

**GREEN COUNTY HUMANE SOCIETY, INC**  
**BOARD MINUTES**  
**March 16, 2005**

**Role Call.**

- Board appearances: Shawn Grass (president), Mike Jerge, Marsha Stanek, Marci Hensel, Traci Thompson, Sharon Blohowiak.
- Monroe: Meeting called to order at 6:35 p.m. at MHI, Monroe, WI

**A. Correction of Minutes**

The meeting minutes from the 2-11-05 meeting were approved with no corrections.

**B. Treasurer's report:**

- q December 2004: net of \$12,000 unrestricted plus restricted of \$8770
- q January 2005: unrestricted net of \$366; balance in January is ok and close to budget
- q Cash items: no work comp but out as cash
- q Membership down but there are no renewal letters out; will see an increase in June and July when memberships renewals come up
- q Pet Smart Grant is the trailer
- q Net assets 2004 \$9213
- q 2005 + 366.72
- q Legal settlement is Brett Garrouch
- q February net loss of 2154.07; had a lot of unknown expense
  - a) Insulation to decrease heating bill of \$800
  - b) Truck brakes and tires replaced
- q Neglect animal money is the purchases of horses
  - a) Money returned when adopted;
  - b) Had to pay for horses Anita paid \$375 for 3 horses
  - c) Charges for neglect
- q Judy will work on forms for taxes; present at annual meeting

**C. Business to be decided:**

1. Staff Changes

- q Traci and Shawn met with Anita; talk about employees not following policies and procedures; we are not doing any training of the animals
- A. Kari Lurch:
  - i. Not doing her job
  - ii. Anita will deal with it but has not talked to Kerri yet since the meeting was last Wednesday
  - iii. Have letter of reprimand and then disciplinary action

- q Gerry Bower: applied for job but is highly allergic to cats; she uses an epi pen and has to have staff give it to her; she got bit on the thumb; she will not do dogs and is not doing her job well
- q Steve is quitting; going to better job; was full time kennel; ask Steve to volunteer

## 2. Meeting with Anita Update

- q Petsmart: Marci bought #270 worth of leashes and cat carriers but have not seen them at the shelter
- q Cat carriers have not been used for transport to petsmart; the small cages are easier to handle and fit better in the truck
- q The retractable leashes are not being used and things are missing from the shelter
- q Anita will count stuff to keep tabs on what is missing;
- q Delores: anonymous donor situation; be nice to Delores; is Delores talking to him?
- q Mike suggested that we should get the money put into a trust so we can be sure of the money; talk to attorney; draft a letter for financial backing
  - a. Could be getting interest on the money
  - b. Just a verbal agreement as of now; no official document or letter; place all the donations in a trust
  - c. Secures donors and businesses
  - d. Promotional campaign
  - e. Revocable land trust; to say that this is definitely going to happen

## 3. Added Positions

- q Help Wanted ad is out; Anita will hire
- q New full time kennel
- q Part time kennel person for training and time with dogs
- q Volunteers can't be in trailer;
- q Goal to reduce turnover of staff

## 4. Annual Meeting Update

- q Post annual meeting date at the shelter
- q Need biographies from Sharon and Marci
- q Shawn will send bylaws to Sharon
- q 1 space open on the board; post before annual meeting

## 5. Volunteer Update

- q Dog walking posters presented by Sharon; asking to place at businesses, etc to generate interest in dog walking at shelter
- q Contact Brian at Monroe Times to place ad
- q WKEZ: post community events, do a promotional event
- q Also start an incentive program to encourage walkers

- q Posters posted at: Dicks, Pick N Save, Wal-Mart, Monroe Clinic, Swiss Colony, Beast Buffet, Paoli, Sher-Feeds, Gemplerers, Albany mini-mart, New Glarus, Culvers, Roys Market, local high schools
- q Sharon will email to Mike who will make more copies
- q Set up Wednesday, Friday, and Saturday for training
- q Shelter has created new dog walking rules and application but not in use yet
- q Do we still use choke collars?
- q Include shirts, restaurant gift certificates in incentive program
- q We need lights, and a safe non icy place to walk in winter
- q Happy Dogs, Healthy Hearts: contact Monroe Clinic to set up potential program
- q New shelter will have lights and finished gravel and grass
- q Also try [positivepromotions.com](http://positivepromotions.com) for incentives
- q For the shirts, Mike and Traci will get together; also use as a fundraiser
- q Also make shirts for staff only; shirts can be made at Heartland Graphics for \$6.50 a shirt

## 6. Building Update

- q Shawn will contact the donor's lawyer to draft letter to donor
- q Mike suggested we get a professional fundraiser
- q Memorial tiles to be mounted on floor and wall
- q Membership drive in June to be a member and donor for the building; raise money for building and not operating budget
- q We need a bid from Wick
- q By the next meeting, we need to take a vote on the final plan
- q Architect did pro bono work, contact him after the meeting
- q Need another bid for PR; why did we choose this contractor?
- q Building design
  - a. 60 X 100 doesn't fit property
  - b. Steve Scheppele is the general contractor
  - c. Rough sizing on architect plans
  - d. Dogs don't see each other side by side; do a visual barrier to reduce noise level
  - e. Added garage and colony cattery
  - f. Dogs have 8 ft center aisle, 4 inch chain link above
  - g. Use radiant heat
  - h. Insulate outside \$15 sq ft; we can pour a cement wall cheaper \$3-4 sq ft
  - i. Sprinklers are optional Cheaper insurance but would have to consider plumbing
  - j. Skylights?
  - k. 6 ft hallways, 2 turns in foundation,
  - l. Food prep area and reception in the center area

- m. 3 adoption rooms
- n. Swiss exterior
- o. \$4800 for 3-D mockup by architect
- p. Steve's fee as contractor: 15% finished project, it would be \$75,000 but he will charge us \$30,000
- q. We will try to use local vendors for building
- r. Mike makes a motion that we pay \$4900 to architect contingent on promise of \$100,000 from donor; Traci seconded; motion carried
- s. Mike will schedule a meeting after talking with Dave; building committee meeting; one to two weeks before next board meeting

7. Update on AnimalShelterNet

- q Tabled until next meeting

8. Decided on location for Spring Garage Sale

- q Should it be at the fairgrounds or the Stage located on the town square in Monroe?
- q We had poor attendance at the mall location.
- q Dates?

9. Pedal for Paws Update

- q July 10 Saturday
- q Routes from last year
- q Include riders from last year and other humane society riders
- q Meet with Shawn, Cheryl Beck and possibly Rene Deninger in May

10. Determine if members should be broke apart

- q Tabled until next meeting

**D. Business Presented by the Directors**

None

**E. Adjournment**

Meeting adjourned at 10:10.