

LINCOLN COUNTY HUMANE SOCIETY

REGULAR BOARD MEETING

May 3, 2011 5:00 p.m.

Lower Level Lounge (next to Conference Room), Merrill City Hall – Merrill, WI

Executive Committee Members Present: Patrick Hoerstmann, Kari Kercher, Tina Larson, Sarah Litzer

Board Members Present: Johanna Hoerstmann, Susan Taylor

Appointees Present: Kandy Peterson,

Staff Present: Liz Friedenfels

Absent: Ramona Pampuch

Public Present: Maria Rammer, Jeni Hinz

Meeting was called to order at 5:10 p.m. by President Patrick Hoerstmann.

Agenda Notes: Due to scheduling conflicts, **Item 5** was moved to the beginning of the meeting. (Discussion & approval of both the **Minutes** and the **Financial Report** as well as the **Spay-Me report** were postponed until Liz' arrival.)

Election of New Board Members (5): The applications submitted having been previously reviewed, the two applicants introduced themselves to the current board. Jo made a motion to nominate Maria Rammer and Sarah seconded the motion. The motion passed by a unanimous vote. Pat welcomed Maria to the table. Sarah gave Maria a copy of the current Bylaws. Susan made a motion to nominate Jeni Hinz and Kari seconded the motion. The motion passed by a unanimous vote. Pat welcomed Jeni to the table. They both signed the attendance sheet. Pat noted that the board is not completely "full" because there is no Towns Association Rep.

Setting new regular meeting date/time (6): Due to changes in members' work schedules, it was decided to change the regular meeting day to the 1st Tuesday of the month, with the time remaining 5 p.m. This would also allow the reports being discussed to contain fresh data, enabling the board to take quicker action as necessary. All members agreed. A standing reservation for the room will be made.

Communications (13): Pat noted that the agendas and minutes have not been getting posted to the website. We need to figure out how to do this and catch up.

Possible Theft of money from shelter (7): Pat discussed the sequence of events the previous week in order to fully inform everyone present regarding the ongoing investigations. There was concern that a “police report” hit the FotoNews before individual board members knew about the situation and were thus caught “off guard” by some members of the public. As all of the information was presented, it appeared there had been an unrelated incident regarding theft of the donation box as well. *That* thief was in fact apprehended, prompting the FotoNews to report a theft at the shelter.

Current procedures for making deposits, opening mail, giving the public receipts, and general record keeping were discussed. A meeting is planned with the accountants on the 11th and this will be addressed then as well. Other options for mitigating problems were discussed, as were potential problems with implementation. *Deposits will have to be made on a daily basis.* A committee (Tina, Jeni, Kari, Liz) was organized to work on *financial* procedures.

Concerns about computer security/employee use were also discussed. This led to discussions about “customer service” as well. There was consensus on the importance of this issue.

Pat will meet with a Per-Mar representative to investigate security options, including the installation of smoke and heat detectors (with outside line!) and security cameras.

Spay Me Update (4): Susan explained the numbers and updated the report (income higher than shown, invoice reflecting 10% discount for regularly having more than 40 animals). She also explained that she holds vouchers from community members until they actually show up for their appointments. The Spay Me van broke down last month and Susan had to deliver our cats, but then we got a \$100 credit. They have been very cooperative and working with them is paying off! There will be a price increase coming however, due to increased fuel and medicine costs. The shelter staff will handle the paperwork for this in June when Susan is on vacation. Our scheduled weekend is always the 4th weekend of the month. We need shelter staff to be present during drop-off and pickup of community animals, so hours and/or staffing may need to be adjusted.

Discuss/Approve Minutes from previous meeting (1): Tina moved to approve the minutes from March 17 (These had not yet been approved due to lack of quorum in April.), Kandy seconded the motion, motion carried. Sarah will type up and distribute an informal record of discussions that took place at the scheduled April meeting, though no actions were (or could be) taken. The discussion was recorded.

Discuss/Approve Financial Report (2): Phone directory listing and expense was discussed; canceling is favored. Accounting fee was clarified. Waste disposal fee seems irregular – Pat will check with Waste Management on the billing criteria. Kwik Trip expense (van fuel) clarified. Vendor donations appear as negative amounts on the “Expense by Vendor” reports. Veterinarian care/billing was questioned relative to a foster animal. Sarah moved to approve the financial report from March 11, Kari seconded, motion carried. Tina moved to approve the financial report dated May 1, Jenny seconded, motion carried. Meeting scheduled with RAJ for May 11 @ 10 a.m.

Adoption Contract (9): Liz is still working on this.

Shelter Report (3): Animal counts were very low. Liz discussed getting our license for operating as an animal shelter under the new “puppy mill” law. License is required as of

June 1, 2011, fee is \$150; every dog we adopt out has to have a “certified veterinary inspection” certificate. This will cause our vet bills to increase. There are various other requirements (relative to dogs only – not cats) and we get no advance notice of state inspection – these will begin Oct. 1. Liz will scan the information and e-mail it to us so we are all aware of the requirements. **This annual fee needs to be included in future budgets.** Our main concern is that some of our kennel areas are not large enough.

Re Staff: The board would like to be updated when staff changes. It was agreed that the *family* of staff (primarily kids) should not be hanging out at the shelter when those staff members are working on the clock. This is not meant to discourage volunteerism, but to avoid distraction/conflict problems. Staff shirts, logos design and screen printing were discussed. Tina will check with Custom Screen Graphics in Tomahawk to get a quote (preferred color: heather grey).

Concerns about the night staff were discussed. Concerns included locking the door, locking the office, not leaving the premises, having family around, etc. Pat stated that BOD members should have **building keys**, not only for emergency situations but also because of the additional activities/services that require occasional building access.

Pat reported that Kolbe donated a used color laser printer to us.

Fund Raising Update (12): Rummage Sale arrangements were discussed. Tina will open the Armory at 7 a.m. on Friday. Brat Fry (at My Feed Store in Tomahawk) arrangements were also discussed. Jo is creating a fund-raising chart showing when activities are planned and who is doing what – Liz will distribute this to the staff as well in order to answer questions from the public as they arise.

Tina showed us “shrinky dink” tags and proposed selling them as a fund raiser. Cost is \$1.72. This has potential for the craft show in Tomahawk as well as for “instant” shelter use.

PetSmart Update (10): Adoptathon went well – employees were very helpful.

Public Comment: none (no public present)

Future Agenda Items: Grant writing needs to get moved to a higher priority on the agenda!

Meeting was adjourned at 8:02 p.m.