

IOWA COUNTY HUMANE SOCIETY

MONDAY, APRIL 1, 2024 at 5:30PM at the SHELTER MEETING ROOM

Board Attendees: Debbie Morgan, Cammi Riley, Dawn Venden, Lisa Cvengros, Tracie Johnson, and Char Paglini (via Zoom), Denny Marklein

Not in Attendance: Lisa Schnedler (excused)

Staff: Shanna Gundlach, Hannah Guenther, Cindy Denman (via Zoom)

Members: Sharon Shea

1. Call to Order by Lisa C at 5:33PM

2. Approval of February 5, 2024 minutes as written Dawn motion and Tracie second, approved

3. Shelter Reports:

• Happenings “at” the shelter, Shanna Gundlach

- Hannah and Shanna attending the UW Northern Tier Shelter Fellowship Camp in Madison, Wisconsin, to be held April 16-18, 2024, more here: <https://sheltermedicine.wisc.edu/programs/northern-tier-shelter-fellowship-program/>. Staying in Madison for the week.
- Heidi and Kirsten attending the Wisconsin Federated Humane Societies Badger State Spring Seminar - Wednesday, April 17, 2024 - Madison, WI, more here: <http://www.wisconsinfederatedhs.org/badger-state-conference.html>
- Shelter will be short staffed the week of 4/16-18, so making everyone aware and will be closed to the public on Wednesday, April 17
- Grant applied for \$3,000 with the St Croix Valley Foundation, invitation only grant opportunity, they fund more of the day-to-day stuff which often you cannot get in grants. Should know results in 6 weeks or so.

• Happenings “in” the shelter, Hannah Guenther – Animals Stats and Services

- Cats Incoming 17 (7 Strays, 8 Surrenders, 2 Returns), Outgoing 11 (10 Adopted, 1 Reclaimed), at the shelter 12 and in foster 13 for a total of 25 in care at the end of March.
- Dogs Incoming 13 (1 Stray, 12 Born in Care), Outgoing 5 (4 Adopted, 1 Died), at the shelter 7 and 13 in foster for a total of 20 in care at the end of March.
- Low Cost Spay/Neuter – 2 dogs and 2 cats, 13 TNR for March
- Trap, Neuter, Return (TNR) – first four done for simply the cost of rabies shot by Underdog Services (\$32), TNR 5 done for free by UW, TNR 6-17 done at Dane County Humane Society (yet to see bill).

• Treasurers Report, Lisa Cvengros

- Profit & Loss: Net Income, Revenue and Expense
 - Revenue – 1Q24 Revenue around \$115K or 29% of budget. Fundraising about \$10K behind last year at this time, in part due to no Holiday Mailing carryover into the next year (versus 2023 we had the late Fall Mailing). Shelter Income ahead around \$27K due to Protective Custody bills and new services income (Low Cost Spay/Neuter). Interest income up \$10K due to more CD investments.
 - Expenses – 1Q24 expenses around \$82K or 20% of budget, essentially flat as compared to this time last year, but as expected, now that we are at full staff (with Office Mgr, Fundraising Coor hiring) as of March we have seen our biweekly payroll increase by around \$1,500/pay period since the first of the year. So, as payroll and our kitten and puppy seasons ramp up, expect changes.
- Balance Sheet changes – Cat Flooring paid Gobin bill \$13,531.67 a capital expense, will confirm with our CPA that since it replaces other flooring still on the books it will result in no change to Fixed Assets. Restricted Funds around \$22K (vs. \$42K last year at this time) as we continue to proactively manage those funds.
- Our QuickBooks Premier Desktop 2021 accounting system is losing support on 5/31/2024, we also use QuickBooks payroll services, so need a current version to keep things going. QuickBooks is pushing the online cloud-based services (either from TechSoup or from them), but it is different and has its challenges compared to desktop. Only existing QuickBooks desktops are allowed to upgrade to 2024 version, but after talking to our CPA and Applied Micro, everyone agrees this is a big decision we need to take our time on so suggests going with the desktop upgrade through Intuit until we fully understand the options and path forward. So, Lisa C proposed this following **Motion** to spend \$949 to upgrade QuickBooks Desktop 2021 (end of support on 5/31/2024) to QuickBooks Desktop 2024 to ensure our payroll and accounting services continue to work. Dawn motioned, Deb second, it was approved.

4. Committee Reports:

• Fundraising Committee – Cindy Denman/Shanna

- Aug 17th – Clear the Shelter Day Cindy wants to add the drawing of a 50/50 raffle, want to make it a fun day with face painting, booths from different people, food and/or drink trucks. From her American Legion experience, she got for \$52 could get 100 larger posters to advertise and tell about the event and the shelter and \$236 for 8,000 printed raffle tickets with more info about shelter and event, so good promotion. We can sell starting at May garage sale and at the Lands End food booth. Dawn suggested a carnival theme from Clear the Shelter poster and use a QR code on the poster. Sharon other raffle ideas – half a beef, donated by a local farm or getting an implement company to donate something at cost. To be successful, need to sell the tickets. Sharon also suggested a Pie Auction – Dawn Haase may be a pie baker we can use.

- Also, working on a brochure and could make it a mailer if we want too. Penny wars in the schools is another idea. Are there businesses that would do round up, if we could make it easy. Vortex and Cummings are two companies that have work days to volunteer time and in Vortex case a source auction items too. Dog Trainers may be willing to do a class. Lots of ideas for Cindy.
- Upcoming Fundraising Events:
 - April Yoga with Cats (now 4/20 rescheduled from 4/6),
 - Canine Good Citizen (Sundays in April 1-3PM) – still has open spots, so if ideas, it starts Sunday! Laurianna will be taking shelter resident Bishop to the class.
 - Garage Sale (5/16-18) – contact Sharon with items you want to donate, usually will have one in May, another at the Clear the Shelter and in October.
- Wisconsin Community Vet Clinic at shelter and Little Sisters Cookies coming on Saturday, 4/13 and will donate some of their proceeds from the cookie sales for them day.
- Past Fundraising Results: Valentine Wall of Love (\$5,720 includes matching funds), Feb Yoga with Cats (\$200)
- **Buildings & Grounds** – Shanna Gundlach
 - Existing Building Needs:
 - Bathroom Faucet flood insurance claim \$13,226.85 - Servpro cleanup fee \$7,887.76, plus need to pay for C&H shutoff valve cost, then remaining repair (~\$5,000) for new faucets, ceiling tiles, insulation material costs around \$1,000 then Shanna has a volunteer, Dave that will assist with the installation. Still need to replace baseboard if we want and do some painting, but would also like to paint in other areas too. There are also countertop/cabinets in the dog area that may need replacing too. Will sort through ideas and prioritize what might be done.
 - Dryer Vent – Aire Care services \$158 annual dryer vent cleaning cost, but the power vent is doing more harm than good so they suggested removing it. All agree we should remove the power vent.
 - Packer Grant Outside Dog Kennels (\$1,585.86) still need flooring and side shade panels
 - Sharon brought up sewer in front of lot is plugged up, so Dawn will bring it up to Jason Jones from the city.
 - Neighbors (silo people) need to talk too about busted blacktop that their snow plowers pushed onto our grassy hill that needs to be cleaned up.
 - UPS Lease request for a 3-year term (February 1, 2025 – January 31, 2028) for \$625/month (same as paid in 2/1/2023 to 1/31/2025) – Add a 9 bullet point to the contract about transfer of ownership what happens so if we move or sell the place. Move to annual contract and possible increase in rate once see history on lease. Lease does not expire until 2025, so we have time to worked this out.
 - Master Facilities Plan – need to get started on this, more as the building & grounds committee gets going.
- **Personnel Committee** – Shanna Gundlach – down one kennel attendant, so looking to hire another.
- **Nomination Committee** – Still need 3 members per bylaws

5. Public Comment – Sharon says GPS is sending people to UPS, not our location, if this can be corrected that would be good. Seemed to work correctly with google, but there are others out there.

6. Next meeting is May 6th, 2024 5:30PM at the shelter

7. Closed Session – Adjourned to closed session at 7:20PM to discuss the board Organization the results of the discussion were:

- Co-President – Char Paglini and Deb Morgan
- Secretary – Dawn Venden (backup: Cammi Riley)
- Treasurer – Lisa Cvengros (backup: Tracie Johnson)
- Fundraising – Cindy Denman, Deb Morgan assistance from Cammi Riley and Dawn Venden
- Buildings & Grounds – Shanna, Dawn Venden, Denny Marklein with assistance from Lisa Schnedler on Master Facility Plan
- Personnel – Shanna, Char Paglini and Deb Morgan
- EU/Medical Advisory/Animal Adoptability – Tracie Johnson with assistance from Sharon Shea
- Finance – Lisa Cvengros with assistance from Tracie Johnson and Lisa Schnedler
- Investment – Lisa Cvengros with assistance from Tracie Johnson and Lisa Schnedler
- Nomination – Dawn Venden and Lisa Schnedler as possibilities

8. Adjournment – Tracie motioned and Dawn seconded

Adjourn from Closed Session at 7:47PM

Meeting reconvened at 7:48PM

Meeting adjourned at 7:48PM

Minutes respectively submitted Lisa Cvengros