

Green County Humane Society
Board of Directors Monthly Meeting
March 8, 2006

Roll Call: Shawn Grass (President), Traci Thompson (Vice-President), Sharon Blohowiak (Secretary), Marsha Stanek, Marci Hensel, Mike Jerge, Tina Gilbert

Absent: Mila Stahl

Also present: Sue Grib, Brian Gray, Anita Disch (shelter manager), Robin Douglas, Yvonne Schutte

Location: Monroe City Parks and Recreation, 1110 18th Ave Monroe WI 53566

Meeting called to order at 6:33 pm.

AGENDA

Shawn reminded all board members that it is essential that they be at all board meetings.

A. Correction of Minutes

Shawn made a motion to accept secretary's report of the January 6, 2006 board meeting. Traci seconded it. Motion passed

B. Treasurer's Report

The current treasurer's report is not completed. It is tax season for Judy. Judy has decided to step down as treasurer. Treasurer's report tabled until next meeting.

C. Business to be Decided

1. Meet with Sue Grib as new treasurer.
 - a. Sue has a background in accounting and is retired. She has been the Secretary and treasurer of the 4H leaders and other community organizations. She has also done taxes, wages, paperwork and other accounting
 - b. As treasurer, Sue would be responsible for 990 forms and sales tax. Shawn currently does checks and deposits now and Sue would take on that duty. Judy will do the books and reports until after the annual meeting in May. Then Sue would take over. Judy wants to wait until the GCHS 2005 tax return is completed.
 - c. As president, Shawn signs checks but Sue will process them. Sue would not be a board member and not have voting rights but would have some input. June 1 would be the date Sue would assume the treasurer's position if she accepts the position. Judy would help with the transition.

2. Building Update: (Mike)
 - a. Setting up a trust
 - 1) We have two choices: Irrevocable and revocable. The irrevocable provides more tax savings but does not benefit us much. There will be taxes when the money comes out of it. In a revocable trust, the money is subject to tax but we aren't. It is less expensive. Money would go to beneficiary, probably a no-kill shelter, if GHCS folds.
 - 2) We should approach some banks to ask if they would be trustees.
 - 3) It does not take much to set up a trust, usually 1-2% of trust value. Trustee signs the checks and we ask for money. The trustee is someone unbiased and can monitor the spending. This institution should have some knowledge about how a building is built. If something happens to GCHS, where would the money go? Trustee would help make that decision.
 - 4) Mike thinks it is best to do an irrevocable trust.
 - 5) The building committee needs to make a decision about lawyers and banks as trustees. Marci will contact Dan Bartholf and his partners at Voegeli, Ewald & Bartholf Law Offices, S.C. He will meet with one of his partners at the law firm.
 - 6) Mike will approach 1st banking center and Amcore bank. We need to look into fees.
 - b. Next building committee meeting is the 1st Wednesday of the month that is April 5 at MHI at 5:30. By the next board meeting, the committee should have a list of possible donations and a list of potential trustees.
 - c. State approved plans are a \$5000 expense. We need to do more fundraising before more expenses.
 - d. Building bids were all pre Katrina, so building costs have changed.
 - e. Shawn believes the main focus now should be raising money.
 - f. Yvonne's husband is a builder. She suggests we go around and ask construction or building companies about rough costs and possible donations. A face-to-face meeting is better than a letter. She would be willing to do this. She is encouraged to attend the next building committee meeting.
 - g. We should have brochures about the building traveling to different locations to help raise money.
 - h. Should people make checks out to GCHS building trust? Will they give us money if we have no trust set up? Donors can make a check out to GCHS and we will assign the money to building expenses.
 - i. T-shirt fundraiser:
 - 1) Anita and Mike have an idea to see t-shirts to raise money. The design idea is a picture of the building with the logo, "Give Us Shelter"
 - 2) There is a cost to produce the shirts but the return is good.
 - 3) How do we produce them: a lot at once, make them as we need them, or only a limited amount.

- 4) Anita has a lot of people asking about wearing them. If we purchase a high volume, the cost would be lower
 - 5) Anita and Mike will work on the design of the t-shirt. We plan to sell it during the summer.
 - j. GCHS needs to build credibility. Shawn will start a strategic plan for this process with a timeline. Shawn thought the building would happen quicker than it is. We need to show people that the building will happen and when.
 - k. Potential building fundraiser: shamrocks sold at local businesses. People purchase them and have their put on them. The shamrocks are then posted in the store. Could we set something like that up? Any ideas how to do it. Marci says that Wal-Mart does it all the time. Did something \$1050 from Petsmart. Donate at cash register. Also a gift card.
3. Members and survey results:
- a. Newsletter: subscription giving, something in the letter, set it up at 1st banking center where it will come monthly out of bank account. SG: may not need to be in the newsletter, we are lowering expenses this year with fewer animals. Profit turned in January. 85 animals right now. 2-3K a month from just donations. Also increased dollar amount per donation.
 - b. Mike: should a donation to the building be a membership? Shawn says that donations don't count as memberships anymore unless the donor requests that they become a member. We can put donors on our mailing list.
 - c. As of March 1: Our new policy for members is that members are individuals, not families or groups.
 - d. Survey results will be completed and presented in April. The survey results were pretty much as expected. Our members support our no kill policy, they support adoptions to outside homes but the question was confusing and there were many comments.
 - e. Members voted for caps on spending on individual animals. The majority response was a limit of \$250-\$500
 - f. Members supported an increase in membership dues to \$35.
 - g. Members didn't think that we should give volunteer incentives.
 - h. Members did not think that our adoption process was complicated.
 - i. We received 164 total surveys.
4. Newsletter Update:
- a. Sharon is waiting for the president's message from Shawn.
 - b. The Monroe Times offered to write articles for the newsletter but not printing.
 - c. The spaghetti supper date is Saturday, May 6 at Moose Lodge.
 - d. The newsletter will also include the garage sale. It will be held April 20-21-22 at Tina's house.

5. 2006 monthly budget: tabled: Shawn made a motion to table this discussion to next month's meeting. Marsha seconded. Motion carried.

6. Shawn Grass resignation:
 - a. Shawn sent this to the board members via email. His resignation will take effect in June at the regular monthly board meeting. He is resigning for family reasons. He will remain a board member but will serve as vice-president. Traci will resign the position as vice-president. Shawn will help with the transition for a new president.
 - b. Shawn recommends Tina Gilbert as the new president. She has been a long time volunteer and done a lot of work for GCHS in the past.
 - c. At the annual meeting, we will leave it open for a person to nominate for president. The board would have to approve the nomination. The new president would have to start in June. The nominations committee needs to meet to review qualifications of nominees.

7. Appoint interim secretary due to election
 - a. Sharon is up for reelection so this constitutes a conflict of interest, as she would be handling ballots. An interim secretary would be in charge of posting annual meeting agenda and be responsible for getting biographies posted on time. Marci experienced interest.
 - b. In our bylaws, it states:
 - i. nominate member 60 days before annual meeting
 - ii. post ballot 30 days prior to annual meeting
 - iii. 20 members sign nomination papers 45 days before annual meeting
 - iv. 15 days before annual meeting to send ballot out to annual meeting;
 - c. Nomination committee makes recommends for nominations. This committee is Shawn, Marsha and Traci.
 - d. We hope that nominees come to board members to request nominations and do not have to go through membership signatures to be nominated.
 - e. Currently in our bylaws, people can buy memberships at the annual meeting and vote at that meeting. This should it be changed in our bylaws. We will discuss this topic with the advisory board.

D. Close Board Meeting

E. Business presented by directors: None

F. Adjournment at 9:26 pm.