

Humane Society for Inland Mendocino County
9700 Uva Drive, Redwood Valley, CA. 95470
Agenda for May 18th, 2021
Board of Directors Meeting
In Person Annual Meeting

1. Roll Call @ 6:30pm
 - a. Rhonda, Joe, Kether, Mary, Julie, Jennifer, Becca, Tracey, Robin, Lyra, Holly, Jenny, Diane
2. Approval of Agenda
 - a. Jennifer approves, Holly Seconds
3. Approval of the minutes from April 2021
 - a. Minutes Read by Jennifer, Joe approved and Tracey seconds as read by Jennifer
4. Construction updates – Tracey
 - a. All good news !
 - i. Completed back kennels
 - ii. Completed FeLV cat cottage
 - iii. Some electrical that Jenny will touch on, we did find some really big things that will need to be handled sooner than later, we are looking at \$50K easily, some things couldn't be opened because of safety. We will HAVE to do this and it's beyond what we have in the bank. Holly wanted to touch on the idea that we need to decide how much we want to keep putting in to this building (the cattery), we are looking at a HUGE upgrade, the pole, the line, etc etc. Jenny added there is a live wire in the kitchen that the electrician has no idea where it is going, there are two meters and only should be one, and there are lines feeding the box, where the box should be feeding the line. As a group we should really decide what to do with the building; Holly suggests that we should spend the \$50K to get the electrical done but start looking at a new structure. For safety, this really needs to be done ASAP. Ideally, we cannot keep fixing little things, we need to invest the money and get it done right. We also should not be housing cats in there. Hernandez will give an actual quote to get it done.
 - iv. Worked on the OSHA issues, and almost completed with that
 - v. New gate arm is up and usable, great job Tracey and Holly!
5. Treasurer report – Joe
 - a. Revenue is 187,357.67 vs 218,382.060, we are holding under budget which is good. Joe noticed we don't have any dividends posted and asked Jenny if we were receiving still. Jenny is posting but in a different spot. We are thinking we have about \$16K that should be moved to the dividends section, if Jenny transfers the funds. Jenny requests Joe to show how to do the transfer properly. She is doing a journal entry. Joe said to do a JE from the bank to the 4905 account. Joe explains and Jenny says she can fix that. So when the transfer happens, our revenue will be over \$200K in revenue and we'll only be \$15K short of our budget, and that will help there.
 - b. The big difference Joe saw was individual donations, when doing budget that is hard to guess.

- c. Overall expenses, we were \$16K shy, but total expenses are under \$33K giving us a revenue close to \$34 with the dividends transfer. Things look good, we are “making” money.
 - d. Budget is looking really close to last year. We are doing pretty good job.
 - e. Joe is wondering if it is timing, but the animal food cost seems low, we are about \$10K under budget there. Becca says “Exhibit A” as she points to animal food donations. Jenny said she is a month behind but the dog food numbers won’t change much.
 - f. Jenny wasn’t able to complete her deposits today but has the below
 - i. Paypal \$2,000
 - ii. Subaru \$3,300 from Flower share the love event
6. Shelter Report Stats April 2021
- a. Cats
 - i. Intake - 64
 - ii. Adopted - 24
 - b. Dogs
 - i. Intake - 21
 - ii. Adopted - 17
 - c. We are seeing a trend as people go back to work, we are seeing less fosters and adopters. We are seeing a lot more of less socialized Covid Dogs.
7. Public Input
- a. Mary – Newsletter in July – main focus could be a “building fund” to help start fund that. And also, there a lot of people willing to donate their estate, but most people aren’t aware to do this. We used to send out a post card in the newsletter for donations and reminders about estates. The other thing Mary wanted to discuss, if we want to do the Critter Carnival in September, we need to pick a date and hit the ground running. Mary is willing to help with Critter Carnival, we need to start making calls for DJ, Bounce house and dunk tank. And if we’re going to do the raffle, we will need to get the raffle tickets and donations coming in.
 - i. Tracey has made a motion to have the Critter Carnival on September 12
 - ii. We will try to get Waylon and the Wildcats to play – it’s Jeff’s birthday
 - b. Jenny has a clarification question - Public vs Non public meetings – and reads a portion of the bylaws – are members of the public allowed to attend the Finance meetings, why or why not? Joe said attending the public meeting should be enough. Becca questions being allowed to go to two of the meetings, and wants to be informed as a Manager. Kether confirms why she was allowed in the prior two meetings and clarifies the safeguarding of information on the Finance meetings that may or may not be sensitive information. Becca asks the difference between Jenny and Becca as a Manger. Kether said Jenny is the “Administer Director” and a non-voting member of the Board. Joe said because of Jenny’s position she isn’t at the Finance meeting to absorb information but to provide privative finance information and turns to Becca and says she could be at the meeting if she could provide important information or HR details. Kether asked if Jenny was Ok being a “non-voting member of the board” or if she would prefer to be called something else. Jenny just asked for clarity because it is causing conflict with other staff members. Holly said Becca is in sort of a crap position being the Manger and not

technically a member of the public and said we can do better at being transparent with what is happening. Holly asks Becca if there is something she'd like to have a voice in, and Joe said she can ask any questions at the board meeting. Jenny said the staff is feeling things are being secretive. The question is still being Jenny doing so much and being on the board as a paid employee; Holly's understanding is the way the bylaws were written is the separation of employee's getting caught up in the details vs the daily activities.

NEW BUSINESS

A. Updates from Administrative Director, Jenny

- a. First vehicle sold through Donate for Charity website, we got just under \$200 for a salvage title vehicle.
- b. Vickie took over doing the thank you letters!
- c. Jennifer has taken over ordering the plaques!
- d. New volunteer program is in full swing, long time volunteer Bobbi has been doing the dog orientation. People have been actively signing up on our website, putting them in to Donorview and then can sign up for orientation directly online. We are doing 2 orientations per month because it is time consuming.
- e. Jenny has made a lot of website updates with interactive vibe. Drop down menu for all donation items. Dogs and Cats are split with separate pages!
- f. Jenny would like to see upcoming events on our website, so Jenny wants to put a running list of upcoming events on the website and add information as its coming up
- g. Agenda and Minutes – Jenny to put them on the website, requesting to have minutes by Sunday night
- h. Cat adoption fees, \$95 – 90% of adopters just give us \$100.00 so Jenny has just made the fee that
- i. Family Magazine reached out today and is giving us a ¼ advertising spot, the magazine is digital and interactive so when people see the ad they can clicks on it and the ad will take them to our website
- j. Finally got ahold of a tree guy to get the trees with hanging branches taken care of by Jose Ansaldo through Professional Tree Care

B. Election committee: Holly - Annual election results

- a. Would like to Congratulate all of the Board Members for their continued dedication and re-election

C. “Paw-ty Party” raffle and “Kitten Shower” scheduled for Memorial Weekend. Motion to move raffle to coordinate better with the June AVBC event. Kitten Shower to be a

standalone event memorial weekend. Volunteers needed to inventory shed. Planning and discussion of events is done in the Fundraising Committee meetings. Join us Thursdays @7pm on Zoom.

- a. No oppose – motion passes to move Paw-ty Party
- D. HSIMC appreciation event: Saturday, June 26th, **1-5pm** @Anderson Valley Brewing Co.
- a. Waylon and the Wild Cats, live music. Tracey, update with food?
 - b. Tracey has decided we will grab a BBQ and do Hot Dogs from Costco
 - i. Tracey requests Tables and Chairs – bring your own chair and if you have one. Decided 1-5 pm
- E. Robin’s event: Gifts in July - Christmas in July- themed. White elephant inspired, gift grab, fundraiser. Wrapped gifts, drive up, pay the ticket price of \$20/gift, (pick a gift vs. pull a number), get gift, drive away.
- a. Scheduled Elves wrapping July 10/11
 - b. Event will be held July 24-25
 - c. Robin will get posts up on Facebook in June/July
 - d. Robin and Holly will be inventorying all of our Auction items June 10
- F. Jennifer said in SO Cal an adoption center gave a “puppy package” for an additional \$100. Everyone agrees we should get some inventory and think about this. Revisit next meeting.
- a. Becca nominates Diane to do this, Tracey seconds. Diane agrees (HA)

UNFINISHED BUSINESS

- A. “Portraits for Pets”, still in wrap-up stage. Not all art is finished. 2022 Calendar of PFP art will be made this year, not yet available for pre-sale.
 - a. As of tonight, 5/18/2021 PFP is at \$14,461.00 with a total of 467 photos
- B. Next Newsletter will be released in July. It is to include Q1-Q2 stats, figures and stories. If you wish to have a specific story included please email to Kether@hsimc.org by July 7th

Announcements

Upcoming meetings:

- Fundraising Committee meetings weekly through May.
Next meeting: Thurs. 5/20 @7pm via Zoom
- Finance Committee meeting, Thurs 6/10 @6p via Zoom
- Our next Board meeting is our regularly scheduled monthly meeting, 3rd Tuesday of the month, Tuesday 6/15 @ 6pm via Zoom.

ADJOURNMENT at 8:21