

Green County Humane Society  
Board of Directors Monthly Meeting  
Wednesday, September 13, 2006

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

Absent: Gunhild Marcher

Also present: Sue Grib (Treasurer), Anita Disch (shelter manager), Robin Douglas, and Barb Gerber

Location: Grace Lutheran Church, 15<sup>th</sup> Ave Monroe WI 53566

President Tina Gilbert called the meeting to order at 6:35 pm.

AGENDA

- A. Public Forum: no public attendance
  
- B. Approve Minutes:
  - a. Tina made a motion to approve the minutes of June, July and August. Shawn seconded it. Motion passed.
  
- C. Treasurer's Report:
  - a. Cat adoptions: We had 38 adoptions in August and an income \$1794 according to Sue G.'s records. This number of adoptions disagreed with Sue R.'s numbers at shelter but the amount of money agrees. There were 59 adoptions in August according to ASN. Anita said there were some feral cats there were not on ASN.
  - b. Sue distributed fundraising amounts via an Excel file sent by email.
  - c. The following contributions are designated as fundraisers: Roundy's charities, Kwik Trip & PetsMart charities.
  - d. Pedal for paws had a contribution from Wal-Mart for \$1000 and a t-shirt bill from Heartland Graphics for \$1050.
  - e. Profit and loss comparison
  - f. On the balance sheet, Sue G. did not include restricted funds. She is not completely sure what the restricted funds are at this point.
  - g. Graphs: 2002-2004, 5 months in the black, 2004: 8 months in the black, 48% payroll
  - h. Bills paid and to be paid:
    - i. Insurance on truck is due 9-14-06; Tina looking into lower rates and different levels of coverage, should we not have full coverage. We will make a decision on insurance before next bill is due.

- ii. Yellow pages: we haven't done it in the past, not worth it to advertise
- iii. Orangeville invoices: \$1198.19.
  - 1. Orangeville spay dog \$50;
  - 2. \$15 for neuter
  - 3. \$35 spay cat,
  - 4. \$45 neuter dog
- iv. Robin bills go into payroll. She charges \$20 flat rate. Orangeville will not do a surgery on an animal under 5 pounds. Robin will do surgeries on animal at 2-3 pound.
- v. Veterinarian at Argyle gave no response for helping with surgeries. Evansville is giving us two free surgeries a month. On October 1, they will do 10 animals for free at Spay-a-thon. We will take them up on Sunday. They want a variety of animals.
- vi. Anita has to wait one week to get a surgery appointment. We can swap out if an animal is redeemed.
- vii. Worker compensation: look for better deal? It would be hard to find a better rate based on payroll and claims history. We would have a site visit by Liberty mutual. Robin is covered under workers comp. The bill is \$1521 due in November.

D. Policy and Procedures:

- a. Suggesting, voting, Tina looked over P&P and couldn't find it: mike j says it is discretionary by board; open to suggestions, mandatory review?
- b. Shawn would direct by policy and they set policy because they direct policy.

E. Animal Statistics:

- a. Tina did animal counts last night. See table below.
- b. Saturday is Adopt-a-Thon at PetsMart so we want to have lots of kittens.
- c. Shawn made a motion to continue feeless adoptions; motion carried.
- d. Dogs: Marsha says that the fee is low enough for dogs and dogs are a big commitment.
- e. How about older dogs? Reduced prices for seniors; "Seniors for Seniors" was free.
- f. Tina made a motion to start a promotion tomorrow for anyone 55 or older adopting a dog 5 or over is free; Traci second; motion carried; Marsha nay; she suggests we ask for donations.
- g. Marsha applications: Sue R approve applications; Anita has asked her but she didn't want to do it;

	<b>Cats</b>	<b>Kittens</b>	<b>Dogs</b>	
<b>URI</b>	<b>5</b>	<b>2</b>	<b>Backroom</b>	<b>16</b>
<b>Room 1</b>	<b>34</b>	<b>10</b>	<b>Kennels</b>	<b>24</b>
<b>Isolation 2</b>	<b>9</b>	<b>31</b>	<b>Totals</b>	<b>40</b>
<b>Isolation 2</b>	<b>11</b>	<b>27</b>		
<b>Lobby</b>	<b>23</b>	<b>0</b>		
<b>Cattery</b>	<b>30</b>	<b>0</b>		
<b>Backroom</b>	<b>3</b>	<b>5</b>		
<b>Foster</b>	<b>?</b>	<b>?</b>		
<b>Totals</b>	<b>115</b>	<b>75</b>		

F. Fundraisers

a. Cheese Days

- i. No booth for non-profits. We can have a booth at the church but 40% profit goes to Cheese Days. We will not a booth anywhere.
- ii. Friday 5:30 parade children's parade
- iii. On Sunday, we will have a float in the parade with the theme of "It is gouda to spay and neuda." We are in division 7, float 5.
- iv. Decoration on float is Friday and Saturday.

b. Culvers Event

- i. New Glarus; Sept. 30; bring animals; set up stuff; opens at 10; approve applications on site

c. October Fest

- i. Visitor center on Oct. 7 by Lucky Seven.

d. Garage Sale

- i. Tina has been contacted already.
- ii. Mike asked Zywagart real estate about 3 empty locations but no place had electricity and water.
- iii. Tina had a lot of success with the previous garage sales.
- iv. Marci suggests putting signs on the road directing people to Tina's house.
- v. Thrivent already spent all its money so we cannot get money from them.
- vi. Tina will start taking stuff the last week of September, drop off starting on September 25
- vii. At the last sale, Tina had 65 garbage bags of clothes with 40 bags going to St. Vincent DePaul. There was a lot of bad stuff. We will only accept children's clothing.
- viii. Mike and Tina did pick up service; we need to know what we are picking up

e. Festival of Trees

- i. Traci: First Banking Center is sponsoring a tree again this year.
- ii. Casino night idea is a possibility but there will be no meal or silent auction. They are only serving appetizers.

- iii. The festival is held at the Ludlow Mansion on the first night in December.
  - iv. There will be only four non-profits this year. We will decorate a tree and raffle it. Each board member should donate an ornament.
- f. Fundraising letter: the Independent Register in Brodhead did printing. The letter increases membership because it makes people aware that they can be members.
  - i. We should also include labels for adopters. Not many adopters are in Green County. Many adopters are in IL.
  - ii. ASN can export a list of adopters.
  - iii. Marsha made motion to send letter to *Independent Register* for printing, etc., Tina second, motion carried
- g. Aluminum cans: Have a bin at Monroe Truck or high schools to collect cans.

G. Future Newsletter Ideas

- a. Advertising ideas
  - i. Monroe clinic; dog trainers; vet clinics; Beast Buffet;
  - ii. Possible fees: \$300 a year; business card \$85 annual; tiny square \$65

H. Close Board Meeting @ 8:03 pm

- a. Shawn made a motion to split operations manager position into two separate positions: animal health manager and lead animal care person. The people would answer to the executive committee. Marsha second. Motion carried.
- b. Shawn made a motion to accept availability policy with change. Marsha second. Motion passed.

Animal availability policy: (WHAT MARCI SENT ME)

As GCHS continues to move forward utilizing technology to advertise our animals it is important to define when animals are seen on the website, and how we convey their availability for adoption. GCHS policy requires that all animals adopted out must be healthy enough for adoption and be altered or proof of alteration must be provided to GCHS within 6 months. Cats age 8 weeks (I believe we changed this to 10 weeks after discussion) and older and are in good health need to be advertised on the website, with a stipulation in the comments indicating that this animal needs to be spayed or neutered before he/she is available for adoption, and that GCHS can not spay or neuter until the animals is over 2 pounds. Dogs 8 weeks and older and in good health need to be advertised on the website, but with a stipulation that they must be spayed or neutered before turning 6 months and that proof needs to be provided to GCHS within 6 months of adoption. All other animals need to be advertised within 48 hours of

arriving in the shelter unless they have a health condition that prevents them from being adopted, ex: ringworm, URI, and kennel cough. These rules may create issues with people who are impatient, but will allow the majority of our animals to be seen for adoption and drive home our need for increased sponsors, and will also help in getting animals redeemed and back to their original homes if lost.

#### Animal availability policy (NOT CHANGED)

As GCHS continues to move forward utilizing technology to advertise our animals it is important to define when animals are seen on the website, and how we convey their availability for adoption. GCHS policy requires that all animals adopted out must be altered or proof of alteration must be provided to GCHS within 6 months, and be healthy enough for adoption. Cats age 8 weeks and older and are in good health need to be advertised on the website, with a stipulation in the comments indicating that this animal needs to be spayed or neutered before he/she is available for adoption, and that GCHS can not spay or neuter until the animal is over two pounds. Dogs age 8 weeks and older and in good health need to be advertised on the website, but with a stipulation that they must be spayed or neutered before turning 6 months and that proof needs to be provided to GCHS. All other animals need to be advertised on the website within 48hrs of arriving in the shelter unless they have a health condition that prevents them from adoption, ex: ringworm, URI, and kennel cough. These rules may create issues with people who are impatient, but will allow the majority of our animals to be seen for adoption and drive home our need for increased sponsors, and help in getting animals back to their original homes if lost.

- c. Marci made a motion to accept 2&3 of policies. Shawn second. Motion carried.
  - a. Surrenders:
    - i. Dog surrenders are not allowed without exception unless the population is at 80% of capacity or lower of 26 canines being capacity;
    - ii. Cat surrenders are not allowed without exception unless the population is at 80% of capacity or lower 120 felines being capacity.
    - iii. Only animals that must be accepted due to County contract obligations are to be accepted until the populations are at these humane levels.
    - iv. Staff is to offer individuals information on other rescues they may contact, offer to post their animals on our web site while the animal remains in their care and offer to put up any ad for the animal at the shelter as options to help them find a home.

- v. When the shelter is at the capacity level that prevents surrender of small kittens or puppies without a mother to nurse them, staff is to provide information on the care and feeding of kittens so they have sufficient information to help them care for them or give them the names of other rescues to contact.
  - vi. When at acceptable levels of 80% of capacity or lower surrenders would be considered. Approval is needed from 2 Board members. No staff members have authority to accept surrenders at any time.
- b. Policy and Procedure change:
- i. If there is a policy or procedure the staff feels needs to be reviewed, a formal request in writing is to be presented to the Board as a whole for discussion.
  - ii. Depending on the content of the request a vote or informal adoption from the Board to approve or disapprove the suggestion or formulate a resolution of compromise will be binding on the staff to follow.
- c. Employee Time Records
- i. All employees are required to punch in and out including managers. Managers would continue to be paid as before but an indisputable record of their time provided by the time clock records needs to be available.
- d. The following are changes that were initiated at the staff meeting in September. These changes need to be made part of the Policies & Procedures, when they are updated, along with the motions.
- i. Staff punches out for breaks
  - ii. Staff can only smoke off the clock unless walking or working outside with dogs.
  - iii. Personal cell phones use is allowed only off the clock.
  - iv. One person only, unless otherwise stated by manager, is to go on pick-up calls.
  - v. Violation of any of the policies and procedures will result in being written up –three times and employee forfeits job.
  - vi. It is the obligation of the employee to be familiar with the Policies and Procedures and any updates as they occur.

I. Business presented by directors: None

J. Adjournment at 9:40 pm.