



BOARD MEETING MINUTES

JULY 16, 2015

5:30 P.M.

FOOTHILL VILLAGE-ANGELS CAMP

MEETING CALLED BY	Jo Ingraham
FACILITATOR	Jo Ingraham
NOTE TAKER	Deborah Schoeman
TIMEKEEPER	Jo Ingraham - Call to order 5:33 p.m. Adjourned 7:25 p.m. (Motion by Karen, second by Allen)
ATTENDEES	Jo Ingraham, Karen Elliott, JoAnn Kromfols, Deborah Schoeman, Dawn LaPlante, Allen Dodson, Joanne Elliott
NOT ATTENDING	Randy McNurlin, Russ Thomas
PUBLIC	Anne Ellis, Jamie Leigh, Jean McComber

SPECIAL NOTES

NOTICE	Happy Anniversary to the Feral Feline Project (FFP) team. July 1 st marks one year!
NOTICE	Welcome new board member: Jamie Leigh
NEXT MEETING	August 15, 2015 at 5:30 p.m.

Agenda Topics

DISCUSSION	(B) PUBLIC COMMENT	
	Report on Director McNurlin's condition. He is improving.	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE

DISCUSSION	(C) Agenda acceptance	
	Motion by Allen Dodson. Second by Dawn LaPlante. PASSED	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE

DISCUSSION	(D) 5/21 Board Meeting Minutes – accepted as amended	
	Motion by Deb Schoeman. Second by Dawn LaPlante - PASSED	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
	Revision: Spell Director Dodson's name correctly. Capture approval for Executive Director Ellis to purchase printed grocery bags	Deborah Schoeman

DISCUSSION	(E) Correspondence
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<ul style="list-style-type: none"> • Thank You Letter to Bill Schmidt for selling property. • Thank you to Calaveras Transit & Mix for the donation of concrete for our new office. 	
CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE
	Anne Ellis, Jo Ingraham

DISCUSSION	(F) Closed Session
New member election: Jamie Leigh	
CONCLUSIONS	Motion by Allen Dodson, Second by Karen Elliott - PASSED
ACTION ITEMS	PERSON RESPONSIBLE

DISCUSSION	(G) Treasurer's Report
<ul style="list-style-type: none"> • Report was generated from old system. Currently transitioning to new system • Concern for who has access to they system. Up to 5 people can have access under our licensing. • Question: Will it show investment funds? Answer: Yes, but need to identify where to show it on report. 	
CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE
	Allen Dotson

DISCUSSION	(H) Executive Director's Report
<ul style="list-style-type: none"> • 30 day notice given July 1st. • Modular flooring is down and trim done. • Parking and walkway concrete donated by Calaveras Concrete • CAO Ryan offered us FREE leftover furniture (desks, chairs, filing cabinets) from the Sheriff/Courthouse closure and move. • FOCAS gave us good window coverings they couldn't use in their modular. • Blair Wiley working on Internet connectivity and phone service. • Vet Assistance Team is in URGENT need of 2-3 more people for this team. • Employee Manual/Policies need to be reviewed: Motion by Dawn LaPlante and second by Karen Elliott - PASSED that it be given to Dawn, Deborah and Jamie for revision. • Records storage – San Andreas storage unit is empty. Will box up CHS records for storage. • Super huge gigantic table – Board needs to decide on what to do with it. 	
CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE

DISCUSSION	(I) Officer's Reports (1) President and (2) VP of Operations (3) VP of Marketing
1c. Standing committee assignments for Board Members will be new with the new year. Jo Ingraham to assign members to committees.	
2a. Our Thrift Stores have a "no returns" policy. Angels Camp store sold \$625 antique bedroom set that the customer did not pick up. Store Manager gave customer a \$300 refund and now the customer wants more. Store Manager will be directed to not refund any further money and to follow Thrift Store policy of no returns or refunds.	
2a. Fundraising Agreement for Mr. Russell Fish. Recommend % of fundraising instead of set dollar amount.	
2a. Angels Camp Thrift Store lease is with attorney. Will try to negotiate rent or may be forced to move. 3 year lease but shopping center gave us 5 months free. Believe the 5 months was added to the end of the 3 year lease.	

3a. Newsletter is out. Only ¼ of our target audience opened the email. Constant Contact sends out a little over 2,000 emails.

3a. Marketing is looking/advertising for two (2) people for their team.

3a. West County Rotary invited us to showcase CHS

3a. Fourth of July FACEBOOK post regarding Holiday pet safety received 4,000 hits.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE

DISCUSSION (J) Team Reports

1. Dog Team: Shelter had first special adoption day. Shelter is short staffed. Hopefully the Cat House will be open the end of July.
2. Cat Team: Cindy Pino emails statistics to all board members
3. FFP Team: Due to out of town team member no numbers available. Sequoia Rose Mobile Home Park and Goldstrike Mobile Home Park have enthusiastically agreed to let us trap and alter their feral cats.
4. E-Comm Team: Working on Pay Pal process to allow contributors to place reoccurring donations.
- 4...VP Marketing. Developing biographies for the board members. Updating Constant Contact email address.
5. Oversight Committee:
 - Only have Arnold store financials
 - Thrift Store staff raises – email vote PASSED
- 6a. New Shelter Committee:
 - Sent out request to two (2) Architects. Only heard back from one of them. He will be coming down from Redding to do a site visit.
 - Vote to off Russ Fish position of Campaign Coordinator. Motion by JoAnn, Second by Karen. PASSED

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE

DISCUSSION (K) Unfinished Business

1. Need muscle for move into new office
2. We took second place in the Arnold Independence Day Parade.
3. Grand Jury report appears to be silent. No communication or publicity.
4. Executive Director Ellis' has given out 15 dog and 17 cat "go home" good bags.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE

DISCUSSION (L) New Business

Appeals Letter – Waiting to hire Campaign Coordinator

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE