

CALAVERAS HUMANE SOCIETY
BOARD OF DIRECTORS
REGULAR MEETING
FOOTHILL VILLAGE LOUNGE
ANGELS CAMP, CALIFORNIA
JANUARY 21, 2016
5:30 PM

Board Members Attending: Jo Ingraham (presiding), Allen Dodson, Karen Elliott, Randy McNurlin and Russ Thomas (on Face Time)

Board Members Absent: Joanne Elliott, JoAnn Kromfols, Dawn LaPlante

Guests: Anne Ellis (CHS Executive Director), Alisa Dodson (note-taker)

A. The meeting was called to order by Jo at 5:32 p.m.

1. Self-introductions

Board members introduced themselves for Alisa's benefit.

Members who attend the meeting via electronic means are counted as present

2. Introduce guests

Anne and Alisa (who will take notes of this meeting)

B. Public Comment

There was no public comment.

C. Agenda - additions, deletions, approval

Motion: To add a discussion of the Volunteer of the Year Award as #4 under New Business (Allen, Randy) Passed

D. Minutes Approval from the November 19, 2015 meeting - corrections, approval

Motion: To approve the minutes of the November 19, 2015 meeting (Karen, Russ) Passed

E. Correspondence

There was no correspondence

F. Treasurer's report - report included

- Have already received in much in donations in first 6 months as we budgeted for the year
- Annual appeal donations were \$28,000 as of 1/17/16; nearly 1/3 asked their gift go towards the new shelter
- Butte Fire Vet Fund— we have spent \$8300 so far, Anne has authorized \$14000; she will send the Calaveras Community Foundation an update on how we are using their donation.

Motion: To approve the Treasurer's Report (Karen, Randy) Passed

G. Executive Director's Report - report included

- The board granted by email vote the following additional funds for the Vet Assistance Program:

Lancaster - total \$553.35 for emergency work

Strickland - increase from \$300 to \$500

Dunn - \$804 total from Butte Fire Fund for emergency work on a dog

- Grant asked for vet assistance for a rescued 6-yr. old Yorkie to have cataract surgery done at UC Davis. Diagnostics are done, total for surgery is \$3900-\$5200. Owner has raised \$2900 from Go Fund Me account; Motion: To authorize \$300 assistance for surgery, if needed, with the cost billed directly to us from UC Davis (Karen, Randy) Passed

H. Officer's reports

1. President - report included

- As a non-profit, we need a Fiscal Policy and Procedure document on file. Allen will work on this, and Randy offered to help. Others can also review it.
- Jamie Leigh has resigned. Anne will send her a letter of appreciation.
- Anne will draft brief article like a press release describing our organization and Anne will draft brief article like a press release describing our organization and to solicit potential new Board members.

2. VP of operations - report included

- The Steering Committee for the new shelter looks very good; Russ Thomas is Chair and JoAnn Kromfols is Vice Chair.

.

3. VP of marketing - report included

- KVGK in Jackson has included us in their Bingo Promotion; we get lots of coverage
- Thrift stores have CHS magnets; they send them to purchasers of eBay sales and have some to hand out at events.
- Possible fund raiser at Gold Country Roasters; they would offer coffee cards at a discounted price to us and we could sell at full price. This might be in place by our next meeting.

I. Team Reports

1. Dog team/ Shelter

No report

2. Cat team

Report sent earlier to board members

3. FFP team - report included

- Doing very well, following their format
- Most colonies have caregivers in place

4. E-communications - report included

- Getting lots of hits on Facebook

5. Oversight committee - report included

- Blue Dog paperwork is done; it's nearly operational. If it works in the stores, we could use it for the Office as well.
- Mike has emailed about a possible new site, but we can't figure out where it is. Karen will talk further to Mike; Karen and Randy will go by the site.

J. Unfinished Business

1. Shelter/Steering Committee

a. Architectural plans

Russ T. will meet with the architect to do a revision of the floor plan based on committee comments.

- Russ is keeping county officials (including supervisors) informed as to progress; we will need an access road, and we need to ensure the project won't be taxed (Russ has talked to County Assessor, Lesley Davis about this).

- The Memorandum of Understanding (MOU) is still in process; the county as sent draft reviewed by county counsel. Shelter Committee will review and offer changes as appropriate. Anne can send out to all to review, all meet if necessary.

- Randy will email Henning to get current profit and loss figures, etc. and also get some prevailing wage information.

b Russ Fish report

There is no report; a business plan was supposed to be in hand at this meeting.

2. Organizational Review - charts included

The Workshop will tentatively be February 13 at 11:00 a.m. Jo will check on room and lunch availability. The workshop will cover both Board of Directors and Executive Director duties.

3. Job Description for Executive Director

a. Changes/Approval

Approval will take place at the workshop

b. When and Where Published

details to be decided at the workshop

Jo send workshop meeting info to all board members

K. New business

1. Volunteer Appreciation Dinner

The Dodsons will talk to Karen.

2. Executive Committee

Again, this will be discussed at the workshop

3. By-laws

After the workshop we should have a new organizations chart; the by-laws can then be reviewed and changed to reflect that.

4. Volunteer of the Year award

Last year's method didn't work as well as hoped – not as much volunteer participation. This year, nominations will be sent by all volunteers, team leaders and The Executive Director to the Board; the Board will vote. Anne will re-draft the policy for board review.

Motion: To adjourn the meeting at 6:55 p.m.(Karen, Randy) Passed