



**Humane Society of Tuolumne County
June 30, 2010, 6:30PM, Shelter Conference Room**

Board Members In Attendance: Renie Leakakos, Mitch Luce, Jean McClymonds, Michele Morris, Ruth Olson, Doryene Rapini, Irwin Schwartz, Annette Tessaro

Board Members Absent: None

Is there a quorum? Yes

Others Attending and Affiliation: Jeff Boyd, HSOTC Interim Shelter Manager

PUBLIC BOARD MEETING

Proceedings of Meeting

The meeting was called to order at 6:40PM by president Renie Leakakos.

Renie welcomed all the attendees and indicated that this is a special Board election meeting and there are four positions to be filled in light of John Muldoon's resignation.

Review and Approve Minutes from May meeting

The minutes from May's Board meeting were reviewed and Mitch moved that we approve the meeting notes for May, Michele seconded it and it was unanimously approved.

Comments from the Public and Humane Society Members

Renie asked if there were any comments from the public...there were none.

Marketing Report

Casie distributed the June 2010 marketing report. Subjects covered included appeal #3 letter, the BBQ and Luau event, 2nd Annual "Make Your Pet a Pin Up" calendar contest, new marketing materials, Happy Paws Dog Walk and Festival on

September 11, update on the November 6th gala event and general information on web site activity. A summary of the items discussed are included in the attached report.

Two other notes...the shelter has received a donation of two pieces of abstract marble art that will be part of the silent auction gala event in November. Casie indicated that she's hoping for about 10 really good items for the silent auction. She's just starting to organize the specifics on this event along with the formation of the event committees.

In addition, she wanted to mention that Jamestown Mini-storage has supplied us a 10' x 15' storage unit to safely store our shelter and event items for \$45.00 per month and in exchange, we will run an ad in our newsletter. These units normally rent for \$115.00 per month.

Shelter Manager's Report

Jeff presented the shelter manager's report (copy attached) and indicated that we adopted, during the month of June, 46 dogs and cats yet the shelter has seen an increase in animal surrenders which is keeping our shelter numbers high. This is clearly a sign of the economy and we also received one that was adopted from the shelter over seven years ago. Currently we have 30 plus dogs and closer to 40 cats and kittens at the shelter.

Jeff commented that the conference room has been repainted and next we're going to do the hallway and kitchen. He also mentioned that the shelter van broke down and it's on its last legs. So we're putting out an appeal in hopes that someone can donate a van in good running order to the shelter.

In the last few days we've interviewed candidates for the Thrift Store Manager position and have some very good ones. He took a moment to thank Dayna Harvey, interim Thrift Store Manager, for the great job she has done in reorganizing the thrift store and keeping it running smoothly.

Our new accounting system goes into effect on July 1 and it will help us track how we're doing financially as well as provide the needed reports for our grant applications. In addition, he's working on and will have available the 2010 - 2011 budget in the next couple of weeks.

Crematorium - Status

Our crematorium did 10 cremations this month and Jeff talked with Air Quality Control today and although our permits are in force, they will be delivering them to the shelter in the next few days. We're also going to implement a community outreach ad campaign in hopes of increasing business. Plus there was an article in the *Union Democrat* last week that was very favorable on shelter activity although it pointed out that given the economy, non-profits are having their share of financial difficulties.

Appeal Letter #3 – Status

Comments were made on appeal #3 indicating that because we have a variety of lists and we're planning on a continuous appeal campaign, we have enough names in our database to ensure that we connect with the same person(s) every 14 months. So hopefully this will provide us with consistent monthly donations to help fills in the gaps. Next drop of 3000 will be made July 2, 2010.

Committee Updates

Review – Haven't had any reason to meet so there's nothing to report.

Finance – We will be moving our accounting functions over to Sonora-based Hohne & Hoyt CPAs Inc.

Grant – We will have a presentation on our PetSmart grant application in just a few minutes.

Policy – We will be voting on some new policies a little later in tonight's meeting and we're in the process of making revisions to our other policies and procedures as well as adding some new ones.

Fundraising – This was covered in Casie's marketing report.

Volunteer – Nothing new to report at this point.

Veterinary – We tried to have one but not all could attend. We try to hold our meetings once a quarter and we have not set a formal date for the next one.

Spay & Neuter – News on this front will be presented in the PetSmart grant application report by Erin Gold.

Membership - Just a quick mention that we're almost at 950 in memberships!

Education – We will be forming a new education committee with the intent to work with local schools on animal awareness/education programs. More will follow on this once the committee has been formed.

New Business - Grant Presentation

This presentation was given by Erin Gold, technical writer on the grant subcommittee:

We've been working on this grant application since January 2010 and it's not uncommon for the first application of a major grant to take a bit longer to complete. In this PetSmart grant application we're asking for \$100,000 for a two-year funding cycle. It's focusing in on two spay and neuter programs or approximately \$46353 for in-house S&N services, \$30,000 for the low income S&N

voucher program with additional monies targeted for the lease of a new shelter vehicle. The vehicle we have presented is for a 36-month lease where we asking PetSmart to cover the first two-years of lease payments with the shelter covering the third. And we will be looking for other means of covering the third year costs along with other funds to ensure the programs sustainability. In addition, we've allocated \$5000 for marketing to help offset a portion of Casie's time along with a focus on community outreach using more electronic media versus traditional print. We've also budgeted \$1000 for travel to make sure that our marketing materials are kept in supply. Bottom line, want to maintain our S&N services – both in-house and voucher – while increasing our overall services by 33% for each year of the program. We are being very conservative in what we believe we can do since we can always go back and say we went above and beyond what we set for our goals. We're still waiting for three veterinary letters of support (we have three already) and Jean will run out a fresh P&L statement for July 1, 2009 – June 30, 2010. Then we have two small tweaks to our listing in the GuideStar online data sharing website which PetSmart relies heavily on for their grant applications. In addition, we have a contact at PetSmart that can give us a heads-up on the application...they can't tell us if we receive an award or not but can keep us posted as to the process. Erin wanted to point out...especially to those that will just be coming on the Board...that these grants are extremely competitive and the first one is always the hardest. They probably won't make their decision until October so funding could be as late as the end of the year.

Doryene made a motion that we accept the PetSmart proposal as presented and written to be submitted on or around July 15, 2010. Mitch seconded the motion and it passed unanimously.

New Business - Adoption Contract Revisions

Jennifer with Animal Control recommended that we change our adoption contract to provide for up to a 72-hour delay pending a background check that Animal Control will provide. There is a new section that the adopter must sign acknowledging the background check along with the delay and this will go in as part of the modification. Renie asked if Doryene could revise the current contract and send it to the Board via e-mail for approval. In addition, it was noted, Jennifer and Jeff will meet once a month to continue fostering the relationship with the HSOTC and Animal Control

Annette clarified what a background check from Animal Control shows...it shows if the potential adopter has their landlord's permission (where applicable) to have an animal, if the animal is current on its vaccinations, if there have been any calls regarding other animals in the household and it shows if there's been a history with the adopter of abuse. Doryene commented that in particular we're concerned about our guardian dogs (i.e., pit bulls, shepherds, rotties and mastiffs). Our animals need to be protected and we need to make sure that they're all going to good homes.

It usually takes 24-hours to do a background check and as a shelter, we plan to be selective in using Animal Control's background check. If we were to do say 12 a month, we believe that would be OK and Jennifer has offered to do them. One of the other things we discussed is having an annual event together to foster goodwill while doing something together that helps educate our community on responsible pet care.

As a shelter we do standard checks with the vets. Yet partnering with Animal Control on the background checks adds another layer to our ensuring that our animals are placed in responsible households.

New Business – New Policies Vote

Policy #27 – Conference Room Rental; along with Policy #48 – Paw Prints in Heaven Pet Crematory Services; Policy #49 – Paw Prints in Heaven Pet Crematory Services Regarding Pickup, Delivery and Return to the HSOTC Shelter and Policy #50 – Paw Prints in Heaven Pet Crematory Operating Procedures were distributed at the start of the meeting to the public attendees. Copies were reviewed by the Board and are now finalized for review and approval.

Jean moved that Policy #27 covering the Conference Room Rental as well as crematorium policies #48 – 50 on the processes and operating procedures of the crematorium be accepted and approved for implementation into the HSOTC policies and procedures manual. Ruth seconded the motion and it passed unanimously.

Before taking a break to confirm Board votes, Renie thanked everyone who participated in the Board elections citing if you're not elected to the Board this time, we hope that you will consider being a co-chair on one of our committees.

Election – Results

The Board meeting continued with Renie's announcement of the four new members of the HSOTC Board for the 2010/2011 fiscal year include in no particular order, Michele Morris, Alex Erickson, Renie Leakakos and Pat Edell. Congratulations to all of you and I'm delighted for all of you to be joining the Board.

And now I'd like to also say thank you to our Board members who are leaving us that we would not have been able to do as much as we have without your help. To Irwin Schwartz and Ruth Olsen you will be sorely missed and we wish you the best of luck in your future endeavors.

Meeting adjourned at 7:45PM.

Minutes submitted by Jean E. McClymonds, Board Secretary
Date: June 30, 2010

Jean E. McClymonds