

**HSIMC Board of Directors Meeting Minutes
October 18, 2022**

Meeting called to order 6:10pm

In attendance: Teresa King, John King, Kether Sprague, Julie Dauer, Junanne Hayes, Suzanne Coffman, Rhonda Hurlbut, Joe Hurlbut, Becca Edwards, Jenny Hanzlik, Tracey Mcnamara

Absent: Jaime Wilkes, Holly Bennett,

Guests: Wynona Idica, Elizabeth Bohanan

Joe motion to accept the agenda, Tracey 2nd

Julie motion to accept last BOD minutes, Kether 2nd

Construction updates – Tracey and John

Electrician – Updated bid received from Wheeler Electric, down \$500 from previous bid.

We have to absorb cost and installation for the new pole and are awaiting Green Book specs. They have not been able to find a home for the 400 amp box and so far have not requested any re-imbusement.

Flooring labor – Quote for install \$9k. Still don't have an install date. John will follow up with Healdsburg Flooring.

Financial update – Joe

Reports were wrong. We'll need to update numbers. Need to have a positive cash flow. Activity level has been too high. Jenny and team working on defining actual cost for dog, puppy, cat and kitten processing through the shelter.

Shelter Report – Becca for September 2022

Canines – starting 86 / ending 93

Felines – starting 187 / ending 190

Since beginning of October

Dogs – lots of dogs got adopted due to October 8 Care-A-Van 30 fixed / 22 adopted dogs. Down approximately 20 dogs in care.

Cats – Down approximately 40. Lots of social media for the cats. Three senior cats sponsored adoption fees by Clay Nesbitt. Sandy Shuster wants to sponsor all remaining senior cats.

Employee appreciation lunch – Wednesday, 10/26. John and Teresa sponsoring and cooking. Tracey volunteered to help. Need 3 more people

Recruiting new BOD members – John shared “prospective board member” document. Both Elizabeth and Wynona have expressed interest in joining the board.

Great Reset 9/28 – 11/9 Not taking any animals for six weeks.

All shelters are having difficulties. We are taking only emergency situations and animals that we promised to take prior to 9/28. The Lab puppies have brought in about \$2k in donations. Staff is looking at cost per animal, so we can determine how many animals we can intake and stay solvent.

Becca thinks after the Great Reset will provide us with reasonable numbers.

Reorganizing processes and procedures

Looking at long term animals and what we can do to get them adopted

Uptick in cat adoptions Senior Sundays no adoption fees for senior cats – over 7 years

Three seniors sponsored by Clay Nesbitt.

Sandy Shuster wants to sponsor all senior cats

Recently rec'd \$25k donation from a long time supporter.

Fundraising

Calendar – Teresa to follow up with Robin on draft copy of calendar

Kritter Karnival \$11,111.46 gross Approx \$10.5k net

½ came from auction \$1,200 from food purchased sponsored by Mary Miller.

Previous KK event about \$7k

Games - \$482 in tickets / \$300 cost but some things can be used again next year.

Wreaths – working with Mary and Vickie

November 19th at 10:30am for 1st wreathers training. Plan to videotape.

Need greens coordinator – Kether volunteered

Alex sourcing greens and Vickie with Nelson Ranch

10/15

JD Redhouse gave \$200 donation plus food donations

\$122 in donation boxes

Now we need cat food donations

10/22

Willits Harvest Festival – 2pm – 7pm

Junanne, Teresa, John, Tracey, Wynona volunteers. Becca to determine whether dogs should attend.

Teresa to bring decorations for table. Volunteers to dress up – Farmer style or Halloween!

10/29 and 30

Trunk and Treats – Dress up dogs. Dress up volunteers and cars. Bring own car and candy.

4 people volunteered cars. If Suzanne wears a costume, Junanne will donate \$200!

Deferring on working groups discussion until all BOD members are here.

Internal auditing plan – in defining stages, 1st audit in Oct for CYQ3 – intent 1) insure well maintained and accessible records 2) adequate supporting documentation for all transactions 3) check and balance on function 4) payments were authorized/approved.

Recruiting new board members. Welcome to Wynona and Elizabeth. Will vote next BOD meeting.

Signage source – Banner and Signs in Ukiah. 1st sign 18” x 24” = \$50 includes tooling charges. Add'l signs \$25. Kennel sponsorships. Little guys for memorial wall. \$100 minimum for signage. Maybe including it in the newsletter.

Teresa to put up pet sayings on front gate board.

Once a month auctions / raffles – Big ticket item. Put a cap on the amount of funds raised. Suggesting quarterly instead of monthly. Maybe do one this quarter. Need Facebook fixed or have to find an alternate method for an auction. Engage Karin to get large items donated.

Reserve fund – We need to keep funds donated for a specific project isolated and not added to the general fund. Considered changing the \$ threshold for transfers to reserve but will keep the reserve transfers as is at 10% of a 5k donation, for now.

Need more Swag – suggestions:

coffee mugs

Zip up sweatshirts

Stickers

Canvas bags

Bonfire vs T-spring – Canva to create art.

We had 11 donation boxes at the beginning of the year between Hopland and Laytonville. There are 25 now.

Subaru Share the Love – 11/17 – 1/3/23. Several requirements for participation that we will have to adhere to.

Judy Martin from Coast Humane wants to talk to us about a Thrift Store.

Adjourned – 8:03pm