



CALAVERAS HUMANE SOCIETY BOARD OF DIRECTORS

REGULAR MEETING – September 15, 2016

MINUTES

Board Members Attending: JoAnn Kromfols (presiding), Priscilla Chalmers, Allen Dodson, Joanne Elliott, Karen Elliott, Randy McNurlin and Russ Thomas

Board Members Absent: Dawn LaPlante

Guests: Jack Garamendi (Supervisor-elect, District 2)

Public: Dee Dee Drake (Executive Director), Anne Ellis, Alisa Dodson (note-taker)

The meeting was called to order by JoAnn at 5:01 p.m.

B. Public Comment  
None.

C. Agenda - additions, deletions, approval

MOTION: To approve the agenda (Allen, Randy) Passed

D. Minutes Approval from the August 18, 2016 meeting - corrections, approval

MOTION: To approve the minutes of the August 18, 2016 meeting with correction of Joanne Elliott being added as "present" at meeting. (Karen, Russ) Passed

E. Correspondence  
None.

F. Financial Report - no report  
1. Signatures

MOTION/CORPORATE RESOLUTION: For investment accounts, remove current signers Jo Ingraham and Karen Elliott and add new signers Allen Dodson (Chief Financial Officer), Dee Dee Drake (Executive Director) and Randy McNurlin (Acting Secretary). This will apply to American General-Polaris Choice Account #P82D5529030, Jackson National/Max One Account #1017315826, Pershing Account #5HQ059543, and TD Ameritrade Account #CLIP 937052679 and #MRP 937052713. Only two signers are required to execute documents and authorize trades. (Allen, Russ) Passed

MOTION: For three El Dorado Accounts (store, main, shelter) add JoAnn Kromfols and Dee Dee Drake as signers in addition to Allen Dodson and Karen Elliott, and delete Jo Ingraham as a signer. (Allen, Karen) Passed

G. Executive Director's Report - report included  
Dee Dee encouraged Board members to follow the CHS Facebook page.  
Anne noted that the Ford truck has been sold.

#### H. Standing Committee Reports

1. Executive Committee

2. Finance Committee

3. Nominating Committee

4. New Shelter Committee

a. New Project Management Software

Russ gave Board members a New Shelter Project Management Proposal recommending that the NSSC be phased out and replaced by Project Manager Software and that a position of a New Shelter Administrative Assistant be created to run it. He also distributed a job description for the Administrative Assistant.

MOTION: To adopt Project Manager software for the overall management of the new shelter (Randy, Allen) Passed

MOTION: To establish a part-time position of New Shelter Administrative Assistant. (Allen, Randy) Passed

MOTION: To offer the New Shelter Administrative Assistant Position to Anne Ellis. (Karen, Priscilla) Passed

#### I. Adjournment

MOTION: To adjourn the meeting at 6:16 p.m. (Joanne, Randy) Passed