



# BOARD MEETING

## MINUTES

AUGUST 20, 2015

5:30 P.M.

FOOTHILL VILLAGE-ANGELS CAMP

|                          |  |
|--------------------------|--|
| <b>MEETING CALLED BY</b> | Jo Ingraham  |
| <b>FACILITATOR</b>       | Jo Ingraham  |
| <b>NOTE TAKER</b>        | Deborah Schoeman   |
| <b>TIMEKEEPER</b>        | Jo Ingraham - Call to order 5:41 p.m. Adjourned 7:50 p.m. (Motion by Deb, second by Jamie)                                     |
| <b>ATTENDEES</b>         | Jo Ingraham, Karen Elliott, JoAnn Kromfols, Deborah Schoeman, Dawn LaPlante, Allen Dodson (phone), Joanne Elliott, Jamie Leigh |
| <b>NOT ATTENDING</b>     | Randy McNurlin, Russ Thomas  |
| <b>PUBLIC</b>            | Anne Ellis, Jean McComber  |

## SPECIAL NOTES

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| <b>NOTICE</b>       | Happy Anniversary to the Feral Feline Project (FFP) team. July 1 <sup>st</sup> marks one year! |
| <b>NOTICE</b>       | Welcome new Treasurer: Allen Dodson  |
| <b>NEXT MEETING</b> | September 17, 2015 at 5:30 p.m.  |

## Agenda Topics

|                     |                           |                 |  |
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| <b>DISCUSSION</b>   | (B) PUBLIC COMMENT        |                 |  |
| <b>CONCLUSIONS</b>  |                           |                 |  |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |  |
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| <b>DISCUSSION</b>                   | (C) Agenda acceptance     |                 |  |
| Motion: Dawn/ Second: Deb----PASSED |                           |                 |  |
| <b>CONCLUSIONS</b>                  |                           |                 |  |
| <b>ACTION ITEMS</b>                 | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |  |
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| <b>DISCUSSION</b>  | (D) 5/21 Board Meeting Minutes – accepted as amended |                 |  |
| Motion: Karen / Second: Joanne----PASSED                                 |  |                 |  |
| <b>CONCLUSIONS</b>   |  |                 |  |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b>                            | <b>DEADLINE</b> |  |
| Revision: Spell Director Dodson's name correctly. (2 <sup>nd</sup> time) | Deborah Schoeman                                     |                 |  |

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| <b>DISCUSSION</b>   | (E) Correspondence  |                 |
|                     | <ul style="list-style-type: none"> <li>• Card from Calaveras High School principal thanking us for the conference table and chairs.</li> <li>• Letter from teacher Kathi Grover and Michelson Elementary children thanking us for the In Kind News</li> </ul> |                 |
| <b>CONCLUSIONS</b>  |   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
|                     | Anne Ellis, Jo Ingraham   |                 |

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| <b>DISCUSSION</b>   | (F) Treasurer's Report   |                 |
|                     | <p>(F1) PROFIT/LOSS</p> <ul style="list-style-type: none"> <li>• Still transitioning to new system but making progress. All but "investments" have been set up.</li> <li>• Store profits \$12,550</li> <li>• Whiskey Slide property sale \$16,500</li> <li>• New shelter income \$2,425 with an additional \$4,000 to deposit from Ironstone Concert</li> <li>• Operating expenses over revenues \$5,375.</li> <li>• Consolidated profit for the month was \$26,100</li> </ul> |                 |
|                     | <p>(F2) SPAY/NEUTER REPORT – no report received</p>  |                 |
|                     | <p>(F3) COLLECTION BOXES</p> <ul style="list-style-type: none"> <li>• Donor box totals \$1,268.51</li> <li>• Totals are low due to an approx. \$250 loss due to the loss of the most lucrative donor box location in the County, through unfortunate circumstances.</li> <li>• New volunteer: Julie Clymer</li> <li>• Alisa Dodson to be backup for donor box collection</li> </ul>  |                 |
| <b>CONCLUSIONS</b>  |  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
|                     | Allen Dodson   |                 |

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| <b>DISCUSSION</b>   | (G) Executive Director's Report  |                 |
|                     | <p>MODULAR/OFFICE MOVE</p> <ul style="list-style-type: none"> <li>• Board room table and chairs were donated to Calaveras High School</li> <li>• Our old office desks and chairs were donated to Common Grounds Senior Services</li> <li>• All records are now in storage or shredded as appropriate. All stored records are dated as to when to destroy.</li> <li>• Union Democrat ran article on 8/7/15 regarding our office move and future shelter plans.</li> </ul> |                 |
|                     | Annual Appreciation Dinner still needs a committee. Committee formed: Joanne, Allen and Jamie  |                 |
|                     | Joann K to make a gift basket to donate to the Margaret Blair Second Chance Program fundraiser/dinner on September 20 <sup>th</sup> .  |                 |
|                     | <p>VET ASSISTANCE</p> <ul style="list-style-type: none"> <li>• Vet Assistance team desperately needs a volunteer.</li> <li>• Resident in need of an additional \$137.28 in vet assistance. Motion: Karen / Second – Jamie - - PASSED</li> </ul>  |                 |
|                     | Katie Orlopp would like to purchase two of our folding tables. Motion: Dawn / Second: Allen - - - PASSED   |                 |
|                     | Judy Richter would like CHS to fund a donation to the Canine Rehabilitation Center and Sanctuary. Debby Beaufort, Dog Team Leader, does not approve of this request. - - - DIES FOR LACK OF A MOTION   |                 |
|                     | <p>Executive Director Schedule/Hours/Focus</p> <ul style="list-style-type: none"> <li>• Anne needs to limit her hours to 20 per week, per her contract.</li> <li>• Anne would like to establish consistent days she works for us.</li> </ul>   |                 |
| <b>CONCLUSIONS</b>  |  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
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| <b>DISCUSSION</b>  | (H) Officer's Reports (1) President and (2) VP of Operations (3) VP of Marketing |                 |  |
| 1a. Allen Dodson elected to Treasurer  |  |                 |  |
| 1b. Creation of Executive Director search committee. Chairperson: Jamie  |  |                 |  |
| 1b. Executive Committee: <ul style="list-style-type: none"> <li>Accept by-laws to limit members to President, both Vice Presidents, Treasurer, and one Director. Motion: Deb / Second: Dawn - - - Passed</li> </ul>  |  |                 |  |
| 1b. Arnold Parade trophy received.   |  |                 |  |
| 2a. VP of Operations: nothing to report  |  |                 |  |
| 3a. VP of Marketing: <ul style="list-style-type: none"> <li>Discussion about printing CHS newsletter and how many times per year. Newsletters will not be mailed. Limited size to 4 pages, front and back. Have print copies for specific locations.</li> <li>Valley Springs News advertising. Discussion regarding size. Settled on ¼ page full color.</li> </ul> |  |                 |  |
| <b>CONCLUSIONS</b>   |  |                 |  |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |  |
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| <b>DISCUSSION</b>   | (I) Team Reports          |                 |  |
| 1. Dog Team: No report received   |                           |                 |  |
| 2. Cat Team: No report received   |                           |                 |  |
| 3. FFP Team: Kitten season is in full swing. 48 cats altered in July. More than half were under 5 months old. YTD: 372 cats have been altered.  |                           |                 |  |
| 4. E-Comm Team: <ul style="list-style-type: none"> <li>It is important to follow us on Facebook and share as much as possible.</li> <li>4,724 readers were reached with found German Shepherd mix in Arnold. It was shared 84 times.</li> <li>Lori's "now appearing" post of adoptable kittens reached 1,401 people and was shared 42 times.</li> <li>6,257 readers were reached with the Queensland Heeler lost during thunderstorm while Galt family was camping. It was shared 180 times.</li> <li>Our website is currently on a shared server. As a result it runs slowly and leaves us vulnerable to security issues. We have been compromised, but additional protection has been put in place at a cost.</li> <li>With the Capital Campaign getting underway, we need to explore getting our own server.</li> <li>Wonderful letter from Butterfly Robert's owner thanking us for helping pay for dental work. Owners Dennis and Elizabeth Roberts are sending money when possible and have donated a few hundred dollars worth of collectibles to the thrift store after closing their space in the Jackson Antique Mall.</li> </ul> |                           |                 |  |
| 5. Oversight Committee: Arnold Thrift Store total for July was \$31,275. John was in San Andreas to help with the office move and the thrift store team worked extremely hard to keep up.   |                           |                 |  |
| 6a. New Shelter Committee: <ul style="list-style-type: none"> <li></li> </ul>   |                           |                 |  |
| <b>CONCLUSIONS</b>  |                           |                 |  |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |  |
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| <b>DISCUSSION</b>   | (J) Unfinished Business (was moved up, right after acceptance of Minutes from July 16 <sup>th</sup> meeting to allow Jean McComber to leave early) |                 |  |
| <b>SHELTER COMMITTEE</b>  |  |                 |  |
| 1. Mr. Fish would like to know what our budget is so he can write a business plan. Mr. Fish is away until the end of the month.   |  |                 |  |
| 1a. Fundraising agreement needs Board approval. Version one has base dollar amount. Version two has percentage amount. New version will be emailed to Board for comments. Board needs to comment by Monday. |  |                 |  |
| 1b. MOU in rough draft stage. Looking for suggestions and will answer any questions. Concern expressed over whom has authority to approve the shelter design, CHS or County?                                |  |                 |  |
| 2. Employee handbook. Dawn will get clarification on certain reports.   |  |                 |  |
| <b>CONCLUSIONS</b>  |  |                 |  |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |  |
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| <b>DISCUSSION</b>   | (K) New Business          |                 |  |
| Volunteer refused to sign volunteer agreement. Asked member to find out what part of the agreement she has an issue with. |                           |                 |  |
| CLOSED SESSION: Personnel Action to review Executive Director compensation.   |                           |                 |  |
| <b>CONCLUSIONS</b>  |                           |                 |  |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |  |
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| <b>DISCUSSION</b>  | Special Vote              |                 |  |
| Email vote for fundraiser contract. Votes counted on September 7, 2015. 6 yeses, 0 noes, and 3 no responses. |                           |                 |  |
| <b>CONCLUSIONS</b>   |                           |                 |  |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |  |
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