

IOWA COUNTY HUMANE SOCIETY
Wednesday September 4, 2024 at 5:30PM
SHELTER MEETING ROOM

Attendance: Deb Morgan, Lisa Cvengros, Tracie Johnson, Lisa Schnedler, Dawn Venden, Char Paglini, Denny Marklein, Cammi Riley
Staff: Shanna Gundlach, Hannah Guenther
Members: Sharon Shea

- **Call To Order : 5:32pm**
- **Motion to approve August 5, 2024 minutes from Lisa C and seconded by Cammi.**
- **Shelter Reports:**
 - **Happenings “at” the shelter, Shanna**
 - **Consultant meetings:**
 - **Sarah and Sandra UW Shelter visits – Fellowship program**
 - Observed and interviewed the staff
 - Shanna and Hannah joined larger group to discuss ideas and share some best practices.
 - They will send written feedback and details to Shanna
 - Suggested possibly skipping heartworm testing to streamline and save costs but our vets require this, and we do have a heartworm positive dog.
 - **Jamie (Fundraising Crush Course) will be grant funded**
 - Handout in meeting duplicates email correspondence
 - Deb will be board member that participates fully
 - Board members will have some modules to view
 - Lisa S **motioned** to move forward with Crush Course and seconded by Lisa C
 - **ASPCA Shelter Tour (Jamie)**
 - Good visit, she shared some positive and good suggestions
 - Tile removal in dog kennel area
 - Lisa C confirmed there is cement and would require drilling and drains to put kennels on the ground as suggested.
 - Good square footage in current space for remodeling.
 - Would suggest we work with shelter HVAC experts.
 - Layout could be utilized differently, probably do not need as many dog kennels as we currently have.
 - Dehumidifier is noticeable change for the area.
 - **ASPCA – grant availability – Jamie**
 - Other grant applications
 - We have applied to apply for multiple grants
 - Dog Kennel Guillotine Grant
 - Shelter Equipment
 - Payroll for new position grant
 - \$1500 for donor software for first year part of Crush Course
 - Discussing Donation match drive with Jamie too
 - **AWA Conference- NOLA November 17-20th** – requested grant funded \$2000 will cover all expenses for Shanna to attend. Dawn **motioned** to approve contingent on grant being received, second Lisa C
 - **Bring Love Home Challenge** – Best Friends Network granted the \$1000 should receive soon.
 - **Wisconsin Federation Conference** – Applied for \$500 grant Macy, Hannah and Shanna October 23rd – team travels 22nd. Appleton is the location again this year.
 - **Donor Management/CRM software discussion/recommendation**
 - Bloomerang - \$4k average per year first year has \$1500 discount – 3 year commitment. Original price was \$6k and Shanna negotiated down to \$4k. Up to 5,000 records.
 - 5211 records on current mail list going back to 2012 will review and potentially migrated
 - Lisa S suggested to pick a year and email any potential drops to re-engage. Potentially run additional donor searches to see who we need to keep in addition to those responses.

- Bloomerang connects to QuickBooks Online, but we use Quickbooks Desktop but they say they can figure that out
- Bloomerang can assist with manual mailing workflow ie. Address labels
- Have endorsement from other shelters that use Bloomerang
- Next tier pricing is \$12.50/month per additional 250 donors.
- United Fund, Community Chest, Lands' End, 100+WomenWhoCareSouthwest – they may provide a grant to help cover this donor software as it is a self-sustaining initiative for growth.
- **Motion** : Lisa S motioned to approve spend of \$12k over three year contract with Bloomerang software Dawn seconded.
- Super users will give board a presentation of Boomerang when comfortable.
- **Status with Andi**
 - She will reach out when her calendar allows
- **Happenings “in” the shelter, Hannah Guenther – Animals Stats and Services**
 - Cats
 - Incoming = 48 (33 stray 13 surrender, 1 protective custody, 1 returned)
 - Outgoing = 37 (31 adopted 4 redeemed, 2 euthanized)
 - Census = started with 36 ended with 47 (33 shelter, 14 foster)
 - Dogs
 - Incoming = 16 (5 stray, 3 transfer in, 2 surrender, 1 protective custody, 5 returned)
 - Outgoing = 17 (13 adopted, 4 redeemed)
 - Census = started with 6 and ended with 5 (4 shelter, 1 foster)
 - Services: In – 8 spay neuter (1 dog, 7 cat) 1 microchip dog.
 - **Vet Fellowship visit** – Hannah asked for advice and be sure she is maximizing and developing her team, these will align with regulated guidelines. Will benefit the animals as well as the kennel staff.
- **Treasurer's Report, Lisa Cvengros**
 - **Profit & Loss: Net Income, Revenue and Expense as of end of August 2024 without bequests.**
 - Revenue \$230K or 59% of budget. Fundraising \$96K or 32% of the annual budget of \$300K. Recent highlights include “Scrappin with Joni Demo Team” \$2,160 in Community Donation, Clear the Shelter: Donation Jars \$608, Food Stand \$435, Garage Sale \$814. Raffle Tickets results were income of \$4,500 and expense of \$3,929 of which \$3500 were winnings (\$100 donated back to us), so net \$571. Will need to send a W2G to \$2,000 winner and a 1099-misc to \$1,000 winner. Shelter Income continues to be strong due to the Protective Custody income (\$27K) and adoptions. In August we received the UPS rental payment of \$8,400 (not budgeted for) that covers 2/25-1/26 rental. Interest on CDs is a definite helping this year, YTD \$27K, above the budget expectation of \$15K.
 - Expenses \$240K or 59% of budget, up around \$30K compared to this time last year. We still have a building repair credit (\$2.8K) from the insurance claim . In Aug, we had 3 payroll periods versus the usual 2, so that increased expenses for the month and we paid the annual Dodgeville Chamber membership.
 - So, Net ordinary income for the year without bequests is a loss of \$10K.
 - Balance Sheet is strong, restricted funds down to around \$20K, the low cost spay/neuter funds and medical bills restricted funds have a zero balance now. There are still some TNR restricted dollars. Cash on Hand around \$300K or 300 days of normal expense.
 - It does appear WI DFI approved our request for a waiver from audit but no official communication, when you look our charity up, it says we are complete for the year.
 - WI law has changed setting New Audit and Review Thresholds for Charity organizations - effective for fiscal years beginning on or after March 23, 2024, the audit threshold for non-profits in Wisconsin will be increasing from \$500,000 to \$1 million. Additionally, the review threshold will be increasing from \$300,000 to \$500,000.” Read more here: <https://kerberrose.com/blogs/increased-audit-and-review-thresholds-for-wisconsin-not-for-profits/#:~:text=need%20to%20know,-,New%20Audit%20and%20Review%20Thresholds,increasing%20from%20%24300%2C000%20to%20%24500%2C000>. That is good since it has been a challenge to even find someone to do our

audit. Johnson & Block from Mineral Point, said no and the CPA recommended one in Madison said no new clients too.

- While budgets are not due yet, the season is coming: finance committee (Lisa S, Lisa C and Tracie), will meet in October, first look at board level November meeting and final approval at December meeting.
- **Estate checks/CD update**
 - In Aug, we established relationship with Dupaco and have a CD in place for \$250,000 at APY 4.75% for 19 months, so that should give us a return of \$19,232.28 at maturity.
 - Next CD coming due is on 9/5/2024, for \$100K at Royal Bank that per last board meeting direction was to be returned to our Farmers Savings since bundled it the Dupaco CD already, but given interest rates going down and expecting another estate check should we change that direction.
 - **Motion** to roll \$100k CD back to Royal Bank with negotiated term by Dawn seconded by Lisa S
- **Committee Reports:**
 - **Fundraising Committee – Shanna**
 - Staffing update – Fundraising position will be reviewed, need to align on how we manage events around fundraising. We need a donor development role if we plan to raise significant funds.
 - Past Fundraising Results – Raffle, Clear the Shelter – went very well 3 dogs were adopted. Garage sale was a success.
 - Planning for 2024/2025
 - Slumber Pawty – 24 hour fund drive, Project Bella will assist in running the event using their national guidelines. We are participants and can hand pick our drive participants/shelter guests. April 5, 2025 is the timeframe to align with national marketing.
 - Dave Foley bench is ready to be dropped off. Donation item Sharon bringing in Friday and will place in conference room for now. A good auction item.
 - Fall garage sale – End of September/October
 - List would be nice of best-selling items, Halloween and Christmas decorations will sell.
 - Mailers planned – September week 4 and December week 1
 - **Buildings & Grounds – Shanna**
 - Existing Building Needs – Dehumidifier has made a noticeable improvement.
 - Findorff to assess 9/27 at 1pm
 - **Personnel Committee**
 - No update
 - **Nomination Committee**
 - Lisa S has a nomination for her term that ends end of this year.
- **Public Comment - None**
- **Next meeting** - discuss potential recurring date change from 1st Monday of the month to 3rd or 4th Monday of the month, but decided to finish the year as it and discuss options starting in January. Therefore, next meeting will be **October 7, 2024 at 5:30PM at the shelter.**
- **Moved to close session** 7:50 PM
- **Closed Session**
- **Adjournment:** 8:20 PM

Minutes respectively submitted by Dawn Venden