

LINCOLN COUNTY HUMANE SOCIETY BOARD MEETING

September 16, 2010 at 5:00pm

Basement Conference Room

City Hall – Merrill, WI

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

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

Appointees Present: Kandy Peterson, Ramona Pampuch

Staff Present: Liz Friedenfels, Rob Ball

Absent: Kari Kercher, Jerry Melvin, Mary Hofele

Public Present: none

Meeting was called to order at 5:04 by President Jennifer Moore.

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

Discuss/Approve Financial Report: Johanna motioned to approve the financial report, Ramona seconded the motion. Liz stated once the shelter receives the euthanasia permit veterinarian fees will be less. Again the shelter will only be performing euthanasia in bite cases and in emergency situations. Jennifer noted payroll is over by \$10,000 this year. Jennifer stated the finance committee needs to meet to prepare the 2011 budget before the next board meeting.

Shelter Report: Pat motioned to approve the shelter report, Kandy seconded the motion. Liz is able to generate a report which lists expenses by vendor. She is also having the staff keep record of the veterinarians we are utilizing. Susan has asked "Spay Me" to separate the bill from the shelter animals vs public animals allowing the expense report to be more accurate. Liz stated we are very full on cats, many are in foster, some kittens have died at the shelter due to illness. Liz stated we are full on dogs as well. Liz wanted to review the adoption process. The adopter must prove they are home owners or have landlord approval. They must also do the prepay for spay/neuter with the veterinarian of their choice. The shelter also keeps a waiting list for the public to alert them when a certain breed is up for adoption.

Fundraising Update: The Jaycee brat fry has been moved to the first weekend in October. Susan stated we did not have any adoptions at the Petsmart-adoptathon. Rob stated we got over \$900 from Peaceful Pines and our booth made over \$300. Barleyfest will be October 2nd. Posters were passed out for the fall banquet. Pat and Johanna questioned how the ticket sales are going. After the fall banquet Jennifer is requesting a meeting to reanalyze our fundraising efforts.

Discuss Accountant: Jennifer is requesting a meeting with Kathy before the 2011 budget is due.

Discuss Banking: The involuntary dissolution of the LCHS needs further investigation before we can proceed with banking options.

Discuss Insurance: Pat stated he has sent all the paperwork to Clabough Associates. Clabough has West Bend Mutual as their agent. Pat will be getting a quote from Clabough Associates tomorrow.

STAR Foundation Update: Tina has not heard from Paul. The STAR Foundation meets quarterly and this could be the reason Tina has not been contacted.

Discuss Liz's Maternity: Sarah and Holly will be doing Channel 9. Liz has forwarded the policies and procedures to Jennifer and Sarah. Liz has a contingency schedule if Justin decides to go out West. Liz and Rob had a question regarding the on call pay. Sarah made a motion for the on call employee to be paid a minimum of 4 hours wages for any after hour call ins while Liz is on maternity leave. Kandy seconded the motion. When Liz returns she will initially work Monday, Tuesday, Thursday and Friday from 12:00-5:00. Tina asked Liz to have a "return to work" slip from her doctor.

Dog Walkers/vests: Susan has a contact for digital printing for the dog vests. Jennifer will send Susan the file with the LCHS logo.

Staff logo (winter/fall): Pat stated we want the staff to be identifiable to the public. Kari will work on a logo design for front and back. It will be presented to staff for their approval.

Future Agenda Items: Accountant, Banking, Star Foundation Update, Insurance, Budget

Set next meeting date/time: October 21, 2010 5:00pm Basement Conference Room City Hall, Merrill

Closed Session: Liz's Review