

**IOWA COUNTY HUMANE SOCIETY  
MONDAY, August 5, 2024 at 5:30PM  
SHELTER MEETING ROOM**

**Attendance:** Deb Morgan, Lisa Cvengros, Tracie Johnson, Lisa Schnedler, Dawn Venden, Char Paglini, Denny Marklein, Cammi Riley

Not In Attendance: Shanna Gundlach (vacation)

Staff: Hannah Guenther

Members: Sharon Shea

**Call To Order by Deb Morgan at 5:30pm**

**Approval of July 1, 2024 minutes as written:** Motion to approve Char and Lisa C seconded  
**Shelter Reports:**

- **Happenings “at” the shelter, Deb to report/ Shanna on vacation**
  - **Introduction of Andrea Speth (Andi), consultant and volunteer**
    - Andrea will attend the September meeting
    - Andrea works in a Wisconsin based capital campaign planning company, McDonald Schaefer.
    - Andrea and Shanna met initially to discuss potential opportunities, lots of engagement. She is going to be a great resource and very much an animal advocate
  - **Donor Management/CRM software exploration update**
    - Andrea agreed donor management software will be required and she weighed in on the options we explored. Team has down selected two options to explore further (Bloomerang and DonorPerfect).
    - Will be ready to present recommendation in September with Andrea’s input
  - **Fun facts year over year – Adoptions**
    - 2023:122 cats and 32 for dogs
    - 2024: 152 cats 24.6% and 64 dogs 100%
    - +40.62% YTD
- **Happenings “in” the shelter, Hannah Guenther – Animals Stats and Services**
  - **Cats**
    - Incoming = 41 (25 stray 12 surrender, 2 protective custody, 2 returned)
    - Outgoing = 38 (32 adopted 2 redeemed, 4 died)
    - In Care = 36 (27 shelter vs. 9 foster)
  - **Dogs**
    - Incoming = 12 (4 stray, 8 surrender)
    - Outgoing = 9 (6 adopted, 3 redeemed)
    - In Care = 6 (all 6 shelter)
  - Service In: 4 Trap, Neuter, Return (TNR), 18 spay/neuter (5 dog, 13 cat) and 3 microchip.
  - Average length of stay is 31 days
  - Longest dog Milo just over one month – maybe switch Milo with like dog from other shelter
  - Longest cat 4-way tie, 2-3 months came in mid-May bonded pairs - maybe switch Vader with like cat from other shelter
- **Treasurer's Report, Lisa Cvengros - Revenue and Expense as of July 29, 2024 without bequests:**
  - **Revenue around \$199K or 51% of budget**
    - Fundraising around \$82K or 27% of the annual budget of \$300K. Recent highlights include:
      - Holes for a Cause (in Community Donations) \$3,357.
      - Garage Sale in July \$1,319.
      - Lands’ End Food Booth \$933 (still waiting on expenses) down 58% from 2023.
      - Recorded \$1,050 income on raffle ticket sales (\$378 in expense so far).
      - Shelter Income continues to be strong due to the Protective Custody income and adoptions.
      - Shelter income Low Cost Spay/Neuter (for July \$2,600 income and expense of \$2,728 – YTD:\$5,944 income and \$6,012 expense).

- Microchip income \$630 in July thanks to “Lost Dogs of WI” assistance, this will offset \$1K Microchip expense seen in Shelter expenses in June.
- Interest on CDs is a definite help this year, YTD \$24K, above the budget expectation of \$15K.
- **Expenses around \$201K or 50% of budget, up around \$24K compared to this time last year.**
  - We still have a building repair credit (\$2.8K) from the insurance claim check, this helped cover the C&H bill of \$400 for a water leak in the dog kennel area.
  - In July, paid Building/Vehicle insurance bill (\$2K), up 25% over previous payments.
  - Also, paid our quarterly Employee/D&O insurance in July.
  - Kennel-Cat costs up in July (\$4.8K, YTD \$15K), bought cat food, medicine, and lots of vet bills.
  - Kennel-Dog costs at 77% of budget.
  - Payroll is up \$17K compared to 2023, but only 48% of budget due to delays in some positions being hired and less kennel hours due to the reduction in cats’ length of stay and the use of a foster for the puppies.
- In July we received part of a bequest from an estate that was invested in a CD.
- 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.
- **Certificates of Deposits:**
  - In July, we did renew the **Farmers CD at 4.5% APY for 30 months** and invested the bequest (and closed the BMO money market) so we now have a **CD for \$300K at BMO (5.1% APY) for 13 months.**
  - Next CD coming due is on 9/5/2024, for **\$100K at Royal Bank**
  - Between additional bequest dollars and the CD coming due we have \$250K to invest again.
  - **Motion made to authorize Lisa Cvangros, Treasurer and Cara Thorison, Accountant Specialist to invest \$250K in a CD.** Current best rate appears to be at Dupaco Credit Union (5 star rating, Platteville location) who has a 19 month, 4.75% APY Jumbo CD special assuming nothing better with our current banks including IntraFi options. **Motioned by Dawn Venden**  
**Seconded by Denny Marklein**
- **Committee Reports:**
  - **Fundraising Committee – Cindy Denman**
    - **Past Fundraising Results – Farmer’s Appreciation Day –**
      - Tent for next year for any sales
      - We need to get some print coverage
      - Sharon has done ads in the past and it drives traffic to the events.
        - Chronicle came to get coverage of the event
        - Chronicle will link Poppy to the ICHS in their most recent article
        - Sharon will send link to the video that has been published <https://fb.watch/tOljosYWGn/>
      - Chamber electronic signs – Shanna was sending to the chamber for the raffle.
      - Round up at check out – how do we network into that space? Lisa S
    - **Lands’ End Food Tent –**
      - No additional expenses – cash donations equivalence for items by donor.
      - Miller and sons have not asked for a donation in the past.
      - Sharon did say the Red Zone needs a receipt and they declare the amount.
      - Gift in kind form can be utilized and we can reference last year.
      - Pros – steady traffic, had enough volunteers
      - Lands’ End had other for-profit stands that might compete
      - Better collaboration for future events
    - **Upcoming Fundraising Events:**
      - **Raffle** – get on chamber sign
      - **Clear the Shelter:**
        - 11-4 food stand – Sharon will help educate on set up
        - 11-4 garage sale
        - 4PM draw for the raffle
        - Hanna will get large tent like last year
        - Hanna will open the shelter at noon
        - Name your price day for adoptions

- We have been given press release opportunities in the past
    - Are we doing one this year
    - Donna Griffin has written the press release in the past, Hanna will check with her.
- **Need for common ICHS shirts for events:** 608 in town may be a resource - Can we coordinate
- **ICHS Auction – Week of September 22<sup>nd</sup>** Online Tim Slack Auction Service – New experience for the shelter, Cindy has done in the past.
- **Plan for 2024/2025, etc.**
- **Buildings & Grounds –**
  - **Existing Building Needs – Mold/Air quality assessment**
    - **Mold testing? Need to be prepared for the discovery– Service Pro and Findorf – send photos to Lisa S**
  - **UPS Lease – finalized and signed, check is in the mail.**
  - **Any staff members having issues from the mold and it is in a work area? Nothing reported**
- **Personnel Committee – no report**
- **Nomination Committee – no report**
- **Public Comment – No additional comment**
- **Next meeting - September 4th, 2024 5:30PM at the shelter**
- **Closed Session – None required Lisa S and 2<sup>nd</sup> Dawn**
- **Adjournment : Motion to adjourn Lisa S seconded by Dawn 7:08 PM**

*Post meeting we viewed the areas where mold is presenting and Deb photographed many areas and will send the photos to Lisa S for her discussions with Findorf and other resources. Everyone agrees quick action is needed to remediate risk to employees, volunteers and animals. May want to immediately invest in a large self-draining dehumidifier and potentially smaller one in storage area in back. Also, discussion was had on how we clean out the kennel drains as often as possible to reduce the risk of bacteria sitting in those pipes. Keeping all caps in place when not being cleaned.*

*My afterthought: Should we look at a contingency plan to clear the very back area that has ceiling damage and seal it off to treat and contain. Is there space to accommodate the items or can we purge unnecessary items and get any old building materials removed and taken to the dump? Cardboard will hold moisture and always be a problem so we should remove any cardboard from these areas right away. Offsite by 7:35 PM*

*Minutes respectively submitted by Dawn Venden*