10-12 for clinics. He and Dr. Tamay will be performing surgeries on OCHS and community animals for three days.
- We held a Microchip/Vaccine clinic on November 13th, and our next Microchip/Vaccine clinic is scheduled for December 1st.

II. Strengthen the organization to support building and operating of a model animal shelter by:

a. Building the capacity of our organization to sustain growth.

- We are seeing a great response from our fall newsletter and Vet Clinic Naming Opportunities packets that were mailed to donors who had expressed interest in sponsoring an area of the clinic. Here is what has been sponsored so far:

1 Cat Kennel (35 left) - \$2,500

Cat Exam Room - \$15,000

Dog Exam Room - \$15,000

Main Surgery Suite - \$100,000

We also have people interested in the \$25k and \$50k opportunities.

b. Deepening relationships with our community.

- ET was the featured speaker for Rotary on October 28, and will present to Kiwanis on December 3. The presentations are focused on our community programs, animals served, and the vet clinic progress.
- We've added in a second Work Experience team member at the vet clinic (the first one is at the shelter), and are interviewing another one this week.
- Our next President's Club event is tentatively scheduled for December 12.

c. Ensuring adequate resources for operating and capital expenses.

- ET is now scheduled to present to the Lane County Board of Commissioners on December 2nd to hopefully purchase the current shelter property on Rhododendron Drive. This has been in the works for several years!
- Our Estate Sale team just finished another sale that raised over \$3,330.25 for the animals at OCHS. Valerie has at least one more house she's looking at in the next few weeks.
- We've been offered another fabulous car to sell - a modern VW Bug! It will be available for sale before the end of the year.
- PAW-liday store opened on November 1st. They are seeing steady sales and lots of volunteer support!
- Pictures with Santa Paws and Ms. Claws will be held on November 22nd at Florence Shipping Solutions and Mini Pet Mart on November 30th. Times are 11am-2pm. We will also hold a Pet Food Drive at the events.
- Our holiday appeal letter will be mailed at the end of November.
- We just received paperwork about an estate where OCHS was named as a beneficiary. More information will be shared as it becomes available.
- City of Florence Planning Commission approved an extension of our Conditional Use Permit for the metal storage container at the Thrift Store for one more year. It makes our need for thrift store improvements even more urgent!

d. **Upholding financial responsibility in the use of our resources.**

- The dog play yards at the shelter just received fresh bark thanks to our generous donors.
- We are waiting for a bid for the thrift store garage update project to finally move forward with that project.
- The vet clinic needs baseboards installed downstairs, and we are waiting on a bid at this time.

e. **Being an employer of choice.**

- Congratulations to Brock Luedtke who's been promoted to Shelter Manager! We are looking forward to his leadership and organizational skills to improve communications and processes for the animals AND people at OCHS.

6. **Committee Reports:**

- Finance:** There has been a recent uptick in animal care services income. Animal care costs remain high. The taxes have been filed. There is an Edward Jones market fund paying 4%, the board agreed to a change to a higher yield fund in the future. We will be moving from Salesforce to Bloomerang which will be included in the budget for the Board to approve. The budget meeting is immediately following today's board meeting. Financial reports were provided and reviewed.
- Community Outreach:** Wider dissemination of OCHS services was discussed. Public outreach is currently being accomplished through the written word (a style guide has been completed and is in use), ET is responsible for marketing and media. We want to build relationships and provide education. Valerie has created a pamphlet to be shared with the community. We will distribute copies to churches, and other public entities when they are available. The Paw-liday house is doing very well. Holiday photos are on track, weather permitting we will walk in the Christmas Parade, the Puppy yoga date is still TBD, and Florence Forward wishes to coordinate a pet food drive with OCHS on February 14 at the vintage house with a Valentine's day theme. Marchel is moving the COC meeting to the second Friday of the month, starting December 12. Shauna is following up with the Casino about the Gala, Marchel is reaching out to FEC for an alternative location. Joe suggested a 'cat cafe' event perhaps at the Laughing Crab, or at the Vintage House. He will follow up with Anthony.
- Strategic Planning:** Since there are currently no projects requiring the attention of the committee it has been placed on hold until the January retreat or whenever the shelter property transfer is approved by Lane County.
- Animal Welfare:** The committee is still on hiatus, but expects to reconvene in the near future. Policies are needed to support the clinic staff at the clinic/public interface and for managing client expectations. A recommendation for meeting days of either Sunday or Monday were proposed to accommodate the schedule of our trainer, Nicci.

7. **Board Workshop:** Cynthia and Marchel shared their experience at the workshop held at FEC. Overall, they came away feeling that we are in very good shape financially and that this Board is a cohesive, productive and successful organization.

8. **Unfinished Business:** The items below will be included in the Board retreat agenda. The board agreed to continue with our documentation styles and ensure that the names of donors are not included. Board member names are fine to include within context.

- a. Establish a committee to review and update the Board by-laws
- b. Potential follow on training specific to OCHS programs, people and resources
- c. Update and/or develop policy for committees; review Animal welfare charter for format.

9. **New Business:**

- a. Staff health insurance: Still gathering all the data for the analysis, assessing the budget, identifying who is interested in having employer sponsored health care
- b. Public meeting: The next public meeting will be held in February, then June and October after that. They

will be held in the Bromley room at the Library.

- c. January retreat: Susan and Marchel volunteered to plan the retreat event. The preferred location is a meeting room at the Best Western. Need to identify a date.
- d. Community Outreach Committee (COC) date change: The board approved changing the COC meeting date to the second Friday of the month.

10. **Executive Session:** The Board entered Executive session at 1:32 and exited at 1:55.

11. **Announcements** – N/A

12. **Next meeting** – December 17, 2025 11:00 a.m. at the OCHS modular building

13. **Adjournment:** The meeting was adjourned at 1:55 pm