



KINGS S.P.C.A

9071 – 16 ½ Avenue
Lemoore, CA 93245 (559) 925-1630
halfwayhomeca@gmail.com

“Compassion for Surrendered and Abandoned Animals.”

Minutes for **BOARD OF DIRECTORS** Meeting

Date: 27 May 2020 | Start time: 1400L | Location: 9071 16 ½ Ave, Lemoore, CA 93245

Directors Present: A. Hepps, D. Keener, T. Hubbard, K. Thompson

Directors Absent: A. O’Neill

Staff: None

1. Welcome:

- Meeting called to order at 1345 by Aaron Hepps. A quorum was established.

2. Minutes:

- Minutes for January Board meeting approved. Motion: Danielle Second: Tiffany, Pass 4/4.

3. Presidents Report: A. Hepps

- Board changes:
 - 28-Feb: Kimber R. was asked to resign on 26-Feb and did not reply. She was terminated from the board on 28-Feb by unanimous decision in special session.
 - 13-Apr: Suzanne supplied letter of resignation on 13-Apr, effective 1-May due to family issues. Tiffany was appointed to treasurer effective 1-May
 - 14-Apr: Keely was appointed to the board on 14-Apr.
- Renovations were approved for the residence on property by the board in special session.
 - Three bids were given.
 - Interior Paint
 - Closet
 - Trim
 - Floors
 - Fumigate
 - Yard
 - Work was completed as recommended by realtor for sell.
- Staff Meetings:
 - 7-Mar-2020
 - New/Updated Policy Review
 - Square POS training
 - Communication Protocol
 - Working with Volunteers
 - Shelter organization and future projects
 - Prep for show, sell, and move.
 - 26-Apr-2020
 - SOP review (Revisions published)

- Daily Log Report
- Staff evaluations
- New forms during adoption
- Training on proper adoption/foster
- Promotion of Lead Kennel Attendants (Effective 20-Apr)
 - Amanda: Animal Files lead
 - Hayley: Foster lead
- Erika to salary
 - Answers phone 24/7 within 10 min during business hours
- 27-May-2020
 - File review
 - Foster tracking
 - Finalize adoptions from foster-to-adopt
 - Cleaning of shelter during low time
 - Intakes resume 2 or 3-Jun
 - Parvo policy questions
- State of California
 - Certificate updated to reflect current board
- Banking
 - Union bank updated with signers/cards (06-May)
 - Aaron & Danielle are the only signers and only card holders
 - Tiffany: admin access
 - Franklin Fund transferred to checking and closed.
 - 28-May: Closing complete for sell of shelter
 - 01-May: Funds deposited from sell of shelter to checking
 - Mileage Reimbursement & Expense Form created 19-May
- Parvo
 - Consulted with several vets, shelters, vet schools on Parvo issue
 - Parvo policy created and active

4. Vice Presidents Report: D. Kenner

- Spays/neuter/vet
 - CCSPCA (Danielle)
 - Vet: Selma, backup Lacey
- Major Rescues Update
 - All vet bills have been covered by donations
 - Cuddly

5. Financial Report- T. Hubbard

- Previous Meeting Checking Balance: \$156,005.54
- Current Checking: \$578,143.51
- Jan 1-May27: +\$678,266.88 / -\$104,746.11 = \$573,520.77
- Shelter Sell: \$350,000 + \$100,000 donation
- Moved to QuickBooks online from Desktop version
- QuickBooks is balanced
- Working on annual budget

6. Fundraiser Committee Report-

- Fall Gala? Tiffany to reach out to previous committee

7. Operational Report-E. Olivis

- 2020 Adopted:
- Currently 16 Dogs / 24 Cats in Shelter. Foster: 43

8. Old Business

- All items from January BOD Meeting/Exc Session completed.

9. New Business

- Awaiting on zoning for land to purchase for the new shelter.
- Engineer and contractor have drafted plans for new building.
- BOD has been actively engaged daily and reflected in above reports.

10. Public Comment

- Meeting not open to public or public comment.

Meeting adjourned at 1455. Motion: Danielle Second: Tiffany, Pass 4/4

President of the Board Signature

Date

Secretary of the Board Signature

Date