

ICHS Board Meeting

January 9, 2023 6:30 pm at the shelter

AGENDA

Call to Order Lisa C called the meeting to order at 6:30 p.m.

Present: Lisa Schnedler, Lisa Cvengros, Char Paglini and Louanna Schulte.

Absent: Donna Griffin and Tony Schlafli

Staff: Claudia Looze, Jordan Weier and Cara Thorison

Guests: Sharon Shea

Approval of Minutes from November 28, 2022

Amend to say 25th anniversary - not 30th.

Louanna Motioned, Char Seconded. Motion Approved

Executive Director report - Claudia

Fundraising - sent 3 grant applications to the Kiwanis group - one for transportation of kids to the center to read to dogs, one for miscellaneous items associated with the pet pantry, one for exposure of kids to vets.

Applied for another grant looking at inclusivity/equity in adoption

Holiday mailer did well

Claudia will do a spring and fall mailing

Thank You Notes - Donna will no longer do the thank you cards for \$500 or more - Claudia will take this over.

New PO Box (new address: PO Box 195, Dodgeville) - extra keys

Volunteer Coordinator/Program - Ashley Sheridan is a volunteer who is serving as a volunteer coordinator. Karen Riek is working on monthly events.

Kennel Manager report - Jordyn

Stats - Cats – 16 strays in November and 10 in December, 0 born in care, 6 surrendered in November and 5 in December, none returned - total 22 incoming cats for November and 15 for December. 8 cats adopted in November and 7 in December, 1 cat redeemed in November, none in December, 11 cats transferred out in November, 0 in December. 1 cat died in November and 0 in December. For a total of 21 outgoing cats in November and 7 in December. 44 cats at the shelter in November, 60 in December. 18 cats in foster in November, 10 in December. For a total of 62 cats in November and 70 in December.

Dogs - 3 strays in November and 1 in December, 4 transferred in in November, 0 in December, 7 surrendered in November, 0 in December, 0 in protective custody in November, one in December. 14 dogs incoming in November, 2 in December. 1 dog adopted in November, 8 in December, 4 dogs redeemed in November, 0 in December - total 5 dogs outgoing in November and 8 in December. 5 dogs at the shelter in November, 7 in December. None in foster in November, 1 in foster in December, for a total of 5 dogs in November and 8 in December.

58 animals in shelter in November and 67 in December, 18 in foster in November and 11 in December - total of 78 animals at end of December

Municipality Contracts - 18 returned

City of Mineral Point and City of Ridgeway - Dog only

Paw Patrol Magnetic Signs – Char

Char showed an example of the magnetic signs

Board approved at \$115.00

Char will look into a back window decal.

Treasurer report – Lisa C – Preliminary Year End Financial reports

Lisa noted that she sent out financial statements. Loss approximately \$1,400 - so we almost broke even for the year due to the great response of donors at year end. Adoptions up over \$4,000. Expenses - \$323,000 = 99% of budget. Cat vet bills over \$3,000 for the month due to dental and leg amputation - all donated. Payroll up due to year-end bonuses and increased hours.

Finance Committee – Lisa C - 2023 Budget Update

Lisa C sent this out. Finance Committee approved the base budget - we are viewing it as a six-month budget as there are significant increases in fundraising - so we want to ensure that that money is coming in. Budgeted loss for 2023 = -\$30,000

Investment Committee – Lisa C - CDs Proposal

Investment Committee recommends 18 month CD at 4.25% APY (Farmer's Savings) for \$250,000 and a 13 month CD at 4% APY (BMO) for \$150,000 at 4%. This will reduce our cash on hand if you consider both the 2023 base budget plus added program expenses, we have just over one year cash on hand. Louanna moved to follow this recommendation, Lisa S seconded the motion - motion carried.

Personnel Committee – Char

Job Descriptions - Claudia, Jordyn, Lisa C, and Char met to begin process of updating job descriptions. When they are completed will go over them with the staff.

Policies & Procedures - on hold until job descriptions are finalized and reviewed.

Building & Grounds Committee - Louanna:

Shelter facility assessment offer - Findorff - Lisa S has asked for a schedule of dates and will forward them to Louanna - she will ask Scott and Tom to go through the building with her.

Repairs completed – Kennel Door done and Cat Condo - In use - Bonnie and Clyde are cats residing there.

Repairs scheduled – Electrical Panel - begins Friday Louanna will be on hand and at the end of the project

Priorities have now moved to ceiling panels. Need to determine absolute priorities and number of ceiling tiles needed.

Other miscellaneous possible projects were mentioned.

Sharon noted that the birds can get in the garage

Nomination Committee – Lisa S/Sharon - Board Slate of candidates

Sharon presented the slate of nominees recommended by the Committee

3 year terms: Denny Marklein, Tracie Johnson and Char Paglini (so term expires 2026)

2 year term: Lisa Cvengros (fills out the 3 slots that expire in 2025) and we will fill the two 2024 open slots next year. So, a total of 7 on the board after the annual meeting.

Other two applicants - one had a conflict of interest / one is coming on as a volunteer but may become an employee if any funds become available

Public Notice of Annual Meeting with Agenda/Nominees posted on website by 1/22/2023

Public Comment - Sharon noted that when we get donations through Chewie, Amazon, etc. we should send thank you cards - Claudia noted that we are now doing this. Also, she noted that the Humane Officer should have a key.

Next meeting: February 13, 2023 6:30 pm at the shelter

Lisa S moved and Lisa C seconded to adjourn to Closed Session at 7:15 p.m.

The Meeting was reconvened at 7:45 p.m.

Motion by Lisa S second by Lisa C to adjourn meeting.

Meeting adjourned at 7:50 p.m.

Adjourn

Minutes respectively submitted by Lisa Schnedler