

**GREEN COUNTY HUMANE SOCIETY**  
**MEETING MINUTES**  
**JULY 9<sup>TH</sup>, 2008**

The meeting was called to order at 6:00 p.m. at the Monroe Public Library. Board members present were Yvonne Schutte, Barb Gerber, Sherri Fiduccia, Mary Jane Grenzow, Sue Curran, Paul Barrett, Tracy Pederson, Heidi Treuthardt, Chris Soukup and Mick McClain. Others present were Jarrett and Tonya Kelly and Angie Meyer.

Treasurer's Report—Chris presented the report and commented that the net income is lower because of large repair expenses. The charge of a projector from Wal Mart was questioned and Paul said he would look into it.

Barb Nelson from Monroe Main Street Foundation Promotions Committee was also present at the meeting. She explained the goals of the committee and talked about Summer Fair on the Square on August 9<sup>th</sup>. The event will be expanded to an evening event. There will be a band and a beer tent on the square from 6:30 to 8:30. The fermented beverages will be donated by Minhas Brewery. A non-profit group must apply for the permit to have the beer tent and carry insurance. MJ made a motion to approve the plan providing approval of the Public Safety Committee and then the City Council.

Tonya presented the shelter director's report. On 7/23 there is a Little Red Caboose field trip planned. She also mentioned that she has 15 volunteers for Paws on Parade. She also went over with the Board the intake form and explained the process. She brought up a proposal from Pets In Need, a no-kill animal rescue in Freeport, of getting animals from us. The fee was discussed. Tonya is recommending letting them go after 6 months with no fee. Charging more for purebred animals was discussed. Chris and Mick suggested we go over the Rescue's policies. The Policy and Procedures Committee will go over it and bring a proposal to the next board meeting. This rescue is interested in 2 dogs that we have had for over a year. A temporary motion was made to let them go.

#### Old Business

Petsmart—Paul reported that 6 organizations go there with one adopting on site. One adopts onsite if they own their own home. Adopting on site does not affect amount of dollars coming in.

Sandy Paulson is retiring mid August. She is checking to see if she can train us on her own. Tracey will let us know as soon as possible what will be happening with that.

We have received one entrant in the logo contest. It was decided by the board that the design would be sent to Tina White to see if the design is workable.

All board members need to get their surveys returned to Lynne Blinkenberg as soon as they can so the training date can be set.

Paws on Parade-- Tonya is in charge of the applications, MJ is the event coordinator, Barb is checking on allowing dogs on the fairgrounds. Angie is in charge of volunteers, people to carry banners and hand out water are needed.

Paul reported that Jane Monahan from the Swiss Colony will be working with Tonya on customer service training. Tonya will be going to the training for no fee at Swiss Colony. Joe Fost, a teacher from U of IL offered to train the staff on customer service.

Paul presented the idea of documenting all events. Each event should be documented on each step taken from beginning to end. It should include what was needed and the volunteers that helped. It then would be kept on file at the shelter for future reference. Paul is looking into a wrap up document.

Shelter hours were discussed. It was decided the board should look into the hours we are open and if that needs to be changed. It was also decided that we would be looking into the prices of adoptions and compare them to other surrounding counties.

#### Committee Reports

Executive-MJ met with Tonya and it was decided that staff evaluations were going to be top priority. The form used will be looked at as well as how often they should be done and how pay raises fit in. 7/24 the minimum wage will increase to \$6.55.

Volunteers-Angie thanked Yvonne and Tonya for being patient. She is working on a database and working with Tonya on what every volunteer should know. Event volunteers are needed.

Special Events-Barb handed out an event schedule and the brochures are being mailed this week.

Financial Development-Jill and Tracy are trying to find committee members outside of Monroe.

Public Relations-MJ talked about the 2 web sites that she presented via email. It was decided that the board members should look at it a little longer and let her know your choice by July 12<sup>th</sup>. The newsletter will be going out around July 21<sup>st</sup>. MJ is sending out a press release for the need for foster homes. She also discussed the need for an ad budget. A classified ad was approved to go out in the paper soon. Tonya will be going to Channel 3 in the morning every other Tuesday starting 7/22. She needs to be there by 5:50 and will go on air at 6:15. All the general shelter info needs to be sent there as soon as possible. A donation was sent to the shelter from the Monroe Clinic. It was collected by 20 employees at Christmas time in lieu of receiving logo wear from the company. A

check was enclosed for 550.00. The Novak's also collected \$398.00 for their anniversary and donated it to the shelter.

Membership-Sue reported that 67 letters were sent out and 23 renewed. She has 42 to send out in July and 64 in August. We have 42 sponsored dogs. Different membership levels were discussed.

Policies and Procedures-Mick reported that the committee is working on animal handling and training section. Job descriptions are almost done. The next meeting is 7/31. Each section has been gone over individually.

Building and Grounds-Paul reported that there are no major maintenance issues and this time.

Outdoor Adoptions-Jarrett reported that 1 outdoor application was approved for a cat in June. Chris Ries and Paul discussed home for feral cats. She suggested that we include vets in that conversation.

SNAP-Income level is being updated by Policies and Procedures.

Before the meeting was adjourned, Paul announced that all ideas for the new shelter need to be to him in 3 weeks.

Meeting was adjourned at 8:35 p.m. Next meeting is August 13<sup>th</sup>.