



OCHS Board Meeting Minutes

December 17, 2025 11:00 a.m.

OCHS Modular Building

1. **Call to Order:** Meeting was called to order by the Secretary at 11:04
2. **Roll Call:** Elizabeth Thompson, Executive Director; Joe Zarate, President; Mitzi Hathaway, Vice President; Cynthia Beck, Treasurer; Susan Williams; Krissi Maderos; Tim Franklin; Marchel DeMersseman, Secretary
3. **Approval of Agenda:** Approved
4. **Reading/Approval of November minutes:** Approved, Secretary will add an 'Action Item' table to the agenda/minutes going forward.
5. **Executive Director Report - Elizabeth**
 - a. Land purchase update: Activities related to a capital campaign for shelter improvements, including a feasibility study and report, are to be outsourced to a professional organization specializing in that industry. Elizabeth is meeting with contractors. We must remember to include the needs of the clinic as well.

(AS ALIGNED WITH OCHS STRATEGIC GOALS)

Current animals in care: 108

Current memberships: 474 (288 individual, 157 family, 29 lifetime) - 17 more than last month

Adoptions YTD: 723

Community animals seen at clinics: 964

Lost animals reunited with families: 181

- 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.

NOVEMBER 2025 INTAKE:

- 18 Owner Surrenders
- 2 Returned Adoptions
- 5 Seized/Custody/Service In
- 32 Strays (15 dogs, 17 cats/kittens)
- 113 clinic patients

NOVEMBER 2025 OUTCOME:

- 73 Adoptions
- 20 Return to Owner
- 2 died in care (neonatal kitten, community dog hit by car)
- 114 clinic
- 7 transfer (Cat Adoption Team cats)

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

- We plan to move to four days a week in January for vet clinic services, and offer dog spay/neuter.
- We are currently working with OSU Vet School to arrange for students to visit for preceptorships ranging in length with a minimum stay of one week. This is

an incredible opportunity to train the next generation of veterinarians and increase services to community members.

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

- We held a Microchip/Vaccine clinic on December 1st. More will be scheduled in January.
- Dr. Schaad was here from Portland December 10-12 for clinics. Drs. Schaad, Montes, and Guevera saw animals for a range of care: wellness exams, dentals, spay/neuter surgeries, and other services.
- Dr. Montes has started performing surgeries at the clinic, and hopes to contract for one day/week starting in January.

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.

- 2025 Holiday Appeal letter featuring Marble the cat has arrived in mailboxes. We've already received several donations, even though it was delivered yesterday. Year-end donations are showing great potential already, despite the letter - with more monthly donors and online donations than ever before!

b. Deepening relationships with our community.

- ET will speak to Florence ORganizes about programs on December 19th.
- We've added in a third Work Experience team member at the shelter.
- Our next President's Club event will be scheduled for January.
- First Community Credit Union has agreed to provide handouts in their lobby about OCHS programs, including estate sales and A Plan for My Pets! Thanks to President Joe for making the connection.

c. Ensuring adequate resources for operating and capital expenses.

- ET's presentation to the Lane County Board of Commissioners regarding the purchase of the current shelter property for \$500 was unanimously approved. There's been lots of media coverage, including OPB and KLCC (public radio stations), several tv stations, our local newspaper, and local radio stations. We are excited to begin the process of reimagining our property's potential to serve even more animals in Florence and beyond!

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

- The side yard at the shelter where there has been significant erosion is scheduled for repair in January. They'll install new gutters, repair plastic roof panels, install drainlines to the edge of the fenced area, and reinstall/secure the stairs.
- In January we'll get bids for dry rot repair at the thrift store; flooring repair at the vet clinic (there's a soft spot from a previous freezer leak); garage update at the thrift store; dishwasher installations at the shelter in each department to sanitize dishes.

e. Being an employer of choice.

- We are ready to offer health insurance to our team. Hopefully the board will approve the expenditure since it's within our current 2026 budget. Finally! We are getting there to hire and retain the very best folks!
- Brock and one other team member will be enrolled in an Animal Behavior Certification program through University of the Pacific to continue building our team's knowledge to serve the animals.

6. Committee Reports

a. Financial: Cynthia - We have an ambitious budget for 2026 that will require amping up our fund raising efforts to raise 1.1 million.. The Thrift store is currently bringing in about 40% of annual income with another 20% from donations.

Ramping up our social media presence, 'reels' focus stories and other content is needed. The Canva Pro product provides free music. We also have a Youtube channel. Krisi has volunteered to help boost our social media presence! Budget was reviewed and unanimously approved, to include funding for staff health insurance!!

- b. Community Outreach: Marchel - Most of the discussion was focused on next year's Gala that is currently set for New Year's Eve at FEC. However, there is still some concern among the board members about both the date and the location. These include: a more limited space, dining options, limited bar, space expense, how successful we can be on New Years with conflicting events (e.g. the Casino, ICM [et.al](#)). We talked about the possibility of a higher end event in September/October at Driftwood Shores, with a more limited attendance. Also, the idea of having more small-ish events targeted at different members of the community. Family centric, President's club level, etc. The COC was charged with exploring an alternative event at Driftwood Shores, while continuing planning for the FEC event.
- c. Animal Welfare: Cynthia - The Animal Welfare committee has restarted! There's been an initial meeting with the new committee members. Notes from the committee will be included in future Board minutes.
- d. Strategic Planning: To be added to the Retreat agenda

7. Unfinished Business

- a. Staff health insurance - Elizabeth - We have met with Alero and reviewed options for coverage. We believe we have the right solution for OCHS. We need to move forward with the required documentation. We are providing staff health insurance in the New Year!!
- b. January Retreat planning - Susan and Marchel will work on the agenda and food. Mitzi will secure the space at the Best Western
- c. February public meeting planning - Jaclyn will arrange at the Bromley Room in the library. The meeting will be held on February 18.

8. New Business

- a. Tim Franklin has accepted an invitation as an interim board member.

9. Executive Session: Entered at 12:29 p.m. exited at 12:36

10. Announcements: None

11. Adjournment: 12:40 p.m.

12. Action Items

Assigned	Action	Date	Status
Susan, Marchel	Set agenda and arrange food for January retreat	12/17/2025	new
Mitzi	Contact Steve Shrewsbury at the Best Western to schedule room for retreat	12/17/2025	new

Assigned	Action	Date	Status
Jaclyn	Contact the library to schedule the Bromley room for the Feb 12 public meeting	12/17/2025	new
Elizabeth	Update insurance docs for deed transfer	12/17/2025	new
Cynthia & Adrian	Locate property boundary markers	12/17/2025	new
Elizabeth	Provide copy of survey to Cynthia	12/17/2025	new
Marchel	Work with COC regarding alternate Gala plan at Driftwood	12/17/2025	new
Cynthia	Check on impact of land purchase to property taxes	12/17/2025	new
Cynthia & Elizabeth	Follow up on Section 125 documents needed for tax purposes	12/17/2025	new

13. Next meeting: Retreat meeting January 18, 2026