



BOARD MEETING

MINUTES

OCTOBER 15, 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 5:35pm Adjourned 7:35pm. (MOTION by JoAnn Kromfols, second by Karen Elliott) |
| ATTENDEES | Jo Ingraham, Karen Elliott, JoAnn Kromfols, Dawn LaPlante, Allen Dodson, Joanne Elliott, Jamie Leigh, Russ Thomas (phone) |
| NOT ATTENDING | Randy McNurlin |
| PUBLIC | Anne Ellis, Jean Macomber, Russ Fish, Kathy Arentz |

SPECIAL NOTES

| | |
|---------------------|---|
| NOTICE | Deborah Schoeman has resigned from the board and as board secretary |
| NOTICE | |
| NEXT MEETING | November 19, 2015 at 5:30pm |

Agenda Topics

| | | | |
|---|---------------------------|-----------------|--|
| DISCUSSION | (B) PUBLIC COMMENT | | |
| Russ Fish presented a campaign business plan overview. He is developing pro forma budget and pro/cons of building decisions. He will document reasons behind decisions made to serve as long term reference. He is targeting January, 2016 for initial fundraising. Goal for shelter is to be "technically sound" and one that can be maintained. | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| Russ will set up 1:1 meetings with individual board members | Russ Fish | | |

| | | | |
|---|---------------------------|-----------------|--|
| DISCUSSION | (C) Agenda acceptance | | |
| Agenda revised to include shelter committee report following Executive Director report (G.1) and to include discussion of upcoming Paws and Claus event as part of the VP, Operations report. Agenda accepted as revised. MOTION to accept agenda as revised: Allen / Second: JoAnn K. - PASSED | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |

| | | | |
|---|--|-----------------|--|
| DISCUSSION | (D) September 17, 2015 Board Meeting Minutes – accepted as submitted | | |
| MOTION to accept minutes as submitted: Allen / Second: Karen---PASSED | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | Deborah Schoeman | | |

| | | | |
|--|--------------------------------|-----------------|--|
| DISCUSSION | (E) Correspondence | | |
| <p>Allen provided samples of correspondence received (along with donations) following the Butte fire. Recommendation to take out an ad in local papers to say thank you to surrounding communities for their donations. Karen read letter from Wings of Rescue requesting assistance to purchase a new plane. Agreed to publicize their mission and cause but cannot contribute funds due to our nonprofit status.</p> | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| JoAnn K. to utilize letter in Constant Comment | Allen, JoAnn K., Joann E., Ann | | |
| Joann E. to speak with Ann to coordinate package for JoAnn K. to publish | | | |

| | | | |
|--|---------------------------|-----------------|--|
| DISCUSSION | (F) Treasurer's Report | | |
| <p>(F1) PROFIT/LOSS</p> <ul style="list-style-type: none"> • Arnold store remains profitable; AC store showing loss • Generations donation received - \$41k in September of which \$18k designated in response to Butte fire • Expenditures due to fire just coming in • Allen will continue to track expenses and donations from Butte fire | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | See above | | |

| | | | |
|--|---------------------------------|-----------------|--|
| DISCUSSION | (G) Executive Director's Report | | |
| <ul style="list-style-type: none"> • Written report submitted as part of meeting materials • All BOD members are to become familiar with shelter business plan once updated by R. Fish | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |

| | | | |
|--|--------------------------------|-----------------|--|
| DISCUSSION | (G.1) Shelter Committee Report | | |
| <ul style="list-style-type: none"> • MOU moving forward; final comments to be submitted to Jean no later than Monday, October 19 • Confirmed county will participate in providing care | | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |

| | | | |
|---|--|--|--|
| DISCUSSION | (H) Officers Reports – (H.1) President | | |
| <ul style="list-style-type: none"> • R. Fish contract signed • Discussion regarding Sherry (bookkeeper) as signatory on accounts • MOTION to remove Sherry and add Allen as signatory: Dawn / Second: Karen – PASSED • Shelter committee and board to receive monthly Fish status reports • Randy McNurlin requested reinstatement • MOTION to reinstate Randy: Russ / Second: Allen – PASSED • Jamie accepted interim Secretary role until June • MOTION to name Jamie as interim secretary: Allen / Second: Joann K. – PASSED • Looking for volunteer to take minutes in support of secretary role | | | |
| (H.2) VP, Operations | | | |
| <ul style="list-style-type: none"> • Annual fund raising letter to be drafted by Karen and Joann K.; historically have received \$30k/year in donations | | | |

| | | |
|--|--|-----------------|
| <ul style="list-style-type: none"> Angels store lease: Bruce L. speaking with property manager; August, 2016 lease term date; concerned about morale at AC store Rent, common fees, signage all at issue Windfall from Brooks Trust; received \$70k additional at close MOTION to use additional dollars received from Brooks Trust to fund R. Fish contract: Allen / Second: Joann K. - PASSED | | |
| (H.3) VP, Marketing | | |
| <ul style="list-style-type: none"> Joann K. to draft Emergency/Disaster Policy to define role of CHS in emergency situations; ensuring we have one coordinated voice going forward Attending Jackson Rancheria Health Fair on Oct 21 CHS ad received good placement in Valley Springs newspaper Holiday parades are upcoming; further details coming soon We are now on Twitter! Reviewed preliminary draft of newsletter for formatting; 17x22 single page; to be distributed through senior centers, visitor's center, etc. MOTION for authorization to have 300 newsletter printed for distribution: Russ / Second: Allen - PASSED | | |
| | | |
| CONCLUSIONS | | |
| ACTION ITEMS | | |
| PERSON RESPONSIBLE | | DEADLINE |
| | | |

| | | |
|--|------------------------|-----------------|
| DISCUSSION | (i) Team Reports - FFP | |
| <ul style="list-style-type: none"> Sequoia Rose mobile home park trapping; meeting with residents to advise of trapping dates and actions needed to identify personal pets Requested funding to purchase Buy and Sell Ads with cost of \$137/13 weeks MOTION to authorize ad funding: Karen / Second: Joann K. - PASSED | | |
| | | |
| CONCLUSIONS | | |
| ACTION ITEMS | | |
| PERSON RESPONSIBLE | | DEADLINE |
| | | |

| | | |
|--|-------------------------|-----------------|
| DISCUSSION | (j) Unfinished Business | |
| Shelter committee report noted as item G.1 | | |
| CONCLUSIONS | | |
| ACTION ITEMS | | |
| PERSON RESPONSIBLE | | DEADLINE |
| | | |

| | | |
|--|------------------|-----------------|
| DISCUSSION | (K) New Business | |
| <ul style="list-style-type: none"> Paws and Claus events upcoming at AC and Arnold thrift stores; need someone to run printer and need photographer; to contact the Arts Council for photographer first, other contacts as needed; store to provide photo backdrop; Karen to speak with Blair re: equipment | | |
| CONCLUSIONS | | |
| ACTION ITEMS | | |
| PERSON RESPONSIBLE | | DEADLINE |
| | | |