

LINCOLN COUNTY HUMANE SOCIETY BOARD MEETING

December 16, 2010 at 5:00pm

Basement Conference Room

City Hall – Merrill, WI

Executive Board Present: Jennifer Moore, Kari Kercher

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

Appointees Present: Kandy Peterson, Ramona Pampuch

Staff Present: Liz Friedenfels

Absent: Patrick Hoerstmann, Johanna Hoerstmann

Public Present: Wes Schoepke

Meeting was called to order at 5:05 by President Jennifer Moore.

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

Discuss/Approve Financial Report: Kathy McDonough from RAJ Services is our new accountant. It was noted that Brian has not reconciled our accounts since September. Brian has transferred all the necessary records for Kathy to begin our accounting. Kathy will reconcile until May, Liz will be responsible for reconciliation starting in June. Kathy met with the tax preparer and our fee will be \$125 per month. The tax preparer will need the declaration letter. He also stated we will need to be reinstated as a corporation, this will cost the LCHS approximately \$800.00. It was suggested we look into our old files for information that may help with our corporation status. Kathy would like a copy of our bylaws and the list of board members. Jennifer produced the profit and loss statement and noted we are over budget. It had been previously discussed to reduce payroll and medical supplies to help meet budget demands. Kari noted the Tomahawk donation box line was incorrect, this may be related to the aluminum can donations. Kandy motioned to approve the financial report, Kari seconded the motion. Board voted to approve.

Shelter Report: Cat numbers are way down. "Black Cat Friday" was a success. Petsmart Santa was not a success due to the weather. Liz was able to take more cats off the surrender list. We are full on dogs. The ferret went to rescue and the rabbits will be going into foster. In a snap test subcommittee meeting it was discussed to have all cats tested. It would only be advantageous to the cat population to have every cat snap tested vs having them done randomly. After a quarter of data this would need to be re-evaluated to see if it is economically feasible. Liz and Susan would like to trial "Spay Me" to do transportation to Madison at the cost of \$200. This fee would be passed onto the public.

Fundraising Update: Current fundraising event is the “Paws for a Cause” fundraiser. The Griffin’s will be hosting the “Sled Dog Festival” at the end of January. The fundraising committee will need to meet in January.

Bylaws: Sarah produced copies of the bylaws with changes she felt may be addressed. The first thing she tried to establish was consistency throughout the bylaws. Sarah noted concerns on quorum, closed session, nominations, elections, termination of membership, code of conduct just to name a few. Sarah would like the board to review the suggestions she made and advise her on what needs to be discussed.

Adopt-a-thon Policy: Liz stated the biggest problem with an adopt-a-thon is the animal being adopted same day without being spayed or neutered. This case usually arises when the animal is too young to be altered. It has been decided the shelter will hold the animal until a prepayment can be made. Although there is no follow through on the prepays it’s only fair all adopters follow the prepayment guidelines. Vet references and background checks are left out with same day adoptions. Paperwork needs to be turned in as soon as possible (from volunteers) when they are processing the adoption.

Foster Program: Jennifer would like the board to forward comments to Liz regarding the foster program and the board can vote at the January meeting. Tina shared a success story of her foster dog Millie.

Staff Holiday Bonuses: \$25 gas cards will be issued as a holiday bonus to the employees. Jerry motioned to approve, Kandy seconded the motion. Board voted to approve.

Update dog walk vests/staff logo: Susan has been extremely busy with varies fundraising activities and may have time after Christmas to work on dog walker vests.

Future Agenda Items: “Spay Me” update; Snap testing; Bylaws; Foster Program; Annual Meeting; Nominating new board members

President Jennifer Moore will not be seeking another 3 year term on the board after her current term expires in February. Another Board member will hopefully be appointed to replace her at the annual meeting.

Public Comment: Wes attended the meeting to get a feel for what a board meeting is like. He wants to see what else he can do to contribute. Jennifer did mention we have a fundraising committee that works independently of the board.

Set next meeting date/time: January 20, 2011 5:00pm Basement Conference Room City Hall, Merrill

Sarah motioned to adjourn the meeting, Jerry seconded the motion. Meeting adjourned at 7:00pm.