

Humane Society for Inland Mendocino County
9700 Uva Drive, Redwood Valley, CA. 95470
Minutes for June 21, 2022
Board of Directors, In-Person Meeting

- Meeting called to order 1809 by Kether Sprague, minutes also taken by Kether.
 - Roll Call: Kether Sprague, Jaime Wilkes, Holly Bennett, Tracey MacNamera, Joe Hurlbut, Rhonda Hurlbut, Robin Ingram, Teresa King, Junanne Hayes-Reed, Becca Edwards, Jenny Hanzlik, John King; on the phone: Suzanne Coffman
 - Approval of Agenda: Jaime makes a motion to approve, Holly 2nd, John wishes to add "Review BiLaws" and "Employee PTO", correction to Finance Meeting date, "July TBD", not June, approved as amended.
 - Approval of the minutes from May 2022: Correction by Jaime Wilkes, Teresa King motion to approve as corrected, Tracey 2nd, all approve
 - Public Input: None
 - Construction updates, Tracey: Cattery wash station is the next upcoming project, there is no agreed upon design at this time, project will be addressed at a later date, according to Tracey.
 - Financial report, Joe: reviewed printed report passed out to all board members, more money out than coming in presently, LPL investment acct is currently over a million, we rely on the dividends from that acct, no plans to draw from the principal at this time. Bond market "sucks" right now, "we are actually doing pretty good considering"
- Jenny: Staff meeting will have a round table discussion to come up with more cost cutting ideas. Will increase the "beg" posts on our social media.
Acct balance (get from Jenny)
John: We are on target with our projected budget for spending, not for income.
Jaime: All businesses are feeling this right now
Kether: We are NOT cutting staff.
Joe: Thank you staff!
Jaime: Are we still hiring to fill Cole's position?
Jenny: Rafi's duties are changing and the new hire will have office duties too.
Becca: Our #1 customer, public complaint is our response time. We are not getting back to people fast enough.
- Shelter Report & Stats: May 2022 (see report from Becca) Becca: Harder to "outcome animals", all shelters and rescues seem to be struggling at this time

NEW BUSINESS

A. Updates from Administrative Director, Jenny: Newsletter article needed by Thursday. Holly volunteered Vicki & Mary to write the piece on Mac's retirement (neither ladies are here to accept or decline). We would like a 2nd hand store, need a person to spearhead the research and take on the project.

No one in attendance agreed to take on this project. Jaime agreed to look at what the shelter in Texas is doing with their 2nd hand store. John: We need a business plan for the 2nd hand store. Tracey: We cannot have it on-site. Holly: for tax reasons. Junanne: Perhaps we can partner with a store already in existence. Becca: I have contact information for anyone interested in taking on the project.

No one committed to take it on at this time.

Jenny, continued: the electrical project needs additional funds. Raised about \$5,500 to date, the cost is \$25k for the whole project, \$13,900 is the immediate need, the rest can be done in phases.

Encourages all to promote our Facebook fundraiser.

If coming onsite after hours, text Becca. Some odd characters have been lurking lately. BumbleBee was the target of an unsuccessful attempted "dog-napping".

Question from Jaime: Any response to the intern ad? Teresa: No response from the inquiry.

B. Electrical update, John King: brief update, PG&E was out 2 weeks ago, replaced the power pole. If we ever have a bucket truck here for tree work, we need to secure a line. Junanne asked how tall of a reach needed? John: 25-50 feet, not something we can do from the ground.

C. Board of Directors, Election of the Officers

Results of the Election: John King, President

Jaime Wilkes, Vice President

Joe Hurlbut, Treasurer

Teresa King, Secretary

Congratulations to all!

Tracey: Thank you Kether for your leadership during an incredibly difficult time. Holly Agreed. Tracey: seriously, the shelter probably would have shut down during Covid if it wasn't for all that you did.

Thank you. Additional thanks from Joe and Jaime.

John: First item of business as the new President is a special meeting. Will outline an agenda and goals. John proposes a special meeting for July 12th, Jamie seconds. Approved. Kether will be out of town and will not be able to attend.

i. Update signers. Kether makes a motion to eliminate Vickie, and Jennifer Adair as signers. They have served us well in this time of transition, but it is no longer appropriate to have them on as signers. Motion includes updating the signers to add John King, Teresa King, and Jaime Wilkes. Kether Sprague to remain as a signer. Jaime 2nds. motion passes unopposed. Robin volunteers to get the necessary paperwork to Jenny, so the changes can be made.

ii. Update LPL access permissions. Kether makes a motion to grant LPL acct access to John King and Joe Hurlbut. John agrees, motion as stated but to also include Jenny Hanzlik. Motion is to grant LPL investment acct reports access to John King, Joe Hurlbut, Jenny Hanzlik. Jaimes 2nds. Motion passes unopposed.

iii. Sign Code of Conduct agreement. Kether passed out the agreement. All to sign and return to Secretary Teresa King.

D. Covid discussion, Holly: The state is taking this seriously still. There is a new variant. Spreads easily, seems less lethal but people are still being hospitalized and dying. Take care. Get vaccinated if you can. Will keep Jenny abreast of the situation.

E. Reserve Fund, a discussion. John wants to open a line of credit. Jaime will investigate rates. Much discussion about a reserve fund. Final agreement: Jaime makes a motion to put 10% of any single general donation \$5,000 or more, NOT designated for a specific project, or animal medical procedure, to be taken from the general funds and put into a separate account, a Reserve Fund account. This resolves the How to fund, "the fund" previously agreed upon by the Board. Teresa 2nds. Motion passes.

Jaime recommends doing more online bill pay. Bill pay and Line of Credit discussion to be continued at the next meeting.

F. Fundraising Committee updates, Robin: "We are tapped out". Four or five people attend fundraising committee meetings regularly. Discontinue separate meetings.

Holly: This is one of the reasons we used to have only 4 fundraisers a year.

Robin & Junanne: Ritter Karnval is coming up. We need help. Tracey volunteered to be a part of the

committee. Mary & Vickie want to "do wreaths, but not head it". Also, they want to help, but want us to go ask them to come help. (Neither ladies are in attendance to comment).

Becca: proposed someone should, "post to social media "We are in Crisis" please help us by..."

Junanne will craft a post for the kayaks.

Jeep event, we raised about \$1,300. It was a lovely event. They want to have us back again when they do another in the future.

Bissel, we are signed up.

Teresa: We are invited to Grand Marshall the Black Bart Parade, July 2nd (additional notes from Teresa needed)

Robin: Calendar contest in August.

Kritter Karnaval Sept 18th, 11am-3pm. ABC permit, Junanne will do this. The goal of the event is Profit. We already did an appreciation event.

Jaime will bring silent auction items. Mary will bring and serve food.

Junanne makes a motion to offer Community First Bank a "Sponsorship" spot but not be the headliner. Much discussion. Jaime will send a sponsorship request flyer example to Robin this week. Jaime would like to see us develop the sponsorship tiers first then offer them a tiered spot. Result: discussion to be continued.

Raffle? We could offer "Mystery Raffle Prize(s)" things left over in the fundraising shed.

General note: Jaime: Sparetime is donating a shipping container to the shelter.

UNFINISHED BUSINESS

a. Long term goals. Care-A-Van: No update.

b. Newsletter & Upcoming events: July Blackbart Parade. July 9th Hopland Tap, open invitation.

Announcements

Upcoming meetings:

- Finance Committee meeting, *Monday July 18, 2022 @6pm*
 - Fundraising Committee Meetings: TBD
 - Our next Board meeting is a Special Meeting, Tuesday July 12, 2022 6pm at the shelter
- Regular Meeting to follow: Tuesday July 19th, 6pm at the shelter

Additional comments. John wants to talk more about Amazon Smile next time.

John: Sick time and PTO, Holly: 24hrs of sick time. Result of discussion, sick time and PTO to be discussed with the HR Committee, will bring results of discussion to next board meeting.

BiLaws to be discussed at a later date.

ADJOURNMENT all @2030.

Closed Session - no items to discuss. Adjourned