



BOARD MEETING

MINUTES

NOVEMBER 19, 2015

5:30 P.M.

FOOTHILL VILLAGE-ANGELS CAMP

MEETING CALLED BY	Jo Ingraham
FACILITATOR	Jo Ingraham
NOTE TAKER	Dawn LaPlante
TIMEKEEPER	Jo Ingraham - Call to order 5:36pm Adjourned 7:16pm. (MOTION TO ADJURN: Dawn LaPlante)
ATTENDEES	Jo Ingraham, Karen Elliott, JoAnn Kromfols, Dawn LaPlante, Allen Dodson, Joanne Elliott, Jamie Leigh, Russ Thomas, Randy McNurlin
NOT ATTENDING	Allen Dodson
PUBLIC	Anne Ellis, Jean Macomber,

SPECIAL NOTES

NOTICE	
NOTICE	
NEXT MEETING	January 21, 2016

Agenda Topics

DISCUSSION	(B) PUBLIC COMMENT		
	None		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(C) Agenda acceptance		
	Agenda revised to correct date of next meeting to January 21 (from January 14). Agenda accepted as revised.		
CONCLUSIONS	MOTION to accept agenda as revised: Russ / Karen. - PASSED		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(D) October 15, 2015 Board Meeting Minutes		
	Accepted as submitted		
CONCLUSIONS	MOTION to accept minutes as submitted: Russ / JoAnn K. - PASSED		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(E) Correspondence		
Wings of Rescue thanked CHS for our support; do not require further action.			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(F) Treasurer's Report		
Discussion regarding Butte Fire fund; donations to CHS that went to general fund, Butte Fire Vet fund; further clarification of funding needed.			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(G.1) Executive Director's Report		
Three local vets who have provided services have not yet taken our reimbursements for services rendered. Requested BOD approval to use general funds to sponsor vaccine clinic: <ul style="list-style-type: none"> • CHS to purchase vaccine • Vets donate time or CHS sponsor Discussed Focus On Female, cat spay program <ul style="list-style-type: none"> • Increase voucher to pay full cost estimated at \$85-100 per cat 			
CONCLUSIONS	MOTION: To set up vaccine clinic: Russ / Dawn – PASSED MOTION: to set up Focus on Female program with \$5000 in initial funding: Randy / Dawn - PASSED		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(H) Officers Reports – (H.1) President		
<ul style="list-style-type: none"> • Presidents report included in meeting materials • Paws & Claus event planning complete • Search committee for full time Executive Director position activated 			
(H.2) VP, Operations			
<ul style="list-style-type: none"> • VP, Operations report included in meeting materials • Annual Giving letter scheduled for release next week 			
(H.3) VP, Marketing			
<ul style="list-style-type: none"> • VP, Marketing report included in meeting materials • Good response/reviews from printed newsletter • Annual Giving letter scheduled for release next week • Many hits to recent Facebook post regarding lost puppy in West Point; puppy was found; we are responding to comments 			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(i) Team Reports		
<ul style="list-style-type: none"> • Team reports from the dog, cat and FFP included in meeting materials • Oversight Committee Reduction of \$11k in Workers Compensation insurance costs Angels Camp store lease period to August, 2016; can work with landlord to move to smaller space at that time Reviewing alternatives to reduce costs 			

CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(j) Unfinished Business		
Shelter Committee <ul style="list-style-type: none"> • Russ to provide overall project plan by January, 2016 • Brian Moss spoke regarding MOU at recent committee meeting: property leased from county for 40 year term; building owned by CHS; working with county council to address concerns regarding building ownership on leased land • Preliminary plan from architect; first draft very good; to be reviewed further by shelter committee 			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	(K) New Business		
<ul style="list-style-type: none"> • Need to look at organizational structure and by-laws as we look to hire full time Executive Director; new org structure to include needed shelter positions • Jamie developing job description for Executive Director role • Executive Director and Shelter Manager – individual will do both roles initially • Discussing partnership with Animal Services 			
CONCLUSIONS	MOTION: to grant request to conduct study of position, organization structure, compensation, benefits: Russ / JoAnne - PASSED		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	