

GREEN COUNTY HUMANE SOCIETY, INC.
BOARD MINUTES
March 3, 2004

A. Role Call.

- Present: Dan Bartholf (president, secretary, director); Reg Reis (director); Cheryl Beck (director); Rene Deininger (director); Marsha Stanek (director); Shawn Grass (director); Mike Jerge (Treasurer); and Mary Gohlke (animal care manager).
- Meeting called to order at 6:45 p.m. at Voegeli & Ewald Law Offices, S.C., 1750 10th Street, Monroe, Wisconsin 53566.

B Manager's Report. Mary presented the manager's report.

- Various issues were discussed.
- Mary will be able to due ring worm cultures at the shelter for \$3.40 per brushing (compared to \$6.00 at UW Vet School). The cultures take up to 10-14 days and need to be at a specified temperature and out of the sun.
- We will be eliminating canned food for the dogs every night, except for those dogs with special diets and those that can't eat dry food.
- We will be selling the boxes of dog treats for \$5.00 per box.
- We are going to move washer and dryer out of the bathroom / washroom, and into one of the inside cages. This is to avoid a fire hazard.
- Mary wants to change vets and no longer use Brodhead Veterinary Medical Center due to the lack of respect, courtesy, and they don't take the extra step for our animals. The board decided to continue to use Brodhead, but to send a letter to Dr. Thayer to make him aware of our concerns.
- Kay Stratton from Edgerton will be our new vet, although she won't be able to do spays or neuters for 6-8 weeks until she gets her narcotics license.
- See the attached animal report.

C. Correction of Minutes.

- (1) There were no corrections to the minutes, thus the February 4, 2004 minutes were approved.

D. Treasurer's Report. Mike presented the Treasurer's report.

- Unrestricted Funds decreased by \$ 5232.61, a decrease of 19%.
- Accounts Payable also increased \$ 1951.40, an increase of nearly 30%.
- Income Highlights: 40% County Funds, 24% Contributions, 15% Fundraising, 15% Adoptions
- Expense highlights: 52% Payroll, 22% Vet Services
- Payroll for January was \$8630.22 including processing fees. Down from December buy 500+ Dollars but still high.
- Average Hours not including Dixie 31.13/Week, Daytime hours are hurting us.
- Adoption Count as of 1/26: 9 Cats, 10 Dogs, 2 Redemptions
- 2003 was closed 12/31, 702.85 of Vet Services are from Dr. Elmer in December.
- Expenses for Adoption center 174.06. Only 1 adoption.
- We need to change redemption fees so that any time up to 24 hours, then they are charged \$25. We also need to change and include the pickup fee of \$20.
- See attached reports.

E. Business to be decided.

(1) Board of Director Appointment

- Dan made a motion to appoint Mike Jerge to the Board of Directors to fill Deb Egli's open seat (expires 2006). Seconded by Reg. Motion carried.

(2) Staff Issues

- Currently at 31.0 hours per day. But we need to get it down to 20 hours per day.

- We are hiring a receptionist position – answer phone and show animals are main duties. This is to allow operations and animal care managers to stay on task.
 - Receptionist position is filled all open hours and broken down into two positions, during the week and during the weekend. Kathleen Turner will be making \$9.00 hour during the week. The weekend receptionist will get \$8.00 per hour.
 - We have 16 resumes for the operations manager open position.
- (3) Small Animal Expo
- We will be scheduling the small animal expo. It will be in early June.
- (4) Spring Garage Sale Date
- The dates for the garage sale will be Friday and Saturday, April 23 and 24th. The garage sale will be in the open room in the West Court Mall.
 - The Easter bunny date will be April 3, 2004. More details need to be determined later.
- (5) Transition Items
- Theresa Waage will take over Petfinder (photos and stories).
 - Mike Jerge will be the vet contact person.
 - Shawn will handle scheduling, hiring and firing, board to staff contact person.
 - Database – not yet transitioned.
 - Need to have someone take over email account (25-30 emails per day on average).
- (6) President Resignation
- Dan has tendered his resignation of the President's position. Marsha made a motion to accept that resignation, seconded by Rene. Motion carried.
- (7) Officer Appointments
- Dan made a motion to appoint Shawn Grass to the President's position. Seconded by Reg. Motion carried.
 - Marsha made a motion to appoint Dan Bartholf to the Vice-President position. Seconded by Cheryl. Motion carried.
 - Dan will continue on as Secretary.

F. Business Presented by the directors

- Reg handed in his keys to the shelter.
- Reg has 28 cats at his place that he has been fostering on a long term basis. Most of the cats have special needs. To date, the Reis' have paid \$14,052 for veterinary expenses for those cats. The board decided to allow Reg to adopt all 28 cats for \$1.00 per cat.
- Shawn handed out new changes to the website and job descriptions for the staff positions that we need to look at and provide him with comments.

Meeting adjourned at 10:00 p.m.