

Green County Humane Society
Board of Directors Monthly Meeting
Wednesday, June 27, 2007

Board Roll Call: Shawn Grass (Vice-President), Marsha Stanek, Gunhild Marcher, Marci Hensel, Sharon Blohowiak (Secretary), Yvonne Schutte

Also present: Anita Disch (shelter manager), Barb Gerber, Brian Gray, Robin Douglas, (veterinarian), 2 more public members

Location: Monroe Public Library, Monroe WI 53566

President Grass called meeting to order at 6:38 pm.

AGENDA

A. Public Discussion

1. Question: When did Mike and Traci resign?
 - a. Shawn: They resigned at the May meeting
 - b. Tina resigned as president, but not from the board.
2. Follow-up
 - a. This is not how we normally replace board members
 - b. The nominating committee wants someone to attend the board meeting before they actually become a member.
 - c. A board member is re-elected every 3 years. We have 9 board members and 3 are up for election every year.
 - d. We do not fill the positions right away. We send out nominees' biographies to every member 10 days in advance of election according to our bylaws.
3. Our meetings are held every 2nd Wednesday. The agenda is posted at the shelter and in the Monroe Times. Yvonne will publicize this and will have the agenda done several days in advance.
4. The Mission statement is posted on the website and at the shelter

B. Resignations

1. Shawn made a motion to accept the resignation of Tina Gilbert as GCHS board president. Marsha second. Motion carried.
2. Shawn made a motion to accept the resignation of Mike Jerge as GCHS board member. Marsha second. Motion carried.
3. Shawn made a motion to accept the resignation of Traci Thompson as GCHS board member. Sharon second. Motion carried.

C. Shawn made a motion to appoint Yvonne Schutte to president position of GCHS board. Gunhild second. Motion carried.

D. Business to be decided

1. Annual meeting
 - a. Our members are not happy. They support our mission but don't support the board.
 - b. We need to have more follow through and do things we say we will do.
 - c. If you can't do or finish something, don't volunteer and find someone who can.
 - d. Committee signups: people signed up at annual meeting in 2005 but communication didn't happen.
 - e. People don't know who to contact and things don't get followed up on.
 - f. No one takes responsibility for events, e.g. dog fest, an event we usually do.
 - g. We need to clearly define roles and post on the website
2. Suggestions:
 - a. Read secretary's report at each meeting
 - b. Don't send everything to the shelter
 1. Too many receptionists. We have given Sue Ross too many things to do.
 2. Some things only get half done
 - c. Get committees working
 1. Stay committed to committees.
 2. Call volunteers. Marci to get committee members from previous volunteer applications.
 3. Don't go back too many years with volunteer applications.
 4. Barb suggests putting committee meeting agenda and dates in the Monroe Times.
 - d. Secretary's minutes
 1. Changes to May meeting minutes.
 2. Euthanasia committee has Gunhild. Shawn will check with Mike and Traci if they are still interested in being on this committee.
 3. Outdoor dog committee, add Gunhild.
 4. Executive committee: take out Tina and add Marsha and Yvonne.
 - e. Euthanasia
 1. Bylaws; one board and one non-board member.
 2. The members are Anita, Mike, Traci and Yvonne
 - f. Committee descriptions
 1. These descriptions are written by the chairs and should be presented to the board.
 2. This should be done before calling volunteers.
3. Other annual meeting
 - a. Motion by Shawn: "There shall be no contract with Green County Humane Society without approval by the board. No board member can enter GCHS into any contract without the without express approval of the board." Yvonne second. Motion carried
 - b. Lafayette county contract: We should be prepared before we sign a contract. This topic will be put on the agenda for the July meeting.

1. Brian Gray asks, how much money do you received from dog licenses? Gunhild: not much money
 - c. Dates for meetings
 1. Meetings need to be publicized
 2. Should we change the day? It is suggested that we don't move around the days. The meeting should be posted in the paper under community meetings.
 - d. Communication
 1. Send announcements to The Monroe Times
 2. Do PSA's on air with WEKZ.
4. Changes to bank accounts.
- a. Yvonne will be principle holder on Edward Jones account. We should move it to First Banking Center.
 - b. The money donated by Cheryl Beck is for the building fund.
 - c. First Banking center offers ACH, which allows automatic deductions from any banking account. There is no fee per transaction. We could have automatic deductions as part of pledge drives. We would have a more consistent source of income.
 - d. We currently use Paypal account for click and pledge which has a per transaction fee.
 - e. We are setting up cardboard piggy banks at local banks
 - f. Water bottles: we not sure what is going on with it. A company in New Glarus has offered to put our logo on water bottles. We would get a donation per bottle.
5. Tracking of inventory
- a. Shawn has been doing this as part of treasurer position. How do we track inventory? i.e. all stuff that is purchased not animals.
 - b. We have spent over \$1000 a month on vet supplies. Anita says we don't order until we need it.
 - c. Anita: We get stuff donated and have no regular orders. We have to have frontline and dewormer.
 - d. Drugs are in a locked cabinet and we just set out what is being used. Only Robin has access to controlled substances and only what is needed is set out. Anita and Robin are responsible for medicines and only Anita has the keys.
 - e. Shawn is seeing a lot of bills for vet supplies. He wants to know who buys and approves supplies.
 - f. What comes out of petty cash and who can get petty cash? Anita says the shelter usually does not have petty cash
 - g. Yvonne: We should set P&P for who buys what and how to file receipts.
 - h. Shawn suggests having a log of what is purchased and who approved the purchase. One person should be responsible. Take inventory before making purchases. Barb suggests Bradley to go to the store about once a

week. This is to be discussed at a staff meeting and a protocol is to be written. Anita will set up staff meeting.

6. Washer;

- a. Tina has been working with Ben from a company in Illinois.
- b. If we don't get within the next week, we will go somewhere else.
- c. Hopefully, we will have a washer in July
- d. Anita: is there a set up charge? The dryer sat for a month before it was installed.

7. Brian: when will barb and Bradley be appointed? Next board meeting, nominated, attend meeting, next meeting will be appointed.

8. X-ray machine, get a picture for the Monroe times

E. The board went into closed session at 7:47 pm

1. Shawn made a motion: "do not sell shelter inventory to employees" Marsha second. Motion carried.
2. Marci made a motion to restrict use of the gas card, Wal-Mart card and petty cash to one person. These items should be kept in a locked box at all times." Yvonne second. Motion carried.

F. Meeting adjourned at 9:00 pm.