



**Humane Society of Tuolumne County  
May 26, 2010, 6:30, Shelter Conference Room**

**Directors In Attendance:** Mitch Luce, Jean McClymonds, Michele Morris, Ruth Olson, Doryene Rapini, Irwin Schwartz, Annette Tessaro,

**Directors Absent:** Renie Leakakos, John Muldoon

**Is there a quorum?** Yes

**Others Attending and Affiliation:** Jeff Boyd, HSOTC Interim Shelter Manager; Jennifer Clark, Animal Control Manager; Teri Elam, Supervising Animal Control Officer

**Public Attendance:** Approximately 12 public participants

**OPEN (PUBLIC) SESSION BOARD MEETING**

The meeting was called to order at 6:35 by Vice President, Doryene Rapini, who introduced herself as setting in for Renie Leakakos.

The review of the April meeting minutes was completed and a motion was moved by Jean McClymonds that the Board approve and accept the April Board Meeting minutes, Ruth Olson seconded it and it passed unanimously.

Doryene asked participants in the audience to introduce themselves including Jennifer Clark, Animal Control Manager and Teri Elam, Supervising Animal Control Officer from Animal Control; new Board applicants Wanda Griffin and Alex Erickson as well as Darlene from FOAC.

**Comments from the Public and Humane Society Members**

Jennifer Clark, Animal Control Manager, introduced herself and wanted to talk about how Animal Control and the HSOTC can work together better. She indicated that she has a long history with the HSOTC starting back in 1986 and she's coming up on her 24<sup>th</sup> year. "Back when I started, Animal Control was the unwanted stepchild and we were also appalled at the shelter since nothing was being done to improve shelter conditions and there wasn't much in the way of public sentiment. At the time, there wasn't much that

Animal Control could do which created a tenuous relationship with both the HSOTC and the veterinary community at large. Plus at this point there wasn't really a shelter, so to speak, and there were three officers with three different styles. As we worked together we started to establish a much better working relationship with the HSOTC and the result was the creation of a 17-page letter to outline what the shelter needed to make it better...such as there was no separation between the dogs and cats and this was a critical situation that needed to be changed. At the time, the shelter wanted its own facility and there were conflicting opinions on exactly what that facility should be. So at this point, Animal Control stepped away from the situation yet continued to offer our support. At the time there was a temporary shelter and then eventually the HSOTC found this property and in order to afford to build it the decision was made that the HSOTC would own the building and the county (Animal Control) would become their tenant. We have Ken Bisordi to thank for bringing this all together and getting the permits and coordinating all the efforts to ensure that the building was built. During our meeting over this period of time, it was determined that there would be an appointed position on the HSOTC Board for Animal Control especially in light that at the time we had a Spay & Neuter task force in place. During my tenure with Animal Control, the HSOTC has been through six different shelter managers and all with different styles yet we still were able to remain communicative."

"Currently our staff is available to help the shelter and I'm personally there to assist you so this will continue to be a workable relationship between the two facets. I personally have been supportive of the HSOTC and have a special place in my heart for the Spay & Neuter activities. Now I'm going to bring up something regarding adoption policies. When I started in this position, I was very naïve and felt that the majority of people take care of their animals. Yet, I've come to learn that the majority of people who own pets really have no business owning them. Early on, I felt that we should take in all the animals we could yet that didn't work because they ended up getting sick. I remember a woman who came in every summer to pick up two kittens so she could take them home for her grandchildren to play with and then she'd surrender them at the end of the summer. We can't allow this and don't. And a person can't just tell us that having the animal is OK with their landlord...we need to verify this with the landlord. Or the guy that just brought us in a second dog with heartworm and wants to adopt another or the person who wants another kitty that probably will end up being coyote bait. The big component in adoptions is doing proper background checks, checking with veterinarians, checking our records or with the agencies in other jurisdictions to make sure we've done everything we can to ensure that an animal is going to a good home. The HSOTC needs to do more thorough background checks and not do Petco adoptions since animals are

placed that day with questionable background checks, if any. I would rather humanely destroy an animal that let it live in an unsuitable situation.”

“Now specific to the crematorium, the smell that we had the other day was making our employees sick so Teri followed standard protocol and contacted the Air Quality Control Board to report the smell since she knew they had just been out that day to issue the permit for the crematorium usage. I believe we both need to be supportive of one another, yet I still believe we did what was right and I don’t feel there’s a division between the two facets.”

Terri Elam, Supervising Animal Control Officer, spoke since she was the one who filed the report with AQC...“my main goal, doing what I did, was to find out what the problem was and determine whether it was a health problem or not. I felt this was the right thing to do.”

Jennifer concluded that if anyone has any questions to please feel free to come over and discuss anything and she indicated that she was open to setting up a meeting with members, especially the Board, of the HSOTC.

Doryene pointed out that we have a new detailed adoption form that helps prequalify adopters. That we do conduct background checks and will be getting software that will help in that process. We have indemnity forms for both the adopter and landlord that must be completed and submitted before the animal leaves our shelter.

Jean commented that our online Pet Profile Request Form helps to filter background information while helping us place our available animals based on other information including the adopter’s current vet, other in-home animals, living environment, etc., so we can easily follow-up to confirm the information is accurate as submitted.

Doryene wanted to assure Jennifer that we are no longer participating in the Petco Adoption program and until we have available staff, we are not participating in the PetSmart one either. She also commented that although we understood why the crematorium smell was a concern, yet, “someone could have considered contacting us to find out what was happening and if there was a problem”. She concluded by saying we do want things to work out because we’re all in this for the same reason.

### **Marketing Report (Summary was distributed)**

Casie reported that the ad thanking the community for their outpouring of support with the brunch and recent appeal campaign ran about two weeks

ago in the *Union Democrat*. In addition the rummage sale held by Mary Kirkwood was a true success that netted over \$1800.00 for the shelter.

She also commented that we will be kicking off the 2011 calendar contest and she's hopeful that it will be even more successful than last year. The contest brochure should be available by next week.

### **Shelter Manager's Report (Summary was distributed)**

May has been a busy month at the shelter, the crematorium is up and running and we've had six private cremations and several communal. All the private cremations have been requested by the public. We (Jean, Doryene and Jeff) have met with all of the Tuolumne county vets and we are very pleased with the meetings and the comments received on the shelter's professional presentation and materials. We're hoping on meeting with the Calaveras vets in the next couple of weeks. Roxanne, who was our Thrift Store Manager, recently resigned and Dayna Harvey has taken on the challenge of running the store and is doing an excellent job. We have received applications and will be reviewing those and setting up interviews. This month we have adopted out 30 dogs and cats...unfortunately two young puppies who were surrendered to us had parvo and it was necessary for us to euthanize them.

The "Who Let The Dog's Out" event was a real success and our next big event is the BBQ yet we need to sell more tickets...so please help where you can in selling the tickets and making this event an even bigger success.

### **PAWS Membership Recruitment Campaign – Update**

Casie commented that the "Who Let The Dog's Out" event was the kick-off for our P.A.W.S. Membership Recruitment Program and we currently have over 900 members and are well on our way to 1000. She added that we are very proud of everyone's help in ensuring a strong membership base to help the shelter. Plus there's an extra level of excitement in our Member-Get-A-Member program where our members can earn HSOTC bucks by bringing in new members. And we've added some extra benefits to our membership to make it all that more appealing.

### **Appeal Letter #3 – Status**

Our next Appeal #3 campaign will start with 3000 letters mailed out next Wednesday for June and then another 3000 for July and again 3000 for August. This is a new appeal and a new list that we've never solicited for donations. We're hopefully this campaign will be as successful as the

previous two.

### **Bylaws & Policies – Update (Copies of both policies were distributed)**

Jean commented that in light of the recent resignation of Roxanne Croston, we felt it was necessary to update one of the existing HSOTC policies and add a new one, more specifically, Policy #34 (new) – Discipline and Dismissal of Employees and an update to Policy #38 (which will replace the old Policy #9) on Human Resources/Personnel Administration. These policies have been reviewed by the Board and what we have distributed are the final policies and procedures that we'd like to put in place. It should be noted that we will be updating Policy #38 to include a section on compensatory time yet, for now, we'd like to have a vote on the acceptance of these policies as amended. Therefore I move that we accept Policies and Procedures #34 and #38 as amended. Mitch seconded the motion and it passed unanimously.

### **BBQ/Luau – Status**

Casie reported that 150 tickets have sold so far and that in the next day or so she's going to check in with people who have tickets to get a firm count...she believes there are probably in excess of 250 in presales already and she expects to see at least another 200-300 at the door. Plus last year, the last week was crazy with ticket sales and she's sure that it will be the same this year. She will be placing a food order to accommodate 550 people since she firmly believes we will have higher attendance due to it being at the fairgrounds. Plus the radio station is promoting the event this next week so "I'm very comfortable with that number". In addition, the event will be promoted on the fair announcement Board as well as the *Union Democrat* Weekender plus word of mouth..."so I'm very comfortable with this attendance number".

Irwin commented that he'd like to throw out an idea...why not send two tickets each to the Board of Supervisors, the City Council as well as the Mayor since there are 10 supervisors, seven city council members... so we're talking about 24 tickets and there is the chance that they might attend. Michele moved that we comp the tickets and take them down and distribute the tickets with a letter inviting them to attend the event. Ruth seconded the motion and it passed unanimously.

Casie continued that specific to the BBQ, we will have two separate check-in lines...one for members and another for non-members. Plus we will have membership applications there so people can sign-up to obtain the member

discounted price. In addition we have a new pledge to give program where individuals/businesses commit to a year's worth of donations...it's a commitment to help the HSOTC with ongoing support and people can join this program for as little as \$5.00 a month

### **Fundraisers 3<sup>rd</sup> and 4<sup>th</sup> Quarter – Status**

Casie reported that the fundraiser for the 3<sup>rd</sup> quarter (September) is the dog walk and we will be meeting with Sherry from K9 Training on Thursday, June 3<sup>rd</sup> at 10:30 to start discussing this event. Anyone who would like to be involved in this is welcome as well as a couple of Board members. Casie also mentioned that Sherry indicated she would rather have the shelter handle organizing this event...yet, she is willing to get the therapy dogs and invite therapy dog representatives yet have the shelter organize it. As well, Nita will be at this meeting.

For the fourth quarter, we are currently in the preliminary planning stage for a "Red Carpet, Hollywood Oscar-style Talent Show Event" and have reserved the Opera Hall for November 6th. Given the "rush of the holiday season" she has also booked a DJ that has experience in running contests like what we're proposing. More on this event will be reported at a future Public meeting.

### **Committee Updates**

**Review** – Doryene reported that there hasn't been a need for this committee to meet at this time.

**Finance** – Jean reported that Jeff and Jean met with a friend of Jeff's (Bob) from Hohne & Hoyt CPA's as he offered a complementary review of the model chart of accounts and accounting structures developed to make sure they agree with our direction. Overall, it was an excellent meeting and they provided us with a few additional recommendations so we can move forward with coding the accounts and setting up the classes. Jean plans to work on preparing the software starting the week of July 14<sup>th</sup> so we will have two weeks to review it, make changes and have it ready to start on July 1, 2010.

**Grants** – The grant committee will present the latest version of the PetSmart Grant application to the Spay & Neuter committee for their feedback on Friday, May 28<sup>th</sup>. The next review of the application will be at the Grants committee Meeting on June 10<sup>th</sup> with a planned date of June 25<sup>th</sup> for the grant to be distributed to the Board and Spay & Neuter appointees for their review and final approval before submission.

**Policy** – Information was already covered earlier in the meeting specific to the new and amended policies #34 & #38.

**Fundraising** – Information was already discussed earlier in the meeting by Casie.

**Volunteer** - Michele reported that we have five new individuals at the front desk and this seems to be helping immensely with the telephones as well as front desk activities.

**Veterinary** – Doryene reported that the next veterinary committee meeting will be the end of next month on June 27, 2010.

**Spay & Neuter** – Ruth reported that the Spay & Neuter committee will be busy baking cakes for the BBQ/Luau as well as bringing strawberries for consumption at the event as well.

**Membership** – Jean commented that Casie recently pointed out that according to the by-laws, volunteers who have been active with the shelter for over 10 years are granted a lifetime membership. It was agreed that we need to make sure we're doing this and Michele will be working on a list to give to Jean. Michele also pointed out that it's the volunteers who are the heart of the shelter while Dayna voiced that she doesn't know what she would do without the help of the volunteers. The general agreement was that without their help we wouldn't be where we are today.

**Education** – Doryene made note that we will be organizing an Education committee and will wait until after the elections and have the new Board in place to establish the Education committee. This committee will work with the local schools to help develop shelter-based education programs.

## **New Business**

**Yearbook Advertising** – Sonora High School would like us to advertise in their yearbook with a business card ad. In addition Irwin proposed that we do the same for Summerville High and moved that we spend the \$75.00 per school to advertise in their yearbook, Michele seconded the motion and it passed unanimously.

Dayna indicated that she is happy that the shelter provided her with the opportunity to manage the Thrift Store and keep it on track. She asked everyone to help by providing any suggestions on how the store can improve and reassured us that she and her staff are doing everything they can to keep our customers happy following Roxanne's departure.

Meeting adjourned at 7:40PM.

Next public Board meeting will be on June 30<sup>th</sup> at 6:30PM.

Minutes submitted by Jean E. McClymonds, Board Secretary  
Date: May 26, 2010

*Jean E. McClymonds*