

## ICHS Board Meeting

June 13, 2022 6:30 pm at the shelter

### AGENDA

#### Call to Order at 6:35pm

#### Present:

Tony Schlafli, Lisa Cvengros, Janice Olson, Louanna Schulte, Donna Griffin

Staff: Joselyn Van Ruyven, Jordyn Phillips

Guests: Sharon Shea, Char Paglini

Via Phone (Zoom): Lisa Schnedler, Louanna Schulte

#### Approval of Previous Meeting Minutes

from May 9, 2022 as amended by Lisa Cvengros

Motion to approve amended minutes by Tony, second by Louanna, Motion passed

#### Executive Director report – Joselyn/Jordyn

##### Animal stats for May

**Cats** – 8 stray cats, 10 surrendered for a total 18 incoming. 15 adopted, 3 died for a total of 18 outgoing. There were 61 cats at the beginning and end of month; 39 at shelter, 22 in foster.

**Dogs** – 11 stray dogs, 1 surrendered for a total 12 incoming. 1 adopted, 8 redeemed for a total 9 outgoing. Started month with 5 dogs and ended with 8 which includes 2 in foster.

For a total of 45 animals at shelter and 24 in foster care

**Staffing status:** hired one kennel assistant, Kennel Lead leaving this week

**Volunteer Program:** Actively bringing in new volunteers, consistently have 4 volunteers coming in sometimes 1-2 more. Sharon is helping with a dog and training.

**Treasurer Report:** Lisa Cvengros reported, we ended May 2022 with a net income of \$377K, without the bequest it would have been a loss of \$44K. Revenues without bequests are at 26% of budget (\$86K). May was better than previous months, highlights Kennel Sponsorship letter \$11.5K, Ridgeway Farmers Market \$748 (net \$549), and Paw patrol extra donation of \$1,263.50. Still no Dog License income. Expenses at 38% (\$131K) of updated budget, continue to see higher gas/electric costs, paid for kennel sponsor mailing (\$1154 vs \$2969 for Winter mailing), paid Workers Comp insurance, vet expenses up due to Texas dogs and special needs cat and payroll up 36% (\$20K) compared to 2021. Balance sheet strong, \$840K in bank, \$30K restricted.

Ridgeway Farmers Market Pasties made then sold with donated meat from Prems was a good seller.

**Investment Policy:** Lisa Cvengros sent latest version of the policy in advance to board along with sample report. Donna requests adding comments around “sectors” not just companies to invest in. Investment Committee to meet to update policy and to decide how to best implement policy.

**Garage Sale:** Sharon/ Char – Char met with Joselyn and Jordyn on signage. Large sign quote \$112.25 (20”x 30”) and smaller sign quote (14”x20”) \$62.30 from one person, asking others. Garage setup in progress, shelving donated and delivered by Bloomfield facility, 30 feet of shelving. No lights yet, but may get donations for that too. Cleaned stuff out and took open bags of dog/cat food to food pantry they were appreciative. Will take more shelving donations. Still updating procedures to go with Garage Sale process.

#### Building & Grounds – Louanna

- **UPS Parking Lot Rental** 2/1/2023 to 2/1/2025 with \$600 increase, so \$15,000 as one lump payment for the two years - Lisa S motioned to approve the contract and Tony second – **board approved**
- Fence repair from UPS truck damage: Finks said would be here in August to fix it.
- Louanna sent quote out on replacing back dog kennel door, up from previous quote by \$305 due to added transport cost. The Fiberglass Reinforced Polymer door will cost \$4,300 installed, need to accept in next 30 days, then 6 weeks out from contract signature work to be done. Clarify dates 5/1/2022 on contract but sent in email on 6/10/2022. Cara will need to be contacted for check for the down payment. Joselyn to coordinate with contractor Dubuque Glass on door lock selection. Joselyn approved to sign the contract. **Donna Motioned – make a budget exception to allow purchase of kennel door for \$4,300 and Joselyn to sign contract with Dubuque Glass, Janice second with full board approval.**

- Replace front walk cement area – hold off for now and just maintain area, the cement may be project for the fall or next year. Dubuque suggested waiting for concrete work before replacing front doors. Mulch still behind AC that Sharon will use for some basic cleanup in the area. Joselyn has talked with contractors about options, but everyone is booked up and this is a relatively small job. Louanna and Joselyn to connect on options, 5 contractors contacted already and no interest at this time, maybe in the Fall. Licensed, insured contractor required. Update at next meeting.
- Electrical-upgrade breakers/panel – 4 calls out, 2 returned Wed at 1PM E&S (Mt Horeb) meeting and working to schedule others.
- Mower at Mueller's for repair, when repaired (under warranty) it will be back in the garage

**Fundraising:** Joselyn

Kennel Sponsorship mailing – impressed with response, mailers still coming in now in June and program still open to sponsor kennels, also on website so can be ongoing thing, ordering placards.

**Upcoming events:**

- Round Barn Art Fair Spring Green June 26
- Lands' End Sale July 27 - Volunteers needed – Bakers needed for pies and baked goods, lunch menu (request for Sharon to make her Turkey and Dressing sandwiches), walking tacos, brats and hot dogs, etc. Do not forget ice needs.
- Sip 'n Savor July 9 at Harris Park – Tony coordinating – have a dog or cat to take, then tickets to pet animals, tickets to purchase merchandise – proceeds 60% to hospital and 40% to ICCHS. Sharon suggested Mary Jo Chapel has a good dog for this kind of event.
- Clear the Shelter August 26<sup>th</sup> and 27<sup>th</sup> weekend (Friday and Saturday) for adopting animals out but given short staff do not see doing an open house at this time.
- Spay/Neuter Transport on 6/16 7PM drop off and 6/17 7PM with Wisconsin Community Veterinary Center sign up online, advertised in Dodgeville Chronicle only 6 spots left. Outdoor cat packages starting at \$40 (+\$5 transport fee) including spay/neuter, ear tip, rabies (if over 12 wks), and pain medication, Indoor cat packages starting at \$75 (+\$10 transport fee), Dog packages starting \$115 (+\$20 transport fee) – Good PR for shelter and good resource for the community. Hope can do every other month, but will see how this one goes.

**Pet of the Week advertising**

Channel 15 Pet of the Week (Jordyn may be the face) or find sponsors to put ads into the Dodgeville Chronicle or Advisor more research to be done by Joselyn.

**Strategic Planning session - Lisa S**

Will be held once we have a Financial Plan in place which will start with the Executive Committee and Executive Director, the Investment Committee will be involved as needed.

**Public Comment**

- Should you advertise or put on Facebook need for cement work, still need to be license, insured contractor. Can ask on Iowa County Confessions Facebook page too.

**Next meeting:**

**July 11, 2022, 6:30 pm at the shelter**

**Open session ended at 8:02pm entered into Closed session entered into at 8:03pm**

**Closed session ended at 8:36pm, Motion to adjourn by Janice, Tony second, carried**

**Adjourned at 8:37pm**

*Minutes respectfully submitted Lisa Cvengros*