

LINCOLN COUNTY HUMANE SOCIETY BOARD MEETING

August 19, 2010 at 5:00pm

Basement Conference Room

City Hall – Merrill, WI

Executive Board Present: Jennifer Moore, Patrick Hoerstmann, Johanna Hoerstmann, Kari Kercher

Board Member Present : Sarah Litzer, Tina Larson, Susan Taylor, Jerry Melvin

Appointees Present: Kandy Peterson, Ramona Pampuch, Mary Hofele

Staff Present: Liz Friedenfels

Public Present: Evan Case (AmeriCorps/LCHS Volunteer Coordinator)

Meeting was called to order at 5:02 by President Jennifer Moore.

Discuss/Approve Minutes from previous meeting: Sarah motioned to approve the minutes, Kandy seconded the motion. Board voted to approve.

Discuss/Approve Financial Report: Kandy motioned to approve the financial report, Ramona seconded the motion. Sarah noted the office related category is quite high, this is due to the new washer. The category Jennifer has concerns with is the surgery/medical exams. Liz stated this is partially due to the "Spay Me" program. Sarah suggested we add a category specifically for the "Spay Me" program. Jennifer questioned whether we are spaying more animals than normal due to the "Spay Me" program. Liz stated we are, but financially it equals out due to the cost savings of the "Spay Me" program. Susan added we are able to spay younger animals which in turn increase our adoptions. Tina brought up the Debbie/Marlene fundraising money which was earmarked for spay/neuter expenses. Jennifer noted the payroll expenses were quite high. Pat questioned if staffing is set or if it's based on demand. Liz stated it is a set schedule. Liz has tried to find another vendor for waste removal but has not found a business that would be interested. Mary suggested Viola located in Wausau. They pump the tank at the Holiday car wash. Liz suggested if there are specific questions regarding the financial report to please email her prior to the meeting allowing her to get us the answer same day. Board voted to approve.

Shelter Report: Pat motioned to approve the shelter report, Kandy seconded the motion. Liz stated we adopted out 46 cats in one month, this may be partially due to the "Spay Me" program and also having the cats at Petsmart. Evan has enlisted a strong volunteer base for walking dogs. All the dogs are getting at least one walk a day. Justin may be moving in October. Aluminum can intake was about \$3,000 higher than normal. Johanna questioned if "Zastrow the Beer Man" had been donating their aluminum. Johanna will follow up with Zastrow's. Board voted to approve.

Fundraising Update: "Cruizin' fur Critters" brought in approximately \$5500. We are looking at moving the event to June 11th. We will be having another fundraising meeting on 8-28-10. We will be discussing the September events we will be participating in. The Petsmart-adoptathon and Peaceful Pines "Dunking for Dogs" will be taking place on the same weekend. Jill (former shelter manager) has

organized a fashion show with Maurices. The LCHS will receive a percentage of the proceeds from that day's sales. Banquet tickets were handed out to all board members to sell. They will also be available at the shelter. Dave Kasten Motors is having an adoptathon that we are invited to on October 9th. The board has decided against this due to our full fundraising schedule.

Volunteer Coordinator: Evan's time is coming to a close. Johanna has requested a list of the core volunteers to add to our membership list. Evan would like to give our super-volunteers a volunteer shirt as a token of our appreciation.

"Spay Me" Program Information: Susan brought pictures of the "Spay Me" facility. Susan stated 28 of the 34 cats that were spayed/neutered were adopted. There was one complication on a cat that was part of the "Spay Me" program. A local veterinarian had evaluated this cat and was concerned. She contacted the "Spay Me" veterinarian regarding her concerns. We are very pleased with the open line of communications between our local veterinarian and the veterinarians associated with "Spay Me" Kari would like a separate line for the "Spay Me" program. Pat stressed we really need to keep close contacts with our local veterinarians. Jerry has suggested we generate a report documenting the number of appointments we have with each veterinarian clinic. It was also mentioned to document if we are denied an appointment and the reason why. We also have to keep in mind the protocols each clinic has with regards to immunizations and surgeries.

Discuss Accountant: A local accountant is interested in giving advice and direction on our financials. Jerry, Kari and Liz will set up a meeting.

Discuss Banking: Jerry, Tina and Kari will be approaching different financial institutions to research what benefits they can offer us.

Staff Review/Raises: Jennifer stated last year the employees received a healthy raise. This year we are over budget on payroll and suggested we do not do staff raises. Liz has completed reviews on all the employees. Jennifer is currently working on Liz's review.

Washer Fund Report/Report to STAR Foundation: Jennifer would like to wrap up this campaign. Tina will contact Paul Nelson with the amount we collected and then collect the \$1,000 from the STAR Foundation. Kari stated we can then do our write-ups.

Liz's Maternity Leave: Kari will be taking over the financial for the first 4 weeks. Liz will come back part time after 4 weeks to do payroll. Liz's part time hours will be M-W-F from 12:00-5:00. Holly will be taking over Channel 9. Holly will also be doing the website and Petfinders. E-mails will be divided between Rob and Tif. Liz will return full time at 8 weeks.

Staff Uniforms: It has been decided to do an iron on for sweatshirts for the fall/winter season. We would like all the employees to decide on one color to be more identifiable to the public.

Future Agenda Items: Accountant, Banking, Star Foundation Update, Liz Maternity, Dog Walker/Vests, Insurance

Public Comment: Evan's comment noted earlier under volunteer coordinator agenda item.

Set next meeting date/time: September 16, 2010 5:00pm Basement Conference Room City Hall, Merrill

Adjourn: Sarah motioned to adjourn meeting, Pat seconded the motion. Board voted to approve. The meeting was adjourned at 7:15pm.